



# STELLA MARIS PARISH

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OUR LADY "STAR OF THE SEA" <sup>TM</sup>

## ANNUAL REPORT - FISCAL YEAR 2019 July 1, 2018 - June 30, 2019

### **Stella Maris Mission Statement**

*Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.*

### **Stella Maris Vision Statement**

*We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.*



## **Diocese of Green Bay**

### **Stewardship Prayer**

Generous and loving God,  
You call us to be disciples of your Son Jesus  
and good stewards of all your many gifts.  
Open our minds and hearts to a greater awareness  
and deeper appreciation  
of your countless blessings.  
Transform us through the power of your Spirit  
to nurture a Stewardship way of life  
marked by faith-filled prayer,  
service to our neighbor  
and generous sharing.  
Teach us to be faithful servants of your gifts.  
With Mary's help, may we return ten-fold  
the gifts entrusted to us.  
We pray through Christ, our Lord. Amen.

**Stella Maris Parish**  
**Annual Report for the Fiscal Year ending June 30, 2019**  
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Dear parishioners,

Although I have only been here a few months, I can see how well the parish has been running over the years. Thank you to everyone who has actively participated on the councils and all the volunteers who supported the parish over the years.

The parishes Annual Report celebrates our accomplishments and challenges us to look ahead at ways in which we can help contribute toward its growth. Please look over the report carefully to better acquaint yourselves with its mission. The Bishop has asked his priests to lead their parishes into forming disciples and to help them to live out the mission of Jesus Christ. I find that it is in the spirit of his mission that we come to know the joy of ministry and the presence of Jesus in our lives.

I recently met with the parish and financial councils to learn of the good work they have been doing. I also learned about the endowment that has been established for our parish to ensure that we will have the financial means necessary to keep our parish strong.

I learned about many programs the parish offers: the small faith groups, the bible study groups, the book clubs and the days of refection that are offered. I also came to learn that the Alpha program has begun in this parish as it has in most parishes throughout the diocese. I hope this program continues to grow and help instill in many people - a greater love for their faith and a deeper relationship with Jesus

The first day of classes started for faith formation on October 9<sup>th</sup>. I had the privilege to speak with the children that first day and was fortunate to listen to Linda Cummer's presentation to the children as they began the new year.

As we come to the end of this year and transition to new leadership, I ask for your prayers, that we may continue to grow together in the faith of our Lord and that as we approach Thanksgiving Day, may we continue to express to our Lord - our gratitude for all the blessing we have received in our lives. Know how grateful I am to be a part of this parish family. I pray God will lead us more closely to him in the upcoming years.

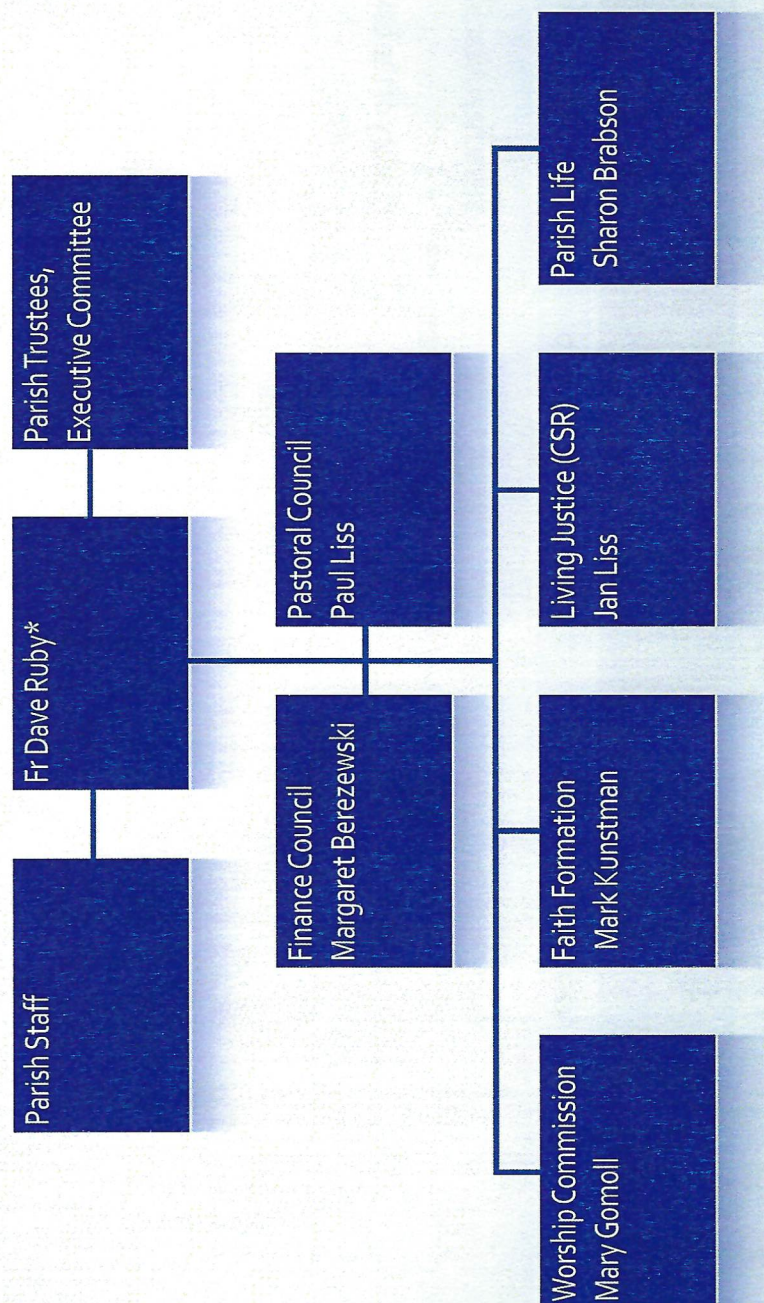
Sincerely in the name of Jesus,

Father Tom Farrell



# Stella Maris Parish

## FY 2019 Organization Chart



\* Fr. Tom Farrell succeeded Fr. Dave Ruby effective July 1, 2019



# Commissions, Committees and Aligned Groups

| Worship Commission                        | Education Commission                      | Living Justice Commission                 | Parish Life Commission                      |
|---|---|---|---|
| Music Ministry                            | Adult Faith Formation                     | Christian Service & Resp. Committee (CSR) | Council of Catholic Women                   |
| Sacristans                                | Youth Faith Formation                     | Health and Wellness Committee             | St Michael Altar Society                    |
|   | Catechists                                |   | St Mary of the Lake Altar & Rosary Sodality |
| Readers                                   | Families of Faith-Parent Groups           | Creation Care Mission                     | Funeral Lunches                             |
| Extraordinary Ministers of Holy Communion | Bible Study Book Club                     | Prayer Shawl                              | Flying Solo                                 |
|   |   | Conversation Partners                     |   |
| Ushers                                    | RCIA                                      | Respect Life                              | Office Helpers                              |
|   |   |   |   |
| Linens and Vestment Ministers             | Men's Bible Study and Faith Sharing Group | Care 24-7 Food Pantry                     | Knights of Columbus                         |
| Pew and Entry Way Organizers              | Christ Renews His Parish (CRHP)           | Saint Vincent de Paul                     | Christ Child                                |
| Art and Entertainment                     | Evangelization                            | Loaves and Fishes                         |   |



## STATEMENT OF INCOME & EXPENSES

| <b>Operating Revenue and Expense:</b> |  | <b><u>FY 2017</u></b>  | <b><u>FY 2018</u></b> | <b><u>FY 2019</u></b>   |
|---------------------------------------|--|------------------------|-----------------------|-------------------------|
| <b>Revenue:</b>                       |  |                        |                       |                         |
| 1                                     | Parish Support                               | 632,242                | 638,105               | 646,883                 |
| 2                                     | Rental Income                                | 2,790                  | 2,595                 | 2,675                   |
| 3                                     | Fees, Stipends, Bulletin, Other              | 27,494                 | 14,104                | 16,218                  |
| 4                                     | Refunds, Grants (Note 1)                     | 11,773                 | 11,784                | -                       |
| 5                                     | Unrestricted Donations                       | <u>68,558</u>          | <u>106,801</u>        | <u>78,461</u>           |
| 6                                     | <b>Total Operating Revenue</b>               | <b><u>742,857</u></b>  | <b><u>773,389</u></b> | <b><u>744,237</u></b>   |
| <b>Expenses:</b>                      |  |                        |                       |                         |
| 7                                     | Compensation (Note 1)                        | 306,646                | 279,970               | 338,703                 |
| 8                                     | Payroll Taxes, Health Insurance and Benefits | 158,114                | 116,518               | 135,805                 |
| 9                                     | Utilities                                    | 38,756                 | 40,453                | 43,777                  |
| 10                                    | Bldg. Supplies, Services and Rent            | 23,217                 | 14,848                | 48,685                  |
| 11                                    | Major Projects (Note 2)                      | 71,991                 | 39,222                | 190,548                 |
| 12                                    | Equipment Repairs and Maintenance            | 10,585                 | 6,975                 | 17,178                  |
| 13                                    | Depreciation of Equipment                    | 5,167                  | 5,167                 | 5,166                   |
| 14                                    | Insurance                                    | 27,859                 | 27,786                | 22,787                  |
| 15                                    | Diocesan Assessments                         | 23,244                 | 26,868                | 28,027                  |
| 16                                    | Lit, Religious Ed., Faith Formation          | 46,653                 | 63,181                | 61,918                  |
| 17                                    | Admin & General                              | 38,333                 | 37,574                | 38,566                  |
| 18                                    | Committees, Grants and Other                 | <u>25,174</u>          | <u>23,890</u>         | <u>27,605</u>           |
| 19                                    | <b>Total Operating Expense</b>               | <b><u>775,739</u></b>  | <b><u>682,452</u></b> | <b><u>958,765</u></b>   |
| 20                                    | <b>Operating Income (Deficit)</b>            | <b><u>(32,882)</u></b> | <b><u>90,937</u></b>  | <b><u>(214,528)</u></b> |
| <b>Other Revenue and Expense:</b>     |  |                        |                       |                         |
| 21                                    | Investment Income (Loss)                     | 40,641                 | 48,972                | 96,027                  |
| 22                                    | Unrealized Investment Income (Loss)          | 44,563                 | 9,034                 | (31,825)                |
| 23                                    | Cemetery Revenue                             | 24,950                 | 19,139                | 33,700                  |
| 24                                    | Cemetery Investment Income (Loss)            | 12,098                 | 8,343                 | (9,517)                 |
| 25                                    | Cemetery Expenses                            | 19,944                 | 16,784                | 18,388                  |
| 26                                    | Endowment Contributions (Note 3)             |                        | 437,310               | -                       |
| 27                                    | Endowment Net Investment Income (Loss)       |                        | 5,009                 | -                       |
| 28                                    | Endowment Expenses                           |                        | 1,340                 | -                       |
| 29                                    | Restricted Contributions                     | <u>31,687</u>          | <u>3,300</u>          | <u>1,075</u>            |
| 30                                    | <b>Net Revenue (Combined)</b>                | <b><u>101,113</u></b>  | <b><u>603,920</u></b> | <b><u>(143,456)</u></b> |

### Notes:

- (1) Compensation change includes one new staff member ( Facilities and Communications Manager) in FY 2019
- (2) Includes a new roof and lower wall at Baileys Harbor in FY 2019
- (3) Endowment revenue and expenses are no longer reported on the local parish books. Refer to the Parish Balance Sheet for the cumulative value of this asset at year end.



## COMPARATIVE BALANCE SHEET

| Assets:                               |  | <u>2017</u>      | <u>2018</u>      | <u>2019</u>      |
|---------------------------------------|--|------------------|------------------|------------------|
| <b>Cash:</b>                          |  |                  |                  |                  |
| 1                                     | Cash On Hand                               | 100              | 100              | 100              |
| 2                                     | Cash in Bank-Checking                      | 51,105           | 57,344           | 39,780           |
| 3                                     | Cash in Bank-Money Market Account          | 75,191           | 166,281          | 44,347           |
| 4                                     | Cash in Bank-Service Org                   | 18,919           | 19,471           | 16,080           |
| 5                                     | Cash in Bank-Savings                       | 5,074            | 7,131            | 9,488            |
| 6                                     | <b>Total Cash</b>                          | <u>150,389</u>   | <u>250,327</u>   | <u>109,795</u>   |
| <b>Investments:</b>                   |  |                  |                  |                  |
| 7                                     | Investments (Cemetery)                     | 128,944          | 138,588          | 148,701          |
| 8                                     | Investments (General Fund)                 | 757,237          | 807,764          | 780,052          |
| 9                                     | CDs (General Fund)                         | 132,570          | 157,570          | 182,570          |
| 10                                    | <b>Total Investments</b>                   | <u>1,018,751</u> | <u>1,103,922</u> | <u>1,111,323</u> |
| 11                                    | <b>Total Cash &amp; Investments</b>        | <u>1,169,140</u> | <u>1,354,249</u> | <u>1,221,118</u> |
| <b>Fixed Assets:</b>                  |  |                  |                  |                  |
| 12                                    | Land & Improvements                        | 238,046          | 237,322          | 237,322          |
| 13                                    | Bldgs. & Improvements                      | 6,277,736        | 6,277,736        | 6,277,736        |
| 14                                    | Furniture, Fixtures and Equipment          | 571,708          | 566,541          | 557,175          |
| 15                                    | <b>Total Fixed Assets</b>                  | <u>7,087,490</u> | <u>7,081,599</u> | <u>7,072,233</u> |
| <b>Other Assets</b>                   |  |                  |                  |                  |
| 16                                    | Star of the Sea Endowment                  |                  | 442,819          | 687,886          |
| 17                                    | <b>Total Assets</b>                        | <u>8,256,630</u> | <u>8,878,667</u> | <u>8,981,237</u> |
| <b>Liabilities and Fund Balance:</b>  |  |                  |                  |                  |
| <b>Current and Other Liabilities:</b> |  |                  |                  |                  |
| 18                                    | Payables                                   | 22,437           | 17,491           | 26,338           |
| 19                                    | Service Organization Funds                 | 17,479           | 17,758           | 14,715           |
| 20                                    | Funds held for Others                      | 5,190            | 15,669           | 23,354           |
| 21                                    | Diocesan Collections                       | -                | -                | -                |
| 22                                    | Deferred Revenue                           | 15,069           | 17,282           | 15,169           |
| 23                                    | <b>Total Current and Other Liabilities</b> | <u>60,175</u>    | <u>68,200</u>    | <u>79,576</u>    |
| <b>Long Term Liabilities:</b>         |  |                  |                  |                  |
| 24                                    | Perm Restricted Endowment                  |                  | 442,819          | 687,886          |
| 25                                    | Perm Restricted Cemetery PC                |                  | -                | 121,369          |
| 26                                    | <b>Total Long Term Liabilities</b>         |                  | <u>442,819</u>   | <u>809,255</u>   |
| 27                                    | <b>Fund Balance</b>                        | <u>8,196,455</u> | <u>8,367,648</u> | <u>8,092,406</u> |
| 27                                    | <b>Total Liabilities and Fund Balance</b>  | <u>8,256,630</u> | <u>8,878,667</u> | <u>8,981,237</u> |

## PASTORAL COUNCIL (LEADERSHIP TEAM) REPORT

**Members:** Father Tom Farrell, Sharon Brabson, Pat Gureski, Mark Kunstman, Paul Liss, Alan Moser, Peter Passuntino, Michelle Piatek, Tom Polacek, Jeanne Rabel, Kevin Revolinski (staff liaison), Ann Rose,

After being suspended for two years, the Pastoral Council was reformed and had its first meeting in August. At our first meeting we welcomed our new administrator, Kevin Revolinski. Members were also encouraged to attend one of the Discipleship Training Seminars sponsored by the Diocese where the 10 habits of effective discipleship were discussed. The parish's Green Purchase Policy was approved.

A Pastoral Council retreat and training session occurred on January 22, 2019. Members went through DISC (Dominance, Influence, Steadiness, and Conscientiousness) analysis. Mission and Values were reviewed. Members agreed that a major focus in the upcoming year was the transition to a new Pastor. The council agreed that it should meet with the new pastor as soon as possible after the announcement is made in order to ease the transition. Sharon Brabson kindly volunteered to prepare a document about the parish in order to provide him with some background about where we have been as a group. This document was completed on April 20.

Alpha sessions were held in the fall and spring with good attendance at both.

The Council also made plans to read and discuss at each upcoming meeting *Revisioning the Parish Pastoral Council*.

The Council met on April 30 to spend time together in prayer and share their faith. Various forms of prayer, scripture, reflection, discussion and time for private prayer were all on the agenda.

On April 23, the Council met with Father Tom Farrell. Father Tom provided some background on himself and council members gave him a brief update about themselves and the status of the various commissions.

In early spring, Kevin and Paul attended with Father Tom Farrell a meeting with the Catholic Foundation in Green Bay to discuss parish planning and the upcoming Diocesan Capital Campaign. The first official business meeting of the Pastoral Council with Father Tom Farrell will be on July 16.



# FINANCE COUNCIL REPORT

**Members:** Peg Berezewski (Chair/Secretary), Garey Bies (Trustee), Tom Polacek, Chuck Germain, Terry McArdle, Walter Vail, Michael Desmond

**Finance Council's Purpose:** The Finance Council advises the pastor in financial matters relative to the parish. The Council is governed by policies and procedures of the Church as well as civil law. Basic responsibilities of the Finance Council include overseeing the accounting system for the parish, keeping financial records, planning, preparation and reporting on the parish budget, financial reporting, internal controls, management of funds collected, monitoring investments and property management.

The Finance Council oversees the maintenance and improvements of the parish's facilities through a Buildings and Grounds Committee; the operation of the parishes Cemetery's through a separate governing board and the functions of the parish's Stewardship Committee which reports into the Finance Council.

## **Successes, accomplishments in Fiscal Year End 2019:**

- Continued support for the Star of the Sea Endowment
- Completion of the following:
  - restructuring, sealcoating and re-striping of Egg Harbor parking lot
  - the replacement of the Baileys Harbor Roof with asphalt shingles, and repair of the stone wall.
  - upgrades to the Egg Harbor office: interior painting, hardwood floor restoration, wiring, window repair.
  - Sealcoating and striping Fish Creek parking lot
  - Re-established the Buildings and Grounds Committee
- Addressed issues regarding new paid positions within parish staffing to further our mission and visions statements including part-time clerical assistant and communications technician.
- Moved the parish's facility long range planning process forward with additional items as they arise.
- Establishment of an informative and useful website.

## **Goals or Points of Emphasis for 2019-2020:**

- Continue to support Stewardship and Endowment Committees
- Enhancement of our worship sites and maintain them especially regarding safety issues
- Compile additional data to track attendance and correlate that information to collections.



# CEMETERY BOARD REPORT

**Members:** Father Dave Ruby (Pastor), June Biemeret (Treasurer/Secretary), Pat Conlon, Joe Biwer, Mike Orthober

**Purpose:**

Stella Maris Parish owns four cemeteries including:

- St. John the Baptist Cemetery, Egg Harbor, WI
- St. Mary of the Lake Cemetery, Baileys Harbor, WI
- St. Michael's Cemetery, Jacksonport, WI
- St. Rosalia's Cemetery, Sister Bay, WI

The Cemetery Board manages all matters associated with the operation, maintenance and record keeping of the parish's cemeteries including:

- Review and revise Cemetery Rules and Regulations.
- Record and maintain gravesite records for each cemetery.
- Report to the Diocese all information requested
- Schedule and supervise all maintenance and grounds keeping of cemeteries
- Record and maintain all sale of burial sites and update maps.
- Order all Opening and Closings of burial sites, coordinate with vendors

**Successes, accomplishments in Fiscal 2018-2019:**

- Sold 9 burial sites.
- Ordered 24 Opening and Closing for burials.
- Worked on addition to St. Mary of the Lake Cemetery.
- Worked on back road for St. Rosalia's Cemetery

**Goals or Points of Emphasis for next year:**

- Continue to work on St. Michael's Cemetery to locate unidentified sites.
- Open new addition to St. Mary of the Lake Cemetery.
- Continue to work on road for St. Rosalia's Cemetery.

## ADULT FAITH FORMATION

**Purpose:** This commission responds to our baptismal call to proclaim the Kingdom of God by creating a positive and welcoming environment where lifelong learning and faith sharing can take place. We work to form disciples who truly know Jesus through witnessing the gospel through our own lives, prayer and sharing with others. Through our religious education programs, we continue to support all members of our Catholic community in becoming well versed in the tenets of our faith and committed to live our faith as Jesus taught us.

The following groups are included:

**Adult Faith Formation:** Our goal is to provide a variety of opportunities to connect with the rich traditions of our church, allowing all to grow in their relationship with God and experience God's loving presence. Programs are offered during the day and in the evening. Days of Reflection, Small Groups, Scripture Groups, and Book Club are just a few of the ongoing invitations for all parishioners. The bulletin provides information on current offerings and upcoming events.

**Bible Study:** Each week we gather together to study the bible, either a book, a series of books, or another bible related topic such as Women in the Bible. We use outlines and other training material. Our group is open to all; we meet on Tuesday mornings.

**Men's Bible Study and Faith Sharing Group:** All men of the parish are invited to join this group which meets to discuss scripture and how it related to our lives today. The group meets twice a month on Thursday mornings to enjoy coffee, discussion, and spirituality through scripture.

**Book Club:** The Book Club meets monthly in Sister Bay to discuss various thought provoking books. All are welcome to join the discussion or just come and listen to gain some good insight into the books read. Please watch the bulletin for meeting dates and current books.

### Accomplishments:

#### Adult Faith Formation Yearly Events

- Alpha
- Advent Small Groups in homes
- Lent small group meetings after Masses and homes
- Men's Bible Study – second and fourth Thursday's of the month
- Women's Scripture Group – Tuesday after daily Mass
- Book Club monthly book discussions
- Women's' Morning of Reflection
- Prayer Partners Program
- Meeting Christ in Prayer

## **BUILDINGS & GROUNDS COMMITTEE**

**Members:** Mark Bogenschutz (Chair), Kelly Charney, Les Kiehna, David Gray

**Purpose:** Blessed with five worship sites, a rectory, business office and multiple parish social halls this committee assists in identifying maintenance needs and ongoing caretaking for the Finance Council's long and short-range facility planning. They assist in solving routine and urgent maintenance issues such as landscaping, snow plowing and general site condition.

### **Successes, accomplishments in Fiscal 2019:**

- Replaced Bell Carillon in Baileys Harbor
- Replaced A/C units in Sister Bay and Baileys Harbor
- Updated WIFI network in the parish office
- Seal coated and restriped asphalt surfaces in Sister Bay and Jacksonport
- Rebuilt upper retaining wall and sign marquee in Baileys Harbor
- Negotiated annual contracts for cleaning, fire inspection, lawn applications and HVAC
- Converted incandescent lighting to LED at all worship sites
- Completed restroom improvements in Egg Harbor social hall
- Completed significant upgrades to parish rectory including plaster repairs, fresh paint throughout, laminate flooring in kitchen and upper office, new kitchen cabinets, countertops and sink, replaced washer and dryer with high efficiency units, rekeyed entry locks, and added living room carpet
- Replaced halyards and U.S. flags in Sister Bay and Baileys Harbor

### **Goals or Points of Emphasis for next year:**

- Assess and update wireless microphones at all sites as necessary
- Address front steps and damaged concrete surfaces in Egg Harbor
- Assess restroom enhancements in Sister Bay and Fish Creek
- Assess entry/access doors needs in Egg Harbor, Sister Bay and Rectory
- Create long range plan for parish office
- Complete worship site enhancements as directed by new pastor
- Address remaining retaining wall/landscaping improvements in Baileys Harbor
- Complete carry over of approved projects from previous year



## **ENDOWMENT ADVISORY TEAM**

**Members:** Bart Ahern, Peg Berezewski, Bernie Freeman, Jim Frings, Chuck Germain, Mark Kunstman, Marl Loper, Terry McArdle, Joe Miller, Tom Mulligan, Tom Polacek, Shirley Raasch, Jim Stollenwerk, Garey Bies, Doug Van Vorous, Walter Vail, Becky Nash (Staff Liaison)

**Purpose:** The Advisory Team is committed to establishing an endowment for our parish. The goal is to eventually establish a \$4 million fund which will fully underwrite the annual cost of our worship, liturgy and music ministry indefinitely. This group believes that through prayer and by using the collective talents of its members we can take a step now that will cause a lasting benefit for Stella Maris Parish.

### **Successes, accomplishments in Fiscal 2019:**

- Recruited a strong group of volunteers who are committed to moving this forward
- Created and revised various resource materials to promote the endowment
- Made numerous contacts to potential lead off contributors in an effort to build momentum for the parish endowment; built processes and created documents to enable us to track progress with our lead off candidates
- Produced and delivered a series of presentations aimed at taking the endowment public
- Produced and sent an annual report to all endowment contributors
- Added 99 new endowment participants who collectively contributed \$218,099 during FY 2019... bringing the endowment fund balance to \$687,886 at June 30, 2019.
- Sent each Endowment donor a timely “thank you” note with a token of appreciation on behalf of the parish.
- Creating an awareness within our parish community that we can and must do something now to enable our successors to enjoy what we have enjoyed
- Updated the Finance Council on a regular basis throughout the year.

### **Challenges and Points of Emphasis for next year:**

- Contacting individuals with a connection to this parish has proven to be a daunting task
- Suspension of our endowment fundraising effort to accommodate the Dioceses’ request may cause a loss of momentum
- Time and energy – lots of time, experience and persistence will be needed to accomplish our goal of fully funding the parish endowment

# LIVING JUSTICE COMMISSION

Committees included are CARE 24/7 Food Pantry, Christian Service and Responsibility (CSR), Conversation Partners, Health and Wellness, On Care of Our Common Home, Prayer Shawl Ministry, Respect Life and St Vincent DePaul.

**Members:** a total of 70+ parishioners serve on the nine committees

**Purpose:** By motivating, facilitating, engaging, and educating parish members in works of charity, pastoral care and social justice we hope to weave Christ's message of love and compassion throughout our parish life through financial, material and personal support for those in need and to educate, advocate, and celebrate what it means to be a steward of God's beautiful earth.

## Successes, accomplishments in Fiscal 2018:

- **The Interfaith Prosperity Coalition - IPC** (formerly the Interfaith Poverty Collaboration), a social justice effort with membership from 6 northern Door churches and community organizations continues to work to address the lack of affordable housing in the county.
  - a. IPC has developed A Place of Our Own: The Challenge of 'Home' in Door County, a 20-minute video and banner exhibit telling the compelling stories of several Door County residents struggling to find affordable housing. The exhibit is being shown around the county.
  - b. a few IPC members have developed the Housing Trust, to collaborate with other organizations in establishing an inventory of affordable and dignified housing in DC.
  - c. an IPC member now serves on the DCEDC Housing Committee
- **CARE 24/7 Food Pantry**
  - a. The pantry founder and coordinator relocated away from the county with pantry volunteers assuming all pantry duties
  - b. 14 regular pantry volunteers and 3 substitute volunteers continue to stock the pantry daily.
  - c. a large quantity of product was received from the May 2019 postal carrier food drive from several local post offices.
  - d. Food donations continue to be received at our Baileys Harbor and Fish Creek sites.
  - e. Cookbooks on creating wholesome meals for a low price, and Bibles continue to be available to pantry users and a Bible verses are regularly posted.
  - f. JUST Door County continues to stock the pantry with hats and mittens during the winter.
- **Conversation Partners** - The program partners a volunteer teacher with a non-native English-speaking learner to help them improve their English and thereby their success and well-being in the community. There are currently 18 learning partners meeting with 17 teaching partners.
- **Christian Service and Responsibility**
  - a. Nearly \$20,000 was given to assist those in need locally and throughout the world.
  - b. Received \$4029 in donations.
  - c. 7 parishioners participated in two mission trips.
  - d. Parishioners responded to our ongoing food collections allowing for regular donations to CYE, Sister Bay Baptist Food Pantry, Feed My People and CARE 24/7 Food Pantry.
  - e. Parishioners participated in Box of Joy, Toy's for Tot's, Adopt-a-Soldier and an Advent food collection.



- **Health and Wellness**

- a. Provided blood pressure screening monthly, rotating between Stella Maris church sites
- b. Wrote twice monthly health article in the Sunday bulletin
- c. Committee members participated in leadership roles with Northern Door Health & Wellness Ministry (NDH&WM), advocating for northern door residents through education and collaborative services including: twice monthly BP screenings, Community Health Information Programs held six times each year, funds to assist people in need, and a Memory Care Café for people with dementia and their caregivers.

Significant change during the year. The Faith Community Nurse (FCN) Program was ended upon the resignation of the current FCN due to health reasons. The program was primarily funded by grants and served parishioners as well as other people in Northern Door County. The Health and Wellness Committee disbanded for the present, as participation in Blood Pressure screening by parishioners and guests declined. Members will continue to write bulletin articles and participate in NDH&WM.

- **On Care for Our Common Home**

- a. Green Purchase Policy was approved by parish leadership. Implementation began with removal of Styrofoam cup inventory and purchase of compostable cups. The diocesan newspaper published an article on Stella Maris' efforts to go green.
- b. Parish adopted the St. Francis Pledge, "Care for Creation and The Poor." Celebrated Earth Day Mass and invited all to a Green Purchase Policy chat session.
- c. Committee team members helped plan and participate in "Every Day is Earth Day" festival in Egg Harbor April 26-28.

- **Prayer Shawl Ministry**

- a. 22 Shawls or lapghans were made and given to individuals within our northern door community.
- b. Several baby blankets and other baby clothing items were donated to the Christ Child Society.
- c. 13 scarves/cowls were given to the graduating 2019 local high school students from our parish.
- d. We are buying additional yarn and supplies on line (as it is less expensive) and hope to keep our shawl and lapghan cupboards filled.

## **Goals for next fiscal year:**

Through continued communications/notifications from others within the parish provide shawls or lapghans to ill and grieving people throughout our communities. In addition, donated sock yarn will be knitted into baby socks as time permits.

- **Respect Life**

- a. The "Rosary for Life continues the second Tuesday of each month.
- b. Weekly inserts and bimonthly USCCB "Respect Life" articles continue in the bulletin.
- c. We have reached our goal to have a page on the parish website that highlights the Memorials to the Unborn plaques along with locations and pictures.

- **St. Vincent de Paul Society**

- a. Received 160 calls for help, 117 of which resulted in home visits (an increase by 40 over last year).



b. The Society disbursed \$21,937 to our clients (an increase of \$3792), and raised \$22,097. Of the total raised, \$10,000 came from a single donation from a local couple.

c. The Society will be considering options for both funding and scope of service.

### **Goals or Points of Emphasis for next year:**

- Become aware of parishioners in need or suffering in a timely fashion.
- Prayerfully discern/review/improve our methods of motivating, educating and engaging participation throughout the parish.
- Better communicate the impact and joy participation in our activities provides, thereby increasing the numbers of those participating.
- Invite parishioners to join one or more of the Living Justice committees.
- Ensure all committee members feel involved and appreciated. Encourage attendance at Diocese Leadership days and to dialog with other Catholic parishes.
- Through listening and sharing, increase coordination of efforts between our nine committees as we work to help those less fortunate.
- Encourage committee members to regularly pray for the efforts of their committees and the parish as a whole.
- Allow time for faith sharing at meetings.
- Procure needed funding for continued service and support for the poor and those in need.

## PARISH LIFE COMMISSION

**Purpose:** The role of this commission is to form friendships, support social activities, leadership and involvement in our parish and community. Each of these groups provide support to our parish as well as the wider community. All women of the parish are invited to participate in the **Stella Maris Council of Catholic Women**. There are many aspects to this group including opportunities for leadership, fundraising, hospitality, prayer, spirituality and community spirit. Together we are celebrating and supporting all of our parish sites. **Jacksonport and Baileys Harbor Sodalities** continue to also support their church sites with care for the altar, linens and flowers including outdoor gardens.

As a parish we also support other needs which call for volunteers for specific times, events or office needs. Many of our parishioners come together to cook, bake and / or serve for funeral luncheons at any of our sites. This outreach to those who have lost a loved one is appreciated by so many. Many also volunteer to work a half day, full day or more often at our parish office as needed. This relieves our parish staff to fulfill other duties and provides opportunity to work together to meet parish needs.

Our **Flying Solo group** has formed new friendships within the parish as well as others in the county. This ecumenical group shares social events and helps those who may not have a partner to socialize and meet others at various events. This group has continued to grow throughout this past year.

**Knights of Columbus** held various fundraisers this year supporting. They often step in to support other parish organizations through cooking, monetary donations, and prayer. They have supported our parish, community families and youth.

Goals for the upcoming year are to find more ways to support our parish mission and vision, specifically by helping each other grow in discipleship and Christian principles. We look forward to working with the Leadership Team to live our parish values.

# STEWARDSHIP COMMITTEE

**Members:** Tom Polacek (Chairperson), Doug Van Vorous, Jim Stollenwerk, Bernie Freeman, Mark Kunstman, Ann Rose, Becky Nash (Advisor and Staff liaison)

**Purpose:** The Stewardship Committee engages in activities that encourage parish members and visitors to share more fully the gifts God has bestowed on them.

## Successes, accomplishments in Fiscal 2019:

- Recruited new witness presenters to give testimony and promote the annual Service and Sharing Drive; completed follow-up calls in a timely manner
- Played a heavy role in the “going public” effort to promote the parish’s endowment
- Hosted a Volunteer Appreciation Event with good attendance and many positive reviews.
- Completed the parish annual report

## Goals or points of emphasis for next year:

- Add at least 2 new members to the Stewardship Committee to replace losses of two long standing members and to bring fresh ideas into the thought process and to enable us to rotate assignments during the year.
- Update our annual plan documenting our calendar of events, identifying resources needed and important milestones and responsibilities. Infuse Fr. Tom’s thoughts and ideas into our plan.
- Continue to move the parish’s endowment forward
- Continue to evaluate ways to improve the Service and Sharing response rate
- Complete the parish annual report not later than Sept 30.

## Meeting Dates:

The Stewardship Committee meets bi-monthly on the 3<sup>rd</sup> Monday of the month.

***“As each one has received a gift, use it to serve one another as good stewards of God’s varied grace” – 1 Peter 4:10***



## WORSHIP COMMISSION

**Members:** Father David Ruby (Former Pastor), Katrina Welborn, Debi Anderson, Connie Brandt, Burnie Cerra, Mary Gomoll (Chairperson), Pat Gureski, Marilyn Holland, Marian Irmen, Michelle Piatek. New members include our new pastor Father Tom Farrell and Kathy Wolff.

**Purpose:** The Worship Commission assists the presider and worship minister in planning, preparing, and evaluating our parish liturgical services, which reflect the unique spirit of Stella Maris. Worship Commission members are helpful in recruiting and training liturgical ministers including music ministers, readers, extraordinary ministers of Holy Communion, ushers & greeters, sacristans, art & environment ministers, church linen and vestment ministers, and pew and entryway organizers.

**Successes, accomplishments July 2018 – June 2019:** In addition to regular liturgies and services, these were some of the highlights for the year:

- Katrina Welborn began her position as Worship and Music Director in July, 2018
- Ecumenical Docks-ology service - Celebrating Youth: "Hope for the Future" - was held at the Ephraim Village Hall due to rain. August 1, 2018
- Blessing of the Animals at Baileys Harbor, October 7, 2018
- A beautiful evening All Souls Day *Taizé* service at Egg Harbor was held on Friday, November 2, 2018
- New hardbound hymnals, Gather 3, were ordered and placed in the pews before Advent 2018 began. In addition, a new worship guide containing any Mass settings we know which aren't in the new hymnal plus songs from previous worship guides will be in the pews starting in Advent.
- Advent 2018 theme focused on Social Justice as Liturgical Year C began. Ryan Miller's *Magnificat* banner was featured along with Advent wreaths.
- *Advent Lessons and Carols* service featuring our seasonal choir was held Dec. 9, 2018.
- Our Lady of Guadalupe Mass was held at Baileys Harbor this year to include our parish Faith Formation children. A meal prepared by parish Hispanic families followed.
- Christmas 2018 and Triduum 2019 featured the Stella Maris seasonal choir.
- Lent 2019 theme was "Spiritual Growth Through Repentance" with a parish reconciliation service, a Taizé service with a luncheon, and Stations of the Cross planned.
- Triduum and Easter Sunday services were held beginning April 18 – 21, 2019.

### Goals or Points of Emphasis for next year (July 2019 – June 2020):

- New pastor Father Tom Farrell arrived at Stella Maris on July 1, 2019. This will be a transitional year for all involved as Father Tom gets to know our parish and we work together to accomplish common goals. Welcome Father Tom!
- New vestments and albs were ordered to replace worn-out vestments.
- This year, Stella Maris choir led by Katrina Welborn joined with Mother Barbara from St. Luke's Episcopal Church to lead an Ecumenical Docks-ology service on July 31, 2019 at Anderson Dock.
- Some of the communion cups will be re-plated during the coming year.
- Fall Mass schedule changed to make it easier for Father Tom and Katrina to make it to all the Masses. Egg Harbor moved to 7:30 AM and Baileys Harbor will be at 11:15 AM.

- Blessing of the Pets will occur on the Feast of St. Francis, October 4<sup>th</sup>, after morning Mass at Baileys Harbor.
- Late Fall/Winter/Spring Mass schedule will now run from late October to late May. Egg Harbor will have 4:00 PM Mass on Saturdays, Baileys Harbor will have 8:00 AM and Sister Bay will have 10:00 AM Masses. Fish Creek and Jacksonport will be closed throughout this time, except for Christmas Eve, Christmas Day, and Solemnity of the Blessed Virgin Mary. Washington Island Mass schedule varies between 1:00 PM Sunday and 10:00 AM Saturday during the winter months because of the ferry schedule.
- Advent 2019 begins the weekend of Nov. 30/Dec. 1. Advent wreaths, Ryan Miller's banner for Liturgical Year A, Advent reflection booklets, and several parish Reconciliation services will be offered during this season of preparation.
- A special concert of Marian songs will be featured on the Feast of the Immaculate Conception at 3:00 PM.
- Plans for the Mass for Our Lady of Guadalupe are still in the works.
- Additional plans for adaptations and improvements will be implemented during Father Tom's first year with us.



## YOUTH EDUCATION COMMITTEE

**Members:** Linda Cummer (Faith Formation Coordinator), Nancy Stubenvol (Faith Formation Assistant)  
**Catechists:** Melanie Johnson (Grade 1), Nancy Stubenvoll (Grade 2), Mary Moran (Grade 3), Dianna Moser (Grade 4), Pat Gureski (Grade 5), Linda Cummer (Grade 6), Mary Kate McCormack (Grades 7/8), Alan Moser (Grade 9), Linda Cummer (Grade 10), Washington Island: Krista Gunnlaugsson (Grade 1), Marge O'Connor (Grade 5), Marleen Ehrlich Johnson (Grades 8/9)

**Purpose:** Our goal is to provide faith formation instruction for all children of our parish in grades one through high school. We invite all Stella Maris parents to enroll their children in our Youth Faith Formation program. Instruction is also provided for students wishing to receive the sacraments of Reconciliation, First Holy Communion and Confirmation.

### Successes, accomplishments in Fiscal 2019:

- Catechists encouraged children to grow in their faith through our 2018-2019 theme "Kerygma." The program *Kerygma 4 Kids* was added to our regular curriculum.
- Students honored our Blessed Mother, Mary, with devotional services in October and May praying a living rosary and crowning Mary Queen of Heaven and Earth.
- Students often prayed the 'Student Commitment Prayer' found in the Kerygma program strengthening their relationship with God.
- A purchase of 40 Saint books enriched the student faith curriculum.
- Food donations by students to our food pantry aided the hungry in our community. Students in grades 7/8 did a service project with the food pantry during Advent.
- Students cared for the elderly of our community through a joy-filled visit to residents at Scandia during Advent and created crafty Valentine and Easter cards.
- During Lent, CRS rice bowl student donations were collected.
- The Sacrament of Reconciliation services during Advent and Lent taught the children a disciple seeks forgiveness and forgives others.
- Four second grade students received for the first time the sacrament of Reconciliation in January, 2019, and the sacrament of First Holy Communion on May 5, 2019.
- Youth Faith Formation families celebrated Our Lady of Guadalupe with a Mass and meal.

### Goals or Points of Emphasis for fiscal 2020:

- Welcome back all Stella Maris students in grades one through high school and parents to Youth Faith Formation 2020-2021.
- Enlighten all students to gain more knowledge of our Lord, Jesus Christ through the teaching of the Youth Faith Formation curriculum.
- Continue to strengthen children's prayer life through prayer partners and various prayer services.
- Have students become aware of the works of mercy that are applicable and doable in our community and world.
- Honor Mary, the Mother of our Church and our patron saint by taking a field trip to Our Lady, Shrine of Good Help and devotional prayer services.
- Encourage greater parent participation in Families of Faith parent group.
- Continue to provide quality in-services for catechists with resources for best teaching practices.
- Encourage parishioners to become needed catechists and student mentors.
- Prepare students on Washington Island and the peninsula for the Sacraments of Reconciliation, First Holy Communion and Confirmation.

## MASS ATTENDANCE & PARISH CENSUS

### Mass Attendance-Calendar Year

| <u>Month</u> | <u>2015</u><br><u>Number</u> | <u>2016</u><br><u>Number</u> | <u>2017</u><br><u>Number</u> | <u>2018</u><br><u>Number</u> |
|--------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Jan          | 2,084                        | 2,104                        | 2,152                        | 1,591                        |
| Feb          | 1,922                        | 2,206                        | 1,916                        | 1,851                        |
| Mar          | 2,172                        | 2,483                        | 1,910                        | 2,144                        |
| April        | 3,112                        | 2,252                        | 3,502                        | 2,305                        |
| May          | 5,005                        | 4,876                        | 4,493                        | 4,065                        |
| June         | 5,865                        | 5,688                        | 5,383                        | 5,894                        |
| July         | 8,786                        | 11,078                       | 10,816                       | 9,365                        |
| Aug          | 8,650                        | 6,646                        | 7,308                        | 7,467                        |
| Sept         | 5,529                        | 5,561                        | 6,107                        | 6,127                        |
| Oct          | 4,970                        | 5,525                        | 4,929                        | 4,042                        |
| Nov          | 2,925                        | 2,139                        | 2,173                        | 2,034                        |
| Dec          | <u>3,072</u>                 | <u>2,367</u>                 | <u>3,077</u>                 | <u>3,178</u>                 |
| <b>Total</b> | <b><u>54,092</u></b>         | <b><u>52,925</u></b>         | <b><u>53,766</u></b>         | <b><u>50,063</u></b>         |

### Parish Census-Fiscal Year

|                   | <u>FY 2015</u> | <u>FY 2016</u> | <u>FY 2017</u> | <u>FY 2018</u> | <u>FY 2019</u> |
|-------------------|----------------|----------------|----------------|----------------|----------------|
| Number of Members | 683            | 690            | 598            | 595            | 590            |



PARISH CONTRIBUTIONS

|                                   | <u>FY 2015</u> | <u>FY 2016</u> | <u>FY 2017</u> | <u>FY 2018</u> | <u>FY 2019</u> |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
|                                   | <u>Amount</u>  | <u>Amount</u>  | <u>Amount</u>  | <u>Amount</u>  | <u>Amount</u>  |
| Total Parish Support              | 590,904        | 616,881        | 632,242        | 638,105        | 646,883        |
| Yr. over Yr. Change (\$)          | -28,665        | 25,977         | 15,361         | 5,863          | 8,778          |
| Yr. over Yr. Change (%)           | -4.63%         | 4.40%          | 2.49%          | 0.9%           | 1.4%           |
| Total Parish Operating Revenue    | 679,904        | 735,476        | 742,857        | 773,389        | 744,237        |
| <b>Parish Support Percentage*</b> | <b>86.91%</b>  | <b>83.88%</b>  | <b>85.11%</b>  | <b>82.51%</b>  | <b>86.92%</b>  |

\* Parish Support is the largest revenue source of the parish as the above table shows.

Contribution thresholds  
Calendar Year Data (from Pastor's Report)

|               | <u>CY 2015</u> | <u>CY 2016</u>    | <u>CY 2017</u>    |
|---------------|----------------|-------------------|-------------------|
| Breakdown :   | <u>#</u>       | <u>Average</u>    | <u>#</u>          |
| 2000 and up   | 51             | \$ 3,307          | \$ 3,398          |
| 1000 to 1999  | 115            | 1,335             | 1,323             |
| 500-999       | 175            | 693               | 686               |
| 100-499       | 343            | 225               | 243               |
| Less than 100 | <u>523</u>     | <u>30</u>         | <u>33</u>         |
| Total         | <u>1207</u>    | <u>\$ 536,179</u> | <u>\$ 526,129</u> |
|               |                |                   | <u>\$ 199,123</u> |
|               |                |                   | <u>152,119</u>    |
|               |                |                   | <u>123,252</u>    |
|               |                |                   | <u>81,864</u>     |
|               |                |                   | <u>15,759</u>     |
|               |                |                   | <u>\$ 572,117</u> |

Note: The Pastor's Report is used to report contributions by individuals for tax purposes. Data is not available for CY 2018 due to a change in the system.

## SACRAMENTS

July 1, 2018 through June 30, 2019

### Nine Baptisms

Arielle Rae Tilius  
Henry James Pinkalla  
Caroline Irene Gergen  
Henry Edward Hanke  
William August Hanke

Jack Thomas Helscher  
Harper Ray Northrop  
Giovanna Rose Accardi  
Odin Drew Valentincic

### Four First Communions

Azucena Jauregui  
Ashlyn Lautenback  
Logan Sitte  
Benjamin Tizapa

### Confirmations

There were no confirmations in fiscal year 2019

### Nineteen Marriages in FY 2019

### Rest in Peace

Roy G. Holmquist  
George M. Kuryvial (Reverend)  
Margaret Marie Orsted  
Eleanor Margaret Ehl  
Robert H. Ossyra  
Corrine Bernice Vieth  
Elizabeth Jeanne Tarsitano  
Delores D. Mead  
Elizabeth Teresa Gonzales  
Ralland Alvin Rohr  
Wilma Agnes Biwer  
Harlan Bauldry

Roberto E. Cuellar  
Marilyn Collette Ahern  
Alice Mae Larson  
Donald Joseph Berns  
Rita Mae Willems  
Helen B. Curtis  
Earl W. Schram (Dr.)  
Clifford Gerhardt Ehlers  
Albert James Bunta  
Eleanor Jean Casey  
John Ferdin Zito



# MEETING MINUTES

## 2018 ANNUAL MEETING OF STELLA MARIS

### December 27, 2018

The Annual Meeting Of the Fiscal Year July 1, 2017 through June 30, 2018 was called to order by Peg Berezewski, Finance Council Chair at 5:15 p.m. Attending the meeting: Finance Council Members Tom Polacek, Chuck German, Walter Vail, and Terry McArdle. Present also was our new parish director of Facilities, Administration, and Technology, Kevin Revolinski and his wife Lisa Revolinski; as well as our parish Bookkeeper, Jim Slomski.

Other Parish Members present : Betty Schartner, Pat Gureski, Richard Dannhausen, Greg Berezewski, Kathy Vail, Lynn Polacek, Nancy Sargent, Bernie Freeman, George Freeman, Andrea Kinsey Jauquet, Wayne Kudick, and Julie Kudick.

**Approval of Minutes of December 16, 2017 annual meeting:** Walter Vail moved to approve, seconded by Lynn Polacek. Action: Motion approved.

**Opening Prayer:** Terry McArdle led us in prayer to open the 2018 annual meeting.

**Highlights of Parish Commissions and Committees:** This is a separate printed report included in the report and presented by Peg Berezewski. (The full report can be found on pages 11 to 21 of the printed Annual Financial Statement.)

**Financial Report and Investment Review:** Presented by Tom Polacek. Tom directed attention to various items in the annual printed report attached hereto, these were presented as points of clarification or special interest, and include the following:

- Beginning on pages 9 and 10; line 5 - we budgeted for \$40,000 of unrestricted Contribution, but we received \$106,800;
- Lines 7 and 8 – Compensation of employees is down due to the retirement of our former Music and Liturgy Director halfway thru the fiscal year;
- Line 21 – we are required to follow Generally Accepted Accounting Principles (GAAP) and list all gains, although some are yet unrealized in our investments;
- Line 26 – The Parish Endowment is now higher than shown. It is about \$600,000 in hand with additional future pledges.
- Now going to page 23 Contributions, referring to the top line, the year to year increase for FY 2018 is .9%.- Fr. Ruby reviews regularly Referring to page 10 – the Comparative Balance Sheet –
- Referring to line 9 - CDs (General Fund) - we are “laddering” CD investments, so that our interest income savings will be optimized. They mature at different times during the year to better meet our parish fiscal needs.
- Referring to Line 13 – Bldgs. & Improvements – This number came from old individual parish records.
- Referring to Line 20 – Funds held for Others – these are funds that are donated for specific committees within the parish. Overall our Parish is in great financial shape, with no outstanding debt.

At this point Tom Polacek opened the session for Questions from the Parish membership:

**Question from Wayne Kudick** – Are we seeing a decline in the number of long term parish members?

**Answer** – A review from 2 years ago of the top 100 givers to the parish showed that we have a base number of people every year but those who passed on or moved appear to have been replaced with new members the following year.

**Question from Nancy Sargent** – What things have been done with maintenance, there is a small problem in the ceiling of this Fish Creek location above the left side of the front pews facing the altar?

**Answer** - Terry McArdle and Kevin Revolinski agreed to call this to Jim Charles attention, and get it cleaned up.

**Question from Wayne Kudick** – When will we talk about the budget for next year?

**Answer** - Tom Polacek said that the Finance Council has completed the budget for next year. The budget is posted on the website.

**Question from Andrea Kinsey Jauquet** - With Fr. Dave leaving and the shortage of Priest's, has there been any consideration given to the idea of having a parish Director?

**Answer** – Tom Polacek responded that this was one of the reasons the Parish Endowment was established. He further stated that in the future we may have to look more closely at how we operate the parish.

**Question from Andrea Kinsey Jauquet** – If we had a parish Director, could we hire one for the \$36,000.00 per year that we currently pay Fr. Dave?

**Answer** – Tom Polacek responded that the Diocese would determine the salary if they send us a Director.

Motion to Approve the meeting activities and reports to this point. Motion by Walter Vail, seconded by Chuck German

Action: General approval

Motion to approve the Financial Report (as printed and explained) made by Chuck Germain, seconded by Walter Vail

Action: General Approval

Kevin Revolinski lead us in a closing prayer, and he thanked all for his reception into the parish.

Motion to Adjourn by Lynn Polacek, seconded by Bernie Freeman

Action: Passed without dissent.

Annual Parish Meeting Adjourned.

Respectfully Submitted by Terry McArdle

Finance Council member at large