

Catholic Community of Waukesha Pastoral Council Meeting Minutes

Date of Meeting: Thursday, July 26, 2018

Members Present: Cathy Bailey, Chris Brown, JoAnne Burgardt, Fr. Harry Buzbuzian, Luanne Corcoran, Fred Cruz, Boni Danner, Dan Domach, Greg Garland, Mary Garrity, Flor Gonzalez, Fr. Howard Haase, Jim Hinchman, Marty Larson, John MacGregor, Rob Olejniczak, Jason Pechloff, Dale Sinkula

Excused: Sue Bernhardt, Fr. Jorge Perez, Jennifer Wall, Fr. Chuck Wrobel

Absent: Rozaline Janci

The meeting was called to order at 7:05PM with our statement of how the meeting will be successful and was begun with prayer and reflection.

Topics/Issues/Projects Discussed

- Implementing and Tracking Sharing Session Recommendations
- Pastoral Council Photos
- 2018-2019 Council Meeting Schedule and Logistics
- Closing Comments from Fr. Howard

Decisions Made

- Confirmed June meeting minutes
- Postpone executive committee discernment until August meeting

Follow-up Work / Person(s) Responsible

- Work on planning retreat and collaboration/communication working session (Cathy, Boni, Jim, Marty)
- Continue to communicate regular updates (Cathy / communication committee)
- Create a Pastoral Council schedule (Rob)
- Contact staff to include Pastoral Council schedule to the Parish calendar (Rob)
- Luanne will take photos of new council members after the August meeting

The meeting concluded at 8:29PM with a closing prayer

Next Pastoral Council Meeting: Thursday 16 August 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 and discussed their status.

*Revised organizational charts and job descriptions,
Office locations and pastoral presence at each parish,
Hire Pastoral Coordinator*

There is a draft of the revised organizational chart. The changes are starting to be implemented, however they are not all finalized. As things are being put into place the staff, deacons, trustees, and Pastoral Council will get the information first. Then the information will be publically disseminated. This coming weekend there will be information on the updates to the facilities staff in the bulletin.

Promises that tied hands in the first organization was saying that everyone would get a job. This re-organization is correcting that mistake. This re-organization was formulated with input from the staff, parishioners (through the Sharing Sessions), Archdiocese, Fr. Curt, and others to achieve the following goals:

- Increase and enhance staff presence at each of the parishes
- Streamline processes to make things easier to work with
- Promote and enhance communication both internally and externally
- Create an organization where we are able to more readily provide backup and support for one another
- Fill in the gaps that had been pointed out in the staffing of the parishes
- Keep personnel costs within reasonable limits

This is about how to best serve the Parishes. These changes are being made while working with the Archdiocese human resources as well as the invaluable personnel committee made up of members from each of the Parishes. All changes are being made following the Archdiocesan guidelines.

See updates to specific jobs below. Note that all jobs will be posted internally and some will also be posted externally. Watch the Catholic Community of Waukesha website as well as the Archdiocese website for job postings. (If the posting is for a brand new position it will be posted both internally and externally. If the posting is for a change in position then it will only be posted internally, unless no one fits/fills the position.)

- The Pastoral coordinator position has still not been filled and we need to remain patient. Staff positions and decisions directly affecting the Parishes are not 'on hold' waiting for this position to be filled while some staffing is 'on hold' until after this person is in place, especially for staff members who would work closely with the Pastoral coordinator such as an assistant and Communications director.
- In the past year the building & grounds facilities director had left. After that the staff tried having a maintenance supervisor (instead of a director). This did not work as smoothly as we had hoped. We will once again have a facilities director and the maintenance supervisor position will be

- eliminated. Additionally there will be a maintenance and custodial person at each facility with a school. St. John Neumann will have a part time custodian. Maintenance at St. John Neumann will work in coordination with St. William.
- Finance staff is all in place and working well.
 - The formation staff originally consisted of 2 part time coordinators for youth and child development (totaling ~50hrs). These two positions are being consolidated to 1 full time person for both youth and child development, to reduce costs and duplication of tasks. The child coordinator has resigned and this position will be filled, hopefully in the next week in order to have this person in place before the start of the school year.
 - For the communications and stewardship staff, we will be looking for someone to support the director. This position has not yet been filled.
 - Latino ministry is set.
 - The Director of Societal and Pastoral Ministry is in place
 - For liturgical ministry, we are looking for new music ministers for St. Joseph and St. William. As part of this hiring process, interested candidates will be invited to play. The hiring committee will consist of Fr. Chuck and Fr. Howard, members of the choir as well as members of the personnel committee.

Specific folks that have been impacted:

- Mary Thiel is going from part time to full time
- Jim Gill, adult formation, is going from full time to part time
- Andy Dejewski is the new director of facilities
- Pat Sennott will continue as the administrative assistant for the director of facilities

Part of the re-organization will be to have staff members at each Parish. This will help with safety and also communication and information flow. The idea is not to simply have people at each Parish, but to also have knowledge at each Parish. Fr. Chuck is working on one way to help staff build and keep this Parish specific knowledge. Fr. Chuck is working on putting together a binder for each Parish that includes information on how things get done, where things are located, specific processes and procedures, etc.

A concern was raised about churches being locked down and parishioners not being able to access them. This is a common issue with all four buildings and it is part of the world in which we live. How do we allow access while also keeping the facilities secure? Addressing this issue is a work in progress and there are several solutions in place for the different buildings. Fr. Howard invited folks to share ideas on how to help with the solutions. At St. Joseph and St. Mary Parishes, parishioners need to get keys from off site offices. At St. John Neumann and St. William Parishes there are lock boxes at the building for access. Parishioners can receive the lock box combination to get the key and then lock up on their way out. While this is not the case yet, the new re-organization will get staff members at each Parish front desk 'all' the time (at least during business hours). One concern raised about this was

how to cater to those who work during the 'normal' business hours. Perhaps we could consider having staff members work shifted hours, for example noon-8, once a week to allow extended hour access and coverage. Fr. Howard shared that he felt it is important to make sure we are using our people in the correct way.

FY2018-19 Budget,

Financial procedures, practices and assessment formulas

The finance council task groups have been hard at work on these topics and have agreed on a tentative path forward. The next step is to meet with Kris Jamieson and the finance councils. Site-specific budgets need to be put in front of the Parish finance councils and they need to agree on the proposed new allocation system, which is based on total income for each Parish and then every combined bill would be divided by a set allocated percentage. One goal of this new allocation system is that it will allow for more timely communication.

After this update from Chris and Luanne there were a number of questions.

- How do the staffing costs compare to last year?
 - o About \$30k less
- Is IT built into the 2018-2019 budget?
 - o No, however, while maintenance expenses get rolled into the operating budget, capital expenses do not.
- Is there still a plan to communicate and publish Parish financials?
 - o Yes and part of this would be part of the annual town hall meetings being planning for each Parish in early October. These meetings will include a review of last year's fiscal budget.
- What is bad about the current allocation system?
 - o The trustees do not get full balance sheets
- When are the budgets due?
 - o They are due to the Archdiocese by August 15

Develop a communication plan to keep parishioners informed:

The current plan is to have regular, bite-sized updates. These might include reminders when the Pastoral Council meeting minutes are online, a bullet summary from the most recent Pastoral Council meeting, and progress updates, as we know them.

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

The sub-committee needs to get together to plan the retreat and this working session. Part of this planning will be to determine what we want to do and what we want to get out of the time.

Pastoral Council Photos

Luanne has all the photos of Pastoral Council members that we took last year. What do we want to do with them? First we need to ensure that we have pictures of all

Pastoral Council members and all trustees. Luanne will bring her canvas to the next meeting and we ask that new folks stay after for a photo. Regarding how to display the photos, each Parish has done this differently and it makes sense for each Parish to continue to display the photos in their own way. One thing we would want is for each display to contain pictures of the entire council, not just that Parish's representatives. Perhaps Andy, as head of facilities, could be a resource for these displays.

2018-2019 Council Meeting Schedule and Logistics

Pastoral Council will continue to meet on the 3rd Thursday of each month from 7-8:30 at the Vercelli house.

Closing Comments from Fr. Howard

Barry Saylor sent a nice thank you note to the Pastoral Council for our ordination gift. Fr. Howard shared that he is planning for Barry to say Mass at St. Williams at some point in the near future. Looking forward to this coming year we will have a new seminarian, Pedro Ruiz, join us and be stationed at St. Joseph Parish.

Fr. Chuck has put together a vocation team to promote religious life. Look forward to hearing more about this.