

Joint Pastoral Council Minutes

Date: November 8, 2018. Meeting started 6:30pm

Location: St. James Parish

Present: Father Loyola, Renee Hitt (St. James) Cheryl Marotta (Business Administrator), Bill Kirkman Bill Schmitt, Karen Tylicki, Jerry Holzauer, Cheryl Marotta Debra Dunn, Kathy Peters, Father Loyola, Jerry Holzauer, Bob O'Malley, Keith Fisher, Shelly Evers; (St. Theresa's) Bill Zell, Jerry Heckel, Erin Kupkovits, Claudette Krestan, Newell Thomas, Isabella Rabidocky (youth rep), Gail Jolliffe, Darlene Sterzinger, Linda Klingler, Kathy Scherbarth, Julianne Plahuta, Tammy Adams

Absent/Excused: (St. James) Steve Dohm, Roberto Garcia, Carol Pearson; (St. Theresa's) Carlos Chacon, Steve Gorichanaz, Craig Markham, Cole McCormack (Youth rep)

Opening Prayer: Gospel read by Renee Hitt (Adult Formation and Parish Life Coordinator)

Introductions: Council members from each council introduced themselves to allow our joint council team to build better collaboration

Amazing Parish: Father Loyola has chosen a Parish Leadership Team (PLT) consisting of 2 parishioners from each parish to work with him to provide a buffer between Father and the parishioners and parish activities/needs. The parishioners are as Debbie Dunn and Bill Kirkman (St. James) and Newell Thomas and Darlene Sterzinger (St. Theresa's). From October 17-19th, they attended a seminar called the Amazing Parish at the Wisconsin Center, along with 1200 other parish leaders. There were several robust, engaging speakers who spoke about the need for PLTs to work closely with the Priests at each parish to buffer priests from the day to day activities and issues that arise in a parish so they can focus on Sacramental life rather than business activities. These team leaders meet with Father weekly to discuss issues/needs of the parish and intervene to facilitate problem solving and close the gap of communication. In addition, some have attended staff meetings to allow even more seamless interactions in their role. The PLT will be transparent and have no authoritative decision making role but will maintain confidentiality and work through spiritual guidance to resolve issues. The foundation to this process: Change the Method...not the Mission!

Meeting w/ Mark Kemmeter: October 24th Mark presented the Synergy Collaboration efforts of the Archdiocese and recognized a formal approach from our 2 parishes that has already begun. To reiterate, St Peters (East Troy) is no longer in our cluster assignment.

Synergy Team (collaboration effort): A formal Synergy team has been created, including parishioners from both teams (include staff, council members, and

Minutes respectfully submitted by Shelly Evers, Secretary Pastoral Council 11.3.18

parishioners from both parishes and Father Loyola) to focus on areas of collaborative efforts related to leadership, finance, worship, evangelization, pastoral care, stewardship. This 12 person team will attend 3 sessions on collaboration occurring in February, March, and May. This team will create goals for collaboration efforts in these areas (with input from the parishes) and help create the foundation for Lay Leadership. With the shortage of priests, and future drop in numbers due to retirements and aging, parishes will need to allow priests to focus their efforts on sacramental life rather than business. Lay Leadership will provide a foundation for this movement. Father reiterated that this effort is collaborative and strongly encouraged all Council members to correct any persons using the word “merger”. St James and St Theresa’s are collaborating...NOT merging or clustering. He explained that each parish will maintain its own identity and culture but will need to work together with is cluster parish to build resources and network with their strengths.

Heart of Collaboration: On October 27th, several pastoral council members attended the Heart of Collaboration event, facilitated by Michael Taylor from the St. Clare Center. The group bonded and noted similar strengths and desires as the collaboration efforts begin. The attendees all took away valuable information on how to collaborate through spirituality and focus of common goals. Attendees who were present at this council meeting spoke openly about their own experiences and take-aways.

Mutual Objectives for Collaboration St. T & St. J: We need to start considering our mission statement related to the collaboration efforts. St. James has a recognized mission but St. Theresa denied having a formal mission. We discussed a review of our mutual goals at the beginning of each meeting to ensure our discussions and decisions would always stay focused on our goals and assist decision making. Discussion points brought up: How do we begin setting collaboration goals when the Synergy team will not complete their training until May? We don’t have a common mission. How can we build on each other’s strengths and still remember that we are One Body with many parts and gifts? We need to start collaborating now even before the Synergy team is fully prepared

Decision: Kathy Scherbarth agreed to coordinate a meeting with the Synergy collaboration team to develop a common mission for our Joint Council to begin using. We will develop this mission and present at the December Joint council meeting and finalize at the January Joint council meeting.

Father Loyola’s Installation Mass 11/18/18 @ 1030am (St. James): Archbishop ListECKI will preside at Father Loyola’s Installation Mass as he accepts his final assignment as a parish priest before his planned retirement. A formal introduction of all the Finance and Pastoral Council members, Trustees, and staff from each parish will be done at the beginning of Mass. A ‘handshake’, representing the future endeavor together as the team will assist Father as he becomes the Priest Administrator of both parishes.

Father Loyola's Update: Father has allowed speakers at the recent Masses to talk about their passion and experience as volunteers to recruit new volunteers to step forward with their gifts and service. He wants to empower the people to help the Parishes become flourishing centers of activity and involvement. Father presented startling statistics about the lack of Priests in the Archdiocese of Milwaukee. He reported that there are 293 priests but 146 are active (only 100 are active in ministry) and 147 are retiring. The majority of the priests are over 60 years old. Priests need to focus on Sacramental Life and parishioners need to step forward to be active on committees and groups. We need parish directors. In addition, Father is excited about the Feasibility Study groups and the progress they have made. We will be moving forward with obtaining input from the parish to see if there is a desire to build/expand.

December/January Meeting Update: December meeting has been moved to St James Activity Center to accommodate the expected volume of attendees since this will be a combined Christmas party, including all parish committees and all spouses. Sign up Genius's will be created by Renee Ranic and Judy Hernke for food/beverage/etc. item sign up (Cheryl Marotta to contact them). Our January meeting will now be at St. Theresa's

Meeting adjourned at 7:30pm.

Next meeting: December 5, 2018 at St. James Parish-Activity center with combined Christmas party will all committees from both parishes (pot luck style)

St. James Pastoral Council Minutes – FINAL Approved

Date: November 8, 2018. Meeting started 7:40pm

Location: St. James Parish

Present: Shelly Evers, Bill Kirkman, Bill Schmitt, Karen Tylicki, Jerry Holzhauer, Cheryl Marotta Debra Dunn, Kathy Peters, Father Loyola, Jerry Holzhauer, Bob O'Malley, Keith Fisher

Absent/Excused: Steve Dohm, Roberto Garcia, Carol Pearson

Minutes Approved from October 3, 2018 by Debbie Dunn and Karen Tylicki.

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

- Evangelization/Stewardship (Kathy Peters and Roberto Garcia): No verbal report
- Prayer & Worship (Carol Pearson): No verbal report
- Finance (Cheryl Marotta and Bob O'Malley): YTD reported we are ahead \$20,000 but down \$6,000 in envelope donations. Committee is unsure of reason for this difference but assume it could be due to the timing of the year. Overall, we are down \$3,500 from this time last year. The Feasibility Study for the parish expansion project will provide listening sessions on the progress of the expansion plan at 4 separate meetings surrounding the weekend Masses, including the upcoming Sunday evening CYM Mass.
- Adult Formation (Bill Schmitt): Listening sessions for the recent unfolding of the Church scandal were held with good attendance (approx. 60 people). Highlights of upcoming events include movie called "Power in Thy Hands" on 12/13, Small group Advent Sunday readings sessions Tuesdays 630-8 start 11/27;; Spiritual Soup for the Soul upcoming Lent 2019. In addition, a survey to our congregation will be sent out soon on preferred learning events and styles.
- Human Concerns (Debbie Dunn): Refugee speakers from International Institute of WI will speak on 1/6 from 930-1020 am on social injustice and immigrants; a survey for the Young Lives ministry will be sent out in the near future. Shelly suggested that Renee and Sue B collaborate to ensure the timing of surveys is spread out for the parishioners.
- Youth/Religious Ed (Karen Tylicki): Religion program for Rel. Ed has been received well so far and embraced by the parents; 2 retreats have occurred with great attendance (3-8th and 3-5th) as well as the newly offered Youth Masses on certain Sunday evenings in association with the CYM class.
- Youth Parish Council representation (Bill Kirkman and Karen Tylicki): **2 open assignments** for high school students (14 + years or older). Karen has been working with Sue to determine their roles before entering formal Council so that they will have successful progress and engagement. Drew

Minutes respectfully submitted by Shelly Evers, Secretary Approved 1/2/19

Yergens has been involved with this process. Shelly suggested that questions be added to the Religious ed survey regarding ideas for the role of the Youth ministry representatives for the program.

- **Festival (Keith Fisher):** Meeting to wrap up 2018 was successful and a new chair will start in 2019 with Keith's assistance. 2019 will be a 3 day festival from August 23-25th (4pm-midnight). They are generating ideas for 2019 and reserving spots for food trucks, more craft vendors.

Father Loyola's Report: None (See Father's report in the Joint council report)

New Business:

- **Parish Fundraising/Building Expansion Project:** The Visioning Committee has been working with the James Company for approx. 3 years to develop the plans for presenting the expansion project. They have reviewed ideas, challenges, objectives, and requests of the parishioners from the feedback sessions held in the past. The Parish has spoken and the committee is moving forward with the presentation of the building phases. Surveys will be mailed out mid-November to see if the parishioners are invested in the expansion project since this will require major capital fundraising with support of the people. Listening sessions with pictures and explanations of the project will occur on 11/11, 11/13, 11/17 and 11/8 after Masses. Facilities team has a script to maintain consistent messaging to the parish members in attendance.
- **Organizational Chart:** Tabled due to time
- **Goals for St James council:** After the Heart of Collaboration, it was realized that the goals for council have not been a focus for our decision making. We need goals that are measurable and attainable and will always be listed on our agenda. After discussion, the council members in attendance agreed to amend the goals as follows:
 1. Build a warm and welcoming environment of Stewardship for all
 2. Develop a culture of Evangelization
 3. Build strong relationships and bonds with St. Theresa's
 4. Development of 2-Parish collaboration activities

The verbiage of "Collaboration" will now be used in place of "cluster" to encourage a collaborative approach with all interactions and business. All council members were given "homework" assignments for the December and January meetings as follows:

- **By December 1st:** Submit (1) measurable goal for 3 of the 4 current (amended) goals. Bill Kirkman will create an excel spreadsheet of all the compiled goal suggestions and bring to our December meeting for review.
- **January meeting:** Establish a measurable and attainable goal for each of our 4 current Council goals.

- **December Meeting Update/changes:** The December meeting location has been changed to the St. James Activity Center (starting at 6:30pm) and will include a very brief Joint meeting and individual council meetings of the 2 parishes. Most of our time will be dedicated to Christmas celebration, pot luck style, with our spouses as well as the other committees of the parishes. Cheryl Marotta will ask Renee Ranic and Judy Hernke to send out a Sign Up Genius for their respective parishes to all the committee and council members to sign up for all the food, beverages, etc for the party.
- **January Meeting location:** Change to St. Theresa's due to December Christmas party at St. James

Old Business:

- **Evangelization Resource Book:** This book was created by the Archdiocese of Milwaukee with the strengths of all its Parishes so that we do not have to "reinvent" the wheel when considering collaboration in our cluster process. Copies should be available in January for our Councils to start reading and using to build our 2 communities.

Meeting adjourned at 8:40pm.

Next meeting: December 5, 2018 at St. James Parish-Activity center

**Prayer and Worship Meeting
November 15, 2018**

Present: Fr. Loyola, Christina Kuenzi, Maggie Albert, Carol Pearson, Linda Pierce, Lisa Leonard, Karen Tylicki, Linda Wagnitz, Sue Rockteacher, Deacon Jim, Mary Steele,

Check-In: Each of those attending gave an update of things that were going on with our personal lives and any prayer requests.

Thanksgiving Day Mass will be held at St. Theresa on Nov 22 at 9:00 AM

ADVENT:

Music – Masses will start off with a Gathering Rite; Kyrie will be sung; Mass setting: "Misa Emmanuel"

Advent Wreath: Will recruit youth to light the candles at altar. They will join in procession. Blessing of wreath will take place after the Prayer of the Faithful.

Lovelights – December 1st immediately after the 4:00 PM Mass. Deacon Jim will preside

Immaculate Conception – December 8th 8:00 AM Mass at St James. Fr Bob Gosma will be the celebrant.

Stations of the Nativity – Will be held the first two weeks of Advent on Friday. Deacon Jim will preside.

Reconciliation – Communal Reconciliation will be held at St. Theresa on Wednesday December 12th at 7:00 PM

Choir Cantata – December 15 at 5:15 PM Mass in church

Blue Books – The Little Blue Books from the Diocese of Saginaw were ordered by Adult Formation Parish Life Coordinator, Renee Hitt

New hymnals – The OCP hymnals will be replaced on November 25th after the 10:30 Mass

Outdoor Nativity – will need a wooden platform with mulch in order that the statues do not freeze to the ground. Fr. Loyola will bring this up to the Buildings and Grounds committee.

Children's choir rehearsals will be held after the 10:30 Mass on Sundays during Advent for the Christmas Eve Mass in the AC at 4:00 PM. A parent helper is needed

Two feast days in December of significance-- Our Lady of Guadalupe, Dec 12 and Juan San Diego, Dec 9th

Environment--Christina will be meeting with the environment committee separately.

CHRISTMAS:

MSP training – There will be no paper sign up in Sacristy for various ministries for Christmas season. Volunteers are encouraged to use the MSP to sign up or contact head minister. Carol Pearson has volunteered to be head sacristan. Head ministers are encouraged to recruit volunteers for the Christmas season

Server training – will be held on December 3rd. Suggestion: high school servers could wear gold cinctures as they do at St. Theresa's.

The calendar has been cleared the week before Christmas for the AC to set up for 4:00 PM Christmas Eve Mass.

Ministry Retreats – to be held at a future date

Need ideas to keep celebrating Christ's birth through Baptism of our Lord – reunion of Baptism families; social: coffee and donuts after Masses between Christmas and Baptism of Our Lord

Since we are not meeting in December, committee members are encouraged to keep in touch with Christina on any ideas/concerns they may have.

Archdiocese of Milwaukee is celebrating 175 years this month.

Meeting ended with a prayer.

Next meeting: January 17, 2019

Submitted by Mary Steele