

**St. Anthony on the Lake  
Common Leadership Meeting Minutes  
September 11, 2017**

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

**Opening Prayer** was led by the Pastoral Council.

Father Zimmer welcomed the group and reminded all of the September 20th Ministry Leaders Inservice. He noted that previously we may have assumed people know parish procedures and how things get done. The training has been developed so that we are informed of the parish structure and how to seek and utilize our resources. There will be hospitality and three twenty-minute sessions . A binder will be provided for all. Father Tony asked ministry leaders to rsvp for the training. Ben Brzeski will be sending a follow-up email.

Father Tony noted that this Friday we have our Hot Summer Slice, the annual fund raising event for the Parish School. He noted that Hot Summer Slice is a great cause and encouraged all to support the effort.

Father Tony reminded the group that this Sunday is Catechetical Sunday. The theme for the year is "Sacred Scriptures, a Best Seller".

The next round of Alpha is now open to the parish and registration is still open. Father Tony noted that Alpha is a life-changing program.

Father Tony closed his opening remarks by noting that the Peru Team is here and we are serving as hosts to our friends from Santisimo Sacramento. i

Joe Schroeder, the Pastoral Council Chair introduced himself. He thanked the group for being servants and answering The Call. He provided information about both his personal and professional background and reflected on some beautiful meditations of St. Theresa.

Joe S. then dismissed the group with a reminder to return at 8:25 for Standing Committee summaries and Closing Prayer.

The Standing Committees' minutes are as follows:

**PRAYER & WORSHIP COMMITTEE MINUTES**

**Monday, September 11, 2017**

**Present** Brian Felsmann, Laurie Polkus, Barb Hansen, Jeff Ellington, Jim Guidinger, Linda Janecke, Warren Kosier, Dave Lechtenberg, Kate Spitz, Jamee Stanley, Fr. Tony Zimmer

**Absent** Patricia Ashley, Paul Daniel, Teresa Karolek, Esmey Kosier, Scott Kunkel, Joe Nutt, Linda Timbers, Peggy Ziegler

**Guests** Joe Schroeder, Tony Wendorf

**Minutes from June 2017** – Approved with correction of spelling of Fr. John Yockey's name.

**Update on Extraordinary Ministers of the Eucharistic** – Laurie Polkus announced that there will be an evening session with the Ministers on October 18. The session facilitated by Pat

Mahoney will be focusing on formation and logistics. Laurie has scheduled a meeting with the team captains on September 25. Training for the distribution of the Eucharist to the homebound is coordinated with Debbie Klimko.

**Liturgy Evaluations for June, July and August** – Highlights for the summer months included: welcoming our St. Coletta's friends to the 5:00 p.m. Saturday liturgies; Festival Mass; the Rite of Welcome to RCIA candidates (not only done at certain times of year – the ritual now is performed as candidates enter the program); St. Anthony's Choir sang for two liturgies internationally broadcast in July (taped in May at St. Francis Seminary). See [heartofthenation.org](http://heartofthenation.org)

**Other New Business** – Fr. Tony Zimmer discussed the parish endowment funds for School, Christian Formation and Prayer and Worship/Music. He solicited volunteer(s) from the Prayer and Worship Committee for representation on the Endowment Committee under the Finance Council.

#### **Ministry Reports:**

**Art and Environment** – Jamee Stanley sought information about the theme for the upcoming Advent season.

**Eucharistic Adoration** - Dave Lechtenberg informed the Committee that there are still vacancies in the adoration schedule. Recruitment continues.

**Altar Servers** – Jim Guidinger presented a basic instruction including terminology to interested 4<sup>th</sup> graders in anticipation of them shadowing altar servers at the school liturgies.

**Hospitality** – Warren Kosier reported that families of students in the School and Family Formation will serve as greeters on the first, third, and fourth Sundays. For the second Sundays, there are not as many greeters from the parish as he'd like.

**Lectors** – New schedules have gone out.

**Music** – The choir returns to the 9:00 a.m. Mass on September 17. They had a “back-to-sing” pot luck on September 7 and will start rehearsals on September 14.

**Offertory Gift Bearers** – The current system of offering the families of those making intentions to be gift bearers at that Mass works for about 50% of the time. Ushers will continue to solicit volunteers the rest of the time.

**Prayer and Worship Calendar – September, October & November** – and Beyond. – Catechetical Sunday is September 17. Night for Ministry Leaders is September 20. Freshman Retreat upcoming. Blessing of Pets on October 4. November 1 Holy Day. All Souls November 2 with Memorial Mass in evening. Thanksgiving Mass on November 22. December 10 is Lessons and Carols. Choir Cookie Sale is December 16 – 17.

**Next Meeting: October 9, 2017** (6:30 p.m. in church)

**Next Agenda Items** – Discernment of co-chair.

## **SCHOOL COMMITTEE MINUTES**

September 11, 2017

A regular meeting of the School Committee was held at St. Anthony on the Lake on Monday, September 11, 2017. The following members of the committee were present: Ellen Knippel, Flo Prospero, Terri Ogden, Gary Oberfoell, Fred Miller, Jacki Wendorf, Melanie Sobotka, Kate Mitts and Pete Yaeger. Also in attendance were Sumie Adams and Patricia Meehan, and representing the St. Anthony faculty was Patrice Hofbauer.

Gary reported that the numbers for Hot Summer Slice are a bit worrisome. We may need to revise budget for next year depending on final numbers from the event.

Marketing reported that the new family breakfast is set for September 24 and that everything is in order for the Childhood Cancer Awareness Mass – blankets to be tied Wednesday, \$1 dress down day, proceeds go to MACC fund. Volunteers aplenty for this event. Marketing also reported that the school promo video is near complete and will be debuted at the HSS event.

Fifty two percent of families have returned their Volunteer forms. Flo will reach out to more of them. Audrey Anderson and Sue Kahler will take over Grandparents Day.

Hot Summer Slice is coming up this week and our numbers are solid, but down from last year. We have 201 for dinner and 46 for golf. Probably average as compared with the past five years.

Still focusing on getting people signed up for Soles for Education.

Parish liaison Terri Ogden discussed strategic planning and the ministry event coming up on September 20.

Ellen reported that we are still trying to figure out how to configure the survey results so they are useful. Discussed the possibility of re-issuing the survey using Survey Monkey or, at the very least, using a different format next year. Ellen also reported that MAP testing is done, WIN groups will be coming soon, Wednesday is the Mass with SJV and Padre Joe, high school visitations are coming up next month, Whitney Zahn will lead Student Council this year, and that September 22 will be the date for the 8<sup>th</sup> grade day of reflection. This has changed from last year, as the day of reflection usually takes place in May. The Pet Blessing will take place on October 4.

The committee discussed feedback on the Parent Night, and tossed around the possibility of moving it back to how it had been in years past with a little more structure to the classroom visits. Ellen gave a concise and helpful description of the Standards Based Grading and gave the committee members a little more clarity in the event they need to answer questions from parents.

Jacki Wendorf agreed to be the Policy person on the Committee, and Laurie Utter will remain on the committee as Secretary.

Other items discussed: (1) Math teacher is doing well and all feedback has been positive. He will start teaching some students who express extra interest and ability in geometry during resource time and art sketch time. Math Club will start again as well. (2) The school would like to explore bringing Project Lead the Way to St. Anthony. This is a \$30,000 endeavor (\$2k per teacher in initial training, plus cost of STEM kits and ongoing expenses) so all aspects

of the program will have to be addressed including cost and space. CMH and possibly Pius will come in to discuss their programs with us, and we may visit other schools who have already implemented such a program. We ultimately hope to secure a corporate sponsor for the program. (3) There was much discussion about 3K and 4K, and how to structure the programs so that we leverage the enrollment there into growth for our school. We need feedback from the parish on the ultimate direction of the school. How much can we grow? (4) Finally, the school would like to apply to receive exemplary recognition award for our mission this year. Ellen will get information to Fred Miller on that process.

In future meetings, the committee's long term goals will be documented and discussed one at a time so that by the end of the school year we can track our success on reaching the goals.

There being no further business, the meeting was adjourned.

## **LIFELONG FAITH FORMATION COMMITTEE MINUTES**

### **Minutes – September 11, 2017**

Committee Members Present – Jenny Knoke, Debbie Kusch, Kathie Amidei, Laura Smyczek, Jenifer Hilander, Ann Fons, Robin Hicks, Mary Maddocks, Jack Blankenheim, Bryan Milam, Julie Goyette, Cindi Petre, Sarita D'Souza, Bob Loth, Justin Staebler (PC liaison)

Laura led a reflection on The Challenge of Radiating Hope.

There were no minutes from the last meeting, June 2017, which was dedicated to discernment.

#### Active Business

The committee members took time for introductions and to welcome new members.

Review Faith Formation Goals Presented to Parish Council – The committee deemed the following 5 goals presented to parish council to be current and relevant. These goals will be noted on future committee agenda's:

- Continue to evaluate programs to see how they align with the Faith Formation and Parish Mission Statements.
- Recruit new committee members/membership expansion.
- Continue to expand Children's Liturgy of the Word (CLOW)-consider offering this at another Mass.
- Develop a strategic plan for ministry to young families (those with children in early childhood)
- Explore Alpha as a means to engage families (high school youth, young adults and parents post family program).

#### Committee Officers, 2017-18

Sarita has agreed to continue as committee chair. She has asked that other current eligible (non-staff) members prayerfully consider whether they would be willing to co-chair the position. Jenifer agreed to continue as secretary.

### LFF Subcommittee Organization

We will check with Laura re: an updated description of the LFF Sub-Committee Member Help Areas to allow members to discern where they are called to serve as liaisons. Presently, it seems most areas are covered. This will be formalized at the next meeting.

Gala Fundraiser – February 10<sup>th</sup>, 2018 – The Gala's theme is Dueling Pianos and will be held at Country Springs. The importance of this LFF fundraiser was reviewed, particularly in terms of its contribution toward faith formation opportunities such as NCYC, mission trips, as well as technology needs (such as A/V equipment), and to have funds to share resources and partner with St. Anthony School (e.g. laminating machine). One goal, currently, is to record a promotional video to highlight the ways the faith formation program is truly lifelong and touches people's hearts and souls. Further, 10% of Gala funds raised goes to the endowment.

### Reports

Endowment – Fr. Tony reported on current and future endowments (school, faith formation, and now prayer and worship). Bill Hoile will chair the endowment committee. Bob Loth will serve as the LFF committee representative for this subcommittee.

Pastoral Council (Justin Staebler and Joe Schroeder) – A 5 year strategic plan and goals are beginning to take shape, the details of which will be forthcoming.

### FF Program (Some Highlights from the Report) –

- Children's Liturgy of the Word (CLOW) began this week; the young kids were very happy to see each other!
- Cindi has invited 10<sup>th</sup> and 11<sup>th</sup> graders to NCYC. On October 15, the "Sub-sidize a teen" fundraiser will be held before Sunday family program and after 10:45 mass. The teens will be selling submarine sandwiches and take-away lunches. The cost per teen to attend NCYC is \$550.00. This fundraiser (in addition to some of the funds raised via the Gala) helps to offset the cost making it possible for some teens to attend this bi-annual event who otherwise may not be able to.

Athletics (Ann). The deadline for athletics registration is this week.

Next meeting: October 9, 2017 at 6:30 p.m. The LFF Committee is responsible for the council's opening and closing prayer. Jenifer will initiate its organization and request help from members as needed. Jenifer will lead the LFF reflection and create a sign-up for future meetings.

Submitted by Jenifer Hilander

## **STEWARDSHIP COMMITTEE MINUTES**

**9-11-17**

**In Attendance: Mendy L., Ben B., Natalie K., Mary Claire T., Lindsey M., Ed G., Julie C., Charlotte C., John S., Father Tony**

## Formation (Ed)

- Everyday Stewardship Reflection (pages 62-63)
- Trust in the Lord (Proverbs 3:56; Isaiah 26.4; Psalm 143.8; Isaiah 32:34)
- Vulnerability + Risk = Trust

## Parish/Diocesan Updates:

- Updates from Mendy:
  - o January 15, 2018 - Stewardship leading Common Leadership Night
  - o January 22, 2018 - Mendy & Ben will present a committee update to Parish Council
  - o November Archdiocesan Leadership - November 3<sup>rd</sup> and November 4<sup>th</sup>
    - Ben and John presenting
    - MaryClaire going on Friday
    - Father Tony and Mendy going on Saturday
- Updates from Ben:
  - o Diocesan Leadership Models Event - Ben Attended
    - Very few stand-alone parishes (like us) remaining
    - Familiarize parish leaders with other parish models and leadership structures as parish structures change
    - The role of stewardship is critical in this - as it is about empowering others
    - 196 parishes and in 2020 there will be less than 100 priests to serve all these parishes
- Updates from Fr. Tony:
  - o Strategic Planning/Parish Covenant
    - Nearing the end of a 5 year strategic plan
      - New strategic plan needed for Jubilee Year
      - Parish council read - "Great Catholic Parishes" and used that as a launch pad for discussions

- October 20<sup>th</sup> gathering will begin the process
  - o Mendy and other committee chairs - to be included in this planning
- Parish Covenant will flow from the new strategic plan
- June 20, 2018 - date of the 100<sup>th</sup> anniversary
- o Endowment Presentation
  - Bill Hoyle chairing the Endowment Committee
    - Prayer and Worship Endowment - generous donor has come forward
    - Revamping the committee
      - o Looking for a representative from: Faith Formation, School Committee, Prayer & Worship and Stewardship
      - o Meet 3 times a year
        - Looking for someone from this committee; see Father Tony if interested
        - Appointed by the end of this week
- o Grateful, Generous, & Growing:
  - Faith Formation: Theme is Best-Sellers
    - Who are the cast of characters that show what it means to be grateful, generous and growing
    - Mary (Generous); Peter (Growing)

#### **Key Committee Working Areas for 2017-2018**

- **Goal – what are we going to accomplish as a committee**
- **Review Prioritization from June Meeting:**
  - o **Prioritization Results:**
    - New Parishioner Welcome/Engagement
    - Stewardships Formation for Children & Youth
    - Unlock Your Gifts (StrengthsFinder)

- Planning Giving
- Stewardship Examples/Engagement in Action (i.e. People of God Profiles)
- **Discuss Working Areas:**
  - New Parishioner Welcome/Engagement
    - New parishioner registration process
      - Inquiry then followed by in person meeting (Ben to lead)
      - Phone calls to newly registered parishioners (Claire Dundon leads)
      - New parishioner welcome breakfast (Ben organizes with cabinet)
        - Hospitality
    - Engagement Team
      - Ben currently organizing based on last interest survey
        - Goal is to find a leader and he will simply resource
  - Unlock Your Gifts
    - Second round in Fall, 2017 - 4 weeks in a row (Thursday nights)
      - End of October; finish before Thanksgiving
    - Team eager to facilitate but all being tasks to invite good potentially facilitators to go through the next round
    - Feedback - so now what?:
      - Ask the rhetorical questions about what else/how to get involved
      - Include things outside of church as well
      - Where can you use this tool:
        - Parish, Personal, Professional, etc.
        - You can have the information and not know where to go with it
      - Could this tie into marriage ministry
      - Consider a webinar opportunity



- Planned Giving
  - Jennifer Nohelty - from Gift Planning Services
    - Ben, Fr. Tony and Art included in meeting with her
    - Legal review was done by Jim Hammes internally
    - Waiting on input from the archdiocese
      - With Barbara Ann, lawyer, two weeks ago
    - Potential involvement to get this rolling out if we move forward
- Stewardship Examples - Engagement in Action
  - Ben and Angie Flanagan leading
    - Develop a series “People of Faith”
      - Bulletin, Social Media, Communication Channels
      - Profile people in parish/ share their story and what elements of parish life could be shown thru their life
    - Catholic Herald currently doing something similar right now
      - Really well reserved and powerful
    - New interest in social media and communication
      - Ben to gage interest and involvement
    - This is just another element to build “surround sound” - Mendy
- Stewardship Formation for Children and Youth
  - Family program kick off program and weaving into school
  - “Generous Kids” book written by a friend of John Stanley
  - Curriculum is there
  - Will want to interact with Kathie (Faith Formation) and Ellen (School) to talk about what is currently being done and how we can support that
- **Next Steps:**
  - Discuss what areas you are feeling called to - let Mendy know
  - Form small groups based on interest

- o Identify others that can then assist us
- o Assess current state
- o Define goals for 2017/2018
- o Present some initial assessments in October meeting
- **Interest Assessment:**
  - o New Parishioner Welcome/Engagement
    - MaryClaire
    - Natalie
  - o Stewardships Formation for Children & Youth
    - Fr. Tony
    - Lindsey
    - Mendy
  - o Unlock Your Gifts (StrengthsFinder)
    - Julie
    - Charlotte
    - Mendy
  - o Planning Giving
    - Fr. Tony
    - John
  - o Stewardship Examples/Engagement in Action (i.e. People of God Profiles)
    - Julie
    - Ed
    - MaryClaire

**Next Steps:**

- Ben to take on terms
- October Meeting Agenda Items

- o Everyday Stewardship Reflection Lead for October - Julie
- o Benchmark report
- o Sacrificial giving/renewal update

## **HUMAN CONCERNS COMMITTEE MINUTE**

### **SEPTEMBER 11, 2017 MEETING**

In attendance were Kathy Libert, Dave Grunwaldt, Clare Dundon, Kate Burke, Suzie Dowd, Kathy Waters, Debbie Klimko, and Marianne Miller.

We reviewed and approved Minutes from June meeting.

#### **NEW /PRIORITY BUSINESS:**

Announced the parish is holding a Night for Ministry Leaders on September 20<sup>th</sup> to get binders and explain the structure of the parish and how things operate so leaders are aware of the correct people to contact for various issues dealing with their parish responsibilities.

There will be an Opioid Education Evening on September 27<sup>th</sup> at Pewaukee High School for adults. Brad Schimell will be one of the speakers. We will have a booth set up. Debbie Klimko will bring cookies and Marianne Miller and Kate Burke will also be at the table. The evening is open to any adult in Lake Country. Positively Pewaukee is also helping sponsor this. Shephard of the Hills is the other church who will have a table. Set up.

Our next Partners in Mercy weekend will be October 21<sup>st</sup> – 22<sup>nd</sup> with St, Hyacinth's Food Pantry coming to speak.

Baby Bottle Campaign is October 1 – 15

Giving Tree is moving up a week and are adding MacCanon Brown Homeless Sanctuary.

#### **SUB-COMMITTEE MINISTRY UPDATES:**

St. Vincent DePaul serve 200-220 each 4<sup>th</sup> Sunday. They did recruit several new volunteers to donate.

St. Hyacinth served 918 families in August and gave away 35,000 pounds of food.

Earth Ministry – 17 different families have signed up to work the garden and have given positive feedback. Pewaukee Food Pantry and MacCanon Brown Homeless Sanctuary have been very appreciative of the vegetables.

Family Promise – have a hard time getting volunteers for the overnight shifts. We were asking if Sign up Genius could first come out 6 weeks ahead of time.

There will be another Boost Your Brain Workshop starting on September 26<sup>th</sup> for 7 weeks from 6:30-8. Last spring it was full and people loved it.

Yesterday was a Newcomers Breakfast.

Next meeting is October 9<sup>th</sup>.

Respectfully submitted, Marianne Miller

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

The Common Leadership Meeting concluded at 9 PM with Closing Prayer led by the Pastoral Council

Respectfully submitted,  
Patty Meehan, Pastoral Council Secretary

Next Common Leadership Meeting: **October 9th at 6:30 PM.**

Opening and Closing Prayers will be led by the Lifelong Faith Formation Committee.