

## St. John Vianney Parish Council Meeting Minutes

September 14, 2009

**Members Present:** Cheryl Zima                      Kathy Bell                      Mike Cekanor  
Doug Miller                      Kurt Baumann                      Pat Butler  
Fr. Ken Knippel                      Larry Francione                      Paul Mindel  
Fr. Phillip Bogacki                      Michael Ostrenga                      Richard Gassert  
Greg Van Winkle

**Guests:**                      Jim Hessling                      Jon Hauser

**Call to Order:** Mike Cekanor, chairperson, called the meeting to order at 8:48 p.m.

### **Review of Minutes:**

The minutes from the August 24, 2009 meeting were approved.

### **Open Forum:**

No activity.

### **Pastor's Report:**

Father Ken reported that he had been contacted by Dan Schultz, head of the Brookfield Chamber of Commerce, to see if SJV would like to become a member. The cost would be \$175/year. Others in the Quad parishes were not invited. Father Ken asked if anyone on Parish Council was aware of a benefit to the parish in joining the Chamber of Commerce. There was some discussion with parish councilors seeing it as more applicable to businesses than faith communities and the decision was made to decline the invitation.

A Parish Council roster was circulated for corrections.

Father Ken suggested that Parish Council meetings that do not occur on Common Leadership Nights be scheduled to start at 6:30 PM instead of 7:00 PM so the start time is consistent with the start time for Common Leadership Night meetings. All agreed with this suggestion.

Father asked for feedback on Common Leadership Night. Comments were positive: “Good attendance”, “Good to hear what was happening on the other committees”, “Good timing”.

The question was raised as to whether the template entitled “Format for Committee Reports” should be used only for the 2-minute reports during Common Leadership Nights or if it can also be used as the official meeting minutes. Father Ken affirmed that it is the only form of committee minutes required except for Parish Council minutes where he wants more detail.

### **Approval of FY2008/2009 Financial Report**

Jon Hauser and Jim Hessling were present to review the FY2008/2009 Financial Report and pointed out there was a true deficit of approximately \$54K. They reviewed the reasons for the operating losses highlighting that contributions were significantly below what had been pledged. There was a loss of investments income compared to prior years. There was discussion about the downturn in stewardship and what could be done about it. It was agreed that adjustments need to be made for this year’s spending. School enrollment had a goal of 525 students and is currently at 500. Enrollment in Christian Formation dropped from 838 to 647 which also impacts revenue. Father Ken indicated that there is no need to panic. Before cutting positions, we will watch spending carefully and look for ways to cut spending. Father Ken favors taking a “What don’t you need?” approach to help taper spending. Also, there will be capital expenses that would normally come out of the regular budget that will be covered by FIOF monies. Father Ken asked about the \$120K profit from Bids for Kids some of which was deferred to next year’s budget since that’s when it will be spent.

Cheryl Zima asked about benefits renewal costs and that was 6%.

While the economy seems to have impacted some parishioner’s confidence causing some to lessen their contributions, we still believe we have a good stewardship program. Father suggested that Parish Council is not the place to get into details on how to increase parishioner awareness of the need for stewardship, but rather, this is the work of the Stewardship Committee.

Parish Council approved the FY2008/2009 Financial Report for submission to the archdiocese.

### **2010/2011 Discernment Process Approval**

Larry Francione raised the question about the discernment process outlined for 2010/2011 potentially resulting in reducing parish council terms to shorter than 3 years for new councilors. If a councilor completing his first year is not discerned to a Parish Counselor Officer role or to a liaison role with a Standing Committee, his term would then end. After some clarifying discussion, it was decided that following Parish Council Officer discernment on May 10, 2010, that there should be a communication to Standing Committees recommending continuation of Parish Council members who have just finished their first year in their liaison roles to ensure their continuation on Parish Council for more than one year. The new discernment process was approved as described in the “Proposed SJV Discernment Process for 2010/2011” document dated August 31, 2009.

## **Parish Planning Team Report**

The Parish Planning Committee reported on their activities relative to updating the parish strategic plan. Parish Planning Committee members include Kurt Bauman, Father Phillip, Mike Cekanor, Mike Ostrenga, John McGinnis, Cheryl Zima and Pat Butler. New members are welcome. It may be wise to bring in some standing committee chairs and some additional staff members.

A document outlining the methodology for strategic planning was briefly discussed. It was built off a template provided by Mike Ostrenga. It is a “how to” resource for the strategic planning process. Cheryl Zima and Pat Butler will be working on working with stakeholders to review and offer ideas for updating the Parish Mission Statement. As part of that process 4 stakeholder input sessions are being planned for October to identify Parish Values, understand who our stakeholders are—who do we serve and what are the needs of the people we serve. All of this will lead to seeking input from stakeholders regarding content for the SJV mission statement. The mission statement should serve as a checkpoint and balance for what we put in the strategic plan. It should probably be shorter than its current version and should address why we exist as a parish. Stakeholders will look at the current mission statement, the mission statement for the archdiocese, and mission statements from other parishes will be reviewed as benchmarks. Staff will also be involved. We will seek broad input.

Regarding the methodology, it will help us get to an end product—our strategic plan. It should clearly align with what is to be done by standing committees. It will be a roadmap for parish activities, prioritization and decisions. It needs to be flexible. There will also be stakeholder sessions for strategic planning. Other parishes may be contacted regarding how they developed their strategic plans and how they are using them. A number of strategic plans from other parishes have already been reviewed. The goal is to have the strategic plan done and ready for approval at the May Parish Council meeting.

Announcements will be put in the parish bulletin two weeks preceding the stakeholder mission statement sessions and during the weeks of the sessions. Also an announcement will be made at Common Leadership Night in October to encourage parish leaders to participate in the sessions and to encourage parishioner participation.

It will be a 5-year strategic plan and it will be updated annually. It was suggested that the Vice Chair of Parish Council “own” it and that could be part of the discernment for the position.

## **Liaison Committee Reports**

Administrative Services/Finance Committee—Mike Ostrenga thanked Jon Hauser and Jim Hessling for the great job they did with the Financial Report.

Christian Formation—Richard Gassert did not have anything to add beyond what was communicated during the Common Leadership Night standing committee presentation by CF.

Building Project Committee—Richard Gassert indicated they met last Thursday September 10. They prioritized the remodeling projects for the parish center outlining 2 phases and 5 priority lists.

#### Phase 1—Remodeling

Priority 1: Remodel 1<sup>st</sup> and 2<sup>nd</sup> floor toilet rooms, complete the remodeling of the Youth Ministry, complete remodeling of the Christian Formation (CF) offices.

#### Phase 2—Remodeling

Priority 2: Complete remodeling of the Parish Offices—1<sup>st</sup> floor

Priority 3: Complete remodeling of the Welcome Center—1<sup>st</sup> floor, complete remodeling of the 1<sup>st</sup> floor corridors.

Priority 4: Complete remodeling of the 2<sup>nd</sup> floor corridors and lounge area.

Priority 5: Complete remodeling of library, complete remodeling of the kitchenette, complete remodeling of Adult Formation, complete repainting of the Lower Level.

Design costs account for 8% of the construction costs. \$60K is budgeted for fixtures, furniture and equipment. They have been using Plunket Raysich for design. They are considering whether to go out for bids on the design build basis or have a contract for the project.

A big part of the project will be knocking out the wall between the former 6<sup>th</sup> grade classroom and the CF area to expand the CF office area and the remodeling of the restrooms.

The timeline will be impacted by the availability of funds from the FIOF campaign. There is \$64K available now and that does not include revenues for September. It is enough for Phase 1 expenses and they expect to have that done between Thanksgiving and Christmas.

The Building Project Committee is doing a great job. They talk the lingo as many have construction management backgrounds. The decision-making authority of this committee as approved previously by Parish Council was restated by Fr. Ken.

Human Concerns—Paul Mindel reported that 3 officers were replaced this evening with the following discerned: Chair—Mark Rye, Vice Chair—Peggy Faoti, Secretary—Peggy Fahl. Mary Jean Hubert and Kathy Steele were at the Human Concerns meeting to present information on the planned Guatemala mission trip, share information on financials for recent years, how the mission trips impact the Mayan village population, etc. The Human Concerns Committee was impressed by the work, see the value of the mission and support it. Mission goers spend \$500-750 of their own money to go on the mission. This year's "Buck and Bottle" fundraising netted the lowest amount, and committee members offered suggestions for improving it. In the past some misinformation resulted in some complaints. It is clear that the group that the Guatemala mission plans to work with is a valid charitable organization promoting Christian values.

Prayer and Worship—Kathy Bell reported that the committee is discussing moving the Midnight Mass to midnight instead of its earlier time. It is still under consideration. The Prayer and Worship committee also discussed the elimination of the Sunday 5:00 PM Mass and decided to stand by the earlier decision to eliminate it. Father Ken had sought feedback from the other parishes in the Quad and they were not supportive of it. They feel it takes their parishioners away from their home parishes. It was felt that attending Mass should not be done as an act of fulfilling an obligation but should be done in full communion with the parish community. There are concerns about getting sufficient ministry help on a sustained basis.

On the counter side of the argument is the fact that some parishioners feel so strongly about bringing the Sunday 5 PM Mass back that they want to start a petition. The attendance for that Mass is greater than the attendance for the 7:30 AM Mass. Greg brought up the observation that it didn't seem that much had been done to get help with obtaining ministers for the Sunday 5 PM Mass. Father Ken indicated that it was brought up quarterly in bulletin notices soliciting help.

12-15 parishioners had wanted to attend the Prayer and Worship Committee meeting but they were told in an email by either (or both) Julie Dreyer or Dan Smith that their position would be presented to the Prayer and Worship committee. There is the feeling amongst the aforementioned group of parishioners that the decision to stand by the decision to eliminate the Sunday 5 PM Mass was made without sufficient research. Greg indicated that it was thought that an ad hoc committee would be established to look into the Mass elimination issue further. Clarification was provided that council never mandate Prayer and Worship form an ad hoc committee but would suggest that Prayer and Worship could consider the formation of an ad hoc committee to research the staffing of the 5 PM Mass. Father Ken indicated that he wants it handled to everyone's satisfaction. One of the issues seems to be the ability to sustain the staffing of ministry assistance versus those who want a Mass at a time of convenience.

Doug Miller suggested that those interested voicing concerns in person come to the next Prayer and Worship Committee meeting and that those who have sent emails or came to Parish Council's open forum in August should be proactively invited to attend the Prayer and Worship committee's next meeting. Ultimately, it is Prayer and Worship's decision to make unless Parish Council wants to override it.

Mike Ostrenga said it appears to be a process issue. People spoke with passion. This needs direct dialog. They should be given the opportunity to present their case directly to the Prayer and Worship Committee. Father Phillip added that it is critical to be respectful of the Eucharist. If Sunday 5 PM Mass is reinstated, it will be critical to sustain volunteer ministry support for it.

School Board—Larry Francione reported that the issue of website privacy came up. Some school board members are not comfortable having their contact information on the website. They may set up a school board phone number and email rather than list school board members' personal contact information. At the Pizza Bash there was a car break in. The criminal was apprehended by police. It raised questions about the lighting—not just as a crime deterrent but also for safety reasons. This will be recommended for review by the Building & Grounds Committee.

Stewardship—Kurt Baumann indicated there was discussion about how to continue. Bob Ranus has been doing so much. Bob will continue as chair for the next year. Robert Scott will be Vice Chair. The Secretary role will be shared by Barb Hetzel and Julie Dryer.

All were encouraged to look at the organizational roster of committees and to identify where there are additional members needed.

**Closing Prayer:** Cheryl Zima led the closing prayer concluding with the sign of peace to each other.

**Next Meeting:** October 12, 2009—Common Leadership Night

**Respectfully Submitted,**

Pat Butler