

## **Religious Education/Young Lives Ministry Update: 10/01/2018**

### ***RE Kick-Off on September 24<sup>th</sup>:***

- Families and catechists put together 40 care packages that will be sent out to our recent grads as a way to keep connected with them. This includes college, military and workforce grads
- Will continue keeping in touch with them through cards, letters and add'l care packages throughout the year

### ***Religious Ed:***

- Classes begin on Sunday, October 7<sup>th</sup> for the high school program
  - Approx 100 students are registered
  - 4 classes will begin with a youth mass
  - All sessions will include community time with a meal and class time
  - New curriculum is being implemented which will enhance classroom time with a more age appropriate learning style than has been used in the past
- K-8 classes begin on Monday, October 8<sup>th</sup>
  - There are approx 250 students registered
  - Classes meet 4 times a week, 3 weeks a month
  - This year new curriculum is being introduced through the use of the Pflaum Gospel Weeklies which will combine doctrinal teaching with a liturgical focus as well

### ***Young Lives Ministry:***

- The Ministry Architect proposal was discussed with Father. He is in support of growing this ministry but has asked that the YLM committee continue researching the use of a consulting group. He has also asked that we include the students via surveys and group discussions to see where their focus lies as it pertains to youth ministry. The committee plans on visiting area evangelical churches to see how their youth ministry is structured as well. The committee will begin this work as soon as classes are underway.
- The committee also continues to work with RE and other organizations to bring family involvement into youth ministry through the use of service projects and RE family nights and worship centered masses and retreats

### ***General:***

- Total family involvement is a primary goal for all of RE this year with classes and events focusing on how to include parents and siblings into a form of intergenerational learning style
- We are striving to bring more Christ-centered teaching & bible study learning to the classroom and beyond is also a primary goal for all of RE this year. Younger students will experience the Sunday gospels in fun, easy to understand interactive ways that help them understand them in real life. The older students will experience biblical teaching through bible studies and small group discussions with seasoned mentors and catechists
- All-in-all, youth ministry is striving to become more actively transparent to the parish and parishioners as well as more youth & young adult "friendly" in the hopes of attracting our youth and young adults between the ages of 10-40
- To continue collaborating with St. Theresa's RE program and to build upon what has already begun

Susan Bashynski, OFS  
Director of Religious Ed K-11  
St. James Parish

## **St. James Pastoral Council Minutes – Final**

**Date:** October 3, 2018—Acting chairperson: Debbie Dunn in Bill's absence (no Co-Chair elected yet)

**Location:** St. Theresa's Parish

**Present:** Shelly Evers, Karen Tylicki, Jerry Holzhauer, Carol Pearson, , Bill Schmitt, Cheryl Marotta and Debra Dunn, Steve Dohm (last part of meeting)

**Absent:** Fr. Loyola, Robert O'Malley, Bill Kirkman, Keith Fisher, Roberto Garcia, Kathy Peters, Don Kazmier, Bob O'Malley

**Minutes Approved from September 6, 2018** by Bill Schmitt and Jerry Holzhauer.

**Decision regarding dissemination of minutes:** Committees' minutes will be emailed to Renee Ranic and CC Bill Kirkman (Chair) 3 days prior to the Pastoral Council meetings. Liaisons should be prepared to just report the overview of their committees at the PC meeting.

**Decision regarding availability of minutes to Parish:** Bulletin board will be mounted in the Commons Area with all Committee Reports for viewing. In addition, a sign-up will be available for people to write their names/addresses if they request copies of any minutes be mailed to their homes.

**Committee Reports:** (refer to minutes emailed by individual committees for details)

- Evangelization/Stewardship (Roberto): No verbal report
- Prayer & Worship (Carol): Mass of Installment for Father Loyola 11/18/18 at 1030 am Mass. All council members should make an effort to attend. Archbishop ListECKI will be present.
- Finance (Cheryl report for Bill): Review of financial report (July 2017 thru June 30, 2018-: \$872, 826 (total income) - \$880, 801 (total operating expenses)= (-\$7.975) total loss. The loss was covered by the General Reserve Funds which included above funds from prior years with a surplus. Positive note: envelope donations are up \$12,484 last year. We want to encourage Parish members to realize that envelope giving is part of giving and should reflect their support of our Parish's mission. The purpose of the operational fund is to support any activities of the parish mission (e.g. Young Lives Ministry). Maintenance funds (\$213,431) include \$76,000 designated by the PC for future building or modeling projects.
- Adult Formation: Several programs have been set including Adult Movie Night (12/13), Advent Small Group on Tues nights, Refugee discussion (1/6/19), Spiritual Soup for the Soul (Lent 2019). A survey will be conducted soon for Parish members to assess how they would like to learn and options for formation studies (copy in Adult Formation minutes)

Minutes respectfully submitted by Shelly Evers, Secretary Pastoral Council 10.5.18

- Human Concerns (Debbie Dunn): We donated funds (\$250) to Family Promise. Events: 10/8 meeting w/ Anna Carlson, 11/3 Blood Drive, 1/6/19 Refugee Speaker between Masses.
- Youth/Religious Ed (Karen): Young Lives Ministry sent out gift boxes to prior St. James' graduates to let them know we are praying for them and care for them. The high school program (100 students) has gone through changes to the program to include 4 Sunday evening classes that will follow an evening Mass for meaningful learning that start 10/7/18. Cheryl suggested that feedback from new programs like this be communicated to the Parish so they can see how their money donations are being used. K-8 classes (250 students) have a new format, with Bible based learning, also and will meet 3 times per month with various class time offerings.
- Youth Parish Council representation: 2 open assignments for high school students (14 + years or older). No report. Karen will work closely with Sue Bashynski to recruit representatives. More to come.
- Festival (Keith): No verbal report
- Cluster Group (open assignment): Liaison is needed. More to come once this committee has been formed

**Father Loyola's Report:** None (Father is on retreat)

**Heart of Collaboration:** Event will take place on 10/27 from 9am-3pm at St. James in Room 10. This event will help our 2 councils work stronger together and build a strong cluster group.

**E Bulletin idea:** The staff decided that an E bulletin idea for communicating main events and information to Parish members would not be effective. Brainstorming about various options such as mailers, adding to the bulletin, e- bulletins was discussed. The council decided: Email will be sent by staff titled, "St. James Weekly Highlights," to all Parish members with 1-2 upcoming events and important information.

**Availability of Council Minutes:** Council minutes must be made available to the Parish and should be available to persons without email. The bulletin has only high level detail and the newsletter is general recap information. Many Parish members do not have access to internet or email. It would be too expensive to mail out the minutes to everyone. Decision was made (see page 1 in section for Approval of Minutes for decision).

**Welcoming Presentation:** No report

**Pastoral Council Binders:** Copies are available for council members to refer to if they have any questions regarding Council by laws, regulations, etc. This will be more effective than obtaining a binder for each member.

**Feasibility Study for New Building:** Finance Council met all summer to interview Campaign companies and chose The James Company to coordinate, design, and plan

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the build of our Parish building remodel. They will meet with the St. James core building team to finalize their plan. Soon, the James Company will conduct a Feasibility Study that will be presented to the Parish at large to see if our congregation will support or even wants this remodel plan. If supported by our Parish (based on results of the Feasibility Study), the plan will be brought to the Archdiocese for approval to move forward.

**Open Assignments on Pastoral Council:** Debbie communicated that Bill will open discussion for co-chair election with current members. We will be actively recruiting for Youth Representatives once CYM classes start this weekend. Karen and Sue Bashynski will develop a Youth Ministry role before recruiting so they will know their roles.

**Girl Scout Troop support at St. James:** Steve Dohm arrived in time to support discussion with the present group members regarding last month's discussion to see if St. James Pastoral Council would approve Parish support of Troop 229 as an all girls "boy scout troop". The BSA Scouts have expanded their troop design to allow for enrollment of girls into the Boy Scouts due to increased interest in the community by girls to have access to this scouting option. This can be done as Linked Troops or Separate Troops. The St. James model would be a Separate Troop consisting of all girls. This troop can not allow any boys to join as the Scouts BSA mandates that scout troops must remain same sex. If any boys are interested in the Boy Scouts, they will be encouraged to join other boys' troops around the area. Steve is currently a scout leader of a boys troop.

**Decision regarding BSA Scouts Troop 229 (girls only):** The Council decided to support the BSA Scouts Troop 229 all girls Boy Scout troop including the minimal funding for the insurance.

Meeting adjourned at 8:05pm.

**Next meeting:** November 8, 2018 at St. James Parish

## St. James/St. Theresa Human Concerns Committee Meeting

Date: October 15, 2018

Location: St. James 6-7:00

Attending: Linda Olbinski, , Dorothea Anich, Linda Klinger, Renee Hitt and Debra Dunn

### **Theme “ Uniting Our Catholic Community”**

1. Linda Olbinski led opening prayer on Justice.
2. Annamarie Carlson of the International Institute of WI will present on January 6, 2019 from 9:20- 10:20 on refugees crossing the border from Rwanda and maybe Minimart (old Burma). Annamarie will discuss the difference between refugees and immigrants. Her mission is to help the refugees once they arrive here. The number of refugees is down . However, the need is there as they arrive on the plane in flip-flops & shorts, so it was discussed to do a Coat Drive, which will be advertized in the bulletin. Annamarie presented her information to the Adult Faith Formation committee in October.
3. Linda O provided information from the Barb, Program Director of Catholic Charities Legal Services for Immigrants for a presentation at St. Theresa’s on January 13. Barb sent over a set of slides & the concern that her presentation may be too long, with a political over tone. Members of the HC were sent the slides to review & we will discuss again at the next meeting.
4. Linda O shared information from Robert Shelledy, who is the Coordinator of Social Justice Ministry of the Archdiocese of Milwaukee. He sent over a copy of his presentation . Linda O will ask Rob to attend our next meeting at 6:30 to meet the committee & discuss his presentation. We may ask him to cover some of the items addressed in Barb’s data and do the presentation on January 13.
5. Discussed handout article on social justice, which would be handed out at St. Theresa’s. Renee will make them available at St. James. Will have a bullet of information in the bulletin.
6. Discussed the integration of St. James as a sister parish for the St. Theresa Belize Mission. In order for St. James to become involved, an application has to be made. St. James currently is involved in the World Mission and St. James would have to choose between missions. This year the trip has 9 people from St. Theresa’s going and 2 people from ST. James. The money for the trip has already been turned in and not sure if more people could be added. Debbie to ask to have placed on the St. James PC agenda to discuss switching ST. James mission.
7. Blood Dive is scheduled for 11/3/18. Linda O will open the door at 6:30 for them to set up. Dorothea & Linda O will help with sign ups from 8-10 and Debbie & Linda K will help from 10-12. Our task is to welcome, sit & visit with the attendees. The appts are scheduled 5 minutes apart and the scheduled appts should be taken before the walk-ins. There will be a pulpit announcement Sunday the 28<sup>th</sup> of Oct. and Renee will do an E-mail blast.
8. New Projects: Bob Anderson as been collecting information about churches in Door County and they haven focusing on October as the Respect for Life, Catholic Social Justice and environmental issues.
9. Our Focus is Social Justice & Environmental issues.
10. Renee indicated that we need to put in tentative dates into the Church Calendar for 2019 – 2020, we will discuss next meeting.

**NEXT MEETING: November 12, at 6:00PM at St. James**

### **Safety & Security Meeting October 18, 2018**

*To protect our faith community, we will take precautions to prevent tragedies and incidents. We will work to establish an emergency action plan that covers as much as possible. We will strive to address medical emergencies, evacuation plans, church intruders and fire prevention.*

**Attendees:** Tom Krieger, Sharon Krieger, Ken Johnson, Fred Gier, Ron Lambert

**Staff Attendees:** Cheryl Marotta, Tim Lenz

**Call-to-Order:** 6:40 PM by Tom Krieger

#### **Old Business:**

- First Aid supplies used at fish fry, Fred indicated we need biohazard bags, Ken will research
- Ron suggested Ken check-out trauma kits also
- Ken will ask fire chief what type of absorbent product to use for vomit, blood, etc. on the floor
- Tim asked how many maps and placement for first aid kits and AED locations (Did we get answer?)
- In a medical emergency a trained person should use AED and another calls 911
- Place info in bulletin re: someone with medical background to consult with Safety & Security

### **Building & Grounds Committee Meeting October 18, 2018**

*To provide a safe, healthy and prayerful environment for the continued growth of the St James Faith Community.*

*The purpose of the St James Buildings and Grounds Committee is the maintenance of the buildings, systems (including electrical, heating, mechanical, plumbing) equipment and grounds to ensure the facilities are safe, in good repair, and the grounds are clean and in good appearance for now and in the future.*

**Attendees:** Tom Krieger, Sharon Krieger, Fred Gier, Bob Pfeil, Ron Lambert

**Absent:** Bob Semrow

**Staff Attendees:** Cheryl Marotta, Tim Lenz

**Safety & Security:** Ken Johnson

**Call-to-Order:** 7:40 pm by Tom Krieger

**Opening Prayer:** All

**Minutes:** September minutes were reviewed and accepted.

**Financial Report Presented by Cheryl Marotta:** As of September 30, 2018 (end of Fiscal year running from 7/1/2018 to 6/30/2019)

Total Building Reserves = \$217,654, including money from land sale (\$76K) that the Pastoral Council has earmarked for a future building/renovation.

Building & Grounds donations = YTD \$4,795 for the year. There have not been any special collections/B&G appeals in this fiscal year.

B & G Expenses for the year are \$26,295; total budget YTD was \$47,250. We finished the month under budget by \$20,955. These numbers include:

- Additional purchases/repairs for the clergy residence: \$1,653
- ½ down on altar flooring replacement: \$4,631

Overall the parish had a net gain of \$20,370, including all income and expenses for all departments.

The Finance Council complied with the Pastoral Council's request to designate \$75,800 of building funds for a future building/renovation project. Three investments of \$25K each have been earmarked and the other \$800 will be added when the first CD account comes up for renewal in February.

#### **Old Business**

- Narthex ventilation – Nothing at this time
- Driveway striping to be done in Spring
- Addition of a bank of light switches in Servers' room

#### **New Business**

- Tim indicated storage is too high per the fire inspector, Tom suggested using a classroom for overflow storage and also disposing of unused items
- The stage curtain needs cleaning and fire retardant (\$750 - \$900), could we split cost with group that uses stage?
- Video cameras high-priority areas are sacristy, drop-box, janitor's room, Narthex, AC kitchen and doors. \$3,000 for security budget for offices and sacristy. Ron's nephew does security, Ron will talk with him. Our dumpsters are being used by others, we may want to add mock camera and signage. Possibly install GoPro camera at dumpsters.
- Kneelers are noisy, Tim to hopefully solve issue

The next meeting will be the December, all committee gathering.

Meeting adjourned at 8:45 PM

Respectfully submitted,

Sharon Krieger, Secretary

**Prayer and Worship Meeting**  
**October 18, 2018: 6:00 – 7:30pm**

**Present:** Christina Kuenzi (*Dir. Music and Lit*), Maggie Albert (*Christian Women/AFF*), Linda Dykas (*Head Environment*), Jessie Brovold (*Head Servers/Catechist*), Pat Niescior (*Head Sacristans*), Linda Dominguez (*Environ committee*), Sue Rockteacher (*Head Ushers*), Linda Wagnitz (*Head Lectors*), Kathy Pierce (*Head Funeral Ministry*)

Meeting opened with a prayer led by Christina

**NOVEMBER:**

**Funeral, October 30 –**

Kathy Pierce and Linda Wagnitz have been notified. Will greet the family at 9am for set-up as funeral home will not be involved. Fr. Dennis will be presiding. Environment will be sure to come in sometime before Saturday 4:00 Mass to see if flowers were left behind.

**All Saints Day, November 1 –**

“Stepping Stones of Faith” fabric river will be set-up by Nov. 1<sup>st</sup> in front of ambo.

Stones are going to be set out this weekend in Narthex with containers for parishioners to write names of loved ones.

Book of Life needs to be set out in Sanctuary.

Ministry Schedules were handed out to Head Ministers to begin recruiting to fill open slots for 7pm Mass.

**All Souls Day, November 2 –**

There will be a wedding rehearsal prior to Mass 4:30-5:30. Christina will send them an email to notify couple of environment, fabric can be taken down if they prefer

Approval of ornaments gift, print prayer on cardstock the size of the box, to be handed out as names are called at All Souls 7pm Mass.

Ladder shelf with 4x6 printed pictures in frames in Narthex...need to confirm progress of project as well as slideshow with Biscoes.

**Wedding, November 3 –**

1:00, Kathy Pierce will arrange someone from Funeral Ministry to help serve for Fr. Loyola’s first Wedding at St. James. A member of Environment committee will come after wedding to see if any flowers were left behind, if anything needs rearranging. Christina preparing a script for Fr. Loyola...needs to know if he prefers to leave out Gloria

**Veterans Day –**

Linda Dominguez writing bulletin announcement about request for 3x5 or smaller COPIES pictures of those currently serving in the military, or of veterans in uniform to display by attaching to ribbon banner.



Some members of choir will bring in old uniform and hat for display with American Flag for a memorial in the Narthex next to the ladder shelf of All souls pictures (just for weekend of Nov 11)

At Saturday night Mass, choir will sing “Armed Forces Salute” that is a medley of all branches. Will ask members of that branch to stand during particular section of song.

Contact Cheryl/Fr. Loyola about Contacting Jim Pepper, Honor Flight donations...would put a basket near Baptismal font with a sign for freewill offering

### **Installation Mass for Fr. Loyola –**

Pastoral Staff, Finance Council and Staff members of St. James and St. Theresa need to be invited to the Mass November 18<sup>th</sup> as they will be called up to the altar to shake hands with Fr. Loyola.

Need to find out if Fr. Dennis or other priests are going to concelebrate

Liturgy plan from Archdiocese was handed out to the Head Ministers to make sure ministries know what to expect that day.

### **Healing Masses –**

Need to revisit...reschedule do to changing of priest schedule this month? or do after Mass...

Idea: Before the final blessing have an “Altar Call” where Father says a blessing over those needing prayers (physical, mental, spiritual). Then go into final blessing and closing song.

Could do this once a month (for example, first weekend of every month...)

### **Advent –**

Events coming up to enrich our Parish during the season of Advent:

Advent by Candlelight Nov 29

Lovelights Ceremony, Dec 1<sup>st</sup>

Adult Faith Formation purchased 400 “Little Blue Books”

Feast of Immaculate Conception, Dec. 8<sup>th</sup>

Choir Concert, Dec 15<sup>th</sup>

Stations of the Nativity + Rosary (contact Deacon Jim Smallhoover who did last year)

Advent Wreath...what does Fr. Loyola want for lighting of candles, or Gathering Rite

If Adult Faith Formation doing a Movie for the Parish?

### **Christmas –**

Plans to enrich Parish throughout the Christmas Season

Oplatki Available by freewill offering

Christmas Ornaments purchased for children to be handed out Christmas Eve/Day Mass

Activity Center Christmas Eve on stage, children do Gospel play

Epiphany: handout chalk and holy water and prayer of blessing for homes

Queen of Heaven Spiritual Talk on Our Lady of Fatima + consecration to the Heart of Mary

Need more ideas...brainstorm about how to keep Christmas climaxing through the Baptism of Our Lord

Holy Family...witness talk or find video of catechesis that explains how Christmas Starts  
Christmas Day and continues 5 weeks contrary to the secular calendar that climaxes on  
Christmas Day

During the greeting, ask everyone to wish each other a Happy Christmas Season

Research other cultural traditions...Mexican "Presentation of the Lord" buying clothes  
for infant Jesus

Epiphany bringing gifts to the poor?

### **Ministry Procedures –**

Christina will send out Prayer and Worship Contact information and what they are "in charge of"  
Mike Biscoe will send out an invitation to review MSP scheduling and Head Minister Procedures  
(handed out a copy of a "work in progress" Ministry Leadership guide)

Need to purchase LTP booklets for ministry formation, especially for those being newly trained  
Server Ministry will hold monthly training sessions to keep recruitment up and more training  
availability dates, Jessie Brovold will go to classrooms and be the contact for this

Handed out Sunday Missals for 2019 for personal study and self-reflection...would like to  
encourage this practice weekly to build spirituality and focus on our mission through our  
ministries.

Will practice using Sunday Missal and reflection strategies at our monthly meetings.

### **GENERAL COMMENTS AND CONCERNS**

What is the update on Ushers counting...? If needing to continue, is there a less intrusive way  
than clicking during Communion? Could a designated counter be situated in entrance and count  
as people come in while Ushers greet?

(need to check with Drew Yergens or Pastoral Council)

Eucharistic Ministers not coming up to retrieve medals. How encourage participation or to grab  
medals sooner?

From here on out, minutes will be distributed to Bill Kirkman: [wkirkman@wi.rr.com](mailto:wkirkman@wi.rr.com) and Rene  
Ranic: [rranic@stjmuk.org](mailto:rranic@stjmuk.org) along with the remainder of the Prayer and Worship Committee.

Next meeting: November 15, 2018

Submitted by Christina Kuenzi