

St. James Pastoral Council Minutes

November 8, 2022

Members Present: Fr. John Hemsing, Terry Brecklin, George Fox, Tim Khoury, Scott Granicki, Liz Pierce, Charles Demge, Lynn Ann Reeseman, Jeff Kenkel, Joe Gonzalez Guest: Steve Choate

Not present: Sharon Young

Topic	Follow-up
<p>Call to Order 7:05 PM STJ Gathering Space Terry Brecklin offered the opening prayer and reflection</p>	
<p>Approval of the October 11 PC Minutes</p> <ul style="list-style-type: none"> • Scott Granicki made a motion to approve the October 11th PC minutes, and Joe Gonzalez seconded the motion. With no objections, the minutes were approved. In the interest of saving meeting time, George Fox recommended we change the approval process – Minutes would first be issued to the Chair and Vice-Chair for review and corrections. After any updates the minutes would then distributed electronically to all committee members (prior to the next meeting). Revisions could still be directed to the secretary from any member prior to the meeting. A motion for approval of the prior minutes would still be required each meeting. 	<p>George to switch to electronic distribution of minutes prior to the next meeting.</p>
<p>Liaison Reports</p> <ul style="list-style-type: none"> • Human Concerns – Tim Khoury – Matt Glafke was invited to speak at the HC meeting, sharing his discernment process and experiences Haiti and Nepal, with Family Missions Company. Fr. indicated he would check to see if FMC is one of the agencies on the list associated with Mission Sunday collections. If so FMC could be highlighted next year for the Mission Sunday collection. We have many financial “asks” coming up, so looking to next year would be more appropriate. Also recommended was a “sale event” with proceeds going to FMC. Bulletin updates, would be another way to raise awareness and identify how you can support them. The Giving Tree will be set up November 19th. • Prayer & Worship – No Report. Fr. John mentioned preparations are being made for Advent and Christmas. • Christian Formation – The November 2nd meeting did not materialize, the group is working to revive future meetings, having had a hard time getting members together. • Finance – Joe Gonzalez – Cash flow for July, August and September were reviewed. Capital expenditures were reviewed. The personnel team is still working on job descriptions and the org chart. The Administrative Assistant position is currently open (full time/32 hours). The Building & Grounds support committee met and did a walkthrough of the parish facilities. Members include - Terri Weber, Dave Kenney, Mike Molte, Doug Molinski, David Berg, John Walker, Matt Mertens (ad hoc). 	<p>Fr. John to see if FMC is a part of the Mission Sunday list of supported organizations</p>

<p>Waukesha Deanery Meeting</p> <ul style="list-style-type: none"> • “Parish Safety” was discussed in the Deanery meeting. Terry reported there is a consultant within the Archdiocese available to perform a safety walkthrough. Other parishes indicated they have had their local police in to do a walkthrough. Joe noted the building and grounds committee had also recommended having an audit of the facility, so this would fit in well with their actions. • Terry learned, that other parishes hold “all committee meeting night” as a best practice. St James May want to revisit this approach to meetings. • St James has the opportunity to host the Deanery meeting on 3/27/2023. 	<p>Terry to provide Joe with the Parish Safety handout from the meeting</p>
<p>Strategic Plan – Culture of Invitation and Welcome</p> <ul style="list-style-type: none"> • Dates for Fr. John’s Installation and Celebration – Planning for a Saturday in February (first 3 weekends prior to Lent). The celebration to be held Saturday evening after Mass, as well as after each Sunday Mass (coffee and donuts). • Dates for New Member Welcome Breakfast – Suggested we just pick a date and make it happen. Include all who joined since our last breakfast (pre-pandemic). Fr. would like to talk to the members. Include a tour of the parish and historic chapel. Include a host at each table and name tags. • Welcoming Outreach – Terry investigated Welcome Wagon as a means of reaching out and introducing new families that move to the area to St. James. Historically, 49 families are reached in Pewaukee/Sussex and 46 to Menomonee Falls. Options include - <ul style="list-style-type: none"> ○ Package 1 – Brchure , 60 day postcard, 90 day third mailing, \$73.50/Mo Sussex + \$69.00/Mo Menomonee Falls. Combined plus electronic communications would be \$228.00 /Mo. ○ Package 2 –Postcards only would be \$44.10/Mo Sussex or \$85 if Menomonee Falls is added. ○ New resident lists can be obtained from the Register of Deeds. If the list comes at no/low cost, we could then do our own mailings. Joe noted that we tried Mass mailings in the past, it lasted 6 months and was too expensive. One issue was not having the staff to manage it. ○ An alternative is a Mass mailing through the post office ○ If Welcome Wagon option is considered, how will we fund this? • Diocesan Welcoming Training – Saturday November 19th, 8AM - Noon at St James Mukwonago – Terry has a conflict in that the Archdiocese Parish Councils Congress is the same day, so she is looking for a substitute. Others originally scheduled to attend include Sharon Young, Liz Pierce, Bob Schuelke, Tom Becker and Natalie Horich. <p>Strategic Plan – Spiritual Growth</p> <ul style="list-style-type: none"> • Eucharistic Revival Meeting – Terry shared copies of the parish leader playbook. She highlighted that the point of the Revival is focused on rekindling our relationship with Jesus and the Eucharist. There will numerous events, training, workshops, etc.. It was suggested that Prayer & Worship and Christian Formation work together to plan for this program. • Evangelization Commission Engagement Session- The archdiocese has asked if St. James would host a session – Thursday January 19th 6:30 – 8:00 PM. The purpose is a combination of training, support and networking, on best practices for the commission, with members of commission liaisons to pastoral council, and formation staff. 	<p>Fr. John to check the availability of the Archbishop. Scott to check on dates the Knights of Columbus are available. Joe and Terry to learn more about potential mailing options and costs and report out at the next meeting.</p> <p>Lynn to notify Terry if she can fill in for her at the Parish Councils Congress.</p> <p>Terry to confirm the date and invite the St. James staff</p>

<p>Pastor's Update</p> <ul style="list-style-type: none"> • Census/Time and Talent Survey – The census and Time and Talent forms were mailed to all parish members, and are starting to come in. • Parish Stewardship Cards – We will be sending out the annual parish Stewardship pledge cards. • Love One Another Campaign – We are waiting for a representative to be assigned by the fund raising firm (CSS). Once on board we will start the “silent phase”, where we start talking with people before the campaign is actually announced. There will be a couple of launch dinners held with the archbishop on February 2nd, 23rd and March 2nd. Parishioners are invited. Volunteer recruitment will start in January. Fr. will need three chair people to work with him. The role of a chairperson is - to pray for the success of the campaign and support the pastor; make a pledge that provides a leadership example for other families; assist the pastor to identify and visit major gift level families; recruit volunteers; know the parish well and motivate others towards success; speak positively to parishioners and consider doing a witness talk. Members felt witness talks would be welcomed if presented at Mass. • Holiday Mass Planning – Thanksgiving Day one Mass at 9:00 AM. Christmas Masses at 4:00 PM, 9:00 PM on Christmas Eve, and 9:00 AM on Christmas Day. New Year's Eve 4:30 PM and only one Mass on New Year's Day at 9:00 AM. If the community center is utilized for any of the Christmas Masses. The Mass will be live-streamed into the hall, and Fr. plans on distributing communion in the hall. Father also asked that the Nativity/Manger scene be set up in the church this year, with a kneeler. • Catholic Mutual Insurance Training – Now requires anyone who uses a ladder on parish grounds, needs to fill out and sign a form on-line, acknowledging they will follow safe practices. All staff using a computer, need to watch a 2 hour Cyber Security video. We are trying to find out if volunteers also need to sit through this training. 	<p>Fr. will discuss the possibility of witness talks with some parishioners</p>
<p>November Meeting – Tuesday the 8th 7:00 PM</p>	
<p>Jeff Kenkel closed us in prayer Meeting was adjourned at 8:37 pm</p>	