

Sheboygan North Catholic Parishes  
Pastoral Council Meeting in Dominican Hall  
Minutes 8-26-19

Present: Father Matthew Widder, Fr. Norberto Sandoval, Vern Baus, Jeanne Bitkers, Brad Bulkow, Tom Clarke, Mary Dalhaimer, Tom Dinolfo, Laura Graney, Steve Heun, Don Holmes, Michele Konrad, Kym Leibham, Joe Leonhard, Kate Nienhuis, Mary Petrie, Chris Roenitz, Anne Skowlund (new), Oscar Valdez, Bea Van Geffen

Excused: Anna DeSantos, Rosa Flores, Mary Greeneway, and Steve Scharrer

Past-Chair Jeanne Bitkers called the meeting to order at 6:37 PM. She introduced Michele Konrad as our new Chair for 2019-20.

Opening Prayer: Kate Nienhuis

Mission Statement:

After initially reading our Mission Statement (listed at the top of the meeting agenda) in silence, Council members proceeded to read the Mission Statement out loud.

Welcome to new Pastoral Council Members:

Present this evening were: Anne Skowlund, Chris Roenitz and Oscar Valdez. Anne gave a brief bio of herself, including her many roles as a SC member and previous SC Parish Council member. Don Holmes was thanked for the work that he did with the discernment process. After introduction of the new Council members, all continuing Council members introduced themselves.

Break until 7 PM for Council members to enjoy a slice of Fr. Matthew's ice cream birthday cake. Happy Birthday Fr. Matthew! Thank you Fr. Norbie for providing this treat!

Meeting resumed at 7:05 PM.

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Pastoral Council Roles and Responsibilities:

Jeanne disseminated a page from the Archdiocese of Milwaukee Parish Finance and Pastoral Councils Manual (2016) that addressed the question, "How Does the Council Function?"

Although we have a combined Pastoral Council, each of our three Sheboygan North Catholic Parishes has a separate Finance Council. A question was raised regarding whether or not the financial reports could be clarified? Tom responded that the goal is to issue summary reports sometime this year. If you have any questions about the financial reports that you receive from your parish, please get in touch with Tom, or one of your Finance Council representatives. Please note that you will only receive financial reports from the parish that you are registered with, not all three.

We have Archdiocesan norms. The norms are the "rules". The norms cannot be changed. We also have an "Appendix" that is specific to our Sheboygan North Catholic Parishes. The "Appendix" contains information such as the number of people that constitute our Pastoral Council. Our goal is to have four "at large" representatives from each parish on our Council, in addition to our two priests, six trustees and staff liaison (presently Mary Petrie). This year, we will have five "at large" representatives, from each parish. By the end of the fiscal year (June 2020), we hope to have a process in place to determine who will serve three year, two year and one year terms on the Council.

Jeanne then went on to explain the important role of the committee liaisons. As the name implies, the "liaison" is responsible for taking message(s) from the Council back to the committee they are representing, and in return, bringing back message(s) from this committee to the Council. The liaison is also responsible for making sure that minutes from the committee that they are representing are turned in to the Council Recording Secretary. This doesn't mean that the liaison has to take minutes at Committee meetings, but they need to make sure that minutes are forwarded in a timely manner. Keep in mind that you may chair a committee, if desired, but your main responsibility is to the Council.

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Consent Agenda:

The minutes from June 24, 2019, along with the August 2019 SNCP Committee Reports were accepted. The financial reports from SC and HNJ have been/will be circulated soon. The Finance Council from SD did not meet during the summer. End of the year financial reports are almost done.

Pastor/Associate Pastor Reports:

Fr. Matthew thanked Council members for prayers that were offered up on his behalf, during his recent surgery/recovery period. There has been a change in "team" assignments with our Sheboygan North Catholic Parishes staff. Lulu Torres is now the Administrative Assistant with our Hispanic Community, as well as Bilingual Program Assistant with our Faith Formation Program. Her office function will be associated with SC, but her physical housing will be at SD. Briana Verdin is now the full-time Secretary at Seton. Lori Woelfel, Laura TeWinkle and Mary Petrie are working together on many tasks resulting in the ability to decrease the workdays of Laura and Mary to 4 per week. Mary will handle the administrative assistant duties of both HNJ and SC. Lori handles the bookkeeping duties. Anna Stankewitz, an ECHO student from Notre Dame will be starting her first year (of a two year assignment) with us soon. On September 26<sup>th</sup>, we will be hosting an "Evening of Services - Creating Care Bundles" event in the PAC at SD. This service opportunity is being held as part of the 175<sup>th</sup> anniversary celebration of the Archdiocese of Milwaukee. Speaking of anniversaries, SC will be celebrating their 175<sup>th</sup> anniversary as a parish. More information will be forthcoming. A fund raiser for the Felde family, will be held on September 5<sup>th</sup> at 3 Sheeps Brewing Company.

Fr. Norbie reported that maybe seven English community members were present at the recent "Strengthening 100 Years of Faith" concert that was held on August 18<sup>th</sup> at SC. Fr. Norbie has been invited to participate in a Human Trafficking Summit to be held on September 25<sup>th</sup>. He is also working on the development of a logo that will be featured on our combined SNCP Website. He hopes to have this task completed by next week.

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Old Business:

1) Circle Time

Michele briefly explained the concept of "Circle Time" to new Council members. Time did not permit to practice this communication method tonight.

2) Pastoral Council 2019-2020 Goals

Copies of goals from 2018-19 were available for Council members to pick up and peruse tonight. Key strategies that were emphasized last year include: a) cluster outreach, b) sacraments, and 3) spirit of welcoming, especially in regards to celebration of the Mass. Please come prepared next month to help draft goals for 2019-20.

New Business:

1) Pastoral Council Officers 2019-20

Michele Konrad, Chairperson

Vice Chairperson - TBD. Council members were asked to nominate fellow Pastoral Council members that they felt would be the "best fit" for this position, or to consider nominating themselves. Names were submitted via written correspondence.

Laura Graney was nominated and re-elected as Recording Secretary.

2) Pastoral Council Membership Roster

Laura circulated a "tentative" 2019-20 SNCP Membership Roster. Council members were encouraged to update email and phone numbers, if needed. Once liaisons have been confirmed, Laura will fill this information in on the Membership Roster, mark it as "final", and circulate to all Council members.

3) Pastoral Council 2019-20 Calendar and Prayer before-after meetings

Laura circulated a form that combines the 2019-20 calendar with the before-after prayer leaders at each meeting. Council members were asked to fill in their name, to recite an opening or closing

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prayer, where an opening exists on the calendar. This form will be updated with information garnered this evening and sent out in the near future.

- 4) Committee liaison selection  
Michele circulated a form asking Council members to select one or more committees that they would be willing to serve as a liaison for during this fiscal year (2019-20). Hope to finalize liaison assignments by next month's SNCP Pastoral Council meeting.
- 5) September meeting agenda items: a) 2019-20 SNCP Pastoral Council Goals, b) Other? Please let Michele know.
- 6) October meeting - Committee Chairs, members and Pastoral Council members. Main goal is improved communication. Date for meeting: TBA.
- 7) Events:
  - a) Fr. Matthew will be on a Pilgrimage to the Holy Land from Oct. 22<sup>nd</sup> through Nov. 2<sup>nd</sup>.
  - b) SD Fall Festival - Sept. 15<sup>th</sup>. New this year - Cornhole Tournament.
  - c) Website development  
A drone will be making an appearance at the 10:30 AM Mass this Sunday at HNJ, to take footage of the opening procession into Church. Clips from this taping (as well as the tapings to occur next week at the 10:30 AM Mass at SD, and the 12:15 PM Mass at SC) will be featured on the new SNCP website, to let engaged couples and parents looking to baptize their child, of opportunities to join vibrant, active parishes. The website is particularly in need of baptismal photos that have occurred at SD, this past year. If you know of any recent baptisms at SD, please let Kym Leibham know.
  - d) The Women of Christ Conference will be held at the Washington County Fairgrounds on Sat., Nov. 9<sup>th</sup>. Women are

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encouraged to sign up now, as this event has been known to sell out.

- e) In conjunction with the 175<sup>th</sup> anniversary of The Archdiocese of Milwaukee, a new plan to enhance the "presence" of our Hispanic community, is scheduled to be revealed on Sept. 15<sup>th</sup>, from 8 AM to 4 PM, at the Archdiocesan Office.
- f) Steve Heun mentioned, that in the "spirit of welcoming all", each of our SNCP has been receiving periodic books (44 per parish) from Dynamic Catholic. The next book to be distributed is entitled, "Discovering Saints". Inquiries were made about the possibility of receiving some Spanish books, in addition to the English version.

Next Meeting: September 23, 2019 at SC - Dominican Hall

Reports for the Consent Agenda are due by September 18, 2019. Please send to [laura9326@charter.net](mailto:laura9326@charter.net).

Closing Prayer: Laura led us in a closing prayer. Meeting adjourned at approximately 8:25 PM.

Respectfully submitted,  
Laura Graney, recording secretary