

## **Catholic Community of Waukesha Pastoral Council Meeting Minutes**

**Date of Meeting:** Thursday, September 21, 2017

**Members Present:** Cathy Bailey, Chris Brown, JoAnne Burgardt, Fr. Harry Buzbuzian, Jerry Campbell, Luanne Cocoran, Boni Danner, Greg Garland, Flor Gonzalez, Fr. Howard Haase, Jim Hinchman, John Kendellen, Marty Larson, Rob Olejniczak, Deacon Barry Saylor, Dale Sinkula, Jennifer Wall, Ken Walter

**Guest:** Heather Warner

**Excused:** Dan Domach, Ed Greil, Greg Johnson, John MacGregor, Joe Mazza, Fr. Jose Nieto, Fr. Chuck Wrobel

The meeting was called to order at 7:02PM with our statement of how the meeting will be successful and was begun with prayer and reflection

### **Topics/Issues/Projects Discussed**

- Introduction of Deacon Barry
- Confirm August Minutes
- Council Liaison
- Parish All-Committee Meeting Nights
- Parish Stewardship Assessments
- Logo Design
- Update from the Priests

### **Decisions Made**

- Confirmed August meeting minutes
- Keep Council liaison to Parish All-Committee Meeting Nights

### **Follow-up Work / Person(s) Responsible**

- Pastoral Council liaisons (Dan, Jim, John, Greg) to reach out to commissions in the next month and then fill out commission report, submitting it to the executive committee (to share with entire Council)
- Executive committee to discuss the staff liaison 'position'
- Let the executive committee know if there is anything to be added to the agenda (executive committee meets the first Tuesday of each month)
- Cathy to update the key audience contact list with new email addresses

The meeting concluded at 8:26PM with a closing prayer

**Next Pastoral Council Meeting:** Thursday 19 Oct 2017, 7:00PM, Vercelli House

## **Discussion Details:**

### Council Liaison

Ken started the discussion on council liaisons by referring to our key audiences. Cathy updated the key audience contact list (although need to update again with the new @ccwauk.org email addresses) and added council liaisons. Ken noted that there are a few holes in the list of council liaisons. We currently have 2 council liaisons for each commission except for the worship commission (which only has one).

During our August meeting, besides the 4 commissions, we identified several additional key audiences – Waukesha Catholic School, the Parish Staff, and the communications committee. Currently we have one council liaison for both WCSS and the communications committee, but have not identified one for the staff. Fr. Howard said that he or Fr. Chuck could be 'back-up liaisons' to WCSS as they attend the school board meetings as well.

The question was posed as to if we feel that a council liaison to the staff is needed. John pointed out that the Pastoral Council by-laws discuss council liaisons to the 4 commissions. He asked if the by-laws would need to be updated with the additional council liaisons (to WCSS, staff, and communications committee). Jennifer stated that the by-laws dictate the minimum requirements but should not limit our actions. Fr. Howard said that this is a timely discussion as there are concerns that much needed communication is not flowing well and that we need to ensure there are good flows of information. Rob mentioned that Steve Banas likes the idea of a council liaison to the Parish Staff and Jennifer volunteered to serve as an interim liaison to the staff (as long as it is OK having a trustee as a liaison). Greg expressed concern on stretching folks too thin when there are 3 Pastoral Council members from each Parish and we are requesting 2 Pastoral Council members to serve as liaisons for each of the 4 commissions plus additional key audiences. Cathy stated that she does not feel that 2 liaisons are necessary for each key audience. Luanne said that the trustees are in constant communication with Steve Banas / staff and Fr. Howard told us that Steve has agreed to send information to the Pastoral Council. An action is for the executive committee to discuss this topic at the next executive committee meeting.

Boni asked the state of the commissions? The answer was that yes they are functioning. John said that formation has a late start (as normal) because of how hectic the beginning of the year is.

### Parish All-Committee Meeting Nights

Jerry asked if clergy would attend the Parish all-committee meeting nights? Fr. Howard answered saying that a clergy member would not necessarily attend these meeting nights. He said that in our new reality we need to become less clergy centric and ensure the Pastoral Council has a strong role in Church organization.

Boni asked if we will be continuing to do committee report outs? Ken said that the idea is that the Pastoral Council liaisons to the commissions would give report outs to the Council (via the commission report out template).

A question the executive committee posed is whether we still need / want Pastoral Council member leadership at the Parish all-committee meeting nights if we have a strong relationship / communication path between the Council liaisons and commissions? Jerry said that, at least at St. John Neumann, the Council liaison to the Parish all-committee meeting nights leads the meeting by kicking the night off with a prayer and then brings the meeting back together at the end of the night. Ken shared that St. Mary all-committee meeting nights have developed a different practice. There has been a struggle to get everyone to meet at the same time. Now the common meeting night transfers to the finance committee meeting (which a Pastoral Council member attends). John said that at St. William only the Stewardship & Evangelization committee has been coming to the all-committee meeting night. Heather shared her experience that St. John Neumann and St. Joseph are examples of best practices and have very healthy meetings due to strong Pastoral Council leadership of the meetings. She pointed out that there is interplay between the committees so it is useful / efficient to have them meet together. Playing 'devil's advocate' Rob questioned the need for an additional person to go to the all-committee meeting nights with Council liaisons to the commissions. Part of his concern is stretching members too thin.

There was a brief discussion on the uniqueness of the formation commission. John pointed out that the formation commission only has the commission, not individual parish committees, although there is representation from all 4 Parishes on the commission. Fr. Howard asked how the information gets to the individual parishes and to the Council? The formation commission will discern how this information gets to the parishes and to common meeting nights. Jerry asked if we see all commissions will get to be like the formation commission? Fr. Howard said that he doesn't think that the formation commission model is right for all the commissions. While the commissions all lean toward the same direction / goals, there are still 4 different Parishes.

John asked if a Pastoral Council member can be chair of a commission? The answer was yes. The only concern is not to get stretched too thin.

After this discussion the decision was made not to eliminate the Pastoral Council liaison to the Parish all-committee meeting nights. We agreed that the liaisons should continue to create reports from the all-committee meeting nights and share them with the Pastoral Council executive committee (who will then share with the entire Council).

### Evangelization and Stewardship Update

Heather passed out several handouts and shared an update from the Evangelization and Stewardship commission. Key items that she wanted to share include the following:

- There will be a Stewardship Leadership Conference on November 3 and November 4, 2017. Heather encourages attendance from all on the Pastoral Council. If one would like to attend, either register online at <https://www.archmil.org/archmil/Synod/Spirituality-of-Stewardship.htm> or contact Heather and she will take care of the registration.
- Heather asked that we refresh our understanding on the purpose of the Stewardship commission by reading pages 37-41 of the Archdiocese of Milwaukee 'Commissions & Committees Manual' found online at: <https://www.archmil.org/ArchMil/Resources/ParCnl1/Manuals-for-Parishes/ParishCommissionsCommittees2015.pdf>
  - o Heather also pointed out that, per this 'Commissions & Committees Manual' the Communications Committee roles are established with/under Stewardship
- The commission is currently working on two very large projects
  1. Sacrificial Giving Campaign (& Timeline)
    - a. The theme is 'Reflect Christ, Live Stewardship'
    - b. The goal is to enhance prayer
    - c. As part of this campaign the commission will be asking for folks to get up at Masses and share what the parish means to them
  2. St. John Neumann & St. William Parish Assessments
    - a. The goal is to create comprehensive 3 year plans
    - b. The assessment consists of a questionnaire from the Archdiocese and the results will be compiled by the Archdiocese
    - c. St. John Neumann assessment will be October 24, please RSVP to: <http://www.signupgenius.com/go/10c0449aca722a6fb6-parish>
    - d. St. William assessment will be October 18, please RSVP to <http://www.signupgenius.com/go/10c0449aca722a6fb6-parish1>
    - e. St. Mary Parish recently completed their assessment
    - f. St. Joseph Parish is not having an assessment because they are part of the Greater Mission Initiative and a 27 month plan has already been put in place

### Logo Design

The Communications Committee is planning a contest to generate ideas for a new logo for the Catholic Community of Waukesha. Cathy shared the draft bulletin insert and asked if anyone had any comments. Jennifer asked if there will be prizes. Cathy said that the Communications Committee discussed that and was leaning toward no.

### Update from the Priests

Fr. Howard shared the following staff changes:

- Ray resigned on August 25 and has been hired at a new parish. He is not being immediately replaced and his duties are being split between other staff
- From the maintenance staff, Rudy retired and Joe is leaving to pursue a full time personal business opportunity
- Kecia resigned on August 1 and that position was just filled (as a 20hr per week position).
- Patricia Ward resigned and is pursuing a personal opportunity. They are looking at how to fill this position.