

**St. James/St. Theresa Parishes**  
**Adult Faith Formation Committee**  
**Meeting Agenda/Notes**

DATE/TIME	LOCATION
October 4, 2021	St. James Parish Center
ATTENDANCE	
<ul style="list-style-type: none"> <li>• Jim Frisch, Jim Wagnitz, LaVerne Wrasman, Bill Schmitt</li> <li>• Absent approved: Paul Brayer</li> <li>• Absent Darlene Sterzinger and Maggie Albert</li> </ul>	
TOPIC	DISCUSSION
Opening Prayer- JIM Frisch	Padre Pio prayer to our Lady
Holy hour to St. Joseph Oct. 24	Melodie has music select. Jim F. will bring booklets to St. T.
Advent plans- Topics or Theme 1. Speakers contacted 2. Publicity needed  <b>Waiting with Mary: A Mini-Pilgrimage to the First Advent Ever! We celebrate Advent every year, but have we ever celebrated with Mary? Come with Marge on a virtual pilgrimage to the Holy Land and meditate on the first Advent as our Lord's Mother might have experienced it.</b>	<p style="color: red;">Theme: Journey with the Holy Family to Bethlehem</p> <p style="color: red;">Where: St Theresa 6-8 PM</p> <p style="color: red;">Nov 29: reconciliation service</p> <p style="color: red;">Dec 6: Joseph journey to Bethlehem- Deacon Anton- approved of stipend</p> <p style="color: red;">Dec 13: Mary journey to Bethlehem- Marge Fenelon- approved at \$200 speaking expense</p> <p style="color: red;">Dec 20: Jesus journey to Bethlehem- Fr. Ed Peklo- approved of stipend</p>
Planning for Lent	Frank Runyeon? <a href="https://www.youtube.com/watch?v=cEWzi5dFBGQ">https://www.youtube.com/watch?v=cEWzi5dFBGQ</a>  approved by committee. Jim F and Renee will present to finance if needed. AFF will work on a plan to underwrite the expense of \$3700. Jim will request St. T. finance to 25% support of this event (\$750). We will appeal to various organizations within the parish as well as publicize for angels to underwrite the program as well as holding a free will offering at the event. This will be on the November agenda to come up with a plan.
Current adult formation studies	<ol style="list-style-type: none"> <li>1. Be Strong in Christ Men's group- metanoia study</li> <li>2. RCIA- two groups Thursday at 4 PM – two teen sisters Sunday at 8:30 AM (will be at 9 AM when the Mass times change)- one candidate</li> <li>3. Discipleship groups</li> </ol>

***AFF MISSION: Provides opportunities that enable adults and families to deepen their relationship with God and the Church and to develop an understanding of Scripture, Prayer and Liturgy, Christology, Sacraments, Moral Formation, and Catholic Social Teaching, so that all can be intentional disciples of Christ.***

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Bishop Barron- The Creed	
Closing prayer	
<b>GO FORWARD MEETING SCHEDULE</b> 1st Monday 6-7 PM	
11/1/2021 (before evening Mass?)	
12/6/21- cancel due to Advent retreat	
1/3/22	Labor Day no meeting
2/7/22	
3/7/22	
4/4/22	
5/2/22	
6/6/22	
7/4/22- no meeting	

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**Committee:***Chairperson/secretary, please send notes to entire Pastoral Council*

DATE/TIME	LOCATION
Oct 11, 2021	St. James
<b>ATTENDANCE ( indicate excused members if any)</b>	
<ul style="list-style-type: none"> <li>● Present: Rose Mary Schendel, Patrice Farrell, Linda Klingler, Do Anich, Renee Hitt, Judy Wirth, Carolyn Evers</li> <li>● Excused: Bob Anderson, Deb Dunn, Linda Olbinski</li> </ul>	
TOPIC	DISCUSSION ( this area can expand for notes)
Opening Prayer	
Task of Human Concern committees-Direct Service, Justice Education, Advocacy, Empowerment	Agreement two areas not being covered by other efforts were justice education and advocacy. Also talked about Catholic Social teaching theme of life and dignity of the human person and call to family, community, and participation
Sept 9 Feast Day of St. Peter Claver – Patron Saint of African Americans Event	Discussed that event was well received. Committee wants to have another multi-cultural event. Suggestion of guest choir at one of our masses from All Saints parish, which is a diverse congregation, in Feb which is Black History month. Perhaps followed by a social
Discussion of other goals	Fr. Loyola would like HC to discuss the difficulty some impoverished children have getting to school. Will gather more information and discuss at Nov meeting.
Rob Shelledy notes from combating racism	Renee has a video we will watch at Nov meeting
Advent program	HC will support with blanket collection and possibly other collections.
Next meeting Nov 8 at St. James	
Blood Drive Nov. 6	
GO FORWARD MEETING SCHEDULE	Action items for next meeting
Aug 9, 2021	
Sept 9, 2021	
Oct 11, 2021	
Nov 8, 2021	
Dec 13, 2021	

# Building and Grounds Minutes

## Thursday 14 October 2021

**Opening Prayer:** 7:05 PM by Father Loyola

**Attendance:** Father Loyola, Deacon Anton, Dennis Bednarek, Tim Lenz, Dan Ridel

Priority Items were Discussed

**Kitchen Grease Trap:** Time presented a oral bids from three plumbers ranging from \$2,000 to \$8,000. The committee decided to have Tim get the bids in writing and present them to the Finance committee for immediate action. If the written bids are the same as the oral bids we would recommend Neptune plumbing. They are the lowest bid as well a parish member. We also looked at the need to get this job done as fast as possible as the kitchen could be shut down for health reasons till the repairs are made.

**Stethoscopes and BP cuffs:** It was announced that the Knights have ordered two sets as a donation to the parish that should be here approximately October 22<sup>nd</sup>.

**Carpet Cleaning:** The stains on the carpets were discussed and it was noted by Tim that past attempts have used the parish carpet cleaning equipment have failed to get the stains out. It was decided to have Tim get estimates from 3 reputable cleaning establishments such as Adelman's and Martins. If the estimates are under \$500 we do not need Finances approval and we can vote on them by email to speed up the process.

**Technology Stage:** Dan Ridel brought out various ideas are being considered for Table storage as well as Bell storage. The project was approved for the stage and work is to be completed by December 8<sup>th</sup> per the original approved plan. Extra cabinets will be considered in the future.

Items waiting Finance approval were discussed. The discussion quickly moved to why there was such a long delay to get things approved. Father Loyola mentioned the importance of having a Finance representative at all our meetings and in the communications chain.

**Asphalt Repairs** Were discussed with emphasis that we are running out of time to get this done before it will be to cold. Deacon Anton said he attended the last Finance meeting and thought they may have been approved. Later in the meeting Anton got a copy of the September Finance minutes and noted that they were approved at the September 16<sup>th</sup> meeting. The discussion moved to why were we not notified promptly?

**School Roof Repairs** Were sent to Finance in early September and again we heard nothing. Deacon Anton mentioned he thought finance wanted more details, and were only sent an estimate amount with no details. Tim and Deacon Anton were to make sure the Finance Committee received the estimate bid letter from WindRoofing that we though was the best option. Deacon Anton was also to explain that three other companies refused the job unless we did a complete replacement because it was too small to send a full crew on.

Future Items were discussed

**Church Pew Cushions:** Deacon Anton said a new campaign will start Sunday October 17<sup>th</sup>, with a bulletin announcement.

**Water Garden:** Will be put in in spring. It had priorly been approved by finance but delayed do to possible changes in the plans created by future possible construction.

**Children's Play Area:** Natalie's son will give us his proposal for benches around the Children's play area.

**Budget:** The budget reduction from \$57,000 as reported for 2020-21 to \$27,000 for 2021-22 was discussed. Deacon Anton explained this is not our entire budget but only one area that covers Other Expense/and Projects. The total budget for BG is \$136,000 with numerous other brackets. Some of the other brackets are Repairs/ maintenance of buildings \$9,000, Repair and Maintenance Equipment \$11,000 etc. Father Loyola explained items like the lift truck would come out of Repair and Maintenance Equipment rather than the \$27,000. Father Loyola stressed that it is important to have a member of Finance committee on the B and G committee to assure a clear line of communications.

**Closing Prayer** by Father Loyola at 8:30 PM

**St. James Prayer & Worship Committee Meeting Minutes**

**10/14/2021**

**6 pm, Room 4**

		<b><u>PRESENT</u></b>
Father Loyola	<i><b>Pastor</b></i>	X
Deacon Anton	<i><b>Deacon</b></i>	X
Nick Narloch	<i><b>Director of Music &amp; Liturgy</b></i>	X
Mary Steele	<i><b>Cantors &amp; Choir</b></i>	X
Sue Rockteacher	<i><b>Ushers</b></i>	X
Guy Brown	<i><b>Volunteer of a variety of Ministries</b></i> 😊	X
Jennifer McFadyen	<i><b>Parish Council</b></i>	X
Linda Dykas	<i><b>Environment</b></i>	ABSENT
Linda Wagnitz	<i><b>Lectors, Wedding &amp; Funeral Ministries</b></i>	X
Carol Pearson	<i><b>Eucharistic Ministers &amp; Sacristans</b></i>	ABSENT & RESIGNING
Maggie Albert	<i><b>Adult Faith Formation &amp; Council of Catholic Women</b></i>	ABSENT
Jessie Brovold	<i><b>Altar Servers</b></i>	X

**Opening prayer:** read by Jessie Brovold

## **MINISTRY REPORTS**

### **Father Loyola**

- Connect what Human Concerns has as a theme during Advent “Journey to Bethlehem” with Environment, Cantor, and written materials (a variety of booklets presented during the meeting this evening)
- ACTION ITEM: Nick will order the adult booklets “Our Hope” for Advent and will communicate to Faith Formation that they can order the children’s booklets & activity Advent calendar (plus 20 additional booklets & calendars)

### **Altar Servers**

- ACTION ITEM: Possible ad campaign to get adults interested in Altar Serving & Ushering.
- ACTION ITEM: Host another Ministry Fair/social during 11/13 & 11/14 weekend Masses.
  - Prayer & Worship to brainstorm on ideas
  - Jennifer to present to Pastoral Council
  - Deacon to present to Staff meeting.
- ACTION ITEM: Jessie speak at Faith Formation classes mid-RE year to try & recruit more Ministry volunteers of all ages, once families have an opportunity to get acclimated into the new RE format and staffing. Jessie to discuss possible meeting dates & times with Nancy & Mary.
- ACTION ITEM: update head-shots of Ministry leads & put their names & contact information in the bulletins, newsletters, on the Parish website, ProPresenter, etc.

### **Environment**

- Display of Veterans for the 11/06/2021 & 11/07/2021 weekend Masses
  - ACTION ITEM: Linda W. to contact Linda D. regarding this display
- Cards for Christmas Flowers need to be placed in the pews November (Thanksgiving weekend)
  - ACTION ITEM: Linda W. to contact the Parish Office regarding the cards & notification in bulletin, etc.

### **Funeral & Wedding Ministries**

- Nothing new to report.

### **Lectors**

- ACTION ITEM: Lector at 8 am & 10 am (non-virtual Masses) needs to remember NOT to ask for birthdays & Anniversaries

### **Sacristan & Eucharistic Ministers**

- ACTION ITEM: Kay to send out a communication to Eucharistic Ministers & Sacristans via MSP, looking for someone to take over the Ministry lead of Eucharistic Ministers & Sacristans

### **Ushers**

- Need 1 new large collection basket; the liner is disintegrating (Father approved)
- 2nd collection for Belize in 2 weeks (weekend of October 30th & 31st); immediately after 1st collection (Cantor to announce before preparation song)
- 1st pew by choir side is still marked as handicapped
  - ACTION ITEM: Nick to remove the handicapped sign on this 1st pew by choir
- The door to the quiet room can be shut if warranted; Crying Room intended for families with young children.

### **Cantors & Choir**

- Christmas Masses: 4 pm Children's Mass Christmas Eve, 10 pm (9:30 pm Choir sings) Christmas Eve, 7 am, 9 am, 11 am Christmas Day

### **Technology**

- Technology to set up in advance (sound & projector) for 4 pm Children's Mass Christmas Eve.
  - ACTION ITEM: Nick to inform Dan and John

### **Other**

- Ministry Leads to continue to send out weekly mass coverage needs
- No Minister volunteers needed for Monday All Saint's Day (11/01/2021)
- ACTION ITEM: Prayer & Worship to provide light refreshments & desserts for the Mass of Remembrance (All Soul's Day) (11/02/2021)
  - ACTION ITEM: Environment to set up 2 tables on the Altar
  - ACTION ITEM: Rene Hitt to have someone from Griefshare available after Mass

**Closing prayer:** all participated in the closing prayer

**Meeting Minutes taken by:** Jessie Brovold

**Next meeting:** 11/11/2021 @ 6 pm

## St James Finance Council Minutes – October 21<sup>st</sup>, 2021 5PM

Present: Fr. Loyola, Deacon Anton Nickolai, Dick Wrasman, John Kersting, Richard Hegy, Harold Casper, Mary Sue Gallagher

Absent: Andy Sterkowitz, Rick Murphy

### Topics

1. Opening Prayer: Fr. Loyola
2. Approval of September minutes: approved.
3. Spending policy limits: Tabled
4. Review of current Financials: Quickbooks full implementation will be done soon. Festival did very well financially.
5. Land Sale update: WE are looking for proposals from 3 Developers now.

6. **Action Item:** Deacon Anton needs to send Developers a Request for Proposal (RFP)

7. Building Campaign update of meeting with Archbishop:

**Action Item:** Deacon Anton is drafting a letter to the Archbishop; he needs input from several people. He will send letter in a couple weeks.

8. B&G reports

Broken Grease trap: 3 estimates received: from \$2,000 to \$8,000. We will pick the \$2,000 one.

**Action Item:** A formal quote needs to be received from Steve Dohm.

Finance representative to B&G: Rich Hegy to attend next 2 B&G meetings. Other Finance Council reps to alternate after that.

Roof Repairs: More details needed on condition of roof and maintenance needed over next several years and if any warranties will be given on any work done.

**Action Item:** Dick Wrasman to call Dennis Bednarek for more details.

9. Requests for funding

Lenten Mission Speaker: Will be rescheduled.

Human Concerns looking for some upfront funding; details to be worked out.

10. Open items

Preparation of Norms: Appendix to norms questions:

How many members of Finance Council: 7

Number of Pastoral Council members: 1

How many Trustees: 2

How many meetings each year: 10

**Action Item:** Deacon Anton to submit these answers.

11. Open discussion/New Business

St James needs a spending authority form for employees with individual Purchase Order forms attached.

**Action Item:** Deacon Anton & Mary Sue to start working on this; they welcome any ideas from others.

12. Closing Prayer by Fr. Loyola

**Next meeting: Thursday, November 18<sup>th</sup>, 2021, Time to be announced.**

Please send topic suggestions to Dick Wrasman at 414-491-9250 or  
[rwrasmus@wi.rr.com](mailto:rwrasmus@wi.rr.com)

Respectfully submitted,

Rich Hegy

Council Secretary

## Visioning Team notes

October 28, 2021

Attendees: Shelly, Renee, Jessie, Roberto, Linda, Sharon, Natalie

Attached is a PowerPoint that organized all the Quick Changes and Long-Term Changes

- Prayer Team and Intentions on Sunday (i.e. Prayer Team is made up of Visioning Team members) Goal: We are community that prays for each other.
  - Rollout for Lent to give enough time for details and Prayer is one of the areas we focus on during Lent.
  - Prayer intentions collected before Mass in a basket. Anyone can write a prayer and drop it into basket.
  - Basket may or may not be brought up with the gifts? Depending on liturgical rules.
  - After Mass have a Prayer Team pray the intentions with anyone who wants to join in.
  - Prayer conducted at Special location to pray the intentions after Mass. Could that just be the altar? Shouldn't we be bringing our prayers to Christ?
  - Prayer Team is also available after Mass to pray with anyone who wants prayers.
  - Fits in with Frank Runyan program during Lent.
  - Invite existing Prayer Network to join us. We love the Prayer Network and want to expand it.
  - Inform Prayer and Worship and invite them to join in.
  - Fr. Loyola will need to approve.
- Come to Me Training. This is designed to be a simple and easy way to encourage people to come back to Mass, and empower the people at Mass to ask others to come.
  - Invite all Visioning Team members to join the "shoulder tap" training, but we are going above and beyond just inviting people back to Mass
  - Possible training sessions
  - Natalie will facilitate needed training session.
  - Rolling out Come to Me for Lent/Easter time
- We can all start to be more welcoming at Mass. A culture of discipleship begins with us. Homework--Pick something from list to do before/after Mass. Some ideas are below.
  - Greet people before Mass.
  - Smile. Smile. Smile
  - Helpful to those who need it. Disabled. Parents with kids.
  - Compliment someone.
  - Saying it is so great to see you here
  - Linger after Mass to see who is still there to reach out to them
  - Introduce yourself to the visitors after Mass
  - Talk to someone you don't know after Mass. Try to meet a new person every Mass.
  - Invite someone to come with you to Mass.