

**Sheboygan North Catholic Parishes**  
**Pastoral Council Minutes**  
**March 28, 2022 6:30 p.m. Dominican Hall**  
**Approved March 31, 2022**

**Pastoral Council Members and Staff Present:** Fr. Mark Brandl (Pastor), Fr. Norberto Sandoval (Associate Pastor), Danilo Batres (SC), Vern Baus (SC), Luanne Bemis (SC), Jeanne Bitkers (SD), Mary Jo Bugembe (HNJ), Judith Calderon (SC), Tom Clarke (HNJ), Tom Dinolfo (SC-SNCP Staff Liaison), Mary Dalhaimer (SC), Brett Goebel (SD), Mary Greeneway (HNJ), Michael Johnson (HNJ), Mary Petrie (HNJ-SNCP Staff Liaison), Kevin Sander (HNJ), Anne Skowlund (SC), Phil Zastrow (SD).

**Excused Council Members:** Bob Mair (SD), Rebecca Rupnick (SD), Ron Spaulding (SD).

**Welcome:** Chair Kevin Sander called the meeting to order at 6:30 p.m. New Hispanic pastoral council members Danilo Batres (SC) and Judith Calderon (SC) were welcomed and all pastoral council members then introduced themselves.

**Opening Prayer:** Vern Baus

**Mission and Vision Statements:** Read aloud by all council members.

**1. Consent Agenda**

**a. Minutes: February 28, 2022**

Online approval March 8, 2022

**b. Committee Reports**

The following committee reports were sent electronically to council members prior to the meeting and will be posted online.

- o SD Prayer and Worship March 7, 2022

**2. Committee Liaisons/Guests:** No guests this month.

**3. Financial Report: Tom Dinolfo, SNCP Director of Administrative Services**

Each parish is a separate entity with regard to financials. **Pastoral** council members of each parish receive their respective financial reports. Financial councils for St. Clement and Holy Name meet every other month. St. Dominic financial council meets the second Tuesday of each month.

Revenue: 2022 continues to be a year where more people are coming back to church. In each of the three parishes, revenue and collections are close to the year before. It was anticipated revenue would grow over the past year, however in each case it is slightly behind the expected budget.

Utility costs: 40% higher than last year; 20% higher than budget. However, each parish is in sound financial condition with enough cash on hand to meet expenses as they occur.

**4. Pastor's Report – Fr. Mark Brandl**

Lenten Luncheon with Archbishop Jerome ListECKI: March 28, 2022 at St. Dominic PAC.

This will be the last time our parish will host for this event until the next rotation, probably in ten years or so.

Seton School Mane Event: Friday, May 6, 2022 at Seton School. A Casino Night and \$10,000 Raffle Drawing will be held. Tickets are available at the school or at parishes most weekends in April.

12 Hours of Reconciliation: April 5, 2022, 8 a.m. to 8 p.m. at St. Peter Claver Church.

Capital Campaign: Representatives from the Archdiocese will be here on Wednesday, March 30. A summary of the details will be provided to council members by the end of the week following the meeting.

### **Associate Pastor's Report – Fr. Norberto Sandoval**

Mass in the Park: June 26, 2022 at End Park, Sheboygan.

Emaus Men's Group: Fr. Javier Bustos-Lopez, Milwaukee Archdiocesan Vicar for the Hispanic community spoke to the Emaus Men's Group at St. Clement on Sunday, March 27. Future plans include a retreat on April 22-24 at Camp Vista.

Living Stations of the Cross: Presented by SNCP teens and adults on March 13 and 16 at St. Dominic. Plans are to create a booklet with the beautiful pictures that were taken during the event.

Unique Lenten Celebration: The possibility of reenacting Jesus' Palm Sunday procession to Jerusalem is being explored. This could include a live donkey, a crowd (parishioners) with palm branches and relevant music.

Mother's Day/Father's Day 2022: Plans are underway for a celebration of both holidays to include a mariachi band and other recognition.

Resource Fair: May 15, 2022 at Dominican Hall in association with community partner UW-Green Bay (Lisa Sanderson, contact). Eighteen informational booths will be available for both the English and Spanish communities regarding health care, education and other useful resources. SNCP will have a table to provide information about all three churches. A communication piece in both English and Spanish is being developed. If space permits, a choir and cultural dancers may be included.

## **5. Plan of Action**

### **a. Capital Campaign**

As stated previously, a team from the Archdiocese will meet with our parish leaders on Wednesday, March 30<sup>th</sup>. A synopsis of the meeting will be sent to pastoral and finance council members.

It is anticipated this meeting will provide more information on the selection process and address the following issues:

- Expectations for individuals who agree to lead the effort at each church;
- Time Commitment;
- Responsibility for follow-up on pledges.

This is a five-year campaign. Six people are needed from each church for a total of 18 individuals. Three people have expressed interest in participating at HNJ: Kym Leibham, Steve and Elizabeth Werner.

## **b. Welcome to the Parish Subcommittee**

### **i. April 4 event attendance:**

On Your Mark. Get Set. STEWARDSHIP!

Cindy Lukowitz, Director of Stewardship for the Archdiocese of Milwaukee. Monday, April 4 at 6:15 p.m. St. Dominic Church.

Topics covered:

- Welcoming new members
- Building one community
- Involving more volunteers
- Stewardship role in the capital campaign.

### **ii. Present plan of action:**

Welcoming Committee: The SNCP Stewardship committee is recommending formation of a parish welcoming committee. Ideally, members of this committee would represent the diverse demographic of our parish and include single individuals, family groups, seniors, young adults and multi-cultural members. Additionally, it is important to have equal representation from all three churches.

Welcoming Process: Once the committee is formed, a welcoming process would then be developed utilizing timely, creative ways to welcome new members. Refer to Attachment A at the end of this document for a welcoming strategy that had previously been developed by HNJ. COVID prevented implementation of this strategy beyond 2019.

Since the Ushers are acting as greeters at our churches, it's important to engage them in the planning process.

Possible recognition of new members in the bulletin and on the SNCP website with photos was suggested. A welcome message would be especially effective during the holidays when there is likely an increase in the number of visitors/guests at our churches.

New Parishioner Welcome Packets and Materials: Materials should be chosen to make new members feel at home in their new parish and could include

- a personalized letter from our pastor on specialized letterhead;
- useful reference material like a handy business card with website information
- ministry opportunities i.e., Time and Talent booklet., etc.

It's important that new members not only know what SNCP can do for them but also what they can do for the parish to become a part of the parish community.

## **6. Old Business**

### **a. **Nomination** of parishioners to Council/Discernment**

Three-year terms of current pastoral council members and two-year terms of trustees will be reviewed to determine the number of nominations needed for 2022-2023.

Ron Spaulding and Kevin Sander are continuing to work with Don Holmes (SD) to begin the discernment process for 2022/2023 pastoral council nominations.

**b. Improvement of Pastoral Council Minutes Process**

The new online approval process that began with the February 2022 minutes was a success and the final version of the minutes was able to be posted to the SNCP website one week after the meeting rather than a month later.

**i. Specific email for pastoral council**

[SNCPpastoralcouncil@catholicnorth.org](mailto:SNCPpastoralcouncil@catholicnorth.org) will be checked by council secretary for response and/or determination of any action.

**II. Posting in Bulletin**

Council secretary will work with Lori Biebel, SNCP Communication Director, to draft a notice for the bulletin informing parishioners about communicating with the pastoral council.

**7. New Business**

Photos of pastoral council members will be taken at the next meeting for posting on the SNCP website.

**Next meeting**

- Monday, April 25, 6:30 p.m., Dominican Hall at St. Clement
- Committee Reports: Due by the 15<sup>th</sup> of each month. Email to Council Secretary Mary Jo Bugembe at [mjbugembe@gmail.com](mailto:mjbugembe@gmail.com)

**Opening Prayer:** Tom Clarke

**Closing Prayer:** Open

Respectfully submitted,

Mary Jo Bugembe  
SNCP Pastoral Council Secretary  
March 31, 2022

**ATTACHMENT A  
TO PASTORAL COUNCIL MINUTES 3/28/2022**

**Note to Pastoral Council Members: March 28, 2022**

**The following document will be used as a basis for discussion for Agenda Item #5-b. It was found on a flash drive of past council materials and must have been a focus at one time (the file is dated April 2019). Some points are valid; others might not work now, but it is a good starting point for discussion.**

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**NEW PARISHIONER INTRODUCTION & ENGAGEMENT PROGRAM**

Mission: To provide a welcoming environment to all newly registered Catholics at SNCP through direct introductions to our faith community while enhancing our ability for involving them in the various enrichment activities of our parishes.

**Starting Point**

Step #1 - Identify all new parishioners who have joined HNJ from Oct, 2018 to Feb, 2019.

Step #2 - Identify group to directly contact new parishioners (possibly Pastoral or Other)

- Review welcome info which they supplied during registration process – parish/ministerial interests, etc. GET TO KNOW THEM
- Review family info obtained during registration (to be included in bulletin, again)
- Discuss Time, Talent and Treasure options (set-up contacts with committee chairpersons for their areas of interest). FACILITATE THEIR ENGAGEMENT
- Identify parish sponsors for on-going monthly contact during first 12 months following parish introduction

Step #3 - New Family Introductions – March 24, 2019 (HNJ – 10:30)

– First meet & greet social sponsored by Pastoral Council members at HNJ church. Each quarter thereafter, tied into already scheduled socials

- Priest calls them to the altar (from reserved seating at the front of church)
- Priest provides introduction and blessing
- Priest announces meet & greet social in Narthex following Mass

**On-going (after March 24, 2019)**

- Repeat Step #1 for next 3 or 6 month period (Mar, 2019-May, 2019) including SD and SC churches as well, etc., etc.
  - Repeat Steps #2, #3 (June 23, 2019) etc., etc.