

## Ss Peter & Paul Parish Council Meeting Minutes

August 5, 2009

- I. **Attendance** – see attached chart
- II. **Approval of Minutes** – July minutes were not available, to be approved at September meeting
- III. **Agenda Items**

	<b>Report/Discussion</b>	<b>Outcome/Action Steps</b>
<b>Discussion on the Purpose and Scope of Council</b>	<p>Fran presented two documents (attached) which were distributed to the Council in advance of the meeting. The first document defined the Purpose and Scope of the Parish Council and outlined five general tasks with which the Council is charged: <b>planning, gathering information, proposing, evaluating, and deciding</b>. The second document offered a review of the 2008 – 2009 Council’s activities as defined by these tasks. Fran emphasized her intent, as Chair, to use these five tasks as a guide for framing agenda items for this Council year as well as to identify with greater clarity instances where a Council decision is required. A discussion ensued. Following are some highlights:</p> <ol style="list-style-type: none"> <li>1. Council is currently not in compliance with parish bylaws because we do not make meeting minutes available to members of the parish;</li> <li>2. Council should create and maintain a long-term record of decisions/actions for posterity’s sake;</li> <li>3. It was suggested that a short term “hot sheet” of actions under deliberation be developed as a tool to keep Council on track; such a tool could be adapted into an annual summary at the end of the year;</li> <li>4. It was suggested that the Council establish an <i>ad-hoc</i> committee of PC members and other parishioners to examine the effectiveness of parish communications;</li> <li>5. Regarding interaction between the Council and Parish Commissions, it was suggested that a first step toward redefining these relationships and improving communication would be to develop a customized worksheet for each Commission identifying specific information regarding that Commission’s work for routine reporting to the Council. (i.e., for Christian Formation, the number of baptisms that took place last year)</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Decision:</b> <i>Secretary should routinely send electronic copy of minutes to Sandy so they may be posted on the parish website</i></li> <li>2. <i>Further discussion required on creating long-term record of Council actions</i></li> <li>3. <i>A draft “hot sheet” tool will be developed for the next council meeting</i></li> <li>4. <i>Further discussion required on establishing communications committee</i></li> <li>5. <i>Fran, Sarah, and Larry will meet to develop worksheets for the Commissions.</i></li> </ol>

**IV. Administrative Details**

- Dates were announced for several upcoming parish meetings and activities:

August 23	Blessing and installation of Council at 9:30 a.m. mass
September 12	SSPP Block Party
September 25-26	Parish Council Retreat
September 27	Launch of new series of "Good News" Community Breakfasts
October 4	Annual State of the Parish meeting

The dates for the remaining Community Breakfast programs are: Oct 18, Nov 15, Jan 10, Feb 21, April 25, June 6

- The Council will again sponsor a basket for the SSPP Block Party raffle.
- The next Council meeting will take place on Wednesday, September 2

**Respectfully Submitted,**

Alicia Manning, Parish Council Secretary

**SS PETER & PAUL PARISH COUNCIL  
2009-2010 ATTENDANCE**

	Jul 1	Aug 5	Sep 2	Retreat	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Fr. Mike Michalski PASTOR	X	X											
Fran Findley ('12) CHAIRPERSON	X	X											
Larry Burns ('10) VICE CHAIRPERSON	X	X											
Alicia Manning ('10) SECRETARY	X	X											
Monica Jablonski ('10)	E	A											
Susan Lex ('10)	X	E											
Janet Cleary ('11)	X	X											
Gary Nosacek ('11)	X	X											
Sarah Parlier ('11)	X	X											
Steve Meer ('12)	X	X											
Paul Lourich ('12)	X	E											
Phil Cook Trustee Treasurer	E	X											
Lynn Charnitz Trustee Secretary	X	X											
Jane Ore, Staff	X	X											
Monica Meagher, Staff	X	X											

X – Present

A – Absent

E – Excused

# Saints Peter and Paul Parish Council

## Purpose and Scope

### Purpose

The parish council is a wisdom group commissioned to discern, proclaim, and make visible the presence and action of the Spirit within the community. The parish council is a prayerful group; a major function of the council is to discern the will of God for the parish community. It is essential that the members of the council be open to the guidance and movement of the Holy Spirit.

### Scope

Parish management is not the focus or responsibility of the council. The focus of parish council is on fulfilling the mission of the parish in alignment with the mission of the church. Commissions and parish staff are responsible for the implementation and execution of the mission.

Parish council:

1. Articulates and provides the vision and planning for fulfilling the parish mission. (Planning)
2. Actively stays informed about issues of parish life, the universal church, and local and global concerns that may impact or change the mission of the church or parish. (Information)
3. Studies such issues and proposes spirit-driven, mission-guided courses of action. (Proposals)
4. Evaluates the work of the commissions to ensure fulfillment of the mission. (Evaluate)
5. Makes decisions / recommendations to the pastor that provide direction, guidance and support for fulfillment of the parish mission. (Decide / Recommend)

Annual benchmarks:

- Discernment / selection of new members (outgoing council members)
  - Discernment of officers
  - Parish planning
  - Evaluation of the commissions
  - Approval of parish budget
- 
- Review / Revision of the bylaws every 5 years

Paraphrased from *Parish Council Norms Archdiocese of Milwaukee*, pp 6:6-7. 8:18-19

We should always ask and be able to answer the question:

“How does this discussion, proposal, decision, policy support our mission statement?”

## Review of 2008-09 Parish Council

### Planning

Planning Day, November 15

Mass attendance survey, commission reports, interactive exercises on “Who do we say we are?” and “Who do we want to be?”.

Communication surfaced as an issue for all commissions, and was “given” to parish council to take on. Issue was not taken up by council, and may not have been communicated to council. No minutes were taken (or distributed) for the Planning Day.

### Stay informed

11 “information” items were on the agendas and recorded in the minutes throughout the year (some items were on agenda at more than one meeting):

- Faith in Our Future updates
- Block Party report
- Evangelization update
- Council and parish leadership formation opportunity
- Financial status of the parish
- All Parish Council (APC) updates
- Sister parish updates
- Summary from State of the Archdiocese meeting
- CEE school updates

### Proposals

- Mass attendance survey “Parishioners of SS Peter & Paul Parish: What We Think About Our Faith, Our Church, Our Parish.” (The Executive Committee will address when to have the Parish Council address the survey results)
- State of the Parish (Exit interview, to be mailed to 190 people who have recently (within the last few years) left SSPP, to try to better understand why people leave.)
- Fr Mike wants to restructure council and commission meetings for better use of time. (PC members contact Fr. Mike and Monica with ideas to revitalize commissions.)
- Discussion of all-Riverbank Catholic Community (RCC) parish council retreat
  - Implement “Break Open the Word” immediately
  - Sarah will talk to Fran about incorporating some of the ideas presented into SSSP formation and evangelization efforts (Community/Good News Breakfasts, Parish retreat(s))

- Amend bylaws to make Evangelization a formal committee.
- Commission / Liaison Proposal (Approval to try next year, not full consensus. No minutes of discussion)

### Evaluate

- Commission reports were presented at the Planning Day. Not sure if they were evaluated.

### Decisions / Policy / Recommendations

- Stewardship Commission recommends use of Unrestricted Offertory Restitution Fund to cover \$80-\$100K deficit for fiscal year 2008 (7/1/2007 – 6/30/2008) (Approved)
- Draft case statement for *Faith in Our Future Capital Campaign*. (No minutes, what was the outcome??)
- Meitler Report recommendations for Catholic East Elementary (CEE)
  - Will SSPP support subsidy increase from 25 to 30% of operating costs? (Yes)
  - Will SSPP agree to freeze rent at \$5/sq ft in 2010-11 until CEE enrollment increases to minimum for feasibility? (No)
  - Will SSPP actively support efforts to increase enrollment from 142 to 180 students – the minimum no. of students needed for CEE to be financially viable? (Yes)
- Fate of the Cramer Building (RCC pastors asked SSPP to decide to assist in their discussions of CEE) Four options presented. (PC discerns and recommends option 3, renovation of Cramer Building be carried forward to the CEE corporate board.)
- Should Good News breakfasts continue beyond Lent? (Yes)
- Proposed budget. Discussion generated proposals to
  - Require annual review of programs receiving \$2k or more for parish interest and consistency with mission
  - Move commission reports closer to budget process
  - Send back to Stewardship for revision to redirect \$1900 requested increase for Service Commission to staff
- Revised budget (approved)

Pastor's Report to Parish Council  
August 5,2009  
Dedication of the Basilica of St. Mary Major in Rome

1. Update on search for Director of Liturgy and Music. The search committee did interview and audition a candidate from Iowa early last month for this position. Upon further consideration of the current situation of the parish and our salary/benefit package, the candidate withdrew her nomination. We are currently in dialogue with another candidate who first interviewed here last November. Jane Ore and I will prepare a response to his salary proposal. There is some urgency to this matter since Michael Hey who has admirably served our parish as music minister will be going away to Juillard School with the Alice Tully full-tuition scholarship. Michael Hey's last weekend here is August 22 -23,2009. We will be having a reception after the masses to give us a chance to wish Michael well.
2. I hope you have had a chance to meet Johnny Burns our seminarian intern. Johnny is in his last stage of seminary formation as he prepares for ordination to the transitional diaconate this fall and ordination to priesthood for Milwaukee next spring. He brings a youthful enthusiasm and a willingness to serve God's people. Johnny would like to share his vocational story with us some Sunday after the 7pm.mass. Johnny will complete his summer program on September 4<sup>th</sup>. Please pray for vocations to priesthood and all forms of ministry.
3. If you read the bulletin you can see that we are preparing for another year of Christian Formation through our joint sponsorship as RCC parishes of Catholic East Elementary and East Side Child and Youth Ministry. The school recently hired another marketing person Kathleen McGillis who has been preparing the weekly bulletin articles. Current enrollment is about 140 for the new school year which begins on September 1<sup>st</sup>. Applications are still being accepted for Catholic East. ESCYM is also accepting registration for the 2009-2010 school year which includes sacramental preparation.
4. Update on collaboration efforts. I have been meeting with Fr. Gerry Hessel from Our Lady of Divine Providence since June to begin mapping out a plan for how our two parishes might work together when Fr. Gerry retires in June 2010. The business managers also met to look at the fiscal implications of our collaboration depending on a governance structure. The two parish staffs had an excellent luncheon and meeting last month to begin the dialogue on ways to work together. The challenge is looking at a governance structure or way that the two parishes could function. Some options were: one pastor for two parishes: a parish director for OLDP with an assisting priest; or one pastor for two parishes with an associate pastor. We could also look at other assisting ministers such as a pastoral associate or deacon. Much of this conversation hinges on our financial situation and how we will work together with the other parishes in RCC. The only decision that I reached so far is that I could not serve as a pastor of the two parishes as they currently exist. Fr. Gerry and I will meet this week to continue the dialogue. We also plan to meet with Fr. Brian Mason who is coordinating our collaborative efforts within RCC.
5. One of the things that has been in my heart regarding our parish is our lack of involvement in the neighborhood. Because of recent budget constraints, we have decided not to fund our involvement in Common Ground this year. I recently offered a prayer at the site of the murder of Nathan Potter, a 21 year old UWM student, who was slain on

July 6<sup>th</sup>. I also attended a prayer vigil on July 19<sup>th</sup> for slain 23 year old Jontae Woodley who was also killed in the Riverwest area. I hope that we can revitalize our Service Commission this year to create ways that we can network with our neighbors and advocate for change. We have a proud history to build on in this area. Please consider the JustFaith program as a way to be formed to do justice ministry.

6. Since the storm of June 19<sup>th</sup> our parish has experienced problems with the computerized function of the church organ plus the computers in our office. I apologize for any inconveniences that were caused by this delay. Thanks be to God I believe that the organ has been repaired just in time for an organ recital to be held in our church in conjunction with the Association of Lutheran Church Musicians. With some capable assistance from Ody Granados and many hours of technical assistance from Bobbie Ore, our computers are now back in operation. Now we can begin to focus on some of the summer projects that are long overdue. With architectural drawings in hand from Uihlein Wilson, we are now requesting bids to begin work on the steps of the Cramer building and the asphalt area in front of the Cramer building. We are working on the final pieces in the Building on our Blessings campaign which includes a sump pump in the basement of the church center and a few other items. For more specific information, please contact Jane Ore at the parish office.

7. I want to put a good word in for our Block Party which takes place on September 12<sup>th</sup>. While the focus of this event is always on building community, it can be a great opportunity to raise money to help our programs and ministries. We decided this year to mail you the tickets like many other organizations do. Please sell as many raffle tickets as you can. As part of our parish tithe for outreach, we will donate the equivalent of 10% of the raffle proceeds to the Riverwest Food Panty. Sounds like a good deal. Start praying for good weather.

8. This year August 15<sup>th</sup> falls on a Saturday and is not a holyday of obligation. Why not honor Mary's Assumption by bringing flowers to church that weekend and food items for the Riverwest Food Panty.

9. We give thanks to God for our parish which celebrated our 120<sup>th</sup> anniversary this past weekend. Our parish was founded on August 4, 1889. The school opened on Sept. 1, 1889 in the current parish office under the capable assistance of the School Sisters of Notre Dame. We have been spreading the word of Jesus for 120 years.

Respectfully submitted,  
Fr. Mike Michalski