

St. James Pastoral Council Minutes

November 14, 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 7:02 PM STJ Great Room Liz offered the opening prayer and reflection</p>	
<p>Approval of the October 10th, 2023 PC Minutes</p> <ul style="list-style-type: none"> Minutes were distributed prior to the meeting. Dan made a motion to approve, Liz seconded the motion. With no objections the minutes were approved. 	
<p>Commission Reports</p> <ul style="list-style-type: none"> Human Concerns – Dan - Thank you letters were received from Women’s Center of Waukesha, All Saints Parish and SOS Reverse Collection. November tithing, \$500 each, will go to Hope Network and Exploit No More. Strategic planning continues, with their chart of goals and actions to be presented to the PC at the next meeting. The Giving Tree will be set up the weekend of November 17-18. Next month we will discuss the Matthew 25 program, in an effort to develop some new ideas. Prayer and Worship – Dennis - Starting the first week of Advent gluten free hosts will be consecrated and kept in the chapel. Announcements regarding the gluten-free hosts will be posted in the bulletin the next four weeks. Father would like to meet with all ushers on ways to serve us at mass. The new railings are near completion. Advent candle lighting for Advent was reviewed. We received 144 free samples of “Give Us This Day”. Masses for December 23rd/24th will be at 4:30 PM and 9:00 AM. Christmas masses will be 4:00 PM, 9:00 PM on the 24th, and 9:00 AM Christmas Day. Procedures on how to distribute wine to choir members will be sent out to all communion distributors. A list of youth lectors will be given to Sue-Devine Simon. “Lessons and Carols” will be held Sunday December 6th at 6 PM at Redeemer United Church of Christ. Kurt Sather would like to provide an organ recital with free will offering, dates are not yet determined. Stewardship – Liz and Hayde -The KofC is looking at February 4, 2024, as a next pancake breakfast, this date would include a new member welcome. Invitations with tickets for a free breakfast will go out to all new members who have joined since the previous breakfast. Followed up with phone calls. The committee is revamping the information presented in the welcome area of the church (welcome packet, communications, information). Parish phone directories will go out soon. Talking about a photo directory. The group discussed designing a new logo for St James. The current logo is a dove. The idea is to incorporate St. James symbols of a seashell with a cross. Welcome Sundays will be discussed/planned after the holidays. Welcome Wagon packets went out to 46 Menomonee Falls, and 29 Pewaukee/Sussex 	

households. Scott asked/suggested including in the Welcome Wagon card, an offer to bring the card to the parish and receive a cross, a rosary, or a bible, as an incentive to come to the parish.

- **Christian Formation** – Cheryl - Since COVID CF does not have a committee that meets regularly. Prior structure was four staff members and four volunteers. Goal is to start up in January, and recruit new members via the bulletin. Current enrollment is about 500 (down from previous years). Family Faith Days are scheduled for March 3rd and 5th. Sue asked for ways to market the S.O.A.L. program. The next offering of the S.O.A.L. program will be held on five Friday's this spring with three different sessions. Current needs are marketing for scheduling, updated technology - Chrome books for catechists to help teach the CF program. They would also benefit from a community calendar which could push reminders to families for upcoming activities.
- **Finance** – Chuck and Joe – We have received our second distribution from the LOA campaign at just over \$64,000 (YTD \$176,000). We are looking for the means of getting some interest on these monies. YTD envelope collection is up about \$28,000, Offertory collection is up \$3,000, Christian Formation is up \$10,000. Total Cash Balance is \$280,000. The line of credit is down to \$11,000. We are looking into Long Term Disability Benefits for employees at about \$1,000 per year. Our phone system provider is dropping services to the parish. They did offer us an alternative. Services will be transitioned over on December 7th, with no disruption in service. Site security was discussed after someone dumped a couch on the property by the pond. We are researching the addition of four exterior cameras and related hardware. Personnel - salary scales and annual reviews targeted to be completed by mid-February. Building and Grounds - historic chapel three focuses – the roof, masonry, and windows. Water main connection coming to the church from the west. Prints to be shared with three vendors to solicit bids - JF Ahren, Total Mechanical, and Johnson Controls. Construction to be completed in the spring.
- **Knights of Columbus** - Scott - Did a coat drive. Helped clean the parish grounds. Planning for, and needing volunteers for, Holly Days.
- **Waukesha East Deanery Meeting** - Jeff - Minutes from the Deanery Meeting were sent out in advance. Jeff noted there are activities from other parishes, presented at that meeting, which if of interest we can go back and get more information. Let Jeff know if you have any questions.

Pastor's Update

- **One Percent Prayer Cards** – Fr. has received a lot of positive feedback, including continuing to add prayer to their daily lives
- **Emmaus 90** - Will be offered to parishioners as an opportunity for spiritual growth. It starts New Year's Day and runs until Easter. It can be completed as individuals or groups. It is tied in with the Eucharistic Revival.
- **Thanksgiving Mass** - Will be held at 9:00 AM
- **The Feast of the Immaculate Conception** - Friday December 8th, and is a Holy Day of Obligation.
- **Advent and Christmas** – Advent is the shortest it can possibly be as the fourth Sunday falls on Christmas eve. The mass schedule on Christmas Eve will be 9:00 AM for Advent, and 4:00 PM, 6:00 PM and 9:00 PM for Christmas Eve, along with 9:00 AM Christmas Day. The community center will be used for the 4:00 PM mass utilizing a live feed. Fr. will distribute communion there.

<ul style="list-style-type: none"> ● New Gluten-Free Host Process – Gluten-free hosts will be consecrated in a batch in advance, and be available at each mass and distributed as needed. ● Annual Report – Fr. handed out a copy of the letter and annual report issued to all parishioners at the end of October. This replaces the annual parish meeting previously held. ● LOA Campaign – The amounts Finance reported shows people are fulfilling their pledges. ● Parish Stewardship Appeal - Annual appeal letters and forms will be sent to all parishioners next week. Responses help the finance committee develop the budget for the coming year. The form includes opportunities to volunteer throughout the parish. ● 2024 is the year of Prayer 	
<p>Open Discussion –</p> <ul style="list-style-type: none"> ● Cheryl is running with the idea of a Parish Historic Timeline, and Walking Tour Map with QR codes to link to more information. In her gathering of information, she found out there are different images in the etched glass of the Chapel of Reservation. A picture and photo shopping volunteer attended the meeting to assist in developing the project. The outcome could be used as part of a social gathering, or new members tour. ● Holly Days food collection is in place. Looking for help building and arranging baskets with a theme. 	
<p>December Meeting – Tuesday the 13th 7:00 PM</p> <p>Fr. John provided the closing prayer The meeting was adjourned at 8:15 pm</p>	