

Pastoral Council
Meeting Minutes
Tuesday May 16, 2023 in Donovan Hall @7:00 PM

Attendees: Fr. Mark Payne, John Schreiber, Juliet Kersten, Holly Cortese, Emily Brennan, Chris Swain, Paul Sherburne, Ann Henderson, Chris O'Donoghue, Deacon Nick Dhein

I. Opening Prayer – Emily Brennan

II. Pastoral Council Discernment – Fr. Mark

Reading of Elijah and God's question to him and to us. What are we about here in the council as we move the church forward?

Paul Sherburne introduction – was on PC in the past, grown in appreciation of our church and the need for discipleship, knowledge of facilities, more time available.

Ann Henderson and Paul Sherburne both discerned onto the council. Thank you to them for sharing their gifts!

Special thanks also to Emily Brennan who is leaving the council as of June. We will miss you!

III. Approval of April Minutes

- April 18, 2023

Minutes approved and seconded.

IV. Approval of St. Monica Fiscal Year 2024 Budget

Budget to be approved, with the change of enrollment as it unfolds over time (may go down somewhat).

Operating budget surplus from this year was from vacancies and will be rolled forward and used in the coming year, reinvested.

Moved to accept the budget, and seconded. Motion passed.

V. Old Items:

- Tasks/Project updates:
- School Entrance/Safety Project – Started May 1, waiting for school year to end for major work to begin but some start up work is underway, communication with the parents is going well.
- Phil LaRosa presented a well thought out detailing of the project at last week's FC, quotes came in at or less than budgeted amounts.
- External Church Door project – doors are all on order now. Consider 3M safety film.
- PC and FC Calendar for 2023-24 main thing is PC's move to Wednesday night from Tuesdays so we follow the Financial Council Meeting nights when necessary. Common meeting is on 6/17 from 8 to noon, Mass in the church first follow-up location TBD (likely Donovan).
- Invited each Commission's Chair and Vice-Chair to Common Meeting. **Need to clarify** that this invite is for chairs (especially chairs for coming year), leadership,

not all members of commissions. Juliet and Fr. Mark to email that clarification out. Fr. Mark to invite Rebecca Ruesch, Phil LaRosa and David Bonofiglio also. Include RSVP on that invite. Chris Meyer to work on the scheduling of Donovan space for the 9:00 to noon timeframe (with breakout spaces). Refreshments also being planned.

VI. New Items

- Rough Outline for Common Meeting Morning – Juliet & Chris M.
(See attached leadership retreat outline)

- Safety Commission (need to create new group) – need to work on a document with guidelines, involve police, fire personnel to help us create an emergency plan for each parish for accidents and incidents. Protocol for ushers, schedule for safety equipment maintenance, training by law enforcement. Should this document reside under the new Stewardship/Communications staff person? Someone who spans both parishes would be useful and it fits logically with buildings and grounds. Scope of mission needs to be defined.

Creation of Safety Task Force across both parishes was moved, seconded and approved.

- St. Monica Society being reinvigorated by Norma Herbers and Adele Ecklund. PC will further discuss how to help with the process/support the effort.

VII. Pastor's Report – Fr. Mark Payne

- Old Items
 - Parish Fair/Festival June 10-11, 2023, moving ahead with the festival, one band to still line up. Many details all in place. Very positive and exciting developments.
 - Sprinkler project, donors are committed to fire safety. We are getting quotes for sprinkler systems.
 - 100th Anniversary Commission – going to dive into this more once the festival is fully planned. Archbishop is scheduled for a dinner in January. History of the church a big component. Adoration chapel under the tower concept is under discussion.
 - Excited about the new staff and to focus on the database and future plans for stewardship.

VIII. Closing Prayer – Emily Brennan

Meeting Acting Secretary 5/16: Sally Branigan

Next Meetings:

June 17, Common Meeting Morning 8-12, Mass at 8:00.

Pastoral Council Meeting Minutes
Wednesday, Sept. 6
Donovan Hall, 7 p.m.

Attendees: Fr. Mark Payne, John Schreiber, Juliet Kersten, Chris O’Donoghue, Paul Sherburne, Holly Cortese, Chris Swain, Sally Branigan, Eric Hafsoos, Bridie Mooney, Fr. Tonny Kizza

1. Opening Prayer: Chris O’Donoghue
2. Approval of Minutes – May 16
Finalized, moved and approved
3. Pastoral Council Assignments – Chris O’Donoghue
 - a. Vice Chair – Paul Sherburne
 - b. Secretary – Sally Branigan
 - c. Liaison Assignments

1. Finance – Chris Swain	2. Formation – Ann Henderson
3. Human Concerns – Holly Cortese	4. School -- Bridie Mooney
5. Stewardship – Chris Meyer	6. Worship – Eric Hafsoos

Staff assignments by commission:

1. Finance – Sue Devine*	2. Formation – Joyce Swietlik
3. Human Concerns – Fr. Tonny	4. School – Rebecca Jones
5. Stewardship – Rebecca Ruesch	6. Worship – David Bonofiglio

*Building and Grounds falls under Finance with Phil Larosa as staff person.

4. Roles and To-Do’s for Commission leaders and PC liaisons to Commissions – Fr. Mark
 - a. Assignments from Fr. Mark for liaisons – each commission needs a chair, vice chair and secretary. Liaisons cannot be chairs, they are representatives of the PC only. Pass that direction to your commissions and that information on member assignments to Sally Branigan, when they have it, to be recorded. The commissions should be deciding this (or a process for decision) in the near term. Chair sets the direction, guides and schedules the meetings and agenda (with input from the staff person) and moves the commission toward the goals of the parish as articulated by the pastor and council (see attached commission goals from 6/23 retreat).
 The staff person is a resource for information not the chair. Chain of command needs to be articulated, and where various groups fall in terms of the commission structure (who falls under each commission). The liaison carries the goals to the

chair who is supported by the staff person. Human Concerns and knowing who all falls under that umbrella is a challenge that needs to be sorted out. These efforts lead directly into our parish goal #4.

- b. Secretaries for each commission are to transmit the finalized minutes to Mary Brzozowski for posting on the parish website.
- c. Recruiting chairs for the commissions: the liaison should call the members and encourage the filling of the three positions if they are not currently filled.
- d. Under stewardship the 100th anniversary is a one-time committee, so that should come off of the ongoing list.
- e. A charter for each commission needs to be drafted, which will name the officers, identify terms, record mission and goals. A standardized template for this purpose should be created unless there is one already in use by some of the commissions.
- f. A meeting of the chairs will be called to explain roles and existing charters and identify gaps and assignments.

See the attached summary of commission goals from our retreat in June.

5. Flocknote --Rebecca Ruesch. is working on the Flocknote transition and will report to PC on that decision process and the enhancements the move will offer. Groups should be created for each commission in Flocknote so that updates can easily be shared to the right audience.
6. Goal Planning – Juliet and Fr. Mark
Reviewed June's meeting notes and steps for 2023-24 (see attached Parish Goals document).

Each commission needs to identify quantifiable measures of success for each of their goals. Rebecca R. can help with that quantitative analysis and the chair should get the data with the help of the staff person and track it. The charter for each commission will include annual updates to goals and measures. See individual goals by commission.

Liaisons should take the goals to their commissions and remind the chairs and staff people to work those and their measurement into the agendas and work for the year and discuss what they need for success and what ideas, programs and efforts will further these goals.

Progress reports from commissions scheduled for November PC meeting with discussion of goals, reporting on key positions, provided by liaisons.

Timeline:

January Parish Town Hall meetings

February Commission goal setting ½ day retreat (internally focused)

March-May Parish Budget setting

September Commission Goal Progress meeting (outward focused)

7. Pastor Update – Fr. Mark

- a. Staff updates – Bobby Albrightson left for a position at Concordia, so that position *Communications Manager* is open now.
We have a new Associate Director of Youth Ministry, Kylie Dawley.
Mary Martone is out on medical leave and Juliette Anderson is working the front desk at St. Eugene.
Mary Brzozowski is now permanent at the St. Monica front desk.
Lynn Leroy is the new principal at St. Monica.
Rebecca Jones working with both schools as Executive Director.
Our new retention and recruitment director is Catherine Creighton, and we have many new teachers and are fully staffed as school begins.
- b. School Entrance/Safety Project – Started May 1 – doors between school and church and ministry center to school have all been changed and are more secure. Could reduce insurance costs? School entrance looks beautiful. Donors were invited to see the new entrance in a nice event and an open house will be arranged as well. Thanks to Phil LaRosa for managing the project to budget so effectively!
- c. External Church Door project – looks beautiful, finished today, they lock and are energy efficient. Very happy with the installation.
- d. 100th Anniversary Celebration and Planning – a year of events from Christmas 2023 to Christmas 2024. Music events, dinner events, a newly composed song and blessing by Bishop Haines written to be used all year. Spire will be fixed and an adoration chapel created below (Our Lady of Czechstochowa Adoration Chapel). Gathering space is still under consideration for the garden area between the Fr. Alan Jurkus entrance and the school, but the spire and chapel are the main goals at this point. We are looking to enhance events we already do throughout the year to leverage them as part of the anniversary celebration.

8. Annual Parish Meeting, Saturday and Sunday, Sept. 9/16-17 – John Schreiber

After each mass that weekend. Not in conjunction with Town Halls this year, recap highlights of financial year lead by Fr. Mark, publicly available for comment. Parish Council members will attend and take notes at each of the sessions.

9. Next Meeting: Wednesday, Oct. 4, 7 p.m.; start in Church and then move to Donovan Hall.

10. Closing Prayer – Chris O'Donoghue

St. Monica Pastoral Council Agenda

Wednesday, Oct. 4, 2023 7 p.m.

Attendees: Fr. Mark Payne, John Schreiber, Juliet Kersten, Chris O'Donoghue, Paul Sherburne, Chris Meyer, Sally Branigan, Eric Hafsoos, Bridie Mooney, Rebecca Ruesch

1. **Opening Prayer** – Ann Henderson
2. **Approval of Minutes** from Sept. 6 meeting –

Moved and approved

3. **Flocknote Update** (Rebecca Ruesch)

Activated the people aspect of the program this week, 1,300 people are signed up currently, new parish database module to replace Parishsoft which has become frustrating and outdated, data is incomplete and incorrect there. Staff will be able to update information (communications, database, and online giving) all into one system so updates ripple through. You can customize what information we ask parishioners for (ex. St. Eugene vs. St. Monica) so we won't have to rely on workarounds to separate the groups of parishioners. Status can be tracked for different populations (ex. contributing non-parishioners), activities and groups they are involved in (ex. St. Ben meals, Respect Life), allows targeted communications, data tied to giving envelopes and easily reportable by fund-raising event, time period etc. giving parishioners control and visibility and access. Unlike other software companies, Flocknote will import the data from the old system into the new one for free. Only the data we want to move over needs to be active and the rest can be archived safely. We provide the data, Flocknote downloads it and cleans it for us. Stewardship committee will help beta test and give input on the related handouts and communications to parishioners

Flocknote is not currently a school database (just youth ministry kids registration, payment, etc.) because they have their own databases and specific academic requirements, and Flocknote is a great product for parishes, but not designed for schools. Their databases integrate with grading, report cards, attendance etc.

We want to make sure that we know certain data (ex. baptisms per year, families belonging to the school and going to mass). How many students to expect in different years, over time. We can add a custom field that signifies children at the schools. Can add files to each record.

Flocknote is a Catholic company, so includes sacrament modules.

There will be time set aside to get input on what data is needed and would be useful to include.

Rebecca to make sure Flocknote doesn't sell the data.

There is a monthly fee (\$35/mo) to add on the people portion of the system. There are credit card transaction fees (equal to those we pay under Parishsoft). We will see significant cost savings with this move for the software.

Goal is to make the giving transition change at the end of the calendar year to avoid partial year statements and related complications.

The goal is to have all volunteer activities run through Flocknote (except for liturgical volunteers which run through Ministry Scheduler).

Parishsoft is based on families whereas Flocknote is individual based. A retention conversation needs to happen around how to get the 8th graders who leave St. Monica in the system as a group.

Fundamental field (can search by any field or combination) is email or phone number.

Will be bulletin announcements about the upgrade and options for updating profiles etc.

Clare Drefcinski starting Monday as new Associate Director of Communication and Marketing to support the effort and help with data verification, set-up etc. Background in video and film as well as marketing.

Flocknote people is a new module so few parishes are using it completely. Most parishes are still using Parishsoft or Parish Data Systems. The work to transition is daunting. Rebecca has talked extensively with other system representatives to compare the products and Eric H. also attests to their knowledge bank and extensive resources. Flocknote provides the tools we need at a good price point.

Council is supportive of the move to Flocknote.

4. **Confirm Commissions and Report** updates (all)
 - a. Assignments – all aware of their commission and the staff for that group
 - b. Review goals of each Commissions – make sure these are shared with each commission and be ready to report next month. Commissions can modify their goals if desired. By the end of the year we want to be able to measure what goals were accomplished this year. John S. to send two templates for charters to Sally B. who will provide to liaisons to get them into the hands of the commission leaders.

5. **Deanery Meeting Update** (Chris O'D)

Region of parishes in our area (Northshore Deanery). There are 20 in the archdiocese of Milwaukee. Each parish is responsible to appoint two parishioners to go to the deanery meeting (twice a year—fall and spring) lead by Archdiocese Pastoral Council. Archbishop made the point that the only 100 % funding to Arch is the catholic stewardship appeal.

Laura Engel – Arch Stewardship leader, 3 goals

- Catholica identity (Who)
- Evangelization (What)
- Stewardship (How)

Keep top of mind: how is Christ's mission being carried out in our Council work, how are parishioners' faith needs being met (where are parishioners on their faith journey and how can we help them).

In the archdiocese 30% of parishioners and new priests are Hispanic, need to keep that group in mind in our work and offerings.

6. **Pastor's Report**

a. St. Eugene LOA complications

Some pledge cards for St. Eugene's LOA campaign were fraudulent, a consultant created pledge cards fraudulently meeting the goals. So St. Eugene has to start over with the LOA campaign. See Fr. Mark's message via Flocknote email and embedded video from 10/3/23.

b. New parish branding concepts

Goal to renew spire and create new adoration chapel at base of spire has inspired new branding which takes the spire and the front of the church and creates a new design. Colors need to be explored. Initially it will include copy about the 100th anniversary and then after next year the logo design will stay without the 100 year reference. Trying to get it finalized this month so that invitations for the mass/brunch on Jan. 14 can go out with the new look. Key is to be consistent with the branding. Enormous thanks to Candice and Sean Donnelly, talented graphic designers and parishioners, for their work on this change.

c. Review Open House update and feedback

Goal was to get alumni connected back to the school, great feedback on the organization. Creative option for auction dinner, do cocktails outside in a tent.

d. Annual meeting Provided Annual Trustee Report (state of finances – attached here).

Comments Ex.:

Prayers of the faithful need to be more current and specific but everyone has different current events that are important to them.

The QR codes, need more instruction here?

Catechesis in the schools, quality and consistency?

Integrating schools, parish, mass.

Grandparents adopting students.

Roughly 100 people attended. Reinforced that the leadership is represented.

Format is productive and appreciated. We will continue this format.

7. **100th Anniversary** PC role/support

Fr. Mark may ask PC to help, especially at the brunch. We are currently dividing duties up. Ideally the parish will do one thing per month for the anniversary (some new, some piggy-backing on existing activities). Consider ideas for throughout the year and bring them to our meetings. Oriented toward the future, carrying through the celebration/mission into the future. Particularly bringing people back to mass and active ministries. Lighting is being considered. Maybe the council adopts the Jan. 14 event as our contribution. Need someone to head that event as Lexie won't be able to be there on the night of the event.

Ideas for events:

- Buses to a brewers game – t-shirts, hosting space, drink tickets etc.
- Women's prayer breakfast, mass, breakfast, speaker witness presentation, activity.
- Food packing 2/24/24 2:30-4:15 project on the schedule. Flocknote can help with raising the funds for it.
- Trying to better link the school with the parish, as we consider events keep this in mind.
- The parish festival should have school and parish people running it together and get better timing.

8. Next Pastoral Council Meeting, Nov. 15, 7 p.m. Donovan Hall

St. Monica Pastoral Council Minutes

Wednesday, Nov. 15, 7 p.m.

Attendees: Fr. Mark Payne, John Schreiber, Juliet Kersten, Chris O'Donoghue, Paul Sherburne, Ann Henderson, Chris Meyer, Sally Branigan, Greg Capper, Holly Cortese, Bridie Mooney

1. Tour of New School Offices (meet in Church Entrance)
2. Opening Prayer – Sally Branigan
3. Approval of Minutes from Oct. 4 meeting

Moved and approved.

4. Commissions Updates – Parish Goals
 - a. Finance – Chris S.

Stewardship: weekly and online are flat but need to improve, talked strategies to do better here, using pledging, not using Flocknote now for donor management (just communications). Group agreed FC needs to put out a report/reconciliation/update on LOA. John S. provided a draft to Fr Mark. Want to get that reviewed and out to parish as soon as possible.

Plan to bless the new space and have an open house to let parishioners see it.

Committee recruiting: one new nominee.

New leadership for Building & Grounds committee. Brian Wolf and another school commission member will alternate to attend B&G meetings.

FC approved new cameras and additional security upgrades for campus.

Love One Another: Good news, contributors are paying and collection is currently ahead of schedule, estimates for capital projects are coming in at or below planned levels.

Need to think about lighting for the whole campus, safety (sidewalk on east side of property needs better lighting).

Phil LaRosa gave an extensive update on the physical state of the plant and has a list of long term needs (roofs, boilers very old, cooling system 25-yr old). Will prioritize needs. Mike E. is going to connect with B&G on the five-year plan to connect the committees.

b. Formation – Ann

Have a new commission chair, Greg Capper. Send any ideas for members to Greg. Joyce Swietlik put together an expensive report for the commission summarized below.

We now have a youth minister as well as a K-4 K-5 minister. Starting children's liturgy in Advent. Successful summer program of confirmation. Got it all done in summer this time. Toto Tuus was successful and will do that again next year. Compass still running. Young adults is a weaker area that needs to grow. Evangelical Catholic program is ongoing, Bible Study, RCIA (3 candidates for confirmation). Want to grow those numbers. Emmaus 90 (with virtual options for watch party portion). Eucharistic Revival planning is underway for start on January 1 (meeting Thursday nights). See attached report for more detail.

c. Human Concerns – Holly

Met about a month ago with Fr. Tonny. Talked about electing the staff. Starving for members. The same people have been doing it for a long time. Recruitment efforts and ideas (bulletin, announce at mass, invite other smaller supported groups to be part of the larger committee – talk to Rebecca, Joyce etc. about the connected groups and share members, volunteers etc.). Should potentially be a topic at our February retreat. Fr. Mark would like to get more school families and kids involved. Direct some asks to the school.

Mission, evangelization and outreach came up at FC under the LOA conversation as there are funds set aside there for this function. Need to get leadership in place so that allocation can be discussed/decided.

Meeting again on Monday.

d. Stewardship Commission: Chris M.

No chair, haven't met since Ann Rice left. There has been conversation about the administrative change and what that means for the commission and its leadership. There has been no response to Chris's request for meeting set-up. Fr. Mark to follow up.

e. Worship Commission:

Commission is not set up currently – Fr. Mark working with David B. on structure.

Need new choir members. Should be collaboration with the school choir. Fr. Mark to follow up with school music director.

f. School Commission: Bridie

Harvest Festival went very well! Becky and Bridie met re: 100th anniversary and bringing that into the fish fry, auction, children's choir, supportive start in January.

5. Pastoral Council Leadership Presence

a. 100th Anniversary Celebration and role for 1/14 event

Brunch after 10:15 mass. Archbishop celebrating mass. Special musical performance. Need volunteers for serving, bar, Ann Swain chairing. Invitation coming out soon. PC members and FC members should be available to volunteer and should buy a set of tickets and bring guests. Should invite St. Eugene's parishioners as well.

b. Parish Town Halls – Jan 27 and 28 and PC Retreat

PC members should be available to go to a mass that weekend and take notes.

Moving retreat to February to follow town halls and complete prior to budget. To have retreat on 2/10 (8:30AM to 11:30, East side of Donovan Hall) instead of PC on 2/7. PC, FC Chair, Directors, Commission Chairs,

6. Pastor's Report

a. Update on 100th Anniversary branding – focus on Spire and completely fixing it. Jack Gephardt has been working to analyze. 3 parts. Space between the chapel and the next section moisture management. How to put louvers in to keep water out and allow air flow. Going to open it up and use the whole space.

Rebranding – banners, yard signs . . . WFB going to promote.

Whole list of events (monthly for the year). Calendar coming out soon with details. December 10th Taizé prayer service 6PM.

7. Next meetings:

Christmas Mixer	December 20	6:30PM-8:00PM	Ministry Center
Regular meeting	January 17	7:00PM	Donovan Hall
Retreat	February 10	8:30AM-11:30AM	East side, Donovan Hall