

St. James Pastoral Council Minutes

January 12, 2022

Members Present: Terry Brecklin, Deacon Sandy Sites, Kim Cavaliero-Keller, Josie Rukanp, Joe Gonzalez, Scott Granicki, Jeff Kenkel, George Fox, Sharon Young, Charles Demge,

Not present: Tim Khoury,

Topic	Follow-up
<p>Call to Order 7:02 PM on Zoom Sharon Young offered the opening prayer.</p> <p>Town Hall Meeting</p> <p>Should we have a signup sheet at the Town Hall meetings so that anyone interested in learning more about the Strategic Planning Team can provide contact information? We can then follow up with them at an appropriate time. Would someone be willing to be a contact person for each of the two SP Goals.</p> <p>Meetings are scheduled for Sunday February 6th after the 10:30 AM Mass and Thursday February 10th at 6:00 PM.</p> <p>Due to Covid concerns, we may have to hold both meetings via Zoom. An advantage of the Zoom meetings is we can capture it and post it on the parish website. A good town hall technically is you gather people together with leadership and you open it up to Q&A. Our style of meeting has been to give information in the six categories for 30 minutes, then allow the remaining 30 minutes for any and every question. We haven't needed a whole hour, in the past. As we get closer (no later than the week before) we will determine if the sessions will be virtual versus live.</p> <p>We will ask for volunteers to help implement the strategic plan. To avoid an extra-long town hall, perhaps we should identify the contact and have interested parties contact the contact. The easiest way would be to establish a Pastoral Council e-mail, making it consistent and a "one-stop shop", and very useful moving forward. Establishing an E-Mail can be done through Terri Weber.</p>	<p>One week prior to 2/6 a decision needs to be made if the TH meeting will be held virtual or live.</p> <p>Terry to ask Terri Weber to establish a PC E-mail</p>
<p>Strategic Plan –</p> <p>Invitation and Welcome Training Sessions – Terry has been in contact with Laura Engel, Laura identified there are two versions 1) a single 2-hour session, or 2) a 90-minute session followed by a 60-minute session. Terry recommended we utilize the two-session version as that will give us the opportunity to see if our efforts are working. This format allows us to monitor our progress, something that we wish to do as part of the Strategic Plan. Saturday dates we are looking at include 2/19, 3/5 or 3/12. We want to make sure those interested and participating know these sessions are not to develop the plan but to implement the plan.</p>	

Visual Representation of Commissions – Jeff presented a sample of how we could visualize the organization of the Human Concerns Commission and related committees. The structure is broken down into four groups – direct service, advocacy, education, and a spiritual programs group. Examples of what is being done today are listed below each of the four groups. Jeff is willing to create similar formats for the other Commissions if he is provided the details. How do we connect Jeff with the leaders in each area so he could develop their visual representations? Sue and Barb from the parish staff can provide input. Sandy suggested Jeff attend the virtual staff meeting next Wednesday morning, and present his graphic approach and Jeff can ask for staff liaisons to work with him to get the information needed.

Sandy to add Jeff to the SP Team agenda and to provide a link to the SP Team virtual meeting

Update On Stewardship – Scott identified that they are trying to jumpstart the Stewardship Committee. They are working with Cindy at the Archdiocese to get ideas from her, to develop a better plan moving forward. Identifying what Stewardship encompasses is the first action. People often think of it as only their financial donations and it is way beyond that, so broad and involving a lot of areas of the parish.

Steve Choate was prior chair and is willing to continue on. Our consultant suggested we may want to consider renaming Stewardship, so that we have something that is a little more energetic and doesn't have that connection to only money. Something the reforming group may wish to consider. For Jeff's visual presentation we will also need to identify the leaders for the various activities within Stewardship.

Next Steps for Strategic Planning Team – The next meeting is scheduled for January 24th. Terry plans on introducing the team and the leads for the two Goals, at the Town Hall meetings. The Leads will be members of the SP Team. They would track the progress of each goal and work on the data collection.

Liaison Reports:

- **Finance** (Chuck) – Update on the financials for the last 4-5 months. As we ended November we still were in the positive on our operating balance. By the end of the year this may turn to negative. All of the personnel openings were discussed. The Employee hand book was finalized and sent to the Archdiocese for approval. The 2022-2023 budgeting process will start in February, for a targeted March meeting, with expectations of a deficit budget. We expect to use the line of credit to address the technology upgrades (phone and computer systems). A proxy letter has been submitted to the Archdiocese. A proxy is a petition to the Archdiocese for approval to spend any amount over \$5K.
- **Human Concerns** (Jeff) – December tithe commitments – Lives Connection, Parents Place, Milwaukee Birth Right, and the Glafcke Family mission support. Final results on the Giving Tree program run by Ellen Smith, \$5,645 in gift cards that were donated. Down about 20% from last year. The cards were distributed to St. Vincent DePaul \$2,260, Interfaith \$1,530, Hebron House \$485, Sussex Outreach Services \$1,370. Mathew 25 program – This year during Lent, we will be including an article in the weekly bulletin focused on the readings for that week. We will not be distributing “action cards” this year. Archdiocesan program called Gift, Gratitude and Joy – Finding Our Sacred Roots in God’s Creation, a six session format that will be available to all parishioners via video streaming. We would like to make a connection with this program to our Lenten Theme (TBD).
- **Christian Formation** (Josie) – No meeting.
- **Prayer & Worship** (Sharon) – January meeting is still pending.

<ul style="list-style-type: none"> • Stewardship – Refer to Scott notes above regarding reestablishing this group under the Commission structure. 	
<p>Parish Director’s Report –</p> <ul style="list-style-type: none"> • Christmas Masses – Christmas masses were a challenge due to COVID. We had about 1,500 in total attendance across 5 masses. Feedback was favorable for the separate COVID Safe mass held in the community center. • Personnel Committee – Employee handbook has been completed. All staff job descriptions are being updated (last update was 2012). There are 3 positions we are trying to fill. 1) The “Christian Formation Coordinator for Youth” position has been posted for 2 months, with only one response to date. We expect action to start late March or April, as individuals would be looking to move from an existing position for the future year. 2) Parish Nurse – an RN is not needed, but more of a “Pastoral Care and Health Coordinator”. 3) We also need a “Volunteer Coordinator” overseeing all volunteer efforts, not just ushers and greeters. Nearly all ministries could use volunteers. Desire is to expand the job description beyond the original 5 hours per week. They are working to expand the duties and hours. That role may not be affordable this year. A proposal will be drafted to present to finance council including costs for the expanded role. • Safe Environment – Background Check and Training – Staff revisited the list of who is required to have a background check and training. Pastoral council is not required, trustees are. It is recommended we do this as a best practice for all STJ leadership • Save the date March 22nd - Bishop Haines will hold his third Mission on the Gift of Sunday at Good Shepherd during Lent. • Capital Campaign – The capital campaign at St James has been postponed, we will be in wave three, which will begin on January 1, 2023. As of this time, we have about \$150,000 already pledged so this bodes well for the success for this campaign. • COVID Test Site at St. James – This is a great way to practice love God and love neighbor as a community. This will provide relief to local hospitals which have been inundated with people needing tests. We will have a drive thru test site for COVID testing, under the entrance overhang. Certified by the State of Wisconsin and the Waukesha Health Dept. • COVID Policy Update – With COVID cases rising rapidly - Starting this weekend, we will establish social distancing in the entire worship space (every other pew blocked off), and we will require masks be worn in every section, and by every minister. Our approach will be updated as appropriate based on the changing conditions. 	<p>PC need to contact Terri Weber to validate status and seek her help to complete this background check</p>
<p>Pre-Mass Announcement Volunteers</p> <ul style="list-style-type: none"> • January 22, 4:30 – George Fox • January 23, 8:15 – open • January 23, 10:30 – open 	<p>Terry to send e-mail reminders for January</p>
<p>Deacon Sandy closed us in prayer Meeting was adjourned at 8:12 pm</p>	