

# St. Eugene Pastoral Council Minutes

## January 15, 2019

### Present:

<b>Fr. Paul Hartmann</b> – Pastor	<b>Kate Gould</b> – <i>Stewardship Committee Liaison</i>
<b>Fr. Andrew Linn</b> – Associate Pastor	<b>Bob Stoffel</b> – Trustee
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Peggy Oberhofer</b> – <i>School Committee Liaison</i>
<b>Julie Brockhus</b> – Vice Chairperson, Selection Committee Chair	<b>Kate Junk</b> – <i>Worship Committee Liaison</i>
<b>Eileen Placek</b> – <i>Trustee Secretary</i>	<b>Marc Melloch</b> – Secretary

### Absent:

None

### Excused:

Daniel Gabler, John Barrett

### Guests:

Dave Keuler

### Finance Council Report:

Dave Keuler presented for the Finance Council. Current estimates project a \$70,000 shortfall at current income and expense levels. Fr. Paul and Phil LaRosa are monitoring this situation to address the issue as we approach the end of the fiscal year.

There was a discussion about why the number of donors and amount given may not have met this year's expectations.

### Consideration of Minutes

Minutes from the November meeting was approved, with some grammatical corrections and a renaming of common leadership night to common meeting night.

### Pastors Comments

Fr. Paul states the number of donors has decreased, but the contribution amount from those giving has increased.

Fr. Paul is looking for all pastoral council and financial council members to turn in their Committed to Christ financial giving pledges.

Fr. Paul likes the Committed to Christ program and will continue to use it and work to make improvements to help the parish grow.

### Old Business

Pastoral Council Congress, Julie Brockhus will attend the congress as the Pastoral Council representative, and Eileen Placek has volunteered to attend as the trustee representative. Kate Junk informed the council, Luke Junk, will attend as the Finance Council representative.

### Financial Report and Capital Campaign Update

The security updates for the school are slated to begin this spring. Once the security updates are complete, the sanctuary upgrades will begin. Current estimates show a remaining balance for the sanctuary upgrades at \$250,000-\$350,000. The worship committee will be looking at the furniture arrangement for the upgraded sanctuary.

### **Committee Liaisons**

Formation – Nicole Carpenter has now resigned her position, and moved out of town. Matt Kirchner will discuss potential replacements with Meagan Turner. A discussion was held on the difficulty in finding members for this committee.

School – Current enrollment is 181 students. The north shore school consortium has created a steering committee, and named a chairperson and vice chairperson. Fr. Paul is working with both schools to make adjustments to budgeting and financial reporting to show the true cost of education, and allow for similar reporting methods between St. Eugene and St. Monica.

Stewardship – There will be Lenten study groups formed to discuss Katie Prejean's book *Room 24*.

Worship – Liturgical minister scheduling is still causing some concerns. Currently work is underway to create job descriptions for the coordinator positions of various ministries. Small discussion on where to find mass readings online and it is recommended to go to the USCCB website. <http://www.usccb.org/bible/>

### **New Business**

A standardized committee reporting form was presented to the committee liaisons, and this form will be sent to the committee secretaries in the coming weeks for the coming meetings.

Selection Process – The selection process for next year's committees will begin on the weekend of March 23 and 24. Julie Brockhus will work to have bulletin announcements to describe the different committees leading up the weekend. The committees will be asked to create a description of the committee and mention any accomplishments and why their committee is important. These descriptions should be complete by Feb 12.

### **Next Meetings:**

**St. Eugene Common Meeting Night - Tuesday, February 12<sup>th</sup> at 6:30 PM**

**Combined Pastoral Council – Tuesday, March 19 at 6:30 PM**

**St. Eugene Common Meeting Night - Tuesday, April 9<sup>th</sup> at 6:30 PM**

Respectfully submitted – Marc Melloch

# St. Eugene Pastoral Council Minutes

## July 9, 2019

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Peggy Oberhofer</b> – <i>School Committee Liaison</i>
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Tom Anderson</b> – <i>Worship Committee Liaison</i>
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Bob Stoffel</b> – Trustee	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Bill Hudson, Eileen Placek

**Guests:**

None

**Discernment**

This year has 4 open positions and there are 4 nominees.

The discerned positions for the 2019-2020 fiscal year are:

Matt Kirchner – *Chairperson and Parish Representative to the Archdiocesan Pastoral Council*

Kate Junk – Vice Chairperson, Selection Committee Chair

Marc Melloch – Secretary

John Barrett – Finance Council Liaison

Peggy Oberhofer – *School Committee Liaison*

Brian Coonan – Formation Committee Liaison

Craig Martell – Human Concerns Committee Liaison

Julie Brockhaus – Stewardship Committee Liaison

Tom Anderson – *Worship Committee Liaison*

It was noted, the bylaws state no member of the Pastoral Council should be related to an employee of the parish or school. This was discussed and a special exemption has been granted to allow Brian to discern to the Pastoral Council.

**Pastor's Report**

Fr. Paul passed out copies of Fr. Barron's book, "Letter to a Suffering Church". Fr. Paul would like to have further moderated discussions on the book once more members of

the parish have read the book. He would like to have the discussions sometime beginning in September.

Brief discussion on Fr. Paul's vision for the church safety team and their responsibilities. A team of 12 individuals is the goal.

Capital Campaign – There is a group working with Fr. Paul to determine what can be done with the sanctuary space based on the remaining funds from the capital campaign. Additional discussion was held on communication of the proposed changes to the space and ongoing work to be done to the school to enhance security.

### **Committee Reports**

Finance – Projecting a breakeven year with a slight improvement in the cash position.

School – Currently the 3K class for 2019-2020 school year has a low enrollment. Annual fund collected ~\$92,000 for 2018-2019 school year.

Human Concerns – The committee is looking to participate in more activities with St. Monica.

Stewardship – Looking to create a subcommittee to run the 2020 parish picnic.

### **Next Meetings:**

**Pastoral Council – Tuesday, September 10 at 6:30 PM**

**St. Eugene Common Meeting Night - Tuesday, October 8 at 6:30 PM**

**Combined Pastoral Council – Tuesday, November 19 at 6:30 PM**

**St. Eugene Common Meeting Night - Tuesday, December 10 at 6:30 PM**

Respectfully submitted – Marc Melloch

# St. Eugene Pastoral Council Minutes

## September 10, 2019

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Peggy Oberhofer</b> – <i>School Committee Liaison</i>
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Eileen Placek</b> – <i>Trustee</i>
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Bill Hudson</b> – Trustee	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Tom Anderson

**Guests:**

None

**Stewardship Committee Report**

The meeting began with an introduction to Anne Butscher-Rice, the new director of Stewardship for St. Eugene and St. Monica. Mrs. Rice shared her top 5 goals for the remainder of the year as she learns the new position.

A discussion followed about the use of data mining to assist in determining trends within the parish, and how a sanitized database could be used.

It was requested for Mrs. Rice to have a brief introduction in a Sunday bulletin to introduce Mrs. Rice to the parish.

**July Minutes**

July's minutes were accepted with spelling corrections to be made.

**Pastor's Report**

While working on a strategic planning session for St. Monica, Fr. Paul and staff have determined it would be beneficial for St. Eugene's strategic plan to have a review and refresh. This will allow for revisions if needed to help in align the strategic plan between the 2 parishes.

**Old Business**

Safety Committee – Fr. Paul is still working to build a safety committee. He continues to look for volunteers or nominees to assist at masses as part of this committee.

Capital Campaign – Work on the improvements to the school safety have begun.

The committee working on the sanctuary improvements is still discussing options based on the funds available following the school renovations.

Discussion of plans to touch base with major contributors to the capital campaign now that the school renovations are underway. It was also requested a communication go out to the parish with a recap of the progress to date of the capital campaign.

### **Committee Reports**

Finance – Discussion on the lower than expected giving in July of 2019 versus July of 2018.

School – School budget will be reviewed and reevaluated based on actual enrollment numbers in late September.

Human Concerns – Discussion on Service Saturday, September 28<sup>th</sup>.

### **New Business**

Discussion of St. Monica's survey on volunteerism, and how this type of survey could be beneficial to St. Eugene. Matt has been asked to review this with the St. Monica Pastoral council president.

### **Next Meetings:**

**St. Eugene Common Meeting Night - Tuesday, October 8 at 6:30 PM**

**Combined Pastoral Council – Tuesday, November 19 at 6:30 PM**

**St. Eugene Common Meeting Night - Tuesday, December 10 at 6:30 PM**

Respectfully submitted – Marc Melloch

# St. Eugene Pastoral Council Minutes

## November 19, 2019

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Peggy Oberhofer</b> – <i>School Committee Liaison</i>
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Eileen Placek</b> – <i>Trustee</i>
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Bill Hudson

**Guests:**

Emily Naczek, Kathleen Kirchner, Rich Harder, Brad Berghouse

**Worship Committee Report**

There is a need for volunteers in all aspects of the mass. To help in this a ministry is being set up to raise awareness of the need and the responsibilities of the volunteers needed to conduct the mass.

Painting is planned for January of the worship space. Design concepts are being reviewed.

The liturgy of the word program needs to find a new leader to continue.

The safety committee is still being organized.

**Strategic Missionary Planning**

Rich Harder and Brad Berghouse of the archdiocese spoke about their efforts to help create separate strategic plans for both parishes that are not in opposition to each other.

The need for a strategic plan was discussed, "to overcome the focus on the day to day, to create the plan for the future".

The phrase missionary plan was also used to describe the process. We are looking to answer the questions of: Why are we doing this? What is the end goal? These questions are not about the plan, but these are the questions the plan looks to help answer.

Some points to note, lots of activity does not equate to a mission and lots of activity does not necessarily bring people to Christ.

Planned process for the strategic mission:

1. Establish a prayer and planning team
2. Define why (mission) and hope (vision). This is not a new mission statement.
3. Gather information on parish culture (values), data and leadership.

4. Analyze data
5. Write the plan
6. Communicate, implement and evaluate plan.

To gather the data a series of surveys will be sent out, expected to occur around the Lenten season, to learn about the personality of the priests and the parishes. These surveys will be through the Catholic Leadership Institute.

During this same time frame St Eugene will be part of the pilot launch of the archdiocesan capital campaign.

### **September Minutes**

September's minutes were accepted.

### **Pastor's Report**

Fr. Paul had nothing specific, but took questions on the strategic missionary planning, and did state he would expect the process to begin after the kick off of the capital campaign.

### **Old Business**

Safety Committee – Fr. Paul is still working to build a safety committee. He continues to look for volunteers or nominees to assist at masses as part of this committee.

Abuse Listening Sessions – About 30 people attended the abuse listening session. There are no plans for further listening sessions unless there is a specific request.

Deanery Meeting Report – The Milwaukee area priest shortage is not as bad as expected, but there is still a significant shortfall of priests. The abuse scandals and how other parishes have been handling them within their parishes. There was talk of a golf outing, The Listeck Open, this would be a parish team mini-golf event. More details to come closer to summer.

### **Committee Reports**

Stewardship – Small group gatherings with Fr. Paul are being organized through the Stewardship director. Looking to create a parish life committee to organize hospitality events.

Human Concerns – Concern on lack of communication about human concerns activities.

Can human concerns activities be coordinated with area parishes to improve reception of various activities?

More money has been requested for grant allocation.

### **New Business**

Discussion of potential nominees for leadership of the capital campaign.

Fr. Paul is also looking for ideas on how to raise money for the capital campaign and what the priorities for the parish are to use the funds.

### **Next Meetings:**

**Combined Pastoral Council – Tuesday, January 14 at 6:30 PM**

**St. Eugene Common Meeting Night - Tuesday, February 11 at 6:30 PM**

Respectfully submitted – Marc Melloch