

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

**Date of Meeting:** Thursday, April 19, 2018

**Members Present:** Cathy Bailey, Chris Brown, JoAnne Burgardt, Fr. Harry Buzbuzian, Jerry Campbell, Luanne Cocoran, Boni Danner, Dan Domach, Greg Garland, Flor Gonzalez, Ed Greil, Fr. Howard Haase, Jim Hinchman, Greg Johnson, Marty Larson, John MacGregor, Rob Olejniczak, Dale Sinkula, Jennifer Wall, Ken Walter, Fr. Chuck Wrobel

**Guest:** Mark Kemmeter

**Excused:** John Kendellen, Joe Mazza, Fr. Jose Nieto, Deacon Barry Saylor

The meeting was called to order at 7:01PM with our statement of how the meeting will be successful and was begun with prayer and reflection

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

- Pastoral Council Nomination and Discernment Schedule
- Archdiocese Observations and Recommendations
- Next Steps from Sharing Sessions

### **Decisions Made**

- Confirmed February meeting minutes

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

- All to review commission & committee meeting reports
- Mark to draft bulletin insert with recommendations based on archdiocese interviews and Pastoral Council sharing sessions
- Make Pastoral Council statement in the bulletin in the next few weeks
- Start weekly or every other week Pastoral Council posts in the bulletin
- Mark to talk to diocese CFO about an extension to the budget deadline

The meeting concluded at 8:45PM with a closing prayer

**Next Pastoral Council Meeting:** Thursday 17 May 2018, 7:00PM, Vercelli House

## **Discussion Details:**

### New Council Nominations and Discernment

The new Pastoral Council member nomination weekend is this coming weekend, April 21-22. Whoever is the current Pastoral Council member at the last Mass (at each Parish) this weekend should collect the nominations. After collection, please email the names of the nominees to Ken. Ken will submit the names to the Parish staff to verify membership. Then all Pastoral Council members will be asked to contact the nominees to invite them to participate in the discernment process.

Regarding the discernment process, Jennifer is willing to facilitate, however wanted to ensure that there were no issues or conflicts due to her role as a trustee. No one saw any problems.

### Archdiocese Observations and Recommendation Report

The bulk of the meeting was spent by Mark Kemmeter reviewing the report to the Catholic Community of Waukesha from the Archdiocese. This report contains recommendations based on interviews with the priests, staff, and trustees of the Catholic Community of Waukesha. The report was presented to Fr. Howard by the archbishop. Fr. Howard share that this meeting with the archdiocese, Fr. Curt, and Fr. Harry was very positive. There is a lot of work and opportunity for the Pastoral Council and the four Parishes. Fr. Howard also shared that there are a number of steps that are already being taken to work through the recommendations made in the report.

Mark Kemmeter shared that he enjoys attending Pastoral Council meetings and was here to affirm what the Pastoral Council of the Catholic Community of Waukesha has been and is doing as well as share the Archdiocese Observations and Recommendations Report.

The Archdiocese Observations and Recommendations Report contains three sections:

- 1) Themes
- 2) Observations by mission area
- 3) Recommendations / Implementation Timeline

Mark shared that nothing 'so terrible' has happened here in Waukesha and that we can definitely move forward and improve. He did note that the archdiocese has been concerned with the state of Waukesha's four Parish collaboration and that the archbishop has affirmed the diocese support and help. We should not hesitate to call the archdiocese for that help and support.

Mark said that the archdiocese considers the Pastoral Council to be one of the greatest successes of the Catholic Community of Waukesha. He said that each one of us needs to be proactive and support the community as ambassadors with a positive attitude. This will help us start the new fiscal year with a new start. He shared that the progress we make will speak for itself. While collaboration is messy because of

communication, it also allows us to accomplish many things that we could not otherwise do alone. Finally, the recommendations include some specific tasks / roles for the Pastoral Council.

The archdiocese's recommendations to the Catholic Community of Waukesha include the following 12 key areas in which to focus action.

#### Mission and Leadership

- 1) A priest mentor should be selected to support and advise the priests serving at the parishes. The priest should be familiar with pastoring a multi-parish community. Suggestions can be provided. The priests should meet regularly at least every other week. *This suggestion is partly due to the priests being new and the upcoming priest change. Fr. Howard will make contact.*
- 2) The title of parochial manager should be changed to the title of pastoral coordinator which is now in use in the Archdiocese. The Offices for Lay Ministry and Priest and Lay Ecclesial Personnel and Placement should be consulted for potential candidates for this position, job description ideas, and possible assistance with a hiring process. *The Archdiocese can help identify potential capable and experienced candidates who have served as pastoral minister and are interested in serving in the position.*
- 3) Revise the organizational chart, job descriptions as needed, and develop options for office locations and presence at each parish site. Any unfilled positions should be posted and applications accepted. Office for Lay Ministry can be consulted for further assistance. *Fr. Curt will be helping here and the revised information will be presented to the Pastoral Council.*
- 4) Review staff office locations and presence at each site. Consider the options proposed by Fr. Curt and the pastoral staff, then determine an office plan. *The importance of have a presence at each site is recognized. Fr. Curt and the staff will propose options and the Pastoral Council is being tasked with coming up with solutions.*
- 5) Develop a staff, councils, and commission meeting strategy which involves these groups in order to improve communications, consultation on issues, and consensus decision-making:
  - a. Director meetings will continue but need department meetings shortly thereafter
  - b. All staff meetings shall be conducted monthly for 6 months and then quarterly
  - c. Pastoral council will continue to follow its already existing schedule
  - d. Finance councils will meet on the same evening at the same locations to review community activity and then separately to discuss parish matters
  - e. Commissions will meet on the same evening and will follow an agenda for a common meeting night

*The intent of this is to develop meeting strategies that try to gather as many people together and improve communication.*

#### Finances and Facilities

- 6) Review the results of the audit/financial review conducted by an outside concern, the year-to-date budget, any proposed budget changes from the various departments, and develop a draft budget for FY 2018/2019.
- 7) Review possible assessment formulas for shared expenses, particularly the proportionate assessment based on contributions one – which is widely used in the Archdiocese – and recommend the preferred formula to the finance councils. *Note that there are multiple models and that we should not be afraid to modify something that we tried.*
- 8) Review financial procedures regarding credit cards, reimbursements, collection and transfer of program fees, the assignment of keys for facilities, communications and data systems for staff. Make recommendations to the finance councils.

#### Prayer and Worship

- 9) Evaluate the current ministry year, review affirmations and improvements in this report, and propose any needed program and budget changes. *Pastoral Council to monitor the hand off to the commission – monitor reports to ensure actions are being taken (lean on liaisons).*

#### Evangelization and Faith Formation

- 10) Evaluate the current ministry year, review affirmations and improvements in this report, and propose any needed program and budget changes. *Pastoral Council to monitor the hand off to the commission – monitor reports to ensure actions are being taken (lean on liaisons).*

#### Human Concerns and Pastoral Care:

- 11) Evaluate the current ministry year, review affirmations and improvements in this report, and propose any needed program and budget changes. *Pastoral Council to monitor the hand off to the commission – monitor reports to ensure actions are being taken (lean on liaisons).*

#### Stewardship and Communications

- 12) Evaluate the current ministry year, review affirmations and improvements in this report, and propose any needed program and budget change. *Pastoral Council to monitor the hand off to the commission – monitor reports to ensure actions are being taken (lean on liaisons).*

There was a lot of discussion around the finance recommendations. One of these questions related to how close the Pastoral and finance councils should be, for example if Pastoral Council members should also be on the finance council(s). Mark answered that he feels that the trustees are that connection between Pastoral and finance councils. The trustees look at things fiscally (management oriented) while the Pastoral Council members look at things pastorally (mission driven). Additionally Mark felt that the Pastoral Council is probably at about the maximum size we would want it to be. A second discussion point was about the finance council task groups. These should be 4 person groups with one person representing each Parish. Rather than assigning council members to a random group, the trustees with bring these recommendations back to the committees and find the best person from each parish to join that group. Regarding the finance audit, this would be an evaluation of where we are, what we have one, and then to put together

the budget. Someone asked if we will have an extension for the budget deadline? Mark said that he would talk to the diocese CFO. His guesstimate was that this extended deadline would be August but that he would get back to Fr. Howard regarding it. Next someone asked about communication to the Parishioners. Mark said that it is important to have this communication and that it is required to have yearly financial reports. Before this year's financial reports we first need to complete the audit and assessment. Does it make sense for an outside firm to do the audit and has anything be done yet? Mark said that it could be possible to have someone from the diocese do the audit to both control costs and know what to look for. Finally someone asked whether we need to revisit / address capitol needs / long-term giving? These capitol expenditures are all done at the Parish level. Any type of planned or long-term giving is the property of the individual Parish. Modifications to this would change the collaboration model to a merger. Note that there are changes being discussed with respect to Waukesha Catholic facilities. If there is a Waukesha Catholic capitol campaign it would be for all facilities not just the school, everyone would benefit. The Waukesha Catholic facility team is working on developing a proposal to submit to the finance and Pastoral councils.

Additional general questions were asked:

- Is it OK to share this document? Fr. Howard is ok sharing the document, in fact it will only help to get as many people on board as we can. Mark will share the digital copy of the report with Fr. Howard.
- Do we use this as a master plan and share it with the Parishioners? Yes. Mark suggested simplicity and a bullet point approach. We discussed sharing the recommendations and then continuing to communicate to Parishioners as things role out (keep the line of communication open). Maybe we even have a 'Pastoral Council Corner' in the bulletin with weekly updates. Regarding information flow, in the next weeks or two we will have a note from Fr. Howard on what we have done, where we are going, and that we are going to have even more information forthcoming. We should have the recommendation summary ready to share a week or two after this note.

A comment was made that many of the themes in this report were similar to the themes that we heard from Parishioners during the Sharing Sessions. Also note that there are many positives, not only negatives.

Mark stressed that we should not hesitate to call him and that he can put us in touch with the right people.

Finally there was a comment that this is a wonderful framework but that it has a very tight timeline. The subsequent question was on whether we intend to implement this and if we have everyone's 'buy in'? The answer was a resounding yes.