

St. James Pastoral Council Minutes

December 13, 2022

Members Present: Fr. John Hemsing, Terry Brecklin, George Fox, Sharon Young, , Liz Pierce, Charles Demge, Lynn Ann Reeseaman, Jeff Kenkel, Joe Gonzalez

Not present: Scott Granicki, Tim Khoury

Topic	Follow-up
<p>Call to Order 7:08 PM Room 4 Community Center Jeff Kenkel offered the opening prayer and reflection</p>	
<p>Approval of the October 11 PC Minutes</p> <ul style="list-style-type: none"> Minutes had been issued electronically prior to the meeting. Liz Piece noted her name was incorrect as noted in the Diocesan Welcoming Training section. George will make the correction. Jeff Kenkel made a motion to approve the November 8 PC minutes as corrected, and Terry Brecklin seconded the motion. With no objections, the minutes were approved. 	
<p>Liaison Reports</p> <ul style="list-style-type: none"> Human Concerns – Liz Pierce – In January we will be offering two presentations on Human Trafficking. On January 24th the speaker will be at the Menomonee Falls Library, and at Sussex Library on January 26th. They will speak on Social Media’s Role in Human Trafficking. November Tithing will go to Repairers of the Breach and Hope Network. The Giving Tree was successful with gifts going to Sussex Outreach Services this Friday. HC is planning on offering Matthew 25 (weekly bulletin reflection and action), and Laudato Si’ during lent. Prayer & Worship – Sharon Young - No Report. Fr. John asked that the manger scene be set up on the left side planter area., with a donation basket. Christian Formation – Lynn Ann Reeseaman - Did not meet. Lynn has been meeting with Sue Devine-Simon. They have a meeting set with the CF staff to determine what may be most helpful for reestablishing the CF Committee. Finance – Chuck Demge – Cash flow for November was reviewed. We had to tap into reserves to cover payroll in November. We are seeing additional income, reflective of mandatory retirement payouts this time of year. Holly Days made a record \$14,000, as compared to \$11,000 last year. We applied for the Earned Retention Credit. We received notice back that we will be receiving \$219,000 tax-free. It will be paid out in two installments in about 8 months. Cost to hire the consultant who prepared the submission was \$5,000. Employee Performance Evaluation forms were completed. Also under review are the vacation policy and salary scale, to assure for consistency and fairness. Currently an unlimited amount of vacation can be carried over from year-to-year. Limiting the carryover to one week is being considered to help employees maintain a work-life balance. Lynn Ann suggested a paid retreat day may be considered along with the vacation policy for spiritual growth. Fr. suggested a day of reflection may be another option. Building and Grounds identified 25 items which need to be addressed during their walkthrough. 	<p>Fr. requested a note of thanks to the Holly Days organizers, be put in the bulletin.</p>

<p>They are soliciting quotes from four firms to perform a site review, and to get confirmation of the 25 items discovered by the Building and Grounds team, get costs and determine if any need to be acted upon quickly. Target timing is February.</p> <ul style="list-style-type: none"> • Stewardship – No report. 	
<p>Strategic Plan – Culture of Invitation and Welcome</p> <ul style="list-style-type: none"> • Dates for Fr. John’s Installation and Celebration – A February date to have the Archbishop install Fr John is not possible. Fr. recommended we celebrate this in late spring, early summer, in line with his one-year anniversary. • Dates for New Member Welcome Breakfast – On hold for now as we do not have a date that the Knights of Columbus are available. Diana may know who is involved and what is being done relative to welcoming. Fr. is willing to make welcoming calls to new parish members. There are welcoming packets in the Church which is the start of the process. • Welcoming Outreach – Terry continued her inquiry with Welcome Wagon as a means of reaching out to new families that move to the area, and inviting/introducing them to St. James. The two options considered are - <ul style="list-style-type: none"> ○ Package 1 – Postcards to new “move ins”, cost of \$85/Mo or \$1020/Yr. with a minimum 1-year contract. ○ Package 2 - One time mailing to 500 new “move ins”, cost of \$500 per occurrence, and we design the mailing. ○ Coverage area for either is Sussex, Menomonee Falls/Lannon and Pewaukee. For an additional charge you can add Germantown and Merton. It was noted that new households average 46-49 new per month. <p>All members agreed to move ahead with Package #1, starting in January or February.</p> <ul style="list-style-type: none"> • Reports on November 19 Meetings – <ul style="list-style-type: none"> ○ Diocesan-wide Welcoming Training – Liz Pierce, Bob Schuelke, Natalie Horich, Tom Becker and Sue Devine-Simon attended. Liz reported, it touched upon going beyond the traditional Welcoming “surface things”. The key question was on “How do we get parishioners to become fully engaged?” Presented was the need to focus on our culture, child friendly, small group activities, introduce ourselves and acknowledge parishioners. Developing trust is a key element in developing a welcoming culture How do you reach out to spark greater involvement? It was suggested all committees use the prayer format Liz shared with the group. Liz shared a document that discussed Thresholds of Conversion. A big question was “Where do people share conversation and connection in support for their Faith?” ○ Archdiocese Parish Councils Congress – Terry Brecklin shared “Launching Discipleship Groups in Your Parish” a prayer format that aids in establishing trust and goes beyond the surface. The importance of follow-up was stressed, including reaching out to learn a little bit more about volunteers. 	<p>Fr. John to check the availability of the Archbishop.</p> <p>Scott to check on dates the Knights of Columbus are available.</p> <p>Need to have someone design the post card.</p>
<p>Pastor’s Update</p> <ul style="list-style-type: none"> • Census/Time and Talent Survey – The census and Time and Talent forms are starting to come in. Fr. passed out copies of 123 survey forms received so far. 	<p>Each PC member to contact each volunteer, thanking</p>

<p>Each PC member took 15-20, and are to call the volunteer, thank them for responding, and let them know they will be contacted after the holidays.</p> <ul style="list-style-type: none"> • Family Mission Company – Fr. found out this is a Catholic company, so will see if they can do the Mission Appeals Campaign next year. Then a portion of the collections will go to the Propagation of the Faith, and the rest would go FMC in support of the Glafke Family. • Catholic Mutual Insurance Training – We found there is a way t complete the training without having to sign up using the portal. We can print the questionnaire, go through it with individuals, and then have them sign off acknowledging the training. • Holly Days Impressions – Fr thought it was a time of good spirit and fun, in addition to being a fund raiser. It was a wonderful event and all the donations are appreciated. He is also looking forward to the Thrift Sale. • Love One Another Campaign – Fr. and Terri Weber met with Rene Lessenman, who has been assigned as our campaign consultant. They went through the process of what would be taking place. We have two chairpersons already, Terry Brecklin and Chuck Demge, and are looking for a third. We are looking for 15+ volunteers to help with solicitations. The campaign will be announced at all Masses the weekend of January 7/8. The Archbishop is offering a launch event dinner at the Florian with invitations sent out after that weekend. Next is a “silent phase”, followed by a “public phase” noting how much has already been raised. Fr. would also like to have small gatherings in the Great Room (wine and cheese style) to solicit commitments. • Personnel Updates – Michelle Beinborn, will start mid-January, replacing Diana who is retiring. Diane will help train her, and Mary Koloske will continue to support all other office duties. Michelle has worked in the Parish previously as an Administrative Assistant in Christian Formation Office, for about six years. Mary Ann Ehr the current Christian Formation Administrative Assistant is also retiring, but before we post that position will review all positions and personnel to see if the position can be reconfigured, possibly changing an existing position from part-time to full-time. Sal Vazquez the Volunteer Coordinator has resigned his position. The personnel committee will re-evaluate that position. In the meantime, the Time and Talent forms will be given to the various Directors, so they can contact volunteers to recruit them to address their respective needs. Outreach to new members, as discussed earlier Fr will make welcome calls greeting new members. • Holiday Masses – Due to the holiday Mass schedules Fr. will not be hearing confessions prior to Masses, notice of that will be added to the bulletin. 	<p>them and letting them know that someone will contact them after the holidays.</p> <p>Share with Fr. any names of Parishioners who you know may be a good solicitor.</p>
<p>January Meeting – Tuesday the 10th 7:00 PM</p>	
<p>Fr John closed us in prayer Meeting was adjourned at 8:25 pm</p>	