

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

**Date of Meeting:** Thursday, August 16, 2018

**Members Present:** Cathy Bailey, Sue Bernhardt, Chris Brown, Fr. Harry Buzbuzian, Luanne Corcoran, Fred Cruz, Boni Danner, Dan Domach, Greg Garland, Mary Garrity, Flor Gonzalez, Fr. Howard Haase, Jim Hinchman, Rozaline Janci, Marty Larson, John MacGregor, Rob Olejniczak, Jason Pechloff, Fr. Jorge Perez, Dale Sinkula, Jennifer Wall, Fr. Chuck Wrobel

**Excused:** JoAnne Burgardt

The meeting was called to order at 7:04PM with our statement of how the meeting will be successful and was begun with prayer and reflection.

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

- Discern New Executive Committee
- Tracking 2018-2019 Plan Execution
- Confirm 2018-2019 Council Meeting Schedule and Logistics
- Closing Comments from Priests

### **Decisions Made**

- 2018-2019 Executive Committee Discerned (Chair: Rob, Vice-Chair: Cathy, Secretary: Dan)

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

- Correct spelling of Luanne's last name in July minutes (Cathy)
- Get name tags for new council members (Cathy)
- Get name plaques for meetings (Dan)
- Connect with Marguerite Thompson and Michelle Heeren for retreat planning (Cathy)
- Talk to Mary Ellen regarding Pastoral Council updates in the bulletin (content, frequency, location) (Cathy)

The meeting concluded at 8:32PM with a closing prayer

**Next Pastoral Council Meeting:** Thursday 20 Sept 2018, 7:00PM, Vercelli House

## **Discussion Details:**

### Discern New Executive Committee

Chair nominations:

- Rob Olejniczak (Luanne nominated, Dan seconded)
- Cathy Bailey (Rob nominated, Greg seconded)

Discernment happened through ballot

*2018-2019 Pastoral Council Chair: Rob Olejniczak*

Vice-Chair nominations:

- Cathy Bailey (Greg nominated, Flor seconded)

*2018-2019 Pastoral Council Vice-Chair: Cathy Bailey*

Secretary nominations:

- Greg Garland (Luanne nominated, Fred seconded)
- Dan Domach (Jennifer nominated, Luanne seconded)

Through discernment, Greg withdrew from consideration

*2018-2019 Pastoral Council Secretary: Dan Domach*

### Tracking 2018-2019 Plan Execution

Some dates have been updated from the last meeting.

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

John Shaughnessy has been hired as the Pastoral Coordinator. He has a strong background in both industry and the Church and is a strong communicator. John is working on his biography, which will be in the bulletin soon. He plans to regularly attend Pastoral Council meetings.

Moving forward, especially with John in place as Pastoral Coordinator, there will be another look at the organizational chart to determine the priority of filling the open positions. Some open positions may be re-evaluated to determine whether or not they need to be filled. Music ministry job searches are in progress. Andy Dejewski is now in place as the director of facilities. As candidates are interviewed there are many folks involved, with good representation, and the decision is not up to a single person. Fr. Howard has been sharing staffing information as it is known and finalized. His communication strategy is to first let staff, clergy, and trustees know. Then he shares the information with the Pastoral Council executive committee who disseminates it to the rest of the council. The information is then shared with all Parishioners through the bulletin.

Getting staff moved to new locations is underway. This process is distributing the staff across the 4 Parishes for Pastoral presence, safety, and Parish specific knowledge. Fr. Chuck is working on binders that will be at each Parish, and maybe also online. So far the binders contain information on liturgies. The binder information will continue to expand with information needed at the main desks,

including whom to call on sacramental questions. The Pastoral presence at all locations will be revisited at the September Pastoral Council meeting. Andy, Pat and others will all be located at St. John Neumann.

*FY2018-19 Budget,*

*Financial procedures, practices and assessment formulas*

All the finance committees have met and submitted their questions. The final budget meetings will be held soon and the budget is due to the Archdiocese by August 31. Almost all Parish budgets are lower than last year.

The new Parish allocations for shared expenses are revenue based (especially as there are not good numbers from all Parishes for Parishioner based allocations).

The trustees are working on town hall meetings planned for early October. These dates will be shared as soon as possible and publicized. It is asked that staff, trustees, and council members (at least for each Parish) attend the town hall meetings. The plan is to create booklets with financials, Parish statistics and summaries of the 2017-2018 fiscal year from the directors. These booklets will be available at the town hall meetings and for any interested Parishioners.

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

Cathy, Boni, Jim, and Marty have met with Mark Kemmeter, from the Archdiocese, and have started planning the joint Pastoral Council and staff retreat. The theme of the retreat will be identity and getting to know each other and the identity of each of the 4 Parishes. The idea is that this will help the Council and staff better work together and to better work forward with the goal of maintaining Parish identities. We should include staff representatives for the next planning meeting. Fr. Howard recommended connecting with Marguerite Thompson and Michelle Heeren.

*Develop a communication plan to keep parishioners informed:*

Continue to work toward clear and consistent communication from the Pastoral Council to Parishioners. We are currently focused on improving and content and quality of the communication through existing communication channels, especially the bulletin, before expanding to additional channels. Each month we want to share:

- summary of most recent Pastoral Council meeting
- share when the new Pastoral Council meeting minutes are posted online, along with a reminder on where to find these minutes
- summary of any relevant updates

A suggestion was raised to place these Pastoral Council updates in the same place in the bulletin each week, perhaps just before the news from each individual Parish. This way people know where to look. Another suggestion is to use the logo to anchor these updates. Folks thought that having something in the bulletin each week would be beneficial, even if it is just a default message with the Pastoral Council email.

Regarding the new Catholic Community of Waukesha logo, final revisions are in progress and there should be something in the next month or so.

*Priest mentor*

Fr. Howard is working with Fr. Pat Heppe. This is a work in progress and we will continue to hear updates.

Confirm 2018-2019 Council Meeting Schedule and Logistics

Rob shared the details on the 2018-2019 Pastoral Council Meeting Schedule by email. Except for an exception during lent the meetings will be held from 7-8:30PM on the 3<sup>rd</sup> Thursday of each month at the Vercelli House.

Closing Comments from Priests

Fr. Howard has met with Pedro Ruiz, a seminarian who will be connected with the Catholic Community of Waukesha this year. He will be stationed at St. Joseph Parish and will be attending Pastoral Council meetings.

Fr. Howard is excited to have John Shaughnessy on board. He is a man of faith and comes with a skill set that will greatly help the Catholic Community of Waukesha.