



PASTORAL COUNCIL MEETING MINUTES
PASTORAL COUNCIL ROOM
1200 SAINT GABRIEL WAY, HUBERTUS WI
January 12, 2016
6:30P.M.

In attendance: Fr. Tim, Ted Meyer, George Wiciak, Bill Collins, Jill Gehring, Randy Wittig, Beth Kangas, John Schumacher, Joe Pawlak

Absent: Brian Rick, Kevin Brehm

- 1.) Opening Prayer
- 2.) Welcome
- 3.) Approval of Minutes from previous meeting
 - a. December meeting minutes approved
- 4.) Pastor's Report – Fr. Tim
 - a. **Parish Data update:** How are we coming along with reaching our parish families to update the data base? There a few staff members who have not received a phone call. Please return your information sheets to Ann, along with your contact window
 - b. **Pastoral Associate:** Lynn Ann Reesman will be retiring at the end of June. We are hoping to hire a full time person, with the title of Pastoral Associate. Duties would be overseeing the formation of all ages (supervising the CF K-6 coordinator and Youth Minister; Adult Formation activities; RCIA; Baptism Prep; assisting with marriage and funeral prep when needed). A job description will be developed.
 - c. **Teaching Mass:** The Masses on the weekend of February 20-21 will be complete with an explanation of “why” we do what we do at Mass.

- d. **Encounter Jesus: Mercy Calls Us and Sends Us Forth:** This is a cluster event with St. Boniface Parish. Two evenings of prayer, praise, scripture and song. **Tuesday, January 26 at St. Gabriel Parish from 6:30-8:30 pm** and **Wednesday, January 27 at St. Boniface Parish from 6:30-8:30 pm**. Please mark your calendars and if at all possible please attend both evenings. To have our parish leadership present at these events will reveal a lot to our parishioners.
- e. **Friendship Sunday:** Pastoral Staff is recommending that we should not schedule Friendship Sunday in December. This is a hectic time for families and can be more work than necessary.
- f. **Feasibility Study:** John Borgen, Nic Novaczyk and I will be meeting with the Pastoral Staff and the Parish School personnel on January 13 in order to inform them of where we are in the feasibility study.

5.) Reports to Pastoral Council

- a. Financial Update - George Wiciak
 - i. Last meeting in December – draft of November financials
 - ii. On track on a net basis
 - iii. Starting budget season – preliminaries in March
 - iv. Looking to include preventive maintenance and planning
- b. Feasibility Study Update – See Pastoral Report
- c. Ministry Guide Update
 - i. Received Update – structural changes made and will be ready to preview at next stewardship meeting. Should have copy at next Pastoral Council meeting
 - ii. Ted will follow up with Brian regarding next steps and the vision

6.) Commissions Highlights

- a. School is preparing for Catholic Schools week at the end of the month
- b. As a parish, plan to recruit new volunteers needs to be created
- c. Fr. Tim will look into the Time, Talent and Treasure sheets to see who has or has not been contacted

7.) Parishioner's Comments

- a. None present

8.) Discussion/Action Items

- a. Recruitment for a sub-committee to recruit council members
- b. Invite council member prospects to May PC meeting and discern prospects at June PC meeting
- c. Cluster parish meeting moved to 2/23/16 at 6:30 at St. Boniface – Fr. Tim Retreat conflict – Bill will work to reschedule
- d. Discuss and decide February St. Gabriel PC meeting – February 9th.
- e. 2/20/16 – Day of Reflection 8:30 to 12:00

9.) Reviewed next steps with needs assessment

Needs Assessment Recommendations

Prioritized Recommendations	Overall Support	#1 Priority	Funding Response	Next Step – Complete Chart
1. Create on central campus to advance the mission of the entire parish community	30%	64%	Capital	Feasibility Committee
2. Study & invest in IT infrastructure for communication, marketing, parish census, and utilize all technology tools available to enhance prayer & worship of our community	11%	4%	Capital & Operations	Trustees, Finance Council, Pastoral Council and Staff
3. Provide a greater focus on stewardship (time, talent, treasure) & endowment funding	9%	4%	Capital & Operations	Stewardship Commission, Ted, Brian
4. Develop parish & school activities into one community with intergenerational appeal	7%	1%	Operations	Christian Formation Commission, School Commission, Lynn Ann, Nick, Jill
5. Continue staff development to continue the Catholic identity and culture of excellence (at the school)	6%	2%	Operations	School Commission, Principal
6. Promote family participation in all sacraments & family Eucharistic adoration	6%	6%	Operations	Prayer & Worship, Beth
7. Collaborate to share resources, staff & facilities with St. Boniface	5%	13%	Operations	Father Tim, staff
8. Invest in marketing program that supports all parish needs	5%	0%	Operations	Liz, Ted
9. Publish & encourage parish at large to live out Human Concerns mission statement	5%	2%	Operations	Human Concerns, Randy
10. Assess parish staff needs: # of	4%	4%	Operations	Executive Committee

staff, positions, experience and meet those needs				
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- 10.) Closing Prayer
- 11.) Adjournment

Respectfully submitted by Joe Pawlak, Secretary