

St. James Pastoral Council Minutes

November 10, 2021

Members Present: Terry Brecklin, Deacon Sandy Sites, Joe Gonzalez, Josie Rukanp, Jeff Kenkel, Scott Granicki, George Fox, Sharon Young, Tim Khoury, Charles Demge. Not present: Kim Cavaliero-Keller,

Call to Order 7:04 PM

Approval of 10/13/21 Minutes – approved via Email – Dcn Sandy Sites approved, seconded by Jeff Kenkel

| Topic | Follow-up |
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| <p>Strategic Planning – SMART Goal progress</p> <p>The Strategic Committee met in October and ironed out the SMART goal related to strategy 1 - <i>St James will research and implement best practices to enhance a culture of invitation and welcome, in order to increase each year, over the next three years, the number of parishioners and community members actively engaged in our ministries.</i> For measurement to the goal, the committee will start using data collected since the formation of their committee. The objectives include -</p> <ul style="list-style-type: none">• Increasing knowledge of best practices in enhancing a culture of invitation and welcome• Train parish staff and parish leadership in strategies for creating a culture of invitation and welcome• Implement the strategies• Monitor progress toward goal achievement<ol style="list-style-type: none">1. Create a baseline survey2. Collect current data on number of distinct people involved in ministries3. Create data collection tools <p>Terry expanded on the definition of “number of distinct people involved”. The SPC is also concerned that we don’t have enough representation with some of our younger members. The SPC wants to figure out how they can reach out to those who do not currently come through our doors on a Sunday.</p> <p>Discussion on the topic included - Is there a meaningful goal that puts a specific numeric measure to the “increase each year” statement? Terry felt this was hard to answer since we do not have a baseline yet. That will be a challenge until we have the data.</p> <p>How are we going to track accurate numbers? Is it the number attending Sunday masses?</p> <p>Is diversity another element or part of what we measure? The SPC’s current concern involved a measure using age. Original survey question of “My church helps me grow spiritually as a Catholic” had a low positive response for young adults and a high positive response among seniors. How do we keep younger members? How do we connect with them? We have to figure out what does the younger demographic want, and how can we support that through our programs.</p> | |

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| <p>DCN Sandy noted that STJ has the largest Catholic Christian Formation program in Wisconsin.</p> <p>How many of the families in the CF program are actively involved in our parish? By mass attendance, involvement on a committee. This may be a place to start. If we can increase participation among adults, can we draw the youth to join in. How do we build on the importance of CF, to go from <i>attendance</i> to absolute development towards a <i>need</i>?</p> <p>Should the focus on growth be external, since internal participation (Christina Formation) is very strong?</p> <p>It was noted that CF will be going through massive changes in the short term with restructuring due to Bryan Ramsey's departure. We are also revisiting job descriptions. For the long term is there is an opportunity to reset what CF looks like at STJ?</p> <p>When the SPC meets in two weeks they will be working on building the objectives for the 2nd Goal – Spiritual Growth.</p> <p>Terry announced, Jeff Kenkel has also volunteered to be PC liaison to the Strategic Planning Committee</p> <p>Discussion on parish organizations – Committees versus Commissions. Archdiocese norms recommends four Commissions – Worship, Formation, Human Concerns and Stewardship.</p> <p>Terry proposed we adopt the Commission structure at STJ. The formal organizational structure involves three layers - two Councils, over four Commissions, over any Committees. It would clarify the communication and workflow within the parish - Council to Commission (via liaison), then Commission to Committees. It creates intentional focus to implement parish priorities and goals.</p> <p>It was noted that STJ currently has about 40 committees.</p> <p>Members questioned what the differences between commission and committee to better understand the proposed structure.</p> | <p>Terry will get together with the officers to draft something to present in the December meeting</p> |
| <p>Liaison Reports:</p> <ul style="list-style-type: none"> • Finance (Joe) – September quarterly reports and budget were reviewed and we are in a better position than we thought. The line of credit, is a little under 15K, and we continue to pay that off. Stewardship mailings are going out and are due back by 12/31/21. Phone, water tank, and computer projects are going through the competitive bid process. Next the bids will go to the Finance council for review and approval. The Human Resource team is working on the Employee Handbook, which is going through a review process from outside professionals. • Human Concerns (Jeff/Joe) – Bob Schuelke is the leader. Tithing to charitable groups is 2% of the monthly collection from the parish, or about \$800 per organization. Dominican Center for Women and Repairers of the Breach are up next on the Tithing list. Fr. David Reith Vicar for Catholic Charities, will be speaking at St. James, and HC would like to coordinate a possible tithe, and free up some funds. This year's Giving Tree Project will be limited to gift cards. Human trafficking – Gifts Through Eternity, soap and lotions sale for Franciscan Peace Makers December 17/18. Additionally, the Safe Harbor Bill, related to human trafficking, is | |

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| <p>being revised for presentation next year. The Fair Trade Sale will be held the weekend of December 10/11, with goods from our Sister parish Ellacuria, in El Salvador. Book reading and discussions on white privilege is being coordinated with Good Shepherd. DCN Sandy felt that if the term white privilege is used it will turn a lot of people off. He suggests we not use either of the terms Black Lives Matters or White Supremacy. Racism is a fair term to use instead, and the choice of words matters.</p> <ul style="list-style-type: none"> • Christian Formation (Josie) – No report • Prayer & Worship (Sharon) – The committee has reorganized and will be holding quarterly meetings with the next this Saturday. • Stewardship - On hold as the committee is not currently active. They are struggling to figure out what they are suppose to be doing, due to a lack of structure. An announcement to the parish is needed to establish a commission/committee. | |
| <p>Parish Director’s Report –</p> <ul style="list-style-type: none"> • Covid Update – Stay vigilant, when entering and leaving, and going to communion, please wear a mask. We are drifting away from this practice. Continue to honor and respect others. • Capital Campaign – The CC was launched last weekend at GS. We are postponing the campaign for STJ’s until January if 2023, to allow us to build a base of volunteers, and avoid competing with the annual stewardship appeal. The option of January 2022 was felt to be too fast and we are not prepared, and the July of 2022 option would conflict with the annual pledge. • Personnel Update – Bryan Ramsey is going to Good Shepherd to fill their new Community Engagement Manager position. We continue to search for a Nurse to fill the void we have had for nearly three months. Barb Schuelke submitted a request for a Hospitality Coordinator, which was approved. The position will support her at each mass, assuring we are doing hospitality and welcoming in full force. • Glafcke Mission Support – Matt Glafcke made a passionate witness asking for support to Family Mission Company, the organization he works for. There will be requests at the end of mass, and in the bulletin. • December 1st Mission – The Gift of Sunday – Bishop Haines at GS 7:00 PM, we are invited to hospitality beginning at 6:30. It will be live streamed. Sue would like to see us join a zoom meeting 12/2, to share and reflect on what we heard. • Advent Evening Prayer for Unity and Love, December 12th – GS 6:00 PM, Please consider attending. • Sussex School Board – approached the Cooperating Congregations of Sussex (CCOS) for help, they are experiencing shouting anger, judgment at their school board meetings. Please pray for them. | <p>Attend the Mission on December 1, Discussion on December 2 and Evening Prayer on December 12</p> |
| <p>Announcements</p> <ul style="list-style-type: none"> • Pre-mass welcome volunteers November 20-21 <ul style="list-style-type: none"> ○ 4:30 – Terry ○ 8:15 – George ○ 10:30 - Chuck • December 1 – Gift of Sunday 6:30 social, 7:00 mission • December 2 – 6:30 PM Monthly officers check in – November agenda • December 2 – 7:00 PM Zoom discussion of the message from the mission • December 8 – Pastoral Council Meeting 7 PM in the Great Room – also Feast of the Immaculate Conception | <p>Terry to send e-mail reminders</p> <p>Dec 1 social & mission Dec 2 PC agenda & discussion Dec 8 PC meeting</p> |

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| Deacon Sandy closed us in prayer Meeting was adjourned at 8:21 pm | |
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