

St. John Vianney Parish Council Meeting Minutes

April 11, 2011

Members Present:

Fr. Ken Knippel, pastor
Fr. Phillip Bogacki, associate pastor
Doug Miller, trustee secretary
Mike Cekanor, trustee treasurer
Cheryl Zima, chair
Michael Ostrenga, vice chair
Pat Butler, secretary
Larry Francione, School Board liaison
Jon Hauser, Administrative Services/Finance liaison
Brad Niswonger, Stewardship liaison
Mark Rye, Human Concerns liaison
Mariann Van Winkle, Christian Formation liaison

Excused Members:

Mary Lopez, Prayer and Worship liaison

Guest:

Mike Schaumann, Director of Administrative Services

Call to Order: Cheryl Zima, chair, called the meeting to order at 9:08 p.m.

Review of Minutes: The minutes from the March 14, 2011 meeting were approved with several corrections: It was suggested that a statement that paraphrased a suggestion made by Larry Reihbrandt be deleted from the 2011-2012 Budget section of the minutes since the suggestion had not been made at the meeting but rather outside of it. Also in the Strategic Plan Update, a correction was made indicating that Mike Ostrenga had worked with "Jill Fischer", not "Julie Schuller" on the Prayer & Worship Committee's strategic plan. Regarding the Prayer & Worship Committee's strategic plan, a large number of "initiatives", not "objectives", were trimmed down to a more manageable number.

Open Forum: None

DAS Introduction: Father Ken introduced Mike Schaumann, new Director of Administrative Services.

Liaison Committee Reports: Note: Quarterly Strategic Plan updates from the Standing Committees are included.

Prayer & Worship—None

School Board—Larry Francione provided the Strategic Plan quarterly update for School Board by activity indicating that all are up to date and on time. He also reported that the Bids for Kids net income is \$104K and that does not include the technology initiative which netted \$26,650. Technology related items will cost \$60K and will include a new server that will support the whole SJV campus, not just the school. The budget for the school was based on an enrollment of 472 and at the time of the Parish Council meeting 474 were committed.

Christian Formation—Mariann reported that CF is working on 3 initiatives. Mary Janowak has taken on the lead for the initiative “Grow program for young adults.” She is planning a meeting for newly married parishioners after the 5:00 p.m. Mass. Newly married is defined as those married five years or less. For the initiative “Attract more youth to become liturgical/music ministers”, they plan to do this through personal invitation. They are working on more tactics related to this. For the initiative related to retaining and attracting new catechists, they plan to contact 8-10 programs. They are developing questions with Erik Anderson—Director of Youth Ministry and will meet with Dawn Van Dorf—Director of Child Ministry. This is behind schedule and Erik is leaving. The timeline will shift from May to this summer. Mariann reported that discernment earlier in the evening took a long time. There was a question about whether an exit interview will be conducted with Erik who has resigned. Cheryl Zima will contact the HR Committee about that Erik had indicated that he wants to work fewer evenings and weekends.

Human Concerns—Mark Rye reported that the Human Concerns Committee is on track with 14 action items. They assigned liaisons with all the ministries that are under HC. They had a ministry dinner and got feedback. Human Concern members are attending new parishioner registrations. They have updated the booklet that Stewardship put together on ministries. There are shared activities done with our Twinning parish—Prince of Peace. Improvements have been made in the Link Office. They were assured that they don’t need budget line items to cover small expense needs. In order to augment/enhance e-communications about ministries, they are defining a Communications Officer role that their vice chair will take on. They are looking to do more with the Quad parishes. The popular ala carte service series will be expanded. Regarding discernment for Human Concerns, 9 parishioners were nominated and 4 confirmed their interest in accepting the nomination. None were present for Common Leadership Night this

evening. If all 4 come to their next meeting, there is room for all to serve on the HC Committee. They expect to have a lot to do at the June meeting as it will include discernment of members and of officers. Human Concerns is looking into a Haiti Outreach Ministry—meeting dates related to that have not worked out. Father Ken suggested that we look at Twinning activities with Prince of Peace. Does it make sense to take on an international outreach program and if so he suggested considering a variety of options rather than just looking at Haiti. Stewardship has observed that if there are various collections, it tends to take away from other giving. Father Ken also mentioned that he gets many requests from charities to solicit at SJV and from outside groups to use our building.

Stewardship—Brad Niswonger reported that Stewardship is focusing on 4 initiatives. They are pushing dates forward on some things. Their plan to create an annual ministry calendar will be pushed forward one quarter. Their plan to encourage parishioners to continue giving after the end of the Faith In Our Future campaign ends will be moved forward. The committee member (Jim Myre) who was leading that died. They have also determined that parts of their strategic plan really should belong to the Administrative Services/Finance Committee. The example given was developing and prioritizing a parish “wants” list. For the initiative “Implement online giving options for Stewardship” they need to discuss the security issue and so will push is a quarter. Current pledges were discussed. Q1, 2011 compared to Q1, 2010 was up 3.5%. Planned giving added 3 more pledged donors and so is up to 35. The Father Lipscomb Society dinner is a good event. Stewardship is beginning their process of developing a theme for this year’s stewardship campaign.

Administrative Services/Finance—Off agenda, Jon Hauser exclaimed that the Parish Mission was great! Reporting on discernment for Administrative Services/Finance, Jon indicated that 7 accepted nomination and 5 came to CLN tonight. Discernment for their committee is scheduled for May. In terms of contributions, we are \$53K behind budget but Easter is late this year so hope that Eater giving will catch us up. The archdiocese advised to plan on a 20% increase in health insurance—a 5% increase had been planned. On the financial statement, revenue is down in tuition and stewardship but expenses are also down. It looks like we will be okay. If we catch up in donations at Easter, that will help. The financials shared tonight look at February. Mike Ostrenga asked what it would take to have March data for the April meeting. Relative to their strategic plan, the Administrative Services/Finance Committee will work with the new DAS to manage and monitor financial activities. They will work collaboratively on activities for providing financial information. They are looking at a donor vendor system. This is ongoing. They have a long term Cap X budget plan. That will be delivered in the May meeting. They have met with functional heads. Jon reported that the benchmarking study is behind schedule. Randy Freeman is working on this but a personal situation has put him behind schedule.

Note: There was some confusion about the numbering protocol for the Strategic Plan so Mike Ostrenga explained that the first digit refers to Objectives, the 2nd digit to Goals, the 3rd digit to Initiatives and the 4th digit to Activities.

Back to Administrative Services/Finance—Bids for Kids—Jon Hauser offered to serve as a resource to Mike Schaumann, the new DAS, to go over things. The question of whether we look

at cash with a little accrual or accrual with a little cash was brought up. We are doing some of both because of the way parish cash runs. Mike Ostrenga brought up how he would like Bids for Kids to be footnoted regarding the revenue from it in budget. Cash with accrual is reader friendly. We will continue to move prepaid tuition off the balance sheet so that it doesn't distort the numbers. It should be under current liabilities.

Communications (ad hoc committee) Update—Mike Ostrenga reported on information from Kathy Uy. Initiative 1.1.2 “Improve Communications—Create marketing committee or identify staff communications Manager.” With the turnover in the DAS position, they are not up to date. Mike reminded that standing committees should be sure that Paula Folda gets updates to their strategic plans so she can update the master strategic plan.

Pastor's Report: Father Ken mentioned that he will be applying for the Lilly Grant to finance his sabbatical. Kathy Luty has volunteered to write the grant application for him. It is due May 16. There will be benefit for the parish. In writing the grant application, it should address, “What will make your heart sing?” His plan is to visit national parks traveling by motor home. It will include reading about contemplation with visits to some monasteries. The sabbatical will focus on solitude, contemplation and community. Father Ken plans to do a retreat program for the parish that will focus on nature and experiencing God. It will involve working it out in day-to-day life. His idea is to have a family camping retreat.

There will be a Parish Pictorial Directory. It has been over 2 years since pictures were taken and nothing was done with the pictures since a printed pictorial directory was not planned. Only 180 family units had their pictures taken because there was not going to be a book. We want a book. Pictures will begin to be taken in June and Karen Rice will be coordinating it.

Father Ken is very happy with how the Parish Mission went. Dan Scholz did a great job as the key speaker.

St. Raphael is the new insurance plan for the archdiocese. SJV will go along with it. Proclaim it.

Discernment Process Update: Pat Butler reported on numbers that Standing Committees reported to her as Discernment co-chair as of 4-8-11: The following numbers were given regarding on accepted nominations and the discernment dates planned:

Administrative Services/Finance—8 (updated to 7)--June

Athletic Board—8 plus 2 unknown—May 10

Christian Formation—4 plus 2 unknown (updated to 3)--discerned this evening

Human Concerns—8 (updated to 4)--June

Prayer & Worship—16 plus 2 unknown—May 4

School Board—10—May 16

Stewardship—3—all accepted to the committee and they hope to recruit some nominees from Administrative Services/Finance who do not go on that committee. In particular they would like one or more individuals with Finance background.

Mike Ostrenga indicated that it would be good to have the strategic plan overviewed prior to discernment to help nominees understand the work of the committees. In addition to Committee guidelines, the meeting agenda and a summary of the strategic plan for the committee should be sent in advance of the meeting.

Officers will be discerned for Parish Council in May.

Father Ken indicated that Joni Schmanski, Liturgy Coordinator, asked if two from Parish Council could assist with foot washing on Holy Thursday. Mike Ostrenga and Pat Butler volunteered.

Closing Prayer: Mike Ostrenga led the group in closing prayer and an exchange of the sign of peace.

Meeting concluded at 10:30 p.m.

The next meeting is scheduled for May 9, 2011 at 6:30 p.m.

Respectfully submitted,

Pat Butler

Secretary