

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

**Date of Meeting:** Thursday, May 17, 2018

**Members Present:** Cathy Bailey, JoAnne Burgardt, Fr. Harry Buzbuzian, Jerry Campbell, Luanne Cocoran, Dan Domach, Ed Greil, Fr. Howard Haase, Jim Hinchman, Greg Johnson, Marty Larson, John MacGregor, Joe Mazza, Dale Sinkula, Jennifer Wall, Ken Walter

**Guest:** Terry Ladwig

**Excused:** Chris Brown, Boni Danner, Flor Gonzalez, John Kendellen, Fr. Jose Nieto, Rob Olejniczak, Deacon Barry Saylor, Fr. Chuck Wrobel

**Absent:** Greg Garland

The meeting was called to order at 7:06PM with our statement of how the meeting will be successful and was begun with prayer and reflection

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

- Status & next steps for new Council member discernment
- Sharing Session Summary Recommendations & Action Planning
- News from Commissions and Communication Committee
- Closing Comments from Fr. Howard

### **Decisions Made**

- Confirmed April meeting minutes
- Shift Pastoral Council discernment start time from 6:30 to 6:45 June 7

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

- All to review commission & committee meeting reports
- Ken to check on room reservations at St. John Neumann for discernment
- Trustees to prioritize funding updates to technology & systems budgets
- For June meeting: update on technology committee status/recommendations
- Cathy to forward John's formation update to the Council
- Cathy / communications committee to use Archdiocese communications resources
- All to provide input to the WCSS facilities task force on committee facility needs
- All to bring \$5-10 for a gift card for Deacon Barry's ordination

The meeting concluded at 8:46PM with a closing prayer

**Next Pastoral Council Meeting:** Thursday 21 June 2018, 7:00PM, Vercelli House

## **Discussion Details:**

### Status & next steps for new Council member discernment

One out of the two new Pastoral Council member orientations have been held. The first orientation, held last Wednesday, went well. The next orientation will be held this coming Saturday.

The Pastoral Council discernment will be held Thursday June 7<sup>th</sup> at St. John Neumann. Jennifer is getting the facilitator team together and may need help from someone from St. Joseph to facilitate. We currently have the chapel booked. Ken will check if we have additional rooms reserved for our break out sessions. Jerry pointed out that a group prays the rosary from 6:15 until close to 6:45 on Thursday nights at St. John Neumann. We will invite all to join in the rosary at 6:15 and shift the discernment start time to 6:45. Finally it was asked if we want to end the night with a short social and refreshments. All agreed that it would be nice to have some cookies and drink to talk and meet the new members / invite those who didn't discern onto council to become involved in other ways.

### Sharing Session Summary Recommendations & Action Planning

The Sharing Session summary and recommended actions were published in the bulletin a few weeks ago. Additionally this information will go out to all Parishioners in each Parish's financial mailings. So far we have not heard any feedback, positive or negative, to the announcement. After new Pastoral Council discernment we will need to revisit the action timelines and how to help get the various activities completed.

Some of the recommended actions require updates to technology and systems in order to support transparency in finances and communications. Since these updates require funding, the Pastoral Council and trustees need to work together to ensure they are achieved. The way this will happen is by the Pastoral Council highlighting the updates as something that needs to be financially prioritized by the finance councils. Then the trustees can take this recommendation back to the finance councils to implement and fund.

The question was posed to the Pastoral Council members, do we as a Council view funding the technology and system updates as a priority? The consensus from the Council members was YES.

Next there was quite a bit of discussion around how to select the appropriate updates to the technology and system updates. Jennifer shared that Pat is working on updating technology bids that she received a year ago. The question was asked as to whether we should make an ad hoc committee to help with technology selection? Pat had a committee to work on this and has already, or will, reconvene this group. This committee will report their recommendation to Fr. Howard. Another question that was asked is whether we should discuss any technology recommendations with the staff, committees, and commissions? Hardware and software go together, with respect to what works well with what, and the users may

have feedback. There was some disagreement on the best course of action here, although the staff needs will be driving the process. The conversation focused on finding a solution that has longevity and who would be in charge of, or help, select the solution? Regarding an IT expert, we would not hire a consultation. The recommendation would be to hire someone on a retainer (Luanne said that she can share a reference). While having a volunteer, perhaps even a Parishioner, to help there is hesitation because it would not be their job and thing can get in the way. We will need someone who is available and that can be called upon at various times. Finally there was a conversation on whether a formal needs assessment has been completed? Pat is working on what the needs are. The comment was made that it is incredibly important to ensure that everyone's needs are met, not only staff but also committee, contract employees, ... There are multiple tools that can be used, while some are paid there are also free tools, for example Google.

Another topic that came up in the Sharing Sessions was staff. Currently staff training is occurring to ensure that they are receiving sufficient training to do the required work. Professionals are coming in to work on staff and professional development. The staff had been working with Maureen Gallagher and are now working with Sharon Ellis. The staff are talking about strengths, weaknesses, and gaps for continuous improvement as well as working on training to deescalate issues / situations.

Communication is a major concern, both from staff and Parishioner feedback. One way the Pastoral Council can help is by getting into a regular pattern of communication with Parishioners, in particular through the bulletin. What would the right time interval for this communication? Maybe monthly, at least until geared up. Who would do this? Lean on the Communications Committee. What would the topics be? They can be short and simple, from bullet point highlights from the last minute and the fact that the previous meeting minutes are now online to updates on recommended actions.

On the communications topic there were a few additional points made:

- Are there communications resources at the Archdiocese that we can leverage?
- Chris shared his concern that youth attending school, particularly high school, outside of Waukesha are getting lost (not getting personally invited for confirmation, etc.).
  - o Maybe we need to work at improving the database for this demographic
- Would it help, especially new priests, to have consistent announcement formats at all four Parishes?
  - o Fr. Harry said that it is probably more useful to have someone familiar with the Parish that can touch base with the celebrant prior to Mass to share reminders, etc.

### News from Commissions and Communication Committee

Waukesha Catholic, WCSS, has a facilities task force that is evaluating the current facilities and working to recommend future changes. This group needs feedback from the various committees to ensure that all needs will be met with their final recommendations. Please bring this information to our committees and get back to WCSS.

### Closing Comments from Fr. Howard

Fr. Jose's new assignment, studying in Washington DC, will be starting in June. There will be one gathering at St. Williams on June 17 after the 9:30 Mass. We wish him all the best.

We will be getting a new associate priest. Fr. Jorge Perez was ordained 2 years ago in Venezuela and will be 'on lone' to us for 3 years. He will be moving into the St. William rectory on June 26 and we will hopefully start to see him soon.

Staffing evaluations are on going.

There are many festivals coming up. The St. John Neumann festival will be June 1-3. The St. William Pig Roast will be June 17. The St. Mary festival will be June 26-28.

This year the Amazing Parish conference will be held in Milwaukee, at the Wisconsin Center, October 17-19. This will be the largest conference to date with 3,000+ attendees from across the US and worldwide. In the Milwaukee Archdiocese, all pastors will attend this conference along with a team (4 people) that will work with the pastor to help staff, committees, etc. Fr. Howard shared that they are discussing how the Catholic Community of Waukesha will put this team together. Fr. Howard encourages people to learn about the conference by going online to [amazingparish.com](http://amazingparish.com).

Deacon Barry will be ordained a priest on Saturday June 30 at St. Joseph the Worker Cathedral in LaCrosse. Fr. Howard will be attending and would be happy to go with anyone who might be interested in joining him. We would like to present Deacon Barry with a gift card from the Council. At the next meeting please bring \$5-10 to pitch in for this.

This coming year there may be 2 seminarians joining us. Fr. Chuck is also putting together a group to promote vocations.