

Catholic Community of Waukesha Pastoral Council Meeting Minutes

Date of Meeting: Thursday, August 17, 2017

Members Present: Cathy Bailey, Chris Brown, JoAnne Burgardt, Fr. Harry Buzbuzian, Dan Domach, Greg Garland, Flor Gonzalez, Fr. Howard Haase, Jim Hinchman, Marty Larson, John MacGregor, Joe Mazza, Fr. Jose Nieto, Rob Olejniczak, Jennifer Wall, Ken Walter, Fr. Chuck Wrobel

Excused: Jerry Campbell, Luanne Corcoran, John Kendellen, Dale Sinkula

Absent: Boni Danner, Ed Greil

The meeting was called to order at 7:03PM and was begun with prayer and reflection

Topics/Issues/Projects Discussed

- Introductions
- Council Liaison
- Pastoral Council Meeting Day
- Monthly Meeting Protocol
- Update from the Priests

Decisions Made

- Discerned liaisons to the 4 commissions plus the communications committee and WCSS
 - o Formation Commission – John Kendellen & JoAnne Burgardt
 - o Stewardship & Evangelization Commission – Jim Hinchman & Flor Gonzalez
 - o Human Concerns Commission – Greg Garland & Rob Olejniczek
 - o Workshop Commission – Dan Domach
 - o Communications Committee – Cathy Bailey
 - o WCSS – Ken Walter
- Keep Pastoral Council Meeting Day on the 3rd Thursday of the month

Follow-up Work / Person(s) Responsible

- Liaisons to connect with staff member(s) and commission chair(s) to introduce themselves
- Ken to update commission template (replace 'committee' with 'commission')
- Rob to include date in agenda sent out each month
- Cathy to send member names to Archdiocese
- Cathy to archive minutes

The meeting concluded at 8:24PM with a closing prayer

Next Pastoral Council Meeting: Thursday 21 Sept 2017, 7:00PM, Vercelli House

Discussion Details:

Council Liaison

Rob started the discussion with the vision of what it means to be a Council Liaison. The primary idea is to align with key audiences. During the Pastoral Council retreat in June there were 2 themes that Council Liaisons can help with:

- 1) There is a need for more consistent communication and where that communication flows both ways (from Pastoral Council to key audiences and from key audiences back to the Pastoral Council).
- 2) There is a drive to be true to our mission, but to do that we need to ensure that everyone is on the same page.

The role of a Council Liaison to the commissions is to:

- share the direction of the commission to the Pastoral Council
- share the direction of the Pastoral Council to the commission
- help identify where we need to do more work so that we can focus on “meat”
- improve communication
- foster our mission

Rob noted that while we are primarily starting the conversation around liaisons to the commissions, they are not our only key audiences. We should also consider liaisons to parish staff, WCSS, finance, etc.

Greg asked about the commission report. Ken clarified that it is a template so that we record the information we would like to bring back to the Pastoral Council. Note that bullets are just fine (we don't need full minutes). The idea is that we would connect with the commissions, who are already connected with the committees for each parish, instead of each individual parish committee. Jennifer suggested modifying the template to change 'name of committee' to 'name of commission'.

Council Liaisons:

Formation Commission – John Kendellen & JoAnne Burgardt

Stewardship & Evangelization Commission – Jim Hinchman & Flor Gonzalez

Human Concerns Commission – Greg Garland & Rob Olejniczek

Workshop Commission – Dan Domach

Communications Committee – Cathy Bailey

WCSS – Ken Walter

Jim asked if liaisons should contact the staff member or commission chair? Start by reaching out to both the staff and commission chair to introduce yourself and establish the connection. Joe asked about the time commitment. Fr. Howard suggested that it would probably not be more than 1 additional meeting per month (probably less).

There was further discussion on how the liaisons should engage with the commissions and what the communications flow should look like. Fr. Howard pointed out that information should be back & forth, not just one way, not just having a meeting. There were some differing thoughts on how to do this. Marty suggested that the liaison is not part of the commission or doing the commission

work. Joe asked if the commission template could be filled by someone on the commission and sent back to the liaison. Greg said is interprets that the liaison would be part of the commission. John and Jennifer summarized the engagement well. In whatever method the liaison chooses we want to establish a line of 2-way communication so that we can get information from the commissions but also to the commissions. We want to make sure it is clear who commissions can reach out to.

Greg asked what is the liaison's responsibility if they see that the commission is not moving towards its goals? Ken said that it is not the liaison's responsibility to police the commission. Fr. Howard reminded us that we can't do everything at once, but what is being done should fit into the strategic plan, or the plan should be updated. If something does not fit into the plan the liaison can question it and bring their concern to the Pastoral Council, clergy, and then staff.

In closing the liaison discussion Rob suggested that areas of achievement should be around communication as well as mission & vision.

Pastoral Council Meeting Day

Historically the Pastoral Council has been meeting on the 3rd Thursday of each month. However Thursdays are the off day for 1 of the 4 clergy (Monday is the off day for the other 3 clergy members). Therefore we had a discussion whether we could agree on Tuesday, Wednesday, or Thursday for Pastoral Council to meet. After discussion there were conflicts on all three days and the decision was made, at least for the time being, to keep the Pastoral Council meeting on the 3rd Thursday or each month. We can always see how things are going and re-evaluate at a later time.

Monthly Meeting Protocol

Prayer is an integral part of grounding ourselves for a successful Pastoral Council meeting. We plan to include the same type of prayer and reflection at the beginning of each meeting and propose to keep the same prayer / reflection formation (with that week's gospel reading, petitions, discussion, etc.). We also would like to keep on task and keep the meeting to a 1.5hr time limit, at most, with the philosophy of 'less is more'. In preparation for each month's meeting we will send out the agenda at least 1 week prior to the meeting and include a goal statement at the beginning of each agenda that states "this meeting will be successful if ..." we meet the specific goal. The ask for all council members is to come to each meeting prepared by reviewing the agenda, previous month's meeting minutes, and any accompanying information.

Update from the Priests

Fr. Howard shared which clergy member would be overseeing each commission-area:

Fr. Harry – Societal & Pastoral Ministry

Fr. Chuck – Formation

Fr. Jose – Worship & Hispanic Ministry

Fr. Howard – Administration

Fr. Howard also gave a staff status. Most folks who are moving into the Vercelli House are there. There is still a lot of movement to staff members locating to St. Joseph. Staff located at St. Marys is pretty well settled in and there is still some work to do at St. John Neumann. They are still waiting for computer systems to get up and running. Kecia and Ray decided to leave the staff. Their duties have been split among other staff members. There are also a few positions that were not filled (communications minister & formation site coordinators). The idea is that we will wait to see what the need is to fill the empty positions before simply fill them to fill the seat.

Fr. Howard asked that if we hear things to please write them down and share it with him.

The clergy is starting to rotate between parishes.