

## St. James Parish Pastoral Council Meeting

Date: September 6, 2018 at 6:30pm

Location: St. James Activity Center

Present: Fr. Loyola, Bill Kirkman, Donald Kazmier, Roberto Garcia, Shelly Evers, Steve Dohm, Jerry Holzhauer, Karen Tylicki, Keith Fisher, Kathy Peters, Drew Yergens, and Debra Dunn

Absent: Carol Pearson, Bill Schmitt, and Bob O'Malley

1. Minutes approved by: Keith Fisher and Jerry Holzhauer
2. Reminder to wear your council name tags at Mass and at Parish events, the new members will have name tags ordered for them.
3. Discussed the need to find a co-chair and this person generally has 1 – 2 years of prior experience on the council. Also, Shelly volunteered to take over as the secretary since Debbie has done it for 4 years & needed to be replaced.
4. Committee Reports (need to fill some of the liaisons)
  - Evangelization/Stewardship (Roberto Garcia was selected)
  - Prayer & Worship (Carol)
  - Finance (Bill Kirkman but will be selecting someone to take over)
  - Adult Formation (Bill Schmitt)
  - Human Concerns (Debbie Dunn)
  - Youth/Religious Education (Karen Tylicki was selected)
  - Youth Parish Council Members (2 Open Assignments – 14 years +)
  - Festival (Keith) Tents are being picked up next week. The Festival went fairly well and we will have some numbers by the end of the month. The basket raffles and the car raffle were very successful. Thank you to everyone who helped. Keith believes that he has found a person to take over as the new chair for the Festival. The festival is the biggest moneymaker for the parish and it will be close to what was earned last year even though the format was different (2 days rather than 3).
  - Cluster Group (Open Assignment)

### New Business:

- Discernment Results – Welcome Steve Doh, Karen Tylicki, Don Kazmier, Kathy Peters, Roberto Garcia and Shelly Evers to the St. James Parish Council
- Resignation of Glenn Lazich- Open Co-Chair Position
- Resignation of Marissa Reynolds and Derek Schilitz- youth parish council members due to conflicts with their schedule. Discussion followed of what their goals are and how we can help the new youth members succeed. Karen & Shelly will work on setting up the guidelines. It was thought that Steve & Roberto would be very helpful as well.
- Note: send the Committee Reports to Rene Ranic in the Parish Office at [RanicR@stjmuk.org](mailto:RanicR@stjmuk.org)
- Discussion of whether or not the Pastoral Council notes should be published in the bulletin/newsletter and it was suggested that we

just add a note of how people can review the notes and where to find them with a link.

- Hospitality as presented by Drew Yergens (Prior Pastoral Council Chair and active parish member) Hospitality by definition is the friendly and generous reception and entertainment of guests, visitors or strangers. In the church it is with intention to invite people to live their faith more fully. It is important because 30% are leaving their faith. We invite new people in by building relationships with the parishioners. Drew recommends creating a committee chair/co-chair and recruiting families to host a mass once a month. The hosts would set up in the Narthex, use technology to help people prepare for the mass and to pause at the end of the service with a snack, coffee, water and conversation. Encourage lectors & servers to stay around. We would have a binder of information about the parish and have a mentor program for parishioners to take new members around the parish. The cost would be \$160 per week for all 3 masses. We can start with once a month but hopefully grow it to every week. This was approved by the council and we are very thankful for Drew's hard work & presentation.
- The Archdiocese Manual on Parish Council is online and should be read. We do have binders in the room we normally meet, need to check to see if there is any information on Youth Council members.
- Wine Fund Raiser to be held next spring
- Bill Kirkman will send out a work chart that shows how the committees work.
- Weekly e-bulletins will be sent out with the highlight of Church news. We have 800 email addresses and the staff can send them out. Highlighting with short bullets events and volunteer needs. Cheryl will have staff come up with a template before the end of the month.
- Steve Dohm discussed the parish sponsorship of Boy Scout Charter 229 which has been done for years. However, the Boy Scouts welcomed girls as members and now Charter 229 would be a group of 40 girls that would have their own female leaders & all female group. All the male members have been absorbed into another group as their numbers have dropped. Discussion followed and Steve will bring more information about this issue before a decision is made.
- NEXT MEETING: 10/3/2018 AT 6:30 PM AT ST. THERESA'S

Human Concerns Minutes  
9/17/2018

Linda led all in a Jesuit Opening Prayer

St James has donated \$250 to Family Promise and St Theresa will be considering a donation at its next finance committee meeting.

Both Linda's attended a forum on refugees Myanmar/Burma and Iraq led by Anna Marie Carlson of the international institute of Wisconsin and feel they could provide bulletin/newsletter material. Both parishes will have a combined newsletter beginning in January.

For those interested there will be a faith formation mtg at St James on October 8th at 7:30 pm with Anna Marie Carlson speaking.

We need to note the differences between Catholic Relief Services and Catholic Charities.  
Catholic Relief Services deal in foreign countries. (Small handout)  
Catholic Charities deals with domestic issues.

One of the current issues of interest is immigration. Linda handed out a multi-page handout on justice for immigrants outlining the Churches teaching and providing several sources for additional material.

There will be refugee speakers at St James January 6, 2019 between the masses from 9:15 to 10:15. We need to review the immigration material and consider bulletin/newsletter items for January/February and a speaker in March. Linda will contact Rob Shelledy to discuss appropriate items.

Next meeting scheduled for October 15 at 6:00pm at St James

## **Prayer and Worship Meeting September 20, 2018**

**Present:** Fr. Loyola, Christina Kuenzi, Maggie Albert, Carol Pearson, Linda Pierce, Lisa Leonard, Karen Tylicki, Pat Niescior, Linda Wagnitz, Geraldine McCormick, Sue Rockteacher, Mike Biscoe, Mary Steele, John VanZeeland

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

### **Environment -**

Oil burning candles have been in place. Suggestion to write a date on them to figure out how long they will last.

New flooring: Building and Grounds committee showed our committee samples of flooring that will replace the carpeting in the Sanctuary. This will be completed before Fr. Loyola's Mass of Installation.

Suggestion to clean/shine the Tabernacle and polish candlesticks.

### **Technology –**

Need a new leader

### **Upcoming Events -**

**Mission Sunday:** Sept 29/30 all weekend liturgies. Make an announcement for ushers to do a 2<sup>nd</sup> collection.

**Animal Blessing:** Saturday, Sept 29 at 11:00AM. Book of Blessings will be used.

**Rosary Coast to Coast:** Sunday, October 7<sup>th</sup> at 3:00PM. Knights of Columbus will partake in this event. New banner located in the Commons will be used for procession.

**All Saints Day:** Thursday, Nov. 1 @ 7:00 PM. Fr Loyola at St James. St James has saints' relics that need to be moved to a prominent place. Narthex? An article should be written about these relics and placed in the bulletin or the monthly newsletter.

**All Souls Day:** Friday, Nov 2 at 7:00 PM. Possible collaboration with St. Theresa. Christina will contact Melodie. Suggestion to use prayer stones as a reminder of a loved one

**Veterans Day:** Nov 10/11, all weekend liturgies. Suggestion for Environment to include flags in the Narthex.

**Thanksgiving:** Thursday, Nov 22 at 9:00AM

**Youth Sunday Evening RE Masses** at 5:00PM for 9-11<sup>th</sup> graders. Dates: Oct 7, Oct 21, Nov 4, Nov 18, Dec 16, Feb 17. Need training and recruitment.

**Fr. Loyola's Mass of Installation:** Nov. 18<sup>th</sup> at the 10:30 AM Mass. The Rite of Installation will take place after the Gospel reading, before the Homily. Archbishop ListECKI will preside. Nicene Creed will be said. Extra cups and bread vessels for Communion will be needed. Invite St. Theresa; share ministers (servers, lectors, communion)

Meeting ended with a prayer.

Next meeting: October 18

Submitted by Mary Steele

Attached please find the scanned financial reports for **September 2018**.

**Parish bank accounts:** The parish has a total of \$269,928 in unrestricted funds, \$217,654 in designated (B&G) funds, and \$9,139 in Faith in Our Future funds as of 9-30-18. The total cash in all bank accounts comes to \$487,583; scrip inventory and petty cash are not included in these numbers. The next renewal date for the FIOF CD is 11-16-18. There are two 15-month CDs at Citizens Bank (acct 1072 & 1073) with annual APYs of 1.4% and 1.7%, respectively. 1072 will mature on 12-18-18, and 1073 renews on 6-9-19. The office has been working with Catholic Financial Life to update the pastor name on both funds. The final paperwork was submitted in September. Once completed, we will once again receive periodic statements and will be able to post interest income. Both accounts yield a 1.25% APY. Year to date interest and gains/losses total \$124 for July through September; however, Sept. bank statements for most accounts have not been received to date.

**Operating Fund Summary, 2018-19:** Overall income is \$224,221, which is \$6,004 below the year-to-date budget of \$230,225, and \$9,254 less than last year's income. This figure does include 2017-18 income accruals of \$7,918. Weekly envelopes and offertory are \$6,020 under the year-to-date budget, and \$3,439 less than last year at this time. Actual expenses were \$203,851: \$58,701 under budget and \$2,066 more than last year. Most expense categories are running well below budgeted amounts. Actual income exceeded expenses by a net gain of \$20,370, which is \$11,320 less than last year's net gain of \$31,690.

**Income Statement/Profit & Loss:** This report shows a net gain [page 10] of \$20,369.12. No Faith In Our Future interest has yet been realized for this fiscal year.

**WeShare Online Giving:** A total of \$10,362 was received in September, compared to \$9,580 received in the month of May. This came from 72 recurrent users giving a total of \$7,431; and 14 users making one-time donations totaling \$2,931. Online donations for regular giving are now being deposited directly into the main checking account (#1010), and online donations for B&G are being deposited directly into the B&G money market account (#1071).

Respectfully submitted,

*Cheryl Marotta*

Director of Administrative Services

**POSSIBLE TOPICS for the October 11, 2018 meeting:**

- Review current financials/investments
- Land appraisal update
- Facilities update – feasibility study initiated
- Building & Grounds report
- Fundraising update – cookbooks, calendar raffles, etc
- Approve/disapprove proposed collections/fundraising/Outreach distributions
- Open discussion/new business
- Next Finance meeting: **Thursday, Nov. 8, 6pm**

Please send topic suggestions to Andy Sterkowicz, (262) 723-8481 x 5208, [asterkowitz@wi.rr.com](mailto:asterkowitz@wi.rr.com).  
See you Thursday evening at 6:00pm!