

**St. Anthony on the Lake  
Common Leadership Meeting Minutes  
January 15, 2018**

The meeting began at 6:30 PM with Standing Committee and Pastoral Council members in attendance.

Opening Prayer was led by the Stewardship Committee.

Father Tony welcomed the group and provided updates of parish activity. He noted that each year our parish participates in the Catholic Stewardship Appeal. St. Anthony's has exceeded its goal for the second year in a row. Father Tony thanked all who contributed.

Father Tony highlighted upcoming events including Catholic Schools Week and our St. Anthony's School Open House on January 28th.

The Mid Winter Gala is coming up on February 10th. Father Tony described that this will be a wonderful celebration of who we are as a parish and how we celebrate faith formation. He encouraged all to plan to participate.

The St. Anthony's Lenten Mission is planned for March 3rd-6th. Father Tony described that a great team is planning for the Mission and it is going to be wonderful!

Alpha round three sessions are starting up.

Covenant Listening Sessions were held this past weekend and attended by 70 people.

Father Tony asked for prayers for our second graders as they have First Reconciliation this week.

Father Tony updated the group that our parish has been invited to be a part of an exciting initiative. The grant-funded initiative is "Creating a Culture of Vocation" and will occur over 4 years. We are one of twelve churches invited to participate. Father Tony feels it's an extreme honor to be part of this effort.

Joe Schroeder thanked the Stewardship Committee for the beautiful Opening Prayer and asked for the group to reconvene at 8:15 in the church

The Standing Committees' minutes for 1/15 are as follows:

**PRAYER & WORSHIP COMMITTEE MINUTES**

**Present** Brian Felsmann Laurie Polkus Barb Hansen Patricia Ashley Paul Daniel Jeff Ellington Jim Guidinger Esmey Kosier Warren Kosier Kate Spitz Jamee Stanley Fr. Tony Zimmer Pat Mahoney

**Absent** Linda Janecke Teresa Karolek Scott Kunkel Dave Lechtenberg Joe Nutt Peggy Ziegler

Minutes from November 2017 - Approved.

**Report from Extraordinary Ministers of the Eucharist Meeting** - Pat Mahoney, facilitator, described the process for the meeting. She surveyed the team captains, did a task analysis, and developed a presentation handout that was well received. Pain points were identified by

ministers, such as, positions being snatched, no shows and latecomers, and difficulty getting subs as well as filling vacancies. Scheduling is taken over by team captains. Situational awareness was stressed. Pat's conclusion was that St. Anthony's Extraordinary Ministers are part of a vibrant ministry, that there are pain points, and the challenge is to sustain membership. After discussion, the Committee members agreed that during Lent the Team Captains will gather the ministers for a prayer before the liturgy, to try to discourage latecomers, and reinforce the spirituality of the ministry.

**Review of Advent and Christmas Liturgies** - For Advent, the painting of Jesus at the door and decoration of lanterns were powerfully moving. For Christmas, the poinsettia tree was stunning. Approximately 4,000 people attended the Liturgies on Christmas Eve and Christmas Day.

**Planning for Lent (Ash Wednesday is February 14)** - The theme for Lent is the same as the Parish Mission "All is Holy." Adoration and Mass on Wednesday evenings in Lent are discontinued. Taize and Vespers will continue. Stations of the Cross will be added on Friday evenings. Committee members will lead the stations. Scrutinizes for RCIA are scheduled for March 4 at the 9:00 a.m., March 10 at the 5:00 p.m. and March 17 at the 5:00 p.m. Liturgies. Devotional booklets were reviewed and recommended for Laurie Polkus to order. Rice Bowls will be used again this year. Parish Communal Reconciliation is scheduled for February 24 at 10:00 a.m.

**Year-End Report to Parish Council** - Due February 26. Brian Felsmann asked that ministry leaders send their summaries to him no later than mid-February.

## **Ministry Reports**

**Art and Environment** - Laurie asked the committee members to try to budget for additional costs by checking with her.

**Eucharistic Adoration** - The adjusted adoration hours because of Christmas worked well. There are still vacancies that are currently covered by subs.

**Altar Servers** - There was a shortage of altar servers for the Christmas liturgies. Discussion next meeting.

**Lectors** - A meeting for Lectors scheduled for January 27, 2018 is cancelled. It is rescheduled to April 21.

**Any Additional Business** - None.

**Next Meeting** - February 12, 2018 @ 6:30 p.m. in church.

**Next Agenda Items** - Lenten concerns. Plans for Holy Week, Easter. Discernment of co-chair.

Submitted by Barb Hansen

## **SCHOOL COMMITTEE MINUTES**

Attendees: Pete Yeager, Ellen Knippel, Kate Mitts, Flo Prospero, Jen Packee, Jacki Wendorf, Fred Miller, Melanie Sobotka, Terri Ogden, Laurie Utter, Gary Oberfoell, Cathy Sellers, Whitney Zahn.

Ellen started off meeting by reading the school mission statement.

1- Principal Update- Ellen started by talking about our 8th graders who participated in the Future City state wide competition this past weekend at MSOE. We entered 2 teams & 1 team made it to the top 5... a first for St Anthony's. Super proud of our kids. Also, MAP testing is completed & scores should be coming home soon. Right now we are planning for Catholic Schools week (last week of a Jan). Ellen introduced the 2 teachers in attendance; Cathy Sellers & Whitney Zahn. They spent some time talking about new snack/ treat policy and a possibility of bringing back "snack store".

2- Finance Update- Gary stated that the budget for next year has just been finished. Based on the fact that our tuition is a bit higher than surrounding Catholic schools, we will only incur a 2% increase for next school year. So tuition will be \$3560 2018-19. We have a 12-18 month reserve in case fundraising is low next year.

3- Parish Update- Terri mentioned that the Parish is still spending lots of time on the strategic planning effort...working on Parish vision & mission. She suggested that someone from the school attend the covenant meetings to have input & who can give feedback.

4- Marketing Update- Susan Goggins reported that we are again planning 2 Open houses. The first will be this Wed 1/17 for 3, 4 & 5 K only. The second on 1/28 is for all grade levels. Tours will be given, the PLC will have refreshments & those attending will have an opportunity to help with a service project (decorating placemats). Jen Packee who is in charge of the Mentor program reported that all new families were given a "blessings" sign at Christmas as a welcoming effort. They are also planning a Valentines Dance on Feb 9th as a another social event for the school community.

5-Mission Update- Fred will be looking into possible service projects that all adults can attend. This is a replacement for our adult socials we held in the past. Lots of good ideas were floated such as preparing bag lunches, working at Hope House etc...

6-Communications Update- Melanie reported that we have about a 66% capture rate on the newsletter. We would obviously love that to be closer to 100%, but not too bad. Everything else is good.

7- Membership/ Participation Update- Flo & Laurie reported that the volunteer model needs to be re-examined & updated. What used to work when we had more stay at home moms does not work anymore. We are struggling to fill our needs. Volunteer opportunities should be stressed at open house & to all new & existing families. Flo is going to work on a new way to sign volunteers up for next year. Lots of good ideas

were floated, including generating a giant calendar in which every family signs up for spots at orientation.

8- Policy Update- Jacki had write up of new admissions policy. A few statements were tweaked to make sure we were emphasizing that active parish members are considered first for open spots.

9-Miscellaneous - Gary brought up some concerns regarding our focus in sports & coaching. He feels that the focus on winning is emphasized over team play, development & having fun. In particular the 7th gr boys A team is having significant problems. Ellen suggested he bring the issue up to Athletics & it will be put on the next Athletic agenda.

Submitted by Laurie Utter

### LIFELONG FAITH FORMATION COMMITTEE MINUTES

Committee Members Present - Ann Fons, Jack Blankenheim, Kathie Amidei, Brian Milam, Debbie Kusch, Julie Goyette, Stacie Payne, Jenifer Hilander, Bob Loth, Mark Reel, Justin Staebler (PC liaison). Joe Schroeder and Tony Wendorf (PC visitors) joined for a portion of the meeting.

#### Reflection

Julie helped us transition into the new year with a reflection on setting an intention for the year by choosing a word and scripture passage, and marveling at God's work in our lives around this intention. Volunteers to lead our reflection are: *February 12-Robin*; *March 12- Jack*; *April 9-Brian*; *May 14-Mark*; *June 11-Sarita*.

The minutes were approved.

#### Active Business

Review of faith formation goals as presented to the parish council.

- It was noted that child care will now be offered as an option at every Mass beginning this weekend. This expansion is part of St. Anthony's commitment to help families with young children engage in Mass in the way that suits their family. It was noted that the roll-out of this expansion in childcare during Mass will be communicated sensitively so families are aware that children are also welcome to stay with parents/caregivers during Mass or make use of CLOW (at 9:00) and NOT to imply they're not welcome at Mass.
- Also aligned with the committee's goals to expand Alpha, it was noted that the 3<sup>rd</sup> round of Alpha is to begin at month's end. Tailored communications to parishioners are going out to encourage registration within the parish but also

to encourage the invitation be shared with those outside our St. Anthony community. Alpha for Teens has been expanded to our Confirmation groups.

### Long Range Strategic Planning

Some early observations of the parish-wide listening sessions were discussed by scribes in attendance particularly noting that a common theme was that participants praised the diversity and quality of offerings at St. Anthony that help parishioners of all ages grow in their faith. Just one particular (of the many) discussion that was noted from the dialogues was the importance of everyone in our church family reaching out via that one-on-one invitation to others (both within and outside the parish) and to share excitement about the positive experiences attendees have when they partake in adult-oriented faith formation offerings.

### Begin Dialogue for Pastoral Council Report

The committee began a review of successes from the year, particularly in light of the LFF goals. We will continue to do so at the February meeting as well as consider any challenges. Some of the accomplishments identified to date were:

- *Membership expansion* was briefly discussed and deemed to have been successful in growing our committee.
- *Children's liturgy of the word*. There has been an increase in leadership needed to facilitate CLOW. Its popularity and effectiveness at meeting young children where they are with developmentally appropriate teachings/messages congruent with the week's liturgy was discussed. Prior to adding CLOW to other Masses, it was suggested that perhaps expanding the age range to include older children, in a separate classroom, might help them engage with The Word in language and context that is more understandable and relatable.
- The launch of Alpha as an ongoing offering and its expansion to confirmation youth.
- It was also noted that sustaining the high quality of the many programs LFF offers is an accomplishment of great significance.
- The theme of The Bible for family program has been well received. Some school families have attended thanks to the invitation via the newsletter. Appreciation was expressed when these families are greeted and welcomed to this gathering.
- An evening Mom's group has been added.
- The committee will include the results of next month's Gala in this year's annual report.

Gala Fundraiser - February 10<sup>th</sup>, 2018 - Register, register, register. And tell a friend! It was explained that the donations to the tip jars of the dueling pianos (used to encourage them to play particular songs) goes directly to the evening's proceeds. A particularly special silent auction item will be an Italian feast with Fr. Tony and the staff at Kathie's home. The Golden Ticket Raffle was revealed!! If your raffle ticket (\$50/ticket) is pulled, the winner gets first choice among the live auction items prior to the start of bidding.

## Reports

Pastoral Council - The focus has been on the strategic planning process (ongoing). Fr. Tony hosted a holiday gathering for the members in December.

### FF Program Report

A few highlights:

- In February, Melanie, of Your Choice to Live, an organization developed in response to the growing crisis of young people who are abusing drugs and alcohol, will give a witness talk about the devastating consequences of her daughter's experimentation.
- Bishop Haines and his sister Ann are Sunday's family program speakers.
- Oh Come Little Children was a huge success!
- Bible Camp has been set for June 12<sup>th</sup>-14<sup>th</sup>. Discussions will continue about how to provide a full week of offerings, especially for families who require a week-long experience for children to match up with their summer childcare needs.
- Bible Studies focusing on the Gospel of John will begin again. Sessions are offered on Tuesday evenings (Jan. 30<sup>th</sup>), 7-8:30 and Friday mornings (Feb. 2<sup>nd</sup>) 10-11:30.

Endowment Report - The school's endowment has grown to \$275,000. This school year, those funds will allow \$11-12,000 to be used toward tuition assistance. LFF's endowment stands at \$89,000. Ten percent of the Gala's proceeds will go into the endowment. There is a possible 3<sup>rd</sup> endowment for Prayer and Worship.

### Upcoming Dates:

*Next meeting:* February 12<sup>th</sup> at 6:30 p.m.

*Report to the Pastoral Council:* April 23<sup>rd</sup>

Our committee is scheduled to *lead common leadership opening prayer* on May 14<sup>th</sup>.

Submitted by Jenifer Hilander

## STEWARDSHIP COMMITTEE MINUTES

In Attendance: MaryClaire Torinus, John Stanley, Mendy Lanham, Natalie Kieffer, Charlotte Carlson, Ben Brzeski, Julie Coughlin, Patty Meehan-Swan

Absent: Ed Gaffney, Bill Brewster, Lindsey Mueller

### **Formation (John)**

- Is it How Much We Give or How Much We Keep?

### **Parish/Diocesan Updates:**

- Succession Planning Feedback/Member Recruitment

- o Mendy provided update on term choices and succession feedback
- o Terms end at End of June
  - 2018: John Stanley, Lindsey Mueller (with intent to renew), Ed Gaffney
  - 2019: Julie Coughlin, MaryClaire Torinus
  - 2020: Mendy Lanham, Natalie Kieffer, Charlotte Carlson
  - Bill Brewster as the Parish Council Rep is up in June 2018
- Parish Strategic Plan Review
  - o Our mission: Live, Seek, Commit, Serve
    - The addition is "Seek" the Lost.
  - o Our Vision: St. Anthony on the Lake is a home for all where Jesus Christ is alive and disciples are fed, formed and sent to further the Kingdom of God on Earth.
    - If we lived our mission successfully where would that lead us...our vision statement.
  - o 2018-2023 Strategic Objectives
    - Create an inviting, inclusive, and engaging culture that makes a large parish feel small.
    - Invest and align resources that promote staff and parish members leadership development, retention and succession.
    - Encourage faith formation for all members, with a deepening focus upon adult formation and spiritual maturity.
    - Reach beyond our parish walls to further evangelize.
    - Grow our collaborative ministry and planning efforts to proactively "create our future" amidst a changing Archdiocesan landscape.
  - o Input Sessions took place last weekend

#### **Draft of Annual Report to Pastoral Council**

- Mendy and Ben working on committee annual report to pastoral council
- Every year each standing committees report to pastoral council to understand what we are working on and provide feedback
- Draft is complete

- o Road Map - looks back at where we've been, by the numbers/indicators and what we have planned for the year
- o Strategy in 4 areas
- o Plan Objectives
- o Review of what we set out to do and what was accomplished
- o Analytics
  - Ministry Engagement - define
  - Households Participation - new to the committee
    - Households participating - 65%
      - o This percentage is going down
    - Total Household Growth is going up
    - Showing huge opportunity
  - Slide on electronic giving?
    - Ben/Mendy trying to not turn our presentation into financial discussions
    - Do we benchmark against other parishes we are doing great; against other non-profits we have room for growth
  - How can we define the relationship between engagement and giving? Right now we are not tracking that
    - We need more data to understand the story to know how to address it
    - Participation vs. engagement is also different - real engagement should drive giving
    - Still very early to understand the base level dynamics
    - How does the capital campaign and other giving, galas, events and fundraising within the church impact ?
  - Identify growth in faith formation; demographic might show - young families and lower contribution
  - Total Giving Review and by Segment review

- Pledge Activity by Calendar Year - new slide
- o Stewardship Planning Moving Forward

#### **Updates from Sub-Committees**

- New Parishioner Welcome/Engagement
  - o Ben, MaryClaire and Natalie met
  - o Reviewed new parishioner packet to assess
  - o Identified areas of work
  - o MaryClaire called the current committee and meeting them this week to talk about how we welcome
  - o Prioritize objectives, revamping materials, looking at the Gallup questions, how can people share
  - o There are so many groups - it can be overwhelming
    - Need a matching component from who they are to what we offer vs. providing everything
- Stewardship Formation for Children & Youth
  - o Father Tony, Ellen, Kathie, Mendy, Ben and Lindsey on January 12<sup>th</sup>
  - o Ellen and Kathie were very open to what they are currently doing for stewardships
    - Kathie - emphasis on serving in Faith Formation
    - Ellen - don't use the word Stewardship, active/community giving focused
  - o Opportunities
    - Common Language
    - More expression of thanks
    - Children Envelopes - I was a steward this week in this way...getting caught in the act for collection to engage kids
    - How can we publicize getting caught in the act of stewardship
    - Lindsey offered to be a testimonial
    - Launched in the fall

- o Next Steps - meeting with staffs and teachers in April/May
    - Lesson plans about what stewardship is and what it is
- Unlock Your Gifts
  - o Leader team has met twice; assessed feedback from last two
  - o Planned an orientation/training night - January 30<sup>th</sup>
    - We have 6 people who have expressed interest in facilitation
  - o Launch next cycle will include new facilitators
  - o Goal is to broaden offerings
  - o Next series during the Lenten season
- Planned Giving
  - o Jennifer Nelton - planned giving expert for churches (Gift Planning Services)
    - Art, Ben, Mendy, John and Father Tony meeting with Jennifer
    - Hearing about potential liability issues so decided to run by Jim Hammes (attorney) and he reviewed the plan and did not see any dangers or red flags. Also ran by the Archdiocese of Milwaukee/Barb that they had some concerns. Took plan to Barbara Ann and asked for her feedback. Had not received feedback.
    - Next Steps is to go forward
- Stewardship Examples/Engagement in Action
  - o Use this as the vehicle of how we tell the story of engagement
  - o Humble Stewards - make the message able to resonate, also serves as recognition
  - o Invitation is part of the ministry
  - o Once we get going - looking for once a month
  - o "Living the Covenant"
    - Sessions - testimonials came up

**Father Tony Update:**

- Grow in your Heart Campaign is half way; we are tracking behind

- o We wanted this a debt elimination plan but it is not tracking that way
  - o 1.3 million loan; May of 2019 down another \$400k which will leave \$900k at the end of the campaign
  - o New plan - finance plan needs to approve. Will run by cabinet and this committee. Your input, methodology and timing. Will be the majority of our February meeting. Need to understand how that impacts our regular scheduled commitment.
- How do we tie in all of the campaigns, timing - renewals, etc.

### HUMAN CONCERNS COMMITTEE MINUTES

#### **Human Concerns Meeting Minutes**

Present: Kate Burke, Clare Dundon, Janet Edwards, Dave Grunwaldt, Debbie Klimko, Kathy Libert, Marianne Miller, Kathy Waters, Joanne Weidmann

Guests: Tony Wendorf

November meeting minutes approved

#### Partner in Mercy Weekend of Jan. 13 & 14: St. Hyacinths Food Pantry

- Concise description by director (Steve) Two short handouts were available in gathering space 1) Ten ways to make a difference – what you can do to support and 2) Quick fact sheet ; worked well – parishioners came to table to get more information & ask questions.
- Food Pantry had laptop stolen; would like to install camera so that intake area and other areas can be monitored. Committee approved up to \$250 to purchase security camera. Debbie Klimko will research & purchase. If amount will exceed \$250, Debbie will email committee members to vote on disbursing additional funds.

#### Giving Tree

- Some new volunteers were involved with sorting / delivering
- Clare has identified someone who would be interested in taking over coordinating (Mary Sellers)
- Thank you letters received from Guest House, Pewaukee Food Pantry, UW-Extension (garden for at risk youth)

#### Common Ground

- Presentation on drug abuse on Sunday April 29<sup>th</sup> after Mass; same speakers that were at Pewaukee High School presentation

### Baby Bottle Campaign

- Life Connection - change in staff; ran into issues with setting up and no one from organization was present after Mass to represent organization; slow to pick up donations
- Consider another organization to work with this coming October Ex. Safe Babies / Healthy Families Send names of other potential organizations to Debbie.

### Catholic Relief Services

- Request from parishioner to promote. Doesn't fit into Partners in Mercy at this time.
- May be able to promote CRS for 2018-2019; speaker at adult portion of Family Program (Debbie will check with Kathi Amidei) and/or Feast of the Epiphany to raise awareness about immigrants.

### Annual Report

- Annual report for committee is presented in May
- Dave G. will help Marianne and Debbie prepare the report to match Pastoral Care format for annual report

### St. Vincent de Paul

- Received thank you for disaster fund donation.
- Sign up genius setup for servers; need to promote and show people where to sign up. Found on parish website under Human Concerns / St. Vincent de Paul.
- Concern expressed that parishioners who were interested in volunteering as server weren't notified of this change. Information was in bulletin this past weekend along with contact information for Vickie Brandt for questions.

### St. Hyacinth Food Pantry

- 155 new households served in December
- Total of 718 households served

### Earth Ministry

- Energy saving tips from Earth Ministry are included in the bulletin
- Also found on parish Facebook page; request that people "like" posts
- Planning for Earth Day (Kate will fill out paperwork for having display in Gathering Space)
- Kathy Waters will update Sign up genius link for people to volunteer to work in garden.

### Health Ministry

- Blood Drive on Dec. 31 had 39 donors
- Some were first time donors

### Pewaukee Interfaith

- Pewaukee Dementia Friendly Community Initiative - to enable those with dementia to live as independently as possible.
- Thu. May 17th at St. Anthony - former Governor Schreiber will give talk at 5pm (his wife had Alzeheimers; author of "My Two Elaines"). Setup will be at 2:30pm; will have tables with resources available for caregivers until 7pm.

#### New Parishioner Breakfast

- Invitations will be sent out
- Consider using short video that was created for Gala of all that St. Anthony does (programs; outreach)

#### Miscellaneous

- Reminder that any meeting or program which indicates affiliation with St. Anthony needs to get approval prior to committing / moving forward
- Reminder that if planning to have table or display in Gathering Space that it needs to be booked in advance; see Debbie or Ben B. for form to complete.
- Staff received training in how to administer Narcan

Submitted by Janet Edwards

The Common Leadership group reconvened in the church for Standing Committee updates.

The meeting concluded at 8:35 PM with Closing Prayer led by the Stewardship Committee.

Respectfully submitted,  
Patty Meehan-Swan, Pastoral Council Secretary

Next Common Leadership Meeting: **February 12th at 6:30 PM.**

Opening and Closing Prayers will be led by the School Committee.