

## **St. Anthony on the Lake Catholic Church**

### **Common Leadership Meeting Minutes**

**May 9, 2016**

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

Opening prayer was led by the Lifelong Faith Formation Committee.

Father Tony reported that our oldest parishioner, Frances Zupan, died at 105 years of age and that John Peters died suddenly and his funeral will be held next Monday. He said we had 77 receive the Sacrament of Confirmation, 59 receive First Communion, and lots of baptisms. Cabinet has returned from another productive Catalyst session focusing on the 5 signs of a fully formed disciple. An overnight retreat for Cabinet is being planned for this summer highlighting the question of what are our strengths. So far there have been 418 responses to the Debt Retirement Campaign. Father Tony's term at St. Anthony has been renewed for another six years and he will celebrate 30 years in the Priesthood next week.

Cheryl Oliva welcomed all the Standing Committee Nominees who were present to observe the meetings this evening. She reminded them that discernment for Standing Committees will take place on June 13<sup>th</sup> and that additional details regarding the process and who will facilitate each Committee's discernment will be emailed to all Committee Chairs in the next few weeks.

Bob dismissed the Committees to their respective meetings and requested that they return at 8:23 P.M.

All Committees reconvened at 8:33 P.M. and their minutes are as follows.

#### **Finance Council**

**Shaun Weinfurter (Chair) & Brian Kieffer (Acting Secretary)**

**Members Present:** Fr. Tony Zimmer, Art Scheuber, Shaun Weinfurter, Bill Hoile, Bruce Miller, Mike Smith, Andy Farris, Cheryl Oliva, Bob Bluhm, Tom Bachman, and Brian Kieffer

Chairman Shaun Weinfurter and the Council opened the meeting by reviewing the terms of office of the current Parish Finance Council members. The group confirmed the current membership and terms for each member. Fr. Tony Zimmer will have to make two new appointments to the Council for the upcoming fiscal year. Recommendations can be provided to Fr. Tony for further consideration.

Fr. Tony noted that starting July 1<sup>st</sup>, the Finance Council meeting night will move to the 3<sup>rd</sup> Monday of the month. He also suggested that the Finance Council and Pastoral Council should start planning for a combined meeting in the first quarter of FY2017 (possibly in September).

The meeting minutes from April are approved; only the "Finance Council" heading was changed.

The Council next took up discussion of the April 2016 financial statements. Envelope collections are tracking close to the FY2016 budget. Expenses are running over what was budgeted. Art Scheuber noted that the variance was due to expenses that had not been budgeted for in the FY2015-2016 budget and that those expenses would be taken into account in the next budget.

Tom Bachman suggested that the parish should consider starting a recognition program for large donors to acknowledge their generosity. He notes that some parishes display a plaque to list the names of those who have made large donations or memorials.

Discussion shifted to the budget. Art Scheuber noted that he made several adjustments to the budget based on prior feedback from the Parish Finance Council and other parish staff members. Adjustments were made to both the income and expense sections of the budget. The group discussed several of adjustments and changes. Fr. Tony emphasized that a lot of work has been done by Art and staff to evaluate all expenses, as well as income sources. Art further commented that there may be further opportunities for budget savings in the upcoming year. Art also noted that changes to the approvals process will also help to improve expense controls.

Fr. Tony raised the question of whether the Athletics Committee should be asked to contribute some funding to cover maintenance expenses associated with the new gym. The Council agreed that this should be considered for implementation during the 2016-2017 budget year. The Council further agreed to table discussion of this issue until the next fiscal year.

Chairman Weinfurter made a motion to pass the FY2016-2017 budget based on the assumptions of 210 students enrolled in the school, income of from envelope / electronic collections assumed to grow 3.5%, negative net ordinary income of -\$170,000, and net income of the parish projected to be \$361,000 and for Art to provide a detailed list of areas for potential savings in the upcoming year.

A voice vote of members carried the motion unanimously. The budget was approved with all in favor. In passing the budget, the Finance Council also approved a proposal that had been previously approved by the Pastoral Council. The proposal called for the realignment of duties for three existing parish staff members. This proposal will allow the Stewardship Committee to become a standing committee of the Pastoral Council and will make it possible to allocate some staff time towards communications efforts. These changes will impact Ben Brzeski, Debbie Klimko and Laura Smyczek and will be effective on July 1, 2016.

Next, Fr. Tony and Art Scheuber provided an update on the early response to the Grow In Your Heart (GIYH) Debt Retirement Campaign. Thus far, 418 responses totaling just under \$1.2 M in pledged commitments have been received, of which \$187,000 have been received in cash. Fr. Tony indicated that follow up efforts are continuing and that additional pledges are expected.

The Council then shifted discussion to an update on the proposed loans to be taken out by the Parish in support of the building project. Art Scheuber reviewed the current status and made a recommendation of how monies received from the GIYH campaign should be applied to the loans and line of credit. The Council agreed with Art's suggestion to pay against the line of credit first until further results from the campaign become available.

The audit report on the Men's Club was tabled until next meeting. The Parish Finance Council then adjourned the meeting.

### **Prayer and Worship Committee**

**Brian Felsmann (Chair)**

**Present:** Brian Felsmann, Laurie Polkus, Jim Guidinger, Linda Janecke, Paul Daniel, Warren Kosier, Esmey Kosier, Barb Hansen, Patricia Ashley, Scott Kunkel, Lynn Lieber, Dave Lechtenberg  
**Absent:** Sheri Krahn, Fr. Tony Zimmer, Mary Dahl

**Approve April Minutes** – Approved.

**Catalyst Project Update** - Laurie presented the committee with an update about the Catalyst Project. One of the goals of this project for the parish community is that our resources and priorities reflect that the liturgy is the "source and summit" of our parish community. Three action steps that could be implemented include an increased pastoral presence at weekend masses, a new communication plan and "teaching masses". The "teaching masses" would help catechize the parish community about the importance and meaning of the parts of the mass.

**Prayer & Worship Calendar for the Fall and next year** - Laurie presented the committee with important dates and liturgies for the fall and next year.

**Eucharistic Ministers** – The committee discussed the possible need to change some procedures at mass for Eucharistic ministers. The team may need better coordination between members so all ministers are ready to go to their assigned positions for communion. The committee may need to discuss this again. Paul Daniel is open to any suggestions to help make communion both prayerful and efficient.

**Art and Environment** - There will be several Art and Environment teams for the different liturgical seasons. Lynn Lieber will retire from the committee after several years of faithful service. She has compiled a resource book for the new teams. Laurie Polkus will help maintain the book. A&E also has new storage space.

**Assisted Listening Devices** - The committee discussed the need for an upgrade for the assisted listening devices for the church. One suggestion is to install a loop system into the church so people can tune their devices into the audio system. This will be an expensive upgrade, so Paul Daniel will research other possibilities including new technologies such as a Wi-fi

**Human Concerns Committee**

**Marianne Miller (Chair) & Janet Edwards (Secretary)**

| <b>Standing Items</b>   | <b>Responsible Person</b> | <b>Update</b>  |
|---|---------------------------|--|
| Approval of meeting minutes   | Everyone                  | Minutes from April meeting were approved as is.  |
| Next Meeting Date   | Everyone                  | Monday June 13 <sup>th</sup> at 6:30pm<br><br>June Meeting → Human Concerns leads prayer; date of meeting is feast day of St. Anthony of Padua; Kathy Libert, Kathy Waters, Mary Maddocks will prepare   |
| <b>Ministry / Subcommittee</b>  | <b>Responsible Person</b> | <b>Update</b>  |
| Human Concerns Outreach Budget  | Ben                       | <ul style="list-style-type: none"> <li>• Currently have \$1,000 under miscellaneous that could be distributed before end of fiscal year June 30</li> <li>• Discussion about whether to spend the money and what agency to provide support to</li> <li>• Committee agreed to allocate \$500 to St. Joe's Medical Clinic in Waukesha and \$500 to MacCanon Brown Homeless Shelter. Funds will be disbursed prior to end of June.</li> <li>• Terri Mahoney-Ogden will be going to MacCanon Brown with Pastoral Council on Friday, June 3<sup>rd</sup> and could deliver check in person.</li> </ul> |
| Partners in Mercy<br>>Peru -Santissimo Sacramento<br>>St. Hyacinth's Food Pantry<br>>St. Vincent de Paul<br>>Family Promise<br>>Common Ground | Ben / Tom                 | <ul style="list-style-type: none"> <li>• First Sharing Sunday is weekend of May 21<sup>st</sup> / 22<sup>nd</sup> - Bev and John Luther from St. Hyacinth's Food Pantry will give short talk after communion</li> <li>• Hosts needed prior to Mass to introduce them to presider / help them get setup; also to introduce them after communion, if needed</li> <li>• 5pm Tom Bohmann; 7:30am Kathy Libert; 9am Patty Meehan; 10:45am Janet Edwards</li> <li>• Will have table in gathering space; provide</li> </ul>   |

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| <p>&gt;MacCanon Brown's Homeless Shelter<br/>Other programs would still be supported by parish – Pewaukee Food Pantry, Lake Country Caring, Repairers of the Breach</p>   |              | <p>container for donations (envelopes to put money into between Masses), possible sheet to sign up if interested in visiting St. Hyacinths Food Pantry or list dates open for visit.</p> <ul style="list-style-type: none"> <li>• Tom will email information to hosts that can be read to introduce Bev and John Luther</li> </ul>   |
| <p>Staff Liaison for Human Concerns Committee</p>   | <p>Ben</p>   | <ul style="list-style-type: none"> <li>• During the stewardship assessment last year, it was recommended that a standing committee be created for Stewardship.</li> <li>• Because Finance council isn't a "committee", they can move their meeting to a different day of the week than common leadership. This will free up Fr. Tony to be on Stewardship Committee. Ben Brzeski would also participate in Stewardship Committee.</li> <li>• New staff liaison for Human Concerns would be Debbie Klimko. Change will take effect July 1, 2016.</li> </ul> |
| <p>Family Promise of Western Waukesha County<br/>[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]<br/><a href="http://www.fpowwc.org">www.fpowwc.org</a></p> | <p>Terri</p> | <ul style="list-style-type: none"> <li>• Next time St. Anthony will provide support is in September</li> <li>• They are in need of drivers.</li> </ul>   |
| <p>Earth Ministry / Care of Creation</p>  | <p>Kate</p>  | <ul style="list-style-type: none"> <li>• <u>Prayer garden</u>: restrictions for three years on pond area where garden would be located because of potential impact on Pewaukee Lake. Need to fully</li> </ul>  |

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|   |          | <p>understand requirements and follow through on them. Come up with short and long term plan. Earliest possible date for any short term plan would be Spring 2017.</p> <ul style="list-style-type: none"> <li>• <u>Vegetable garden</u>: question from Building &amp; Grounds regarding who will take on long term maintenance of the garden once it is in place. At this time, committee has agreed to be responsible for maintenance of the garden. Eventually will need a subcommittee that would work with school &amp;/or faith formation on projects that would support gardening ministry. <ul style="list-style-type: none"> <li>○ Kathy Waters suggested volunteers who work on community garden in Waukesha could transition to working on the St. Anthony vegetable garden.</li> <li>○ Need to clarify in bulletin that when drivers are needed for MacCanon Brown and Pewaukee Food Pantry that it is to take produce from garden to these locations.</li> </ul> </li> </ul> |
| St. Vincent de Paul   | Patty    | <ul style="list-style-type: none"> <li>• Weekend of May 21 &amp; 22 is Bundle Sunday. There will be a truck in the parking lot for donations.</li> <li>• School Summer Lunch Program – announcement will be in bulletin when donations are needed</li> <li>• Back to School items – announcement will be in bulleting when donations are needed</li> <li>• Serving ~200 at the Sunday meal program</li> <li>• Continue to have about 6 to 8 home visits per month</li> </ul>   |
| MacCanon Brown Homeless Sanctuary<br><a href="http://www.mbsanctuary.org">www.mbsanctuary.org</a> | Ben      | <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>  |
| Repairers of Breach   | Ben      | <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>  |
| St. Hyacinth Food Pantry  | Kathy W. | <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>  |

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| Care Ministry   | Mary M.  | <ul style="list-style-type: none"> <li>• Care Ministers were available at the May 3<sup>rd</sup> First Fruits session held at St. Anthony's. Two people signed up. Also talked with participants in afternoon session to promote</li> <li>• Need to continue to promote that they offer a listening presence for anyone who is interested.</li> </ul>  |
| Health Ministry | Kathy L. | <ul style="list-style-type: none"> <li>• Because of Mother's Day, there was no donut Sunday</li> <li>• Blood drive will be on Saturday, June 25; sign up will start two weekends in advance</li> </ul>   |
| Miscellaneous   | Marianne | <ul style="list-style-type: none"> <li>• <i>"Evicted: Poverty and Profit in the American City" by Matthew Desmond, Harvard sociologist</i></li> <li>• Book that was based on research done in Milwaukee → <i>In this brilliant, heartbreaking book, Matthew Desmond takes us into the poorest neighborhoods of Milwaukee to tell the story of eight families on the edge....this masterful book transforms our understanding of extreme poverty and economic exploitation while providing fresh ideas for solving a devastating, uniquely American problem.</i></li> </ul> |

### School Committee

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

Attendees: Gary Oberfoell, Ellen Knippel, Tracy Tarwacki, Angie Flanagan, Katie Reisch, Kate Ohnmacht, Joe Schroeder, Laurie Utter, Sue Kahler

1- State of School & Survey: state of school had good attendance (about 60 people between 2 sessions). Art spoke about finance & did a great job. Sending out survey again-not many responses as of yet.

2- Last Day of School: mass & donuts with dismissal at 10am. Working on possibly getting a band.

3- Mrs. Fox's Retirement: Angie & Tracy working on getting buddy bench for playground in her name.

4- Principal Update: new 5th grade teacher hired & contracts out for 3K & 5K. Ellen is still working on figuring out if we will need another aid in the K's.

We have 206 students currently registered for 2016-17. Working toward 215.

8th grade leaves for Washington D.C. trip next Tuesday.

Friday 5/13 is Wellness Day.

7th grader Kaitlyn Riley is advancing on to state competition for Modern Woodsman.

5- Teacher Update by Sue Kahler

6th & 7th grade just finished up Faith-A-Thon-did well & learned a lot. This week is MAP testing.

Chrome books are very helpful during MAP testing-quick & efficient. Teachers would like quarterly schedule of activities in order to better prepare lessons.

6- Pastoral Council Update: by Joe Schroeder

We should track how many kids we baptize that actually go to school here.

Parish is finding it hard to get consistent attendance to faith formation programs.

Our faith formation program has served over 300 families-good/strong program.

7- Tech Day: positive response as students got together with the Young at Heart group to answer questions about technology. Will plan on doing another one, good way to connect kids with older parishioners.

8- Teacher Appreciation Update: overall consensus was it was a good week, but overwhelming for parents-lots of things to buy/send in. Revamp a bit for next year. Teachers did feel appreciated.

9- HSS: still working on final invite. 6/25 is kick-off party in PLC. Sending out invite to parish members as well.

10- Committee Nominees: we had 2 people attend this meeting who were possibly interested in the discernment process.

### **Lifelong Faith Formation Committee**

**Laura Smyczek and James Muraski (Co-Chairs) & Kelly Laughlin-Parker (Secretary)**

Present- Kelly Laughlin-Parker, Debbie Kusch, Kathie Amidei, Ann Fons, Debbie Klimko, Cindi Petre, Jen Hilander, Laura Smyczek, Jim Muraski, Jamee Stanley, Stacy Payne, and Tony Wendorf

### **New Business:**

Review Annual Report to Pastoral Council – The report was well received.

Evaluate How LFF is meeting St. Anthony's Pastoral Needs: Here are some of the highlights and future plans:

- 1) Family Program Take Two for parents with graduating from family program and transitioning to “empty nesters of family program” – This was very successful
- 2) K3/K4/K5 invited to family program
- 3) Children’s Liturgy of the Word at 9 o’clock mass. This was a huge success.
- 4) Special Needs Curriculum – this was piloted by Emily Grunwaldt for Sunday and Monday family programs (2 kids per session). This was well received and will continue next fall.
- 5) Church, Cheerios, and Children – This was intended to create a network for young parents.
- 6) SPARK – The Inspirio mission trip inspired the teens to ask for this. This is a special type of adoration. The next SPARK will be Monday 6:30 – 7:30 pm in the Daily Chapel.
- 7) Heart of Peace – This was a 6-week program for families no longer attending family program. This was well received.
- 8) Divorced & Separated – This is a video series with discussions. Up to 18 people have attended. This needs to expand to Widows & Widowers as well.

Kathie would like to explore a “New Generation of Renew” and target this for Lent 2017. Help for this program would come from the Archdiocese (Catholic ID). She is looking for people interested in exploring the process.

Finalize Future Officers for LFF Committee – Complete

New Members – Stacy Payne and Tony Wendorf attended this evening. Discernment will be next month.

### **Old Business:**

Major Fundraiser (Gala) – There is no real succession plan for a chairperson, however many of the people involved have committed to helping next time.

Mission Trips 2016 – No update

Children’s Liturgy of the Word – The last one will be June 5<sup>th</sup> until the fall.

Summer Adult Bible Study – There will be a repeat of the series “Unlocking the Mysteries of the Bible”

Book Read Succession and Titles – Jim passed out a handout of book ideas. Some ideas for the book discussions were to have them after mass and provide childcare and possibly having September/October discussions. Facilitators need to be identified before advertising the books to the parish. Another book was suggested: “America’s Original Sin: Racism, White Privilege, and the Bridge to a New America” by Jim Wallis. St. Sebastian’s is reading this book and Kathie suggested possibly teaming with them for the book discussion at their facility.

Catalyst Project – No update

## **Reports**

Pastoral Council Report – provided during the CLN. The “Grow In Your Heart” campaign has had over 300 responses with just under \$1.2M pledged. A letter will be sent out to those who have not responded. Fr. Tony is celebrating 30 years as a priest. The discernment process for the standing committees will be June 13<sup>th</sup>.

FF Report – See above in New Business. Family Program in the fall will begin in September.

Marriage Ministry – There will be a planning meeting in June.

Athletics – There will be open gym for grades 5-8 on Monday and Wednesday evenings (6-7:30 pm) for the summer. Volunteers are needed.

Endowment – no report.

**The Common Leadership Meeting concluded at 8:46 P.M. with closing prayer led by the Lifelong Faith Formation Committee.**

Respectfully submitted,  
Cheryl L. Oliva , Pastoral Council Secretary