

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

**Date of Meeting:** Thursday, June 21, 2018

**Members Present:** Cathy Bailey, Sue Bernhardt, Chris Brown, JoAnne Burgardt, Fr. Harry Buzbuzian, Jerry Campbell, Luanne Cocoran, Fred Cruz, Boni Danner, Dan Domach, Mary Garrity, Flor Gonzalez, Ed Greil, Fr. Howard Haase, Jim Hinchman, Greg Johnson, John Kendellen, Marty Larson, John MacGregor, Rob Olejniczak, Fr. Jorge Perez Jennifer Wall, Ken Walter

**Guest:** Paul Baures, Mark Kemmeter

**Excused:** Greg Garland, Jason Pechloff, Jennifer Wall, Fr. Chuck Wrobel

**Absent:** Rozaline Janci, Dale Sinkula

The meeting was called to order at 7:15PM with our statement of how the meeting will be successful and was begun with prayer and reflection.

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

- Introductions
- Implementing and Tracking Sharing Session Recommendations
- July meeting discussion
- Closing Comments from Fr. Howard & Mark Kemmeter

### **Decisions Made**

- Confirmed May meeting minutes
- We will hold a July meeting on Thursday July 26 at 7PM in the Vercelli House

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

Follow-up on sharing session recommendations (council leads to help as needed)

- Revised organization chart & job descriptions (Cathy, Rob)
- Hire Pastoral Coordinator (Cathy, Rob)
- Financial procedures, practices and assessment formulas (Luanne, Chris)
- FY 2018-19 budget (Luanne, Chris)
- Office locations and Pastoral presence at each parish (Sue, Rob)
- Plan Pastoral Council retreat and (separate) working session (with Archdiocese Office for Planning and Councils, Staff, Commissions, and Pastoral Council) on Collaboration and Communication Strategies (Cathy, Boni, Jim, Marty)
- Multi-parish ministry priest mentor (Rob)
- Communication plan to keep key audiences informed (Cathy, Rozaline, JoAnne)

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

**Next Pastoral Council Meeting:** Thursday 26 July 2018, 7:00PM, Vercelli House

## **Discussion Details:**

### Implementing and Tracking Sharing Session Recommendations

We reviewed the various recommendations that came out of the Sharing Sessions, discussed their status, assigned updated target completion dates, and designated a Pastoral Council lead to help as needed.

#### *Revised organizational charts and job descriptions:*

*Status:* The second draft of the organizational chart is completed. This organizational chart takes into account feedback, including external feedback and internal feedback from staff, on where there are gaps, where shifts need to be made and where things need to be added or subtracted. The goal of any changes is to help with consistent communication and information flow as well as ensure there is pastoral presence at each parish. In conjunction with this work some job descriptions have also been revised. We should have the new organization chart for review within the next two weeks.

*Original target completion date:* May 15

*Revised target completion date:* July 1

*Pastoral Council lead:* Cathy, Rob

#### *Hire Pastoral Coordinator:*

*Status:* The job search process is very much in progress. There are two very good candidates and the committee is coming together to do interviews. The goal is to hire a new Pastoral Coordinator in the next two weeks.

*Original target completion date:* May 15

*Revised target completion date:* July 1

*Pastoral Council lead:* Cathy, Rob

#### *Financial procedures, practices and assessment formulas:*

*Status:* The committee is waiting for the revised budget schedules and will meet in the beginning of July. They are working with Katie from the Archdiocese and expect to have assessment formulas ready by mid July.

*Original target completion date:* May 22

*Revised target completion date:* July 15

*Pastoral Council lead:* Luanne, Chris

#### *FY2018-19 Budget:*

*Status:* The finance councils are working on the budget, which has an August 15 deadline.

*Original target completion date:* June 1

*Revised target completion date:* August 15

*Pastoral Council lead:* Luanne, Chris

#### *Office locations and pastoral presence at each parish:*

*Status:* This work is part of the new organization chart (see more details above). The idea is that there will be a pastoral presence at each parish; however, even after the

new structure is defined it will take time for people to get in place. Once the new Pastoral Coordinator is on board they will be helping with this process.

*Original target completion date:* June 1

*Revised target completion date:* August 1

*Pastoral Council lead:* Sue, Rob

*Archdiocese Council Planning Meetings with Staff, Pastoral Council and Commissions on collaboration and communication strategies:*

*Status:* Discussion around these topics would likely take a full half-day (maybe a weekend morning so folks are 'fresh' / not after a long day of work). These conversations would involve both Pastoral Council members and staff, which we would expect to be in place by the end of summer. There was discussion over whether this work should be the topic of our annual retreat. There was a general consensus that the discussion on collaboration and communication strategies should be separate from a retreat for several reasons:

- 1) a retreat should be a time of prayer and not the serious discussion / work that these conversations will require
- 2) it is good to get to know people, for example during a retreat, before digging into serious work together

The next step in coordinating this meeting is to put together a planning committee to work with the Archdiocese and plan both the retreat and 'workout'. The idea was that we could target a September retreat and then subsequent 'workout' after the Amazing Parish conference, which is being held mid October.

*Original target completion date:* June

*Revised target completion date:* November 15

*Pastoral Council lead:* Cathy, Boni, Jim, Marty

*Multi-parish ministry priest mentor:*

*Status:* Fr. Pat Heppe, who was instrumental in Fond du Lac, has been identified as a priest mentor to Fr. Howard and the Catholic Community of Waukesha. Fr. Howard and Fr. Pat are planning a meeting right after July 1 to get ideas and insights.

*Original target completion date:* July 1

*Revised target completion date:* July 1

*Pastoral Council lead:* Rob

*Develop a communication plan to keep parishioners informed:*

*Status:* Cathy shared a preliminary plan. At this point it is important to share these Sharing Session recommendation updates in the next few weeks. As in all communication we need to consider using multiple methods to communicate the information.

*Original target completion date:* N/A

*Revised target completion date:* N/A

*Pastoral Council lead:* Cathy, Rozaline, JoAnne

### July meeting discussion

Pastoral Council does not typically meet in July; however there is a lot going on right now and there is a concern over losing momentum if we do not meet. The majority of the council members were OK with having a July meeting and were able to attend. In order to accommodate some schedules, the July meeting will be held on the 4<sup>th</sup> Thursday, July 26 at 7PM in the Vercelli House. In addition to further recommendation updates we will also have discernment for the Pastoral Council executive board (chair, vice chair, and secretary). The trustee meeting will take place prior to the Pastoral Council meeting.

### Closing Comments from Fr. Howard

June has been festival month. The St. John Neumann festival went well as did the St. William pig roast. The St. Mary festival is this weekend.

Fr. Howard shared that the mission appeal is coming up at the end of June / beginning of July.

We welcome Fr. Jorge to the Catholic Community of Waukesha and wish Fr. Jose all the best as he continues his studies in Washington DC.

Fr. Howard shared that there are some changes on the staff as Jose Sanchez and Charlotte Villwock are leaving.

Congratulations to Jerry Campbell as he is entering the diaconate!

### Closing Comments from Mark Kemmeter

Mark said thank you to us. He shared that the Pastoral Council, staff and clergy have done very well moving forward with an aggressive timeline (with respect to the Sharing Session recommendations). Mark also said that he is proud of the Pastoral Council for providing stability, stability, and direction. He will be putting together a memo on what is happening here in Waukesha.