

St. James Pastoral Council Minutes

December 8, 2021

Members Present: Terry Brecklin, Deacon Sandy Sites, Joe Gonzalez, Jeff Kenkel, George Fox, Sharon Young.

Not present: Kim Cavaliero-Keller, Josie Rukanp, Tim Khoury, Charles Demge, Scott Granicki

Call to Order 7:08 PM

Approval of 11/10/21 Minutes – approved via Email – Jeff Kenkel approved, seconded by Dcn Sandy Sites

Topic	Follow-up
<p>Housekeeping Terry updated the Pastoral Council Roster and will transfer over to George Fox</p> <p>Deanery Representatives – We will get our name on the Archdiocese Deanery roster and will begin attending their meetings starting in February. Terry asked for volunteers as a STJ representative – Sharon Young and Jeff Kenkel volunteered.</p>	<p>Terry to send George the electronic roster and link to the Arch website</p>
<p>Strategic Planning – Discussion and approval of Goals</p> <p>In their November meeting the Strategic Planning Committee finalized all of their goals, which were distributed prior to the meeting and are attached to these minutes. Once the council approves, they will assign a chairperson to each of the two SMART goals, then will develop each of the objectives into some measurable outcomes. The SPC team will not meet again until the council approves.</p> <p>Terry requested feedback from the council on the Strategic Plan Goals and Objectives, to report back to the SPC.</p> <p>SMART Goal related to Strategy 1: Enhance a Culture of Invitation and Welcome</p> <ul style="list-style-type: none"> • Goal: 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 <p>Comments – One element that stood out to Dcn Sandy was the use of the word “research” (best practices). The reason it jumped out is it is two years now, it was in October 2019, on how you structure a strategic plan or mission. And it was early on that we have 2-3 priorities and a limited number of goals per priority. Rich cautioned - we typically think of strategic plans as 5-7-10 years, and Rich’s comment was things are moving too fast. We are two years in and don’t have a Strategic Plan. When I see the word “research” I ask can we start with what we have and begin to let people know, since we have been doing this for a long time. Are we close to being ready to say, maybe the first of the year, “Here it is, here are our two priorities”, even just to announce that the pastoral council, finance council and staff are now breaking it open to implement it within the parish itself.</p> <p>Terry felt that we can probably move right into scheduling some training, because that is going to serve our purpose of knowing what best practices are, relating to a culture of invitation and welcome. Training is available from the Archdiocese immediately. Terry suggested we move right ahead and schedule the training, in January or early February.</p>	<p>Terry will gather information on the training offered by the Arch</p>

Terry expressed that rather than selecting key leaders, that we invite all pastoral and finance council members, and open up the training to other members/leaders who are involved in parish life – Prayer and worship, the Holly Days committee, etc.. – casting a wide net of who we invite to the training, with leadership defined more as “active” parishioners.

SMART Goal related to Strategy 2: Spiritual Growth

- Goal: We will enhance parishioner spiritual growth by developing quality programs in which at least 50% of participants indicate they have grown spiritually

Comments - Should we now establish a baseline to compare this goal against, say a year or two from now? We do have measurement data from the Disciple Maker Index. Terry’s concern is it is old data (early spring 2020). Joe felt we should look at that data to establish a benchmark, maybe even taking another reading as we start.

Is it number of participants? No, the question in the index was very specific “My Parish helps me grow spiritually”. Based on the initial responses by age group, we have quantified levels of spiritual growth by age group. This info could be the baseline of data tracking. Suggested was for each program offered, we survey participants before the program begins, when it is completed, and say six months later. This will give us data specific to each of the programs offered.

Was the SPC looking at increasing participation in programs to help foster spiritual growth? Many of the past programs were not highly structured, but offered once and not repeated. The SPC wanted to keep the measure simple, being able to measure it regardless of number of participants. If we start in January, we could do another SURVEY Monkey to gather another data point

Do we need to identify who will carry the ball for moving the strategic plan goals forward? According to Laura, she indicated the SPC should identify a lead person for each Goal. We should put something together for the Town Hall meetings, to advertise the Strategic Plan.

With consensus by the council the Goals of the Strategic Planning Committee are approved, and our plan is to launch both Goals January, at the Town Hall meetings with special emphasis on Goal 1. And then a big push for Goal 2 at the start of Lent. Dcn Sandy felt this would be an excellent Lenten theme.

Terry was concerned as to how the staff will receive the goals associated with implementing the Strategic Plan. We want to be sure they know we appreciate all the work they already do. Dcn Sandy expects the staff will welcome the outcomes of the SPC, and are looking forward to moving ahead.

Discussion on parish organizations – Committees versus Commissions.

Stewardship Commission - Terry received the name, Cindy Lukowitz, director of Stewardship, from Laura. Terry will be meeting with Cindy next Monday 12/13 at 3:00, to pick her brain about different things that parishes do in terms of their Stewardship Commission. Our Finance Council is strong, but we are behind in our Talent and Treasure part. We are looking to see what we can do to go beyond what we have done previously. To accommodate Dcn. Dandy’s schedule Terry will try to move the meeting ahead to 2:30 PM.

Terry will talk to Rich and Laura and get some dates for training for Invitation and Welcome

<p>Terry identified things that Stewardship has done in the past - Name Tag Sunday, New Member Breakfast, Coffee and Donuts, the Parish Booklet, committee introduction tables.</p> <p>In past we struggled with what Stewardship was, so we are almost better not worrying about what we did, but starting fresh. Let Cindy feed us, then we can fill in with what we used to do. Stewardship is everything. With Cindy's input, eventually we get it so we can define some structure of the committees that work under the direction of that commission.</p> <p>We would then go back and do the same thing for Human Concerns, which should be a slam dunk, as it is well defined today. Doing Prayer and Worship should be relatively easy. The biggest task will be going back and looking at the Formation Commission, because we have Christian Formation which is mostly focused at servicing our youth. But if we look at the Archdiocese description it includes; evangelization, child ministry, youth ministry, young adults, adults, family and vocations, so it is much bigger.</p> <p>The first step in moving to the Commission structure, doesn't eliminate any committee, but puts the proper pieces together Councils – Commissions – Committees. Creating a good workflow under a new structure.</p>	
<p>Liaison Reports:</p> <ul style="list-style-type: none"> • Finance (Joe) – Next meeting will be Tuesday 12/14. Are in the final approvals with the HR Team on the Employee Handbook. Teri Weber will be making recommendations to the finance council for final approval of a couple of capital projects and then submit them as proxies to the Archdiocese. Deacon Sandy stressed the need to fill open positions immediately – Newly posted Director of Youth Ministry, Parish Nurse which has been open since August, and the newly created Hospitality Coordinator. • Human Concerns (Jeff/Joe) – Tithing to charitable groups this month are Hope Network, designed to help mothers gain a sense of community, enhance parenting skills and develop self-reliance; and Exploit No More, a Milwaukee based organization focused on developing awareness and seeking to end to child sex trafficking in our area. This weekend is the last weekend for the Giving Tree Project, the collections will be distributed between, SOS, St Vincent DePaul, Hebron House and ARIS. A reminder that the Ellacuria Fair Trade Sale is this weekend, December 10/11. The following weekend will be the Gifts for the Journey, Franciscan Peacemakers soaps and lotions sale. • Christian Formation (Josie) – No meeting because of Bishop Haines talk • Prayer & Worship (Sharon) – Theme for Advent and Christmas is “Delight in the Hope of Justice and Peace”. Christmas mass times have been finalized. Some comments were made regarding the number of left over hosts, and that we need to do a better job at counting at each mass, so there are not so many put into the reserve Ciborium. Statement about when masks should be worn during mass, during distribution of communion, the gift bearers need to wear masks. They will encourage ushers to provide masks to whomever is selected to bring up the gifts. • Stewardship - On hold as the committee is not currently active. 	
<p>Parish Director's Report –</p>	

<ul style="list-style-type: none"> • Holly Days – Was extremely successful. Dcn Sandy heard that over \$10K was raised and it may be \$11K. John Walker and Denise are unbelievably talented, creative and now experienced, having done it for so many years. Please tell that when you see them. • Town Hall Meeting – Dcn Sandy noted a significant difference between St James and Good Shepherd. At GS the Pastoral Council owns the Town Hall and at St James Teri Weber owns the Town Hall, and it shouldn't be that way, Teiy is doing too much. Plan for about an hour, once on a weekday, once on a weekend, with one of those virtual. Dcn Sandy encouraged that the Pastoral Council take ownership of the meeting, and take a step to be more involved in both the planning and presentation of this meeting. Members felt this makes sense considering we want to launch the Strategic Plan, in the January Town Hall meetings. • Archdiocesan Pastoral Council – Dcn Sandy noted the manual calls for one representative. We can have more, but the request from the Archdiocese is to have one representative from each Parish' pastoral council. • Mask Only Christmas Mass – This is a great example of being welcoming and being inclusive. We had several parishioners who sit in our masks required section, who expressed concern over attending our Christmas masses, since we have had up to 1,000 people who attend. This results in standing room only and overflow into the community center. If the church fills up, the protected section may no longer be socially distanced. As a response to this concern, we are going to have a separate mass, like we used to, in the community center and it will be strictly masks required/social distancing. So only those with masks will be allowed to attend. It will be a self-contained service with separate Presider, separate communion ministers, and separate reader. It will be heavily promoted in the bulletin and on the cable channel. • Volunteer Background Check and Training –Archdiocese maintains a data base for all parish staff and volunteers, which includes a background check and evidence of Safe Guarding training, and St James has very few people in their database. Anyone not in the Archdiocese' data base, cannot catechize effective immediately. The required information has been maintained for STJ staff in the St. James database only, but is not up-to-date in the Archdiocese database, and it is critical that we address this quickly. Terry recommended all council members go through the background check and Safe Guarding training, and be registered with the Archdiocese, in a timely manner. Registration is required every five years. It was also recommended that all member of the Finance Council complete this. • Transitional Deacon – There is a seminarian, Jonathan, who will be assigned to St James and Good Shepherd for three masses at each parish, as part of their 1-year transitional assignment prior to being ordained. Jonathan will be visiting this weekend. Next year he will preach at our masses after he is ordained (May or September timeframe). 	<p>PC members need to have background check completed and must complete the Safe Guarding training. Terry to provide details on how.</p>
<p>Announcements</p> <ul style="list-style-type: none"> • There will be no pre-mass welcome during Advent • PC planning meeting will be 1/6/22 at 4:00 PM 	<p>Terry to send e-mail reminders for January</p>
<p>Deacon Sandy closed us in prayer Meeting was adjourned at 8:28 pm</p>	

SMART Goal related to Strategy 1: Enhance Culture of Invitation and Welcome

Goal: 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 3 years, the number of parishioners and community members actively engaged in our ministries.

Objective: Increase Knowledge of best practices in enhancing a culture of invitation and welcome:

- Read articles, books, attend webinars, etc. that focus on the topic. Laura will provide some specific recommendations.
- Consult experts – Archdiocese Training
- Examine practices of other parishes – Rich can provide names of parishes doing a good job of this.
- Identify current practices of St. James that are already working/welcoming per staff and parish leadership.

Objective: Train parish staff and parish leadership in strategies for creating an even greater culture of invitation and welcome.

- Core leadership attends Archdiocese Training
- Determine how to pass this information on to the next stage of leadership.
- Create a strategy to develop parish wide ownership of creating this cultural change.

Objective: Implement best practices/strategies

- Discern best practices/strategies to implement based on research and training.
- Create a timeline/plan for implementation

Objective: Monitor progress towards goal achievement

- Create a baseline survey and collect current data on number of distinct people involved in ministries.
- Identify ministry leaders that can collect baseline and ongoing participation/engagement data.
- Create participant surveys regarding feeling welcomed/belonged.
- Create an exit survey to be given to parishioners that leave the parish.

Create data collection tool/spreadsheet to show progress over three years.

SMART Goal related to Strategy 2: Spiritual Growth

GOAL: We will enhance parishioner spiritual growth by developing quality programs in which at least 50% of participants indicate they have grown spiritually.

- Objective: Research and increase knowledge of best practice regarding the implementation of programs and how to increase engagement.
 - Read articles, books, attend webinars, etc. that focus on the topic. Laura will provide some specific recommendations.
 - Consult experts – Archdiocese Training
 - Examine practices of other parishes – Rich can provide names of parishes doing a good job of this.
 - Identify current spiritual growth offerings of St. James that are already working per staff and parish leadership.

- Objective: Determine spiritual growth programs we would like to implement over the next 3-5 years.
 - Discern best programs to implement based on research and training.
 - Determine interests and needs of all parishioners related to spiritual growth.
 - Create a timeline/plan for implementation
 - Identify which ministry or staff member will facilitate program implementation
 - If necessary, train parish staff and leadership in program implementation.

- Objective: Monitor progress towards goal achievement
 - Identify the key indicators of spiritual growth.
 - Create a baseline survey and collect current data relating to parishioner spiritual growth.
 - Identify ministry leaders that can collect baseline and ongoing growth data.
 - Create participant surveys regarding quality programming and spiritual growth.
 - Create data collection tool/spreadsheet to show progress over three years.