

St. James Pastoral Council Minutes

October 10, 2023

Members Present: Fr. John Hemsing, Jeff Kenkel, Scott Granicki, George Fox, Liz Pierce, Hayde Becker, Dan Sawyer, Dennis Lentz, Cheryl Romuald, Charles Demge, Joe Gonzalez

Not present: Sharon Young

Topic	Follow-up
<p>Call to Order 7:08 PM STJ Great Room George offered the opening prayer and reflection</p>	
<p><b>Approval of the September 13th, 2023 PC Minutes</b></p> <ul style="list-style-type: none"> <li>● Corrections to the spelling of names were made to the 9/13/23 minutes. Dennis made a motion to approve, Dan seconded the motion. With no objections the minutes were approved.</li> <li>● It was noted that the minutes posted on the Parish website only included February of this year.</li> <li>● Fr. recommended we include a notice in the bulletin directing parishioners to the Parish website if interested in reading the minutes, or by calling the office to request a hard copy.</li> </ul>	<p>George to resubmit minutes to the parish office</p>
<p><b>Commission Reports</b></p> <ul style="list-style-type: none"> <li>● <b>Human Concerns</b> – Dan - October tithing, \$500 each, will go to the Dominican Center for Women and Repairers of the Breach. Vision/Mission statements and our Strategic Plan were reviewed and no changes were made. Actions for the coming year were reviewed to assure they are aligned with the four pillars of HC - 1) direct service, 2) empowerment, 3) advocacy and 4) education. A delegation from Good Shepherd will be traveling to El Salvador this month, to collaborate with our sister parish in Euacuria. Ladato Si' is working with Johnson's Nursery on a plan to replace the trees taken down near the east pond. When the plan is completed, we will offer the opportunity for anyone to give a tree in memory of someone. Christmas Giving Tree 2023 is being planned, with tags on the tree requesting gifts for Sussex Outreach Service and gift cards for St. Vincent De Paul, ERAS and Hebron House. Respect for Life - We have received the St. John Paul II prayer cards which will be placed in the pews, and Project Rachal information cards which will be available in the gathering space information racks. It was noted that the works of Kinship Community Food Pantry in River West were recently highlighted in the Milwaukee Journal.</li> <li>● <b>Prayer and Worship</b> – Dennis - A meeting is set for November 4th. Fr. shared that the training meeting for Lectors, Usher and Acolytes was held, with a focus on proper ways to serve during mass.</li> <li>● <b>Stewardship</b> – Liz and Hayde -Terry Brecklin was elected as chairperson of the Stewardship Commission. Goals were broken down into sub-committees and they are now seeking volunteers to support each project. One is to help with inviting/encouraging new parish members to parish breakfasts. Welcome Wagon cards is another project. They are considering doing something with One-Percent Prayer. They would like to bring back hospitality Sundays, with a parish ministry/committee hosting each month and allowing them to</li> </ul>	<p>PC members are encouraged to attend the parish breakfast and meet new members, extending a welcome.</p>

<p>promote their group and recruit new members. A more detailed plan including input and agreement to participate by the various groups needs to be developed then submitted to Fr.</p> <ul style="list-style-type: none"> <li>● <b>Christian Formation</b> – Cheryl - Has not heard back from Sue Devine-Simon. Fr. will see Sue tomorrow and discuss making the connection with Cheryl.</li> <li>● <b>Finance</b> – Chuck and Joe – The archdiocese instructed us to not include Monies from the LOAC into the parish balance sheet. A separate statement/report needs to be created exclusively for the LOAC. We have paid down the line of credit to \$12,978.00. We encountered fraud when a check cut for \$200 was taken from our vendor's mailbox and changed to \$4,200, then cashed in Ohio. We are not out any money as the bank is covering this. To protect this from happening, we have signed up with the bank for fraud protection services at \$40/month. At Finance's request Building and Grounds came forward with a spreadsheet of critical equipment and expected repair costs. From that list we have authorized roof repairs (not to exceed \$5,000); replacement of the rectory electrical service panel; a trouble call was placed with our HVAC vendor for repair of the rectory furnace that furnace and the one in the historic chapel were on the list for replacement, so we will be moving ahead with both of those. Total expenditure approval is about \$30,000. Monies from the Earned Retention Credit will be used, and not the line of credit.</li> <li>● Knights of Columbus - Scott - We are still trying to fill a couple of officer roles. They will be supporting a request from the Platteville Council to help fund an Ultrasound machine. The machine is placed in an office next to a Planned Parenthood clinic. Ultrasounds are offered at no cost, as a means of dissuading the individuals from seeking abortions. The pancake breakfast for Holly Days will be December 3rd. Hayde indicated she would help write any bulletin notices for the Knights. They are also bringing in yard signs and card magnet, available with free will donation. Both will read "Keep Christ in Christmas".</li> </ul>	
<p><b>Open Discussion –</b></p> <ul style="list-style-type: none"> <li>● Pastoral Council Training Meeting. Hayde and Cheryl attended and found it to be very informative. They came back with the following questions 1) How do we register with the Archdiocese so that we receive information or notices related to PC members? 2) Where can we find the minutes from the Deanery meetings? 3) Do we share our goals with the parishioners, and get other parishioners involved in achieving those goals? 4) Do parish members know who their PC members are? They also suggest team building exercises for PC members. Fr. is okay with posting pictures. We once had them posted by the elevators.</li> <li>● Cheryl - A free statistics subscription from the Archdiocese called "Insight" is available which can be used for data planning or mapping your community for outreach.</li> <li>● My Parish Matters - Liz attended this train the trainer event. It was more of an experience, being paired off with other participants. It provided an opportunity to share our faith and Catholic identity. She felt it would have to be a stand-alone program. The goal is to get people engaged and build spirituality.</li> <li>● Cheryl - Feels the statues around the church are very interesting, and would like to highlight them somehow. Fr. noted the CF program has activities that have students search out various symbols in the church including the Saints. Fr. directed Cheryl to run with the idea.</li> </ul>	<p>The office needs to update the names and e-mails with the Archdiocese. Fr. to get them updated.</p> <p>Next meeting let's take a group photo which we can post.</p>

<ul style="list-style-type: none"> <li>● Hayde - Researched various prayer booklets focused on Advent. Four were reviewed and options ranged in price from \$1.60 to \$3.95. "Give Us this Day" - 144 free samples. Talk with Barb Schuelke to order them.</li> <li>● Scott – Asked is the Welcome Wagon cards bringing in people to the parish? There is no direct way of knowing, unless they join the parish and we ask them.</li> <li>● Are there any retreats, or list of retreats, we can offer to parishioners for prayer and self-reflection? Elm Brook has the "No Regrets Conference" for men is super bowl weekend. A women's conference follows two weeks later.</li> </ul>	
<p><b>Pastor's Update</b></p> <ul style="list-style-type: none"> <li>● <b>Parish Deacon</b> – It looks like we will get a permanent deacon assigned starting around June next year.</li> <li>● <b>Common Parish Meeting Night</b> - Member feedback was mixed with limitations on start time and day of the week. Our Parish Council meeting would have to follow, or be scheduled for a different night. Any group's sub-committees wouldn't have to meet on the same night, only the core members of each commission. We have to think about this a bit more, with Fr. talking to staff tomorrow.</li> <li>● <b>Roof Repair</b> - Already discussed by Finance.</li> <li>● <b>Love One Another Campaign</b> – Fr. reported that some parishes which had reported pledges well in excess of their goals, were found to be falsified. It turns out one of the people working for the fundraising group CSS, was inflating pledges on paper which affected 13 parishes. St. James' campaign was not affected. There were no actual monies involved, but we should be aware, should anyone ask.</li> <li>● <b>Annual Report</b> –Fr. is in the process of writing the letter that will accompany the Parish Annual Report, now that our financial statement has been approved. The report will go out to all households electronically or in hard copy. This is in lieu of holding a Town Hall meeting.</li> <li>● <b>Parish Directory</b> – Is all compiled, with only 4 or 5 people who do not want their names included. The directory will go out to all parishioners. The last one was printed with ads. We are also looking into a pictorial directory.</li> <li>● <b>Organizational Chart of the Parish</b> – Fr. shared a copy which he would include in the employee handbook, and share with staff, so all staff understand the chain of command.</li> <li>● <b>Parish Council Manual</b> - Fr. passed out copies to new members. It was noted that other members did not receive the bound manual. We should invest in copies for all members.</li> </ul>	
<p><b>November Meeting – Tuesday the 13<sup>th</sup> 7:00 PM</b></p> <p>Fr. John provided the closing prayer The meeting was adjourned at 8:35 pm</p>	