

## PARISH PASTORAL COUNCIL MINUTES

**Tuesday, Feb. 7, 2023**

**7:00 pm Rooms 101-103**

**Present:** Fr. Mike Anderson, Mollie Tobias, Sheila Bianconi (For Rusty Ray), Brian Sauter, Cheri Brausen, Don Hohn, Ron Peterson, Kelly Summerville, LeAnn Zogg (Trustee)

**Excused:** Paul Siler, Joshua Bohl, George Burr

**Guests:** Meisha Johnson (Pastoral Minister Staff), Chuck Karth (Facilities)

1. **Opening Prayer:** Good and loving God, our source of love and light – Thank you for bringing us together today in a spirit of generosity. May we honor one another by keeping an open mind. May we voice our truth and listen with an open heart. May we discern your will to unite in fruitful outcome. We ask for your wisdom and grace, to use our talents for the betterment of others. With gratitude, we offer this prayer in your name. Amen (*Debra Mooney, PhD*)
2. **Welcome Guests:** Accept January Minutes.
3. **Meisha Johnson: Update on February Mission**
  - a. Parish Mission, Feb 26 – Feb 28 featuring speaker Patrick Connolly, Relevant Radio focusing on Gifts and Charisms of the Holy Spirit. 7:00 – 8:30 pm
  - b. Goals: 1) Knowing our Gifts and Charisms 2) How can we become the church community 3) Mission is tailored to St. Joseph Community.
  - c. Topics: Sunday – Interior Life, Monday – Gifts and Charism, Tuesday – Exterior Life
  - d. Archdiocesan Workshop: “Called and Gifted” program, March 25, St Joseph to host the event. There is a cost to the Archdiocesan event.
  - e. Volunteers are needed for the workshop, online registration is available, bulletin announcements.
4. **Chuck Karth: Facilities** – Update on handicap parking and recommendation for PPC
  - a. Parking Lot – options were discussed and possible considerations. Facilities Commission will get cost estimates which will include consideration of green space, irrigation, tree removal, new concrete, numbers of parking spaces and potential configuration that best meets the needs of the Parish. Will continue discussion at a future meeting.
  - b. Seal Coating – separate cost factor, may try to combine this with parking project.
  - c. Ideas were discussed for future consideration involving building front entrance.
  - d. CPR/ Evacuation training Jan 10, 2023
  - e. AED units – 2 new units were installed in the building.  
CPR class can be offered and is being considered.

- f. Potential Addition/ Updating of Building – 5-year plan.
  - i. Subcommittee will be created to help develop, research and imagine what a 5 year plan could be.
  - ii. Subcommittee: Council, Facility, Staff to begin the visioning process.

**5. Read and discuss Section 1 of Post-Synodal Pastoral Letter**

**6. Father Mike Anderson – Updates:**

- a. Evangelization
- b. New Apostles – Being discipleship training – 7 weeks. Fr. will meet with group early April and start planning the year ahead.

**7. Old Business: None**

**8. New Business: None**

**9. Synod: No additional updates.**

**10. Commission Updates: (See Attached Handouts for Commission Reports)**

**a. Faith Formation**

- i. Sarah has accepted a permanent role as Faith Formation staff.
- ii. Samantha will not be continuing as a permanent staff member, her gifts of temporarily filling in are greatly appreciated. The position of Director of Faith Formation will be posted.
- iii. Curriculum options are being discussed. Involvement of the family emphasized.

**b. Pastoral Care**

- i. Volunteers are needed to assist with Nursing home and communion to the homebound.

**c. Charity and Justice**

- i. Strong turnout and support for Fair Trade event
- ii. Guatemalan mission update – Started Adult Learning classes
- iii. Food Shelf – supplies are needed, increase needs for food, increased numbers of families requesting assistance. Request to be placed in the bulletin and announcements with list of suggestions.

**d. Liturgy**

- i. Electronic boards and system working
- ii. Cost of Christmas Trees \$1000 to cover costs.
- iii. Hospitality minister training
- iv. New AED devices installed.
- v. Acolyte server training has been completed.
- vi. Volunteers are needed.

**e. Finance**

- i. Please review report enclosed.

**f. Communication/ IT**

- i. Security Cameras and signage markers have been installed.
- ii. Faith Formation Screen funding

- iii. New Software for video boards
- iv. Operators – Volunteers are needed.
- v. Newsletter planned for Spring.
- vi. Parish Phone Directory is available – pick up a copy.
- vii. Summer Festival planning is underway.

**g. Facility –**

- i. Please review report enclosed.

**h. Community Life**

- i. Events planned and submitted to parish calendar.
- ii. Ideas around volunteerism and getting people involved was discussed
- iii. Festival planning meeting starting
  - 1. Theme and focus gives a “reason to give”

11. **Other:** PPC members to host Soup Supper: March 21

12. Next PPC Meeting is Mar 7, 2023



# Communications / I.T.

Feb 2023

- \* There are 8 video & audio cameras installed and working inside
  - \* Parish office doors
  - \* Gathering Space doors
  - \* Door by the sacristy
  - \* Door by the staff parking lot
  - \* Great Hall doors
  - \* Faith Formation entrance doors
  - \* Doors in the middle of the faith formation hallway
  - \* Doors at the end of the faith formation hallway
- \* Preparations for outside cameras has started by drilling holes to the outside and pulling cable for the cameras. Will go forward with installation for outside cameras this late spring and summer.
- \* We are working with the Facilities Commission to look at signs that state common areas are under video & audio surveillance.
- \* Still to come a view Screen in the Faith Formation office which we have until the start of next faith formation year to do. Funding still needed.
- \* The software we used for our Masses in worship space reached its end of life on January 31, 2023. Anne spent time researching the upgrade and how to migrate information from the old program to the new program and it was successfully installed and information migrated on January 23. Currently Anne is working on training Video Board operators on the upgraded software. The software is through the same company, but there are enough changes that the volunteers need some training before their next time at the board.
- \* The controller for the screens was replaced in late January - the equipment was free since it was a manufacturer defect, we just had to pay for the staff time.
- \* We are working on the Lenten/Spring Newsletter. We hope to have it in homes the week of February 20th. Parish Mission information is included.
- \* Working on print designs for the Parish Mission, Lenten Fish Dinners and the Senior Stations of the Cross. Will be used for Facebook, Website, posters, etc.
- \* Phone Director is finished and out for parishioners to pick up in the Worship Space after Masses or at the parish office
- \* Roundtable discussion on communication needs for the Summer Festival.



# Community Life Update - February 2023

**Summary:** 2023-2024 planning calendar completed in December.  
Upcoming preparations for Lent and Parish Mission.

## Events:

**Feb** Cana Supper - Sat, 11th  
KC Lumberjack - Sun, 26th  
Parish Mission - 26-28th

**Mar** Soup Suppers - Tuesdays  
Fish Dinners - Fridays  
Swing Dance - Sat, 18th  
Scout Breakfast - Sun, 19th

**Apr** **Easter - Sun, 9th**  
Fair Trade - Sat/Sun, 22/23rd

## Updates:

**CCW** No update

**MG** Successful fishing trip and prime rib dinner.

**KoC** Upcoming Lumberjack breakfast.

**Festival** Meetings start in February.

**Scouts** No update

**Lions** Columbus Lions breakfasts are back in Columbus.

## Volunteer:

**Coordinator** - there is a need for a central point of contact

**Announcements** - combination of videos, bulletin and direct ask  
- highlight different group each month

**New Campaign** - "reintroduce" and welcome back (post pandemic)  
- include survey for volunteering and contact info  
- capture this information in PDS

**Website** - better navigation to and description of opportunities

Rename or rebrand "Volunteer"

Ministry Appreciation ??





Parish Pastoral Council

Tuesday, February 7, 2023

As a continuance, I have been asked to explain our 5-year plan for Facilities

- As discussed in the Jan 10<sup>th</sup> Council Meeting, we have a list of projects that we work on throughout the year. The list would carry over at least 5 years, if not longer. We will continue to add to it
- The facility commission has been discussing a 5-to-10-year plan for remodeling St. Joseph's Hall and the possibilities of adding a new office area and meeting rooms
- In the past we have held staff meetings. Ideas by staff were shared for new expansion of the office area, meeting rooms and classrooms. Recommendations going forward would be appreciated

The Facility Commission would like to request the Pastoral Council and Finance Council for guidance in both areas of remodeling

Thank you from the Facility Commission



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**Date= FEBRUARY 2023**

**FACILITY COMMISSION CHURCH PROJECT'S**

| <b>ITEM</b>  | <b>BASE PRICE</b>   | <b>DATE COMPLETED</b> |
|--|---------------------|-----------------------|
| <b>#1) WORSHIP SPACE AIR HANDLING UNIT<br/>A/C AND HEATING REPLACEMENT</b>             | <b>\$192,000.00</b> | <b>*=*</b>            |
| <b>#2) FILL CRACKS IN PARKING LOT BLACKTOP</b>   |                     |                       |
| <b>#3) ADDITIONAL HANDICAP PARKING</b>   |                     |                       |
| <b>#4) REPAIR ROOF OF GREAT HALL,<br/>AND ROOF OF BELL TOWER HISTORIC CHURCH</b>       |                     |                       |
| <b>#5) REPLACE EXTERIOR LIGHT FIXTURE'S ALONG<br/>SIDE WALK TO THE HISTORIC CHURCH</b> |                     |                       |
| <b>#6) DOOR #3 REPLACEMENT ,</b>   |                     |                       |
| <b>#7) REPLACEMENT OF OLD KITCHEN DOOR</b>   |                     |                       |
| <b>#8) NEW EMERGENCY EXIT DOOR<br/>(IN CHOIR STORAGE AREA)</b>                         |                     |                       |
| <b>#9) NEW STAIRWAY IN BACK OF ALTER (SAFETY)</b>                                      |                     |                       |
| <b>#10) WATER HEATERS REPLACEMENT (2)</b>  | <b>\$5,189.00</b>   |                       |
| <b>#11) EDUCATION WING DOOR #2 REPLACEMENT</b>   | <b>\$10,558.00</b>  |                       |
| <b>#12) ENCLOSER TO DOOR #4 REPLACEMENT</b>  |                     |                       |
| <b>#13) REMODLEING OF ST. JOES HALL<br/>AND BATHROOM UPGRADE</b>                       |                     |                       |

**UPCOMEING PROJECT'S**

- #1) SECURITY**
- #2) FIVE (5) YEAR PLAN**
- #4 PAINT DOOR FRAMES (8)**

**\*=\* APPROVED BY FINANCE COMMISSION**



## **Faith Formation Parish Council Update - February 7, 2023**

### **A. Program Update**

- a. Continue to receive very positive feedback about all programs, Pre-K/K through Confirmation
- b. Looking at options to supplement our curriculum to include more focus on the prayers, Mary, and the Saints.

### **B. Events**

#### **a. Past**

- i. Confirmation Yr 1 retreat - 47 candidates attended Mass together followed by three focus discussions and activities:
  - 1. Our purpose in life
  - 2. Depth of God's love (Jesus death on the cross)
  - 3. Commitment to Christ
- ii. Confirmation Sponsor event - welcomed 47 candidates and sponsors at St. Joe's to learn about the relationship between the sponsor and candidate and focused time to discuss their faith
- iii. First Reconciliation retreat - Successful event with 42 young people and their parents.

#### **b. Upcoming**

- i. Yr. 2 Retreat at Camp Wapo Saturday, April 29
- ii. Yr 2 Confession Prayer Service with individual confession May 7
- iii. Rite of Sending and Receiving for Year 2, Sunday May 21
- iv. Vacation Bible School Planning is underway!

### **C. FF Commission**

- a. Engaging conversation on two major topics:
  - i. Faith Formation Options: Family formation curriculum, Summer program for Confirmation, weekly program
  - ii. Rates for Faith Formation - Revisiting our rates to compare to other churches and in consideration for different offerings

### **D. Staff Update**

- a. Sara Knoll has accepted the role for Elementary and Middle School Faith Formation as a permanent role! She'll also take on Vacation Bible School. We are very fortunate to have her take on this role!
- b. Samantha Pagel has turned down the role of Confirmation Coordinator to focus on taking care of her young kids. She's doing a great job and has been a blessing to our program.
- c. The Director of Faith Formation position remains open.



**St. Joseph of the Lakes  
Finance Council Report  
February 7, 2023**

**Fiscal 2023 YTD December:**

- Total collections are \$26k (4%) under budget
  - o However, Christmas collections through December were \$11k under budget, but subsequent collections put them at budget. With that adjustment, we are \$15k, or 2%, under budget.
- Festival resulted in \$100k of income, slightly better than budget
- Total income, adjusting for Christmas collections and Mission Trips (timing), is right at budget
- Total expenses are \$68k under budget, in part due to timing of expenses
- Net cash position is ~\$200k
- Capital improvement fund is at \$287k
  - o Capital Improvement fund is to be used for approved capital projects throughout the campus, such as A/C replacement, lighting, etc. It is typically not to be used for routine maintenance and repairs or special interest projects.
  - o Cost for new A/C in church is estimated to be ~\$190k which will reduce this fund balance.
- Mortgage balance is at \$308k

**Other reminders:**

**Fiscal 2023 budget:**

- Total collections budgeted to be relatively flat with this year at \$1.3M – economic uncertainty is causing us to be cautious
- Parish festival budgeted at \$99k, about the same as this year
- Approximately \$40k is budgeted in Facility Maintenance and Improvement Fund to balance to a zero budget

**Fiscal 2022 Year End:**

- Ended the 2022 fiscal year with total Collections under budget by \$25k (<2% under budget)
- Parish festival (in August 2021) generated \$100k of income
- For the year, we put \$101k to the Facilities Maintenance & Improvement fund, a little more than we budgeted
- Capital Improvement fund was at \$274k at the end of June
- Net cash position was approximately \$105k

