

QUEEN OF APOSTLES PASTORAL COUNCIL

MEETING MINUTES

Chairperson: Christy Rosenberger
Date/Time: Wednesday, May 19, 2021 6:30 p.m.

Secretary/ Minutes: Stephanie Fong
Location: Grellinger Hall and Zoom

Participants: Father Chuck, Ellen Donley, Stephanie Fong, Anna Grzeszczak, Debbie Hanfler, Mike Hausman, Helena Keeley, Cindy Klopp, Kathy Korn, Christy Rosenberger, Dale Servais, John Schuller, Mike Szocs, Becky Wagner

Excused: ,

Guest(s): Lori Heinen

Item	Discussion	Next Steps & Responsible Party
Prayer	The meeting began on time with a prayer.	Led by Stephanie
Introductions	Lori Heinen	
Commission focus	Lori brought us up to date with the Lifelong Faith Commission; how the commission grew from a small group (Paul, Beth and Liz) to 8 members. We are still looking for more members and wish to be a group representative of the diversity in our parish. The commission faced many challenges over the course of the year with Beth's departure, Liz taking on all the responsibilities as Director of Faith Formation and accommodating both in person and zoom classes at all levels. The family format used for the lower grade levels allowed us to meet one of the goals from the Strategic plan V.B.1.2, "Create spiritual activities for the whole family to attend and enrich spiritual lives together". Covid did affect adult Bible Study; attendance before the pandemic was 50 participants, falling to a still respectable 30 attendees. Substitute facilitators stepped in for Paul. The goals moving forward for LFFC are to assist Liz in her efforts, to find a permanent new facilitator for adult bible study, and find new bible studies to offer. Paul will be stepping down as acting chair.	
Minutes	The minutes were approved as written	
Father's Update	<p>Spring Celebrations - With Easter, Confirmation and First Communion behind us we've come through our busiest season successfully. Archbishop ListECKI was pleased with Confirmation.</p> <p>DMI Envisioning Group - Father reported on the progress of the DMI group. This small group is represented by Christy Rosenberger (PC), Mike Szocs (PC), Liz Kuhn (Staff), Pat Monfre (parishioner), and Tom Pippines (parishioner). The group is tasked with identifying 3 priorities to focus on as a parish, with 1 or 2 goals for each priority. These are 2-3 year specific goals. The group will meet again in June. There is a diocesan person available as a resource.</p> <p>Parishioner to be Honored - Joan Shafer has been chosen by the Archdiocese to receive the Vatican II award for service to education. She is the CEO of Seton Catholic Schools and will be honored at St. John the Evangelist Cathedral June 1st.</p>	Father will attend. Would like a picture for the bulletin

	<p>New Covid Directives - Effective Pentecost weekend (May 22-23), Archbishop ListECKi announced that he was “eliminating the restrictions for attendance, face coverings and social distancing” at Masses. At QoA we still want to respect the concerns of parishioners and provide for their safety. To that effect, the East wing of the church will be designated for parishioners who still desire to wear a mask and be in a socially distanced area. The center and West wings will allow for parishioners to sit without masks and social distancing. Protocols for sanitizing the church remain in place. Streaming of Mass will continue. Other changes will be addressed with the next Comeback Matrix. An email was sent to all parishioners with these details and more May19th.</p>	
Trustee Update	See comments in Finance notes	

Commission and Strategic Plan Updates	<p>Youth and Young Adult (Anna) There will be a dedication ceremony for the Rosary Path. Anna G will receive her Gold Award at a banquet next week.</p> <p>Lifelong Faith Formation (Stephanie and Cindy): See attached report</p> <p>Human Concerns (Debbie) Nursing homes continue to restrict visitors. Debbie will be ending her term in PC</p> <p>Prayer and Worship (Kathy and Ellen): This summer P&W will clean out the closets, organize and take pictures of decorations used for the various liturgies. We discussed donating items we no longer need to another parish.</p> <p>Stewardship / Volunteerism (Becky / Stephanie) The Ministries Booklet is nearing completion. We passed around a draft copy. Commissions will be asked to review and approve their specific sections. Asked for clarification about the mission statement for the back cover. QoA has both a Mission Statement and a Vision Statement.</p> <p>Becky reported on the progress of the Parish Census. June 13-14 will be census weekend. Information that we have on file for each household will be printed and placed in envelopes. Parishioners will pick up, review and return. By July 11 envelopes not picked up will be mailed. Information to verify is name, email address, mailing address, date of birth, phone numbers, occupation and talents. A letter will go out to parishioners asking if they would like to be included / excluded from a parish directory. Email blasts, announcements and bulletin announcements will communicate this to parishioners.</p> <p>Finance (Helena / Mike S) See attached Cemetery notes The budget was approved by the FC contingent on preparation of two job descriptions (for Liz's position and for a part time assistant for Liz). These descriptions are nearly finished. The budget is balanced. Highlights include: o People donated \$71k in the past year. Plus \$20k for Parking lot repair and \$5k for the shed in the cemetery. [Budgeted \$33k. It is hard to predict future possible donations.] o The largest budget expense is Payroll. Included in the budget is a 2 ½ % increase in wages. A new part-time person to help Liz Kuhn is also included in the budget.</p>	<p>Picture needed for bulletin</p> <p>P&W will take pictures of items to donate.</p> <p>Volunteers needed to distribute envelopes at all Masses June 12-13</p>
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	<ul style="list-style-type: none"> o \$6k was budgeted for “Technology” – Marketing. o Costs for the planned Census is also under Technology. o Building & Grounds: money allocated for future Church needs- such as new carpet. o Money for upgrading the Church Sound system/audio-video/screens, speakers, etc. is not in the budget. This expenditure will be funded via other means (fundraisers, grants, etc). <p>Building and Grounds- John met with the committee. The remaining HVAC work will start up again after John receives the signed Proxy from the Archdiocese.</p> <p>The budget was approved unanimously by PC</p> <p>Strategic Plan (Christy) No report</p>	
Council Items	<ul style="list-style-type: none"> • An issue with a leak in the roof was identified. • Further discussion on how to honor Law Enforcement Officers and first responders in May, 2022 	John will look into roof leak
New Items	None	
Next Meeting Agenda Items	Next meeting is Wednesday, June 16, 2021 at 6:30 p.m. Grellinger Hall and Zoom	Prayer Leader will be Debbie
Closing Prayer	The meeting ended with a prayer.	

Attachments: Cemetery notes, Balance sheet / Income Statement, LFFC notes