

St. Anthony on the Lake Catholic Church

Common Leadership Meeting Minutes

August 8, 2016

The meeting began at approximately 6:30 P.M. with Standing Committee and Pastoral Council Members in attendance.

Opening prayer was led by the Pastoral Council.

Father Tony Zimmer welcomed the group back from the summer break. He then welcomed and introduced chair Melinda Lanham and members of our newest Standing Committee, the Stewardship Committee. The new Pastoral Council members and officers were introduced. It was noted that the Finance Council will now be meeting separately and their reports will be included at upcoming Common Leadership Meetings.

Father Zimmer provided updates from over the summer:

- The Debt Retirement appeal now stands at over \$1.5 million.
- School enrollment is now 231 students (compared to 184 last year). The increase is attributed to new families, the closure of Queen of Apostles School and the addition of St Anthony's K-3 program.
- Building project updates were reviewed.
- Stained glass windows from the Old Mission Church were discovered. They will be removed, restored and placed (location to be determined) at St. Anthony's.
- 6/30/18 will be the 100th anniversary of our parish. Planning discussions for this celebration are underway.
- Parish Picnic: Mike Finnegan and Tom Bachman will chair and have agreed to chair the 100th anniversary picnic. God bless them!
- Archdiocesan Financial Audit of Saint Anthony on the Lake was conducted and went very well. Congratulations and special thanks to Art Scheuber, Jane McLaughlin, Brooke Finnegan and the entire staff.

Kathie Amidei provided the following updates:

- Catalyst Project: the final trip will be in September.
- StrengthsFinder: the Cabinet went through this assessment exercise and found it to be an excellent experience. Staff will participate in StrengthsFinder on 8/18.
- Communication Plan: the Plan has been strengthened and enhanced. A new parish website will be launched on 8/18. Special thanks to Ben Brzeski and Lisa Diebold for their outstanding efforts! A parish "App" is also in development.
- Small Faith-Sharing Groups: Groundwork is being completed toward this effort.

Father Zimmer highlighted upcoming events:

- Choir pilgrimage to Germany & Czech Republic: 9/11-9/20

- Choir Concert on 9/8
- Mission Appeal Weekend on Labor Day weekend: 9/3-9/4. We will once again welcome Padre Joe and Freddie from Peru.
- Hot Summer Slice: 9/23 : Sign up now! This is the primary school fund-raising event.
- Evangelization and the Sunday Mass: The Archdiocese is focusing on this important Synod recommendation. All Leadership of the parish are asked to participate in this 1/2 day program on either 9/30 or 10/1. Individuals must register on the Archdiocese of Milwaukee website.

Bob Bluhm reviewed the June discernment process and introduced the Pastoral Council officers and Standing Committee liaisons:

Chairman: Bob Bluhm, Vice Chairman: Joe Schroeder, Secretary: Patricia Meehan

Terry Mahoney-Ogden: Human Concerns

Bill Brewster: Stewardship

Mike Smith: Finance Council

Andy Farris: Finance Council

Tony Wendorf: Faith Formation

Cheryl Oliva: Prayer and Worship

Dave Grunwaldt: School

Bill Hoile: Trustee-Treasurer

Bruce Miller: Trustee- Secretary

Stewardship Committee

Melinda Lanham (Chair)

Stewardship Committee 8-8-16

1. Introductions
 - a. Bill Brewster, New Rep from Pastoral Council
 - b. Andrew Metz, Considering Joining Stewardship
2. Archdiocesan and Parish Updates
 - a. November 3 & 4, 2017 Archdiocesan-Wide Event on Stewardship
 - i. The synod working group has recommended an Archdiocesan event related to Stewardship Formation and have identified this

weekend. Much more info to come. Put it on your calendar! We might be tapped to share some of what we've done.

- b. Early conversations to explore a **planned giving** program:
 - i. Quick summary of the 8/1 meeting with John Stanley, Mendy Lanham, Fr. Tony & Art Scheuber.
 - ii. Exploring the next steps for being more intentional and proactive about planned giving in our parish.
 - c. **Web page update** is on schedule. Site should go live by the weekend of 8/20 & 8/21
 - d. 2 Major **parish anniversaries** are coming up! (Fr. Tony)
 - e. Planning is underway for a **parish picnic/festival** in June of 2017. We may have an opportunity to work towards some of our stewardship goals through this event. More on this later in the meeting.
 - f. Staff Day on StrenghtsFinder to take place on August 18th. We will Fr, Ken Simpson & Lisa Friedlander from St. Clement parish in Chicago joining us to facilitate. St. Clement is one of our colleague parishes in the Catalyst Program.
3. Recap Branding
- a. One way to concretize the discussion (i.e. how will this language be used?) might be to consider 2 questions:
 - i. What do we want to say on the portion of the parish web site that has to do with Stewardship?
 - ii. What do we want to say with regard to Stewardship in a printed item that would be included in new parishioner packets?
 - b. Discussion Notes:
 - i. **Question one**
 1. Engagement
 2. Welcoming
 3. Full life generosity

4. Multiple voices, gifts, talents which together transcend

c. **Question two**

- i. Clarity of expectations or "desire for you to become a good steward"
- ii. Clarity of engagement
- iii. Family expectations
- iv. Acknowledge of rhythms/seasons of life
- v. Trusting and hopeful
- vi. Vulnerability
- vii. Generous, growing and grateful
- viii. Grateful, growing and generous

d. **Question three**

- i. Prayerful
- ii. Grateful
- iii. Servant
- iv. Intentional
- v. Surrender

4. **Review Year 1 of Stewardship Plan**

- a. Some **great progress** is already being made on the year one items from the plan:
 - i. **Objective 1: Define and communicate a clear vision of Stewardship as a way of life**
 - 1. Our committee began this process at the June meeting and has continued it tonight. More work on the deliverables of this objective is yet to be done.
 - ii. **Objective 2: Grow the sense of welcome and belonging in our community**

1. StrengthsFinder has been initiated with Cabined and Staff. A process for sharing widely in the parish is yet to be accomplished.
2. The “one click portal” for guests is being built in to the web site design.
3. Two Action Steps remain (Welcoming Committee, Appreciation Event)

iii. Objective 3: Intentionally ground our stewardship efforts in a prayerful and personal relationship with Christ

1. Laurie is currently doing this with the Prayer Intentions and we will work together to increase this over the year.
2. The Prayer Opportunities page is already designed for the web site and will go live this month.

iv. Objective 4: Continue Annual Renewal Processes (This will be ongoing)

v. Objective 5: Support Implementation of Parish Communication Plan

1. Ben will bring the plan before the Stewardship Committee at a future meeting.

b. The main areas where we as a **committee can really roll our sleeves up** include:

- i. Branding & Language Efforts
- ii. Welcoming Efforts
- iii. Bringing StrengthsFinder to the Parish
- iv. Implementing an Appreciation Component to Parish Picnic/Festival

5. Next Steps

- a. Between now and August 31st, let Mendy know where you are being called to focus your energy in the execution of our plan.
 - i. Branding & Language Efforts

- ii. Welcoming Efforts
- iii. Bringing Strengths Finder to the Parish
- iv. Implementing an Appreciation Component to Parish Picnic/Festival
- v. General Committee Efforts (Annual Renewals)

Prayer and Worship Committee

Brian Felsmann (Chair)

Monday, August 8th, 2016

Present: Brian Felsmann, Laurie Polkus, Jim Guidinger, Fr. Tony Zimmer, Patricia Ashley, Joe Nutt, Esmey Kosier, Warren Kosher, Scott Kunkel, Dave Lechtenberg, Cheryl Oliva, Linda Janecke

Absent: Barb Hansen, Paul Daniel, Sheri Kahn

Minutes from June - Approved.

Committee Housekeeping - Cheryl Oliva is our new liaison to the Pastoral Council. Email all minutes to the Pastoral Council secretary, Patty Meehan: pmeehan.rn@gmail.com. The committee will not meet in September since many members will be traveling to Europe with the choir. Also, we will not lead the prayer service before the next meeting.

Presentation from Family Program Team - Two representatives from the Family Program planning team presented the theme to this year's Family Program: "Pray Always, All Ways". We will work together to implement this plan, especially the "Prayer Fair" on February 19th and 20th during Family Program. During the "Prayer Fair" the Family Program families will have the opportunity to experience two forms of prayer such as adoration, lectio divina, the examen plus several other forms of prayer. We are excited for this great opportunity to work with the Family Program.

Eucharistic Ministers - The committee has noticed that the Eucharistic Ministers can be disorganized at Mass especially before distribution. We need to develop a better plan for the scheduling of teams every week. Second, we need to help coordinate bread and wine assignments and placement for distribution to make it easier for the ministers to understand their important role. In addition, a planning meeting with Laurie Polkus, Cheryl Oliva, Brian Felsmann and the team leaders should be scheduled in the near future. Lastly, all Eucharistic Ministers should attend a training meeting after all new planning is complete.

New Art & Environment Team - The new Art & Environment team will be meeting on August 17th to discuss planning for the upcoming liturgical seasons. There will be several small teams to plan the art and environment for a liturgical season such as Ordinary Time, Advent, Christmas, Lent, Holy Week and Easter. We are excited to welcome this group of talented and artistic people.

Advent Planning - The theme for Advent will be "God's Time" as a sacred, peaceful, quiet time apart from our normal busy schedules. We would like to use the symbol of the wreath as a symbol for eternity and God's time. We also would like to plan a way to close the "Year of Mercy".

School Committee

Tracy Tarwacki (Chair) & Laurie Utter/Jen Packee (Co-Secretaries)

The School Committee met on **July 14, 2016**, and the minutes of that meeting are as follows:

- 1-Financial Update- we saw updated budget for next school year. Goal for HSS is \$85,000.
- 2- Technology Update- purchasing 35 new chrome books for school year.
- 3-Volunteer Update- Tracy & Ellen met with Flo Prospero & she is going to do a spread sheet of all sign ups, so we know who is doing what. New this year at first day of school - all volunteer positions will be listed in one area for easier sign up.
- 4-Back to School- 8/22/16 3-7pm. Hot dog dinner w/ 8th graders serving.
- 5-Parent Night- changed date to 8/25. Splitting the timing for K-5 & 6-8th. Presenting info on our new teachers, HSS info, new form of newsletter & website info.
- 6- HSS- discussed simplifying invite (too much info on 1 card). Stress importance of the "fundraising" aspect of HSS.
- 7-Communication Update- stress constant contact training. Will have new Chair of Communication.
- 8- Principal Update-inviting a rep from the Arch to next Marketing meeting. Kathy Mullen leaving as math resource. Ellen to get ads out & interview. Hopefully do an exit interview w/Kathy to find out reasons for her departure. General feeling of loss for our school.
- 9- Athletics- ordering spirit wear & have items ready to sell at back at school night.
- 10- Survey Results- small percentage took survey, need to resurvey in order to dig deeper & have greater understanding of results. Need more communication from teachers to parents-major theme.

SCHOOL COMMITTEE MEETING MINUTES

August 8, 2016

A regular meeting of the School Committee of St. Anthony on the Lake was held at 6.30 p.m. at St. Anthony on the Lake Church. The following members of the Committee were

present: Tracy Tarwacki, Ellen Knippel, Florence Prospero, Melanie Sobotka, Angie Flanagan, Mary Dahl and Kate Ohnmacht. Joe Schroeder from the Parish Council was also in attendance.

SCRIP Program.

The meeting began with a presentation by Mike Hofbauer on the SCRIP program. As a result of some updated rulings regarding SCRIP revenues, some changes have been made to our SRCIP program. One key change needed in order for the parish to get appropriate tax treatment on the program is that people must be allowed to receive their SCRIP rebate in cash. The SCRIP contract has been updated to add a cash rebate as an option, and in addition, the contract now includes (1) a release of liability in the case of a child being sent home with the SCRIP and cards being lost and (2) language providing that if no specific election is made for placement of the rebate, it will default as a donation to the school. The rebates will still be on the 50/50 system from last year (the first 50% goes for administrative expenses and the second 50% goes to the purchaser). Rebates will be paid out twice per calendar year; tuition credits will still be based on school year rather than calendar year. There will be a new contract this year with the new changes, but going forward, families will not be required to sign a new contract each year; they will only need to make adjustments if they want to change their original preferences. If no contract is signed but a family participates in SCRIP, the rebate will automatically go to the school. The SCRIP program coordinators have asked us to let them know if we think of more FAQ-type questions so that they can have an "FAQ" sheet to hand out with the new contracts.

Principal Update.

Jennifer Danks was hired as the new middle school math teacher. She was previously at Butler Middle School in Waukesha. No specific math resource person has been hired, but the position remains open.

Melissa Doll is taking family leave for a year, and we are currently searching for a resource person who would receive a one year contract.

Teachers are participating in a program called "Teach With Your Strengths" which involves an initial online test and subsequent analysis for each teacher. Teachers will be working with Ellen and each other throughout the course of the school year to learn to teach with the strengths identified and to inspire students using those identified strengths. Joe Anderson suggested that this would be an interesting program to consider for middle school children in the future.

Hot Summer Slice.

We currently have 153 people registered for the dinner, 53 adults for golf, 72 people for Casino Night and 34 children for golf. These numbers are much better than last year's numbers were at this time. Sponsorship is also going quite well. We anticipate as new families become introduced to the school, the event numbers will grow. The venue for dinner can hold 200.

Athletics.

We are still looking for two coaches for the 6th grade girls volleyball team. Tracy Tarwacki may have a lead.

Basketball pads for the new gym have been priced out at about \$500; we need these pads to be there and need to think about how to pay for them.

School Committee approved a loan to the Athletic Committee to pay for some St. Anthony Mustangs merchandise to have on hand for new families to purchase on the first day of school (?).

Back to School Update.

The Committee discussed how to set up the back to school evening, where to locate the various stations, and how to ensure that people, especially new families, can find everything that they need to see that first night. It was decided that each student would have a checklist (prepared by Florence Prospero) on their desk in the classroom along with their new Theme T-shirt. The checklist will loosely guide them through the rest of the places they need and/or may want to see that night. The hot dog dinner will be served by 8th grade families and student volunteers. Kate Ohnmacht will work with Tracy Tarwacki on the email and sign up genius for that night. (We discussed also asking a few 8th grade parents to spend the evening guiding new families around, but I think we scrapped that idea after the checklist thing came up....?)

Website.

Angie Flanagan reported that the website is progressing and should be much easier to navigate than the current site. In conjunction with this, we discussed security concerns with our general volunteering and sign up processes. Angie thought that maybe some of those concerns will be addressed by the “WeShare” portion of the new website which is going to be rolled out soon.

General.

Several other items were brought up for discussion including:

- Should we do School Pack next year? Can we ask about this in the survey next year?
- The rotation and schedule for kids to represent the school wearing their uniforms at weekend masses. It is anticipated that it will be a once per quarter event given the larger number of students we have now.
- School volunteer opportunities will be placed into the church bulletin and also be available on the parish website.
- We will create a generic email for the newsletter coordinator.
- Green Mail. We are changing the frequency of this piece of communication. It will be sent out weekly, and we will find a better name for it.
- We discussed the breakdown of results of the survey and how to tackle getting clearer answers for next year. Maybe one survey per student rather than per family. Also discussed asking some more direct and less “fluffy” questions in addition to the survey questions that the Archdiocese requires. Hopefully then we can keep improving and addressing concerns/issues.

All of the business having been discussed (and time being up!!!), the meeting was adjourned and Tracy Tarwacki reported out to the Parish Council.

Lifelong Faith Formation Committee

James Muraski (Chairs) & Kelly Laughlin-Parker (Secretary)
St. Anthony on the Lake

Lifelong Faith Formation Committee

Minutes - August 8, 2016

Present- Jim Muraski, Kathie Amidei, Debbie Kusch, Ann Fons, Cindi Petre, Bob Bluhm (guest), Tony Wendorf (PC liaison)

Jim led a reflection on the Ignatian Examen and the Suspect

Minutes and Agenda were approved. We welcomed Tony Wendorf, our new Pastoral Council liaison.

Ann Fons & Angie Flanagan presented our Family Program theme to the Prayer & Worship committee with the hope of getting their help & support for our February Prayer Fair during Family Program.

Debbie brought up the question the committee had in June about the possibility of a Finance Council liaison to Bob Bluhm so we can better understand the budget. He will take that back to Pastoral Council. We also talked about a representative for the Faith Formation endowment committee since Jamee is no longer in that role.

New Business:

2016/17 Meeting Schedules, Opening Prayer Schedules: Dates will be emailed to the committee, Kathie will take the opening prayer for the September meeting and at that time we will ask for more sign up

Membership Expansion: - hold until September meeting

LLF Sub-Committee Sign-up for 2016-2017: Jim signed up for the Catechetical Sunday sub-committee. We will go back to this at the September meeting

Fall Bible Study: The Bible Timeline (a 24 session Jeff Cavens video series) will begin on September 14, and take place on Wednesday evenings. Dr. Dennis Sylva will also do a 4 or 6 week Scripture study on Friday mornings, but the dates and topic have not yet been set.

Old Business:

Summer Book Read: The discussions will be at 6:30pm on Thursdays, Sept. 15, 22 and 29 in the Fireplace Lounge.

Soles for Education - Parish wide October 15: Staff will talk about this and come back to the committee for more input/help in September

Catechetical Sunday - September 18: Reminder that we will kick off Family Program on Catechetical Sunday, and we are looking for Faith Formation families to take on some of the ministry roles for the Masses that weekend. We may be setting up a sub-committee meeting.

FaithWorks: Laura Smyczek is now leading this ministry. The committee met and they worked on a mission statement which we read at our meeting. It is also at the end of these minutes.

Major Fundraiser (Gala): Kathie is happy to announce that Suzanne Kain has agreed to chair the 2018 Gala! The date has been set and it is February 10, 2018. Mark your calendars! Don Becker will work on publicity, Melanie Metz on venue, and Dave Grunwaldt on underwriting. Kelsey Pangborn will also continue in her role. After a short discussion Tony Wendorf said he may have someone who would be a good contact for auction items.

Reports

Pastoral Council: Discernment of liaisons and officers took place at the June meeting.

FF Program

Family Program Schedule & Theme was reviewed. The theme is Pray Always, All Ways; the first sessions are September 18 & 19.

Confirmation Classes & High School: Sept 7 is the kick off for Freshman and any new high school youth. Cindi is in the process of changing the Family Program format of classes and is looking for more small group facilitators to help with this.

Marriage Ministry: There will be a Wine and Cheese Marriage Enrichment Night on October 8, 2016.

Athletics: No report - they meet tomorrow night.

Next meeting is September 12, 2016 at 6:30 p.m.

Respectfully submitted by Ann Fons

Human Concerns Committee

Marianne Miller (Chair) & Janet Edwards (Secretary)

August 8, 2016

Present: Clare Dundon, Janet Edwards, Debbie Klimko, Kathy Libert, Mary Maddocks, Marianne Miller, Patty Meehan, Dennis Petrie, Ginny Shebesta, John Shebesta, Kathy Waters

Standing Items	Responsible Person	Update
Approval of meeting minutes	Everyone	Minutes from June meeting were approved as is.
Next Meeting Date	Everyone	Monday September 12 th at 6:30pm
Ministry / Subcommittee	Responsible Person	Update
Human Concerns Outreach Budget 2016-2017 (budget increased to \$15K)	Marianne	<p>A. Common Ground: 1) leadership in transition 2) trying to raise funds for full time person to start Parent Café at MPS; filing for grant from Children's Hospital 3) Neighborhoods Now – inform residents on voting; seeking funds to improve athletic facilities at Rufus King & Washington HS and indoor soccer facility on South Side 4) Do Not Stand Idly By – initiative asking gun manufacturers what work they are doing to develop smart gun technologies; endorsed by leaders across the country including Milwaukee mayor. Amount allotted to Common Ground in past has been \$2K towards administrative costs (i.e., dues) and \$3K to Parent Café fund (could ask for funds to be returned to St. Anthony if they don't move forward)</p> <p>B. St. Hyacinth's 1) going thru reorganization due to State audit; nothing stored in basement any longer 2) new program for how to give out food - "choice" pantry; clients get to pick items 3) baby & infant items will still be supplied (formula; layettes; diapers). 4) Personal hygiene & clothing is temporarily on hold for the month of August while revamping. Personal hygiene hopefully will start up again in a different way in September. 5) Amount allotted in the past was \$3600 (\$300 each month) for hygiene items</p> <p>C. Proposed Distribution: 1) Common Ground \$5K hold in reserve until Marianne follows up with Dennis P. on how success is measured, can they account for money that was given to them and if other suburban counties are involved with a different advocacy group. 2) St. Hyacinths \$3.6K 3) Miscellaneous \$2K (could use for Earth Ministry if needed) 4) Open Door \$1.2K 5) Family Promise \$1K 6) MacCanon Brown \$500 7) Interfaith Senior \$250 8) St. Joe's Medical Clinic \$250 9) Healing Hearts \$150 [Finalize amounts at September meeting; the allocations noted above total \$13,950]</p>

Family Promise of Western Waukesha County [Shelter for families; maximum 5 families; 14 people total per week; primarily single moms and children; stay overnight; go to daytime facility in Wales or work/school/daycare; temporary, not long term need by families] www.fpowwc.org	Terri	<ul style="list-style-type: none"> Next time St. Anthony will provide support is in September
Earth Ministry / Care of Creation	Kathy W.	<ul style="list-style-type: none"> Will have boxes in gathering space for parishioners to donate extra produce. Announcement will be in bulletin. Tom Bohman will take to MacCanon Brown on Thursday; excess may also be distributed to Pewaukee Food Pantry
St. Vincent de Paul	Patty	<ul style="list-style-type: none"> School Summer Lunch Program – week of August 15th. Donations already being received. Serve ~ 120 lunches per day at Saratoga Park. Back to School items – donations received; St. Williams assembling for distribution. As part of advocacy, are collecting information from client on predatory lending / pay day loans. Need to have data to try to get laws changes / passed that would require verifying income before giving loan.
MacCanon Brown Homeless Sanctuary www.mbsanctuary.org	Ben	<ul style="list-style-type: none"> Nothing to report
Repairers of Breach	Ben	<ul style="list-style-type: none"> Nothing to report
St. Hyacinth Food Pantry	Kathy W.	<ul style="list-style-type: none"> Nothing to report
Care Ministry	Mary M.	<ul style="list-style-type: none"> Looking at opportunities to publicize Care Ministry to parishioners in September or October. Including a bulletin insert on Care Ministry. Also seeking permission to speak for 2 minutes at end of Masses sometime in September regarding mission of Care Ministry and to how access services. Will canvas current Care Ministers for their ideas on attracting parishioners to the Care Ministry. Including a check-in meeting for Care Ministers and possibly a skills update presentation.
Health Ministry	Kathy L.	<ul style="list-style-type: none"> Blood drive scheduled for Saturday, June 25 was cancelled AED supplies may need to come out of our budget; should fall to administrative budget. Need to make this change for 2017-2018.
Giving Tree	Clare	<ul style="list-style-type: none"> All agencies have been contacted and updated "wish lists" are being received. The Huber Garden project has been defunded. Ann Wied, UW Extension, who had been directing that effort, has changed the focus of program from Huber prisoners to at-risk juveniles. Same type of program... community garden supplying the Waukesha Food Pantry and lifelong skills approach. Would have same needs – Menard's gift cards for funding the seasonal needs. Committee would like to continue our support. Clare Peifer will let us know if MacCanon Brown has any needs that the Giving Tree might fulfill. The plan is to get the updated list of gift tags to the Girl Scout liaison before September 11.
Newcomer Breakfast	Clare	<ul style="list-style-type: none"> Scheduled for Sunday September 11 after the 9am Mass. Clare unable to be there as leaving with the choir after Mass. Ben B. and Debbie K. could use help from committee members that morning.
2016-2017 Meeting Dates		9/12; 10/10; 11/14; no meeting in December; 1/16; 2/13; 3/13; 4/3; 5/8; 6/12 Prayer & Reflection Leaders for November and June meetings.

The Common Leadership Meeting concluded at 8:55 P.M. with closing prayer led by the Pastoral Council.

Respectfully submitted,
Patty Meehan, Pastoral Council Secretary