

## QUEEN OF APOSTLES PASTORAL COUNCIL

### //MEETING MINUTES

**Chairperson:** Kristine Schroeder  
**Date/Time:** Wednesday, May 30, 6:30pm

**Secretary/ Minutes:** Dale Servais  
**Location:** Grellinger Hall

**Participants:** Joanne Brandtjen, Mike Hausman, Helena Keeley, Mic Pietrykowski, Christy Rosenberger, Kristine Schroeder, Dale Servais, Micheline Szocs, Father Peter Drenzek

**Excused:** Father Chuck Hanel, Jose Gonzales, Cindy Hill, Lydia Heinen

**Guest:** John Schueller, Debbie Hanfler

Item	Discussion	Next Steps & Responsible Party
Prayer	The meeting began on time with a prayer from Chuck Andrychowicz	
Introductions	Debbie Hanfler as a new PC member and Personnel Committee Member.	
Minutes	The minutes were approved with corrections for April.	
Father's update	<ul style="list-style-type: none"> <li>• Fr Chuck is in good spirits. Legal aspects are taking place. Once done, the Arch will do their own investigation</li> <li>• Fr Pete will not be here every weekend but will fill in where he can. Other commitments</li> <li>• Trustee report - None</li> </ul>	
Council Items	<p>Human Concerns – (Kris)</p> <ul style="list-style-type: none"> <li>• Pro-Life – still looking for someone to lead this important ministry. October will be our “Baby Shower” and Pat Monfre knows someone who will be able to do a diaper cake. Kris &amp; Gerry to work together to coordinate this event as a kick off to Respect Life Month.</li> <li>• A Box for “Home Front” items for St. Vincent De Paul will be put in the inside doors to collect items for clients and their families.</li> <li>• Bereavement –Funeral in May served 75 people, very pleased</li> <li>• St. Vincent De Paul Meal Program – in May served approximately 147 people.</li> <li>• HC Budget submitted, waiting for approval by PC</li> <li>• We will not have any meeting over the summer and will resume in August. Gerry will keep everyone up to date via email.</li> </ul>	

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	<p>Youth and Young Adult (Lydia via email update)</p> <ul style="list-style-type: none"> <li>• School year has ended</li> <li>• Confirmation was held on May 16th</li> </ul> <p>Lifelong Faith Formation (Christy and Jose)</p> <ul style="list-style-type: none"> <li>• Did not meet in May</li> <li>• Parent Christian Formation surveys close on May 31<sup>st</sup>. We will be reviewing the results in our next meeting.</li> <li>• 42 children celebrated First Communion on May 5<sup>th</sup> and 6<sup>th</sup>.</li> <li>• 23 students celebrated Confirmation on May 16th</li> </ul> <p>Finance (Helena)</p> <ul style="list-style-type: none"> <li>• Revenue was +\$600.00 for the month and +\$800.00 year to date</li> <li>• Expenses are favorable</li> <li>• Organ is now completely funded</li> <li>• Sale of school property. Mike and Mic will sit down with Bill and go into more detail with him.</li> <li>• Alberta tuition fund. Applications are still being taken for students attending a Catholic High School</li> <li>• Maintenance items to be started and possibly paid for this fiscal year.</li> <li>• HVAC repairs are considered a capital expense and must be approved by the Archdiocese. Estimated cost is \$120,000.00 due to need for a crane rental to place units in the back.</li> <li>• Budget for fiscal 2018-2019 was discussed and approved</li> </ul> <p>Prayer and Worship (Cindy)</p> <ul style="list-style-type: none"> <li>• No report. Cindy is on vacation</li> </ul> <p>Stewardship (Joanne and Dale)</p> <ul style="list-style-type: none"> <li>• Pat Quinn Casper has joined the Stewardship Commission</li> <li>• Chipping away at the Strategic Plan items.</li> <li>• No mailers regarding the sharing of talent were turned in from last year Stewardship appeal drive. Still looking for volunteers</li> <li>• Welcoming Commission formation – follow up after receiving the welcome basket. Coordinate with Gerry on hospitality</li> <li>• More rapport to be developed with all commissions</li> <li>• Recommitment weekend – Held sometime in fall for a parishioner meet and greet. Bonfire, music, pot luck, spirit wear all discussed. Looking for marketing person within the parish to help.</li> </ul>	

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	<p>Strategic Planning (Mike S)</p> <ul style="list-style-type: none"> <li>• Thank you to Kris for updating the website</li> <li>• Personnel section of the Strategic Plan was updated</li> </ul> <p>Common Meeting Night (Cindy)</p> <ul style="list-style-type: none"> <li>• Good results</li> </ul> <p>Feasibility Commission (Dale and Lydia)</p> <ul style="list-style-type: none"> <li>• Feasibility meeting with the parish and further activities of the Feasibility Commission is on hold until further notice</li> </ul> <p>Deanery (Mic)</p> <ul style="list-style-type: none"> <li>• Video guidelines for using video's in church are on the Arch website.</li> <li>• Emergency procedures for active shooters are coming from Catholic Mutual. Catholic Mutual will lead training sometime in fall of 2018.</li> <li>• Archdiocese Pastoral Council meeting will be February 2<sup>nd</sup>, 2019.</li> <li>• St. Paul-Genesee had a remarkable Ministries weekend led by Kris Kelm. Over 300 people attended. Dale and Joanne to find out from Kris the details</li> <li>• Next District 5 Deanery meetings are October 30, 2018 and April 30, 2019.</li> <li>• Amazing parishes meeting will be attended by the parish staff and funded by the Archdiocese.</li> </ul> <p>Council items (Kris)</p> <ul style="list-style-type: none"> <li>• Parish numbers to be sent out by Kris</li> </ul>	
Ongoing Items	<ul style="list-style-type: none"> <li>• John to check on guidelines for the bench in the cemetery to be donated by the Torrez family.</li> <li>• New 2018-2021 Pastoral Council Members: Joanne Brandtjen and Mike Szocz reupped for another 3 years. Debbie Hanfler has accepted her nomination and will join the council as of July 1, 2018</li> <li>• Chuck Andrychowicz resigned his position on the council due to scheduling conflicts. Thank you to Chuck for time served on the Pastoral Council</li> <li>• Blessing of the bench donated by the school families and alumni will take place after all 3 masses on the weekend of June 2-3.</li> <li>• John to check on guidelines for the bench in the cemetery to be donated by the Torrez family.</li> </ul>	
New Items	<ul style="list-style-type: none"> <li>• Personnel Committee – <ul style="list-style-type: none"> <li>• Committee is made up of Debbie Hanfler, Kris Schroeder and John Schueller.</li> <li>• Currently, updating the employee handbook by using the Arch template for December 2018. PC and FC to review before giving to the staff. 2012 was the last time this was updated</li> <li>• We are in the midst of updating job descriptions with goal to have this completed by the end of 2018. Goal to establish any necessary training and formation by 1<sup>st</sup> Quarter next year. Look to establish Performance reviews through the end of 2018 and continue into 2019. Need to have job descriptions completed before we can review performance.</li> </ul> </li> </ul>	

<b>Item</b>	<b>Discussion</b>	<b>Next Steps &amp; Responsible Party</b>
Next Meeting agenda items	Next meeting is Wednesday, June 20 at 6:30 p.m. in Grellinger Hall. Joanne to lead the prayer	
Closing Prayer	The meeting ended at 7:46 pm with a prayer.	