

Ss Peter & Paul Parish Council Meeting Minutes
September 2, 2009

- I. **Attendance** – see attached chart
- II. **Approval of Minutes** – The August minutes were approved.
- III. **Agenda Items**

	Report/Discussion	Outcome/Action Steps
Proposal on Commission Reporting and Evaluation	<p>Fran presented a background and overview of six documents (attached) which were prepared by Fran, Larry, and Sarah and distributed to the Council in advance of the meeting:</p> <ul style="list-style-type: none"> a. Commission Summary Report b. Directives to Parish Council Liaisons c. Ministry Grid d. Ministry Report Form e. Optional Questions f. Sample Liaison Packet <p>Based on the understanding that the purpose of the proposed changes is to improve the flow of information between the Council and the Commissions and establish an ongoing practice of keeping the Council abreast of which ministries and practices are working well and which are not at any given time, a discussion ensued.</p> <p>Following are some highlights:</p> <ol style="list-style-type: none"> 1. In keeping with current practice, each commission will deliver a report to the Council in a pre-designated month. The Commission’s chairperson should be present at that Council meeting. Under the proposed new practice, the required paperwork (i.e. the tools and forms listed above) will be due one month before the meeting at which the Commission in question is slated to present according to the Parish Council calendar. 2. The Council’s executive committee will review the paperwork submitted by the Commission Liaison and determine which issues warrant review by the full Council and which should be addressed by the Commission itself. 3. Liaisons are free to collect the information in whatever way they deem most 	<p>1. – 6. Decision: <i>the Parish will adopt the proposed practices to strengthen the flow of information between its Council and Commissions.</i></p>

	<p>appropriate, e.g. interview with Commission chair, interview with full Commission, passing forms along to commission to complete. The current proposal was adjusted from previous drafts to allay the concerns of some on Council that earlier versions placed too much of the burden on Council Liaisons.</p> <p>4. The Council will convey feedback to Commissions in at least three ways: orally at Council meetings in which Commission members are in attendance; via the liaison; when appropriate, in writing. There are no current plans to create a standard feedback form.</p> <p>5. It was noted that, since the activities of the Commissions are what drive the budget, the quality of this work going forward will have an effect on the budget process.</p> <p>6. The Council committed to doing a check-in in the near future to adjust these new methods of collecting information appropriately. Staff suggested an in-service for Commissions to convey and refine the details of the proposal.</p>	
Discussion on Parish Council Calendar	<p>A draft Parish Council Calendar (attached) was distributed in advance of the meeting. Some points of interest:</p> <ol style="list-style-type: none"> 1. The Parish Planning Day was moved to a yet-to-be-specified date in the spring in order to occur after all Commissions have reported but before the budget has been drafted. 2. Going forward, the outgoing Council executive committee should prepare a draft of the Parish Council Calendar for the next year. The incoming executive committee should modify/ratify the calendar for approval by the Council. 	<i>No action required.</i>
Discussion on State-of-the-Parish Statistics	The annual State-of-the-Parish Statistics were distributed in advance of the meeting. No discussion occurred.	<i>No action required</i>

IV. Administrative Details

- Staff reported on the current status of the effort to repair the Cramer Building steps. A proposal will be submitted for Council action at a future date when all of the necessary information has been gathered.
- The next Council meeting will take place on Wednesday, October 7.

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	X	X									
Fran Findley ('12) CHAIRPERSON	X	X	X	X									
Larry Burns ('10) VICE CHAIRPERSON	X	X	X	X									
Alicia Manning ('10) SECRETARY	X	X	X	X									
Monica Jablonski ('10)	E	A	X	X									
Susan Lex ('10)	X	E	X	X									
Janet Cleary ('11)	X	X	X	X									
Gary Nosacek ('11)	X	X	X	E									
Sarah Parlier ('11)	X	X	X	X									
Steve Meer ('12)	X	X	X	X									
Paul Lourich ('12)	X	E	X	X									
Phil Cook Trustee Treasurer	E	X	X	A									
Lynn Charnitz Trustee Secretary	X	X	E	X									
Jane Ore, Staff	X	X	X	X									
Monica Meagher, Staff	X	X	X	X									

X – Present

A – Absent

E – Excused

Directives to Parish Council Liaisons and Commission Chairpersons

The purpose of this reporting process is to find out how each ministry is doing, highlight successes and accomplishments, discover any issues or operating concerns that may exist, and report your findings to the Parish Council.

The updated list of your ministries, with a current contact person and staff contact, is attached.

1. Please make contact* with each ministry on your list and complete the attached Ministry Update Form for each.
2. Also included is a list of other questions you may want to ask at your discretion, depending on the nature of the ministry.
3. Complete the attached Commission Report Form, and submit it to the Parish Council Chairperson by the date established for your commission**, along with each of the Ministry Update Forms.
4. The Parish Council Executive Committee will review your report and schedule time on the agenda for discussion and decision items as needed for the parish council meeting the month after the report is submitted. The Commission chairperson or delegate is expected to attend the meeting, and may invite other members of the commission or ministry teams at their discretion.

* The type of contact that you make with each ministry is at your discretion. Some contacts can be made simply with a phone call or an email. You may want to attend a ministry team or project meeting, or you may want to schedule a meeting with one or more of your ministry teams.

The Commission Chair, Council Liaison and Staff contact person for each ministry should each be informed with the information gathered. You may want to jointly meet with your ministry areas, or divide up the contacts and share information afterward to prepare the report. All three should be aware of and in agreement about the information presented in the report.

** It is the responsibility of the Council Liaison to submit the completed report.

(Ministry Area)

2009-10 Commission Summary Report Form

Submit to Parish Council Chairperson by: _____

(Fran Findley: ffindley@wi.rr.com; home phone 414.963.0117)

Meet with Parish Council: _____

1. Identify particular strengths, accomplishments and/or achievements of your ministry.

2. List new initiatives begun in the past year, and provide a brief summary of how they are going.
(Ministry – Initiative – a sentence or two describing)

3. List new initiatives planned for the current or next year.

4. Identify areas of concern / issues you are struggling with. How does your commission plan to address these issues? What is needed from Parish Council or staff to help with any areas of concern?

5. Any other information you wish Parish Council to be aware of about your ministry area.

**SS. Peter and Paul Ministries
2009-2010**

<p style="text-align: center;">Christian Formation</p> <p>Good News Breakfasts and Parish Retreats Bible Study Centering Prayer Evangelization RCIA Baptism Preparation Adult Confirmation Marriage Preparation Parish Library Parish Nursery Vocation Team Women's Group CEE ESCYM</p>	<p style="text-align: center;">Prayer & Worship</p> <p>Regular Mass planning Orders of worship Wedding ministry Funeral ministry Seasonal liturgies Music Ministry Church art and environment Children's Liturgy of the Word Parish worship formation Liturgical ministry training Liturgical ministry scheduling Sacristy/Supplies</p>
<p style="text-align: center;">Human Concerns</p> <p>St. Ben's Chiapas East Side Services for Seniors House of Peace Food Drive Just Faith Outreach Parish Life/4th Tuesday Pastoral Care Riverwest Food Pantry St. Vincent de Paul Outside Service Projects Ladies of Charity Baby Bottle Project (Pregnancy Help Center) Pro-life Rose Sale</p>	<p style="text-align: center;">Stewardship and Administration</p> <p>Finance Council Stewardship Committee Personnel Committee Building and Grounds Catholic Stewardship Appeal Parish Capitol Fund Appeal Fundraising Projects Block Party Parish Office Parish Council</p>

Optional Questions for Reflection/Discussion with Ministry Teams

The description of the Parish Council Commissions start with “Develop, oversee and evaluate . . .” Consider your answers to the following questions in this context.

1. In the last year, what has your group accomplished? What have been the top three accomplishments? What have been new accomplishments – not routine or past activities? Have there been any disappointments?
2. What impact has the work of our group and its accomplishments had on achieving the parish mission? How do the accomplishments relate to the mission?
3. Are there any activities, processes or other factors that have compromised or limited the work of your group? What would your group like to change in the next year?
4. Does your group feel that they need direction or identification of priorities or activities to pursue next year?
5. Communication and coordination can be challenging in this structure. What methods or means have you established for two way communication? Do you coordinate with groups above, below or lateral to your group? To parish staff? How? Are there any written methods that might assist in communication, coordination or feedback?

Liaison Packet

1. Directives for Parish Council Liaisons
2. Parish Ministries Grid
3. List of your ministries with contact persons and current phone/email addresses.
4. Set of Ministry Update Forms for each of your ministries.
5. Additional optional interview questions.
6. Commission Summary Report Form.

2009-10 Parish Council Calendar

- July : Transition, Pot luck with outgoing and incoming members, election of officers
- Aug: Orientation for new members, review of previous year
- Sep: Commission reporting proposal; commission liaison responsibilities, parish calendar
In service for commission chairs + liaisons, hand out report forms + due dates
- Oct: Collaboration
Evangelization report
Form ad hoc Communication Team
- Nov: Worship Commission / Liturgical Minister Staff Person Plans and Needs
CEE
- Dec: Human Concerns Commission Evaluation
Christmas party
- Jan: Christian Formation Commission Evaluation
Ad hoc Communication Team report
- Feb: Finance / Stewardship Commssion Evaluation
Collaboration
Planning day
- Mar: CEE, Collaboration, Communication or Evangelization
- Apr: First review of budget
CEE, Collaboration, Communication, Evangelization
PC discernment process
Book retreat facility for following fall
- May: Final review of budget (if needed)
CEE, Collaboration, Communication or Evangelization
PC members submit nominations for PC discernment
- June: Wrap up loose ends
Exec committee set calendar for following year

Some Interesting Facts about SS. Peter & Paul (as of 8/15/2009)

Parish Demographics

Total Parish Members1835
 (1677 are Catholic)
 Total Households838
 Families with Children under 18.....275

Current age breakdown

 Over 66.....152
 51-65276
 36-50501
 19-35398
 14-1897
 6-13.....222
 0-5170
 No Age Record.....19

Of 1327 adults (19 +) in our parish:

 815 are married
 333 are single
 76 are divorced or separated
 38 are widowed
 4 are vowed religious

2008 = 1890
 12/31/07 = 2050
 12/31/06 = 2110
 12/31/05 = 2117
 12/31/04 = 2118
 12/31/03 = 2048
 12/31/02 = 2003
 12/31/01 = 2068
 12/31/00 = 2042
 12/31/99 = 1908
 12/31/98 = 1833
 12/31/97 = 1812
 12/31/96 = 1819
 12/31/95 = 1807
 12/31/94 = 1817
 12/31/93 = 1783
 12/31/92 = 1889
 12/31/91 = 1947
 12/31/90 = 1924
 12/31/89 = 1833
 12/31/88 = 1716
 12/31/87 = 1815

Where do our parishioners live?

Zip Codes: 53211.....341
 53202.....69
 53212.....53
 53217.....65
 53213.....22
 53207.....53
 Other235

Ministry Statistics

Sacramental Ministry	2007	2008	Jan-Aug 2009
Infant/child Baptisms	39	33	17
First Eucharist (children)	23	14	22
Teen Confirmation	9	5	4
Adult RCIA (Baptism, Eucharist, Confirmation)	2	1	3
Adults Received into the Church (Eucharist, Confirmation).....	4	1	3
Adult Catholic Confirmation	4	7	1
Marriages (between 2 Catholics)	13	14	3
(Interfaith).....	6	2	5
First Reconciliation	34	14	22
Funerals.....	9	14	5
Individual Anointing of the Sick.....	12	10	18
Communion to the Homebound.....	1 X week 8-10		

Ministries to Children and Families	07-08	08-09	09-10	
Catholic East Elementary School.....	Total Enrollment	145	145	144**
	SSPP Parishioners	45	44	32
East Side Child and Youth Ministry.....	Total Enrollment.....	171	154	N/A**
	SSPP Parishioners	88	89	N/A**
** Registration not complete until mid September				
Sunday Pre-School Program	Total Enrollment.....	25	8	N/A***
	*** Sunday School Program discontinued for 09-10			

Service Ministries	07-08	08-09	09-10
St. Ben's Meal.....	1X/month	1X/mo	1X/mo
Habitat for Humanity	ongoing	08 Last year of service	
Guest House	1X/mo	08 Last year of service	
St Vincent de Paul.....	ongoing	ongoing	ongoing
Riverwest Food Pantry.....	ongoing donations with special collection events in the year		
Eastside Senior Services (records include volunteer hours but not volunteers per church)	ongoing		

Pastor's Report to Parish Council
September 2,2009
Wednesday of the Twenty-Second Week in Ordinary Time

1. It is with great joy that I announce the hiring of Mr. Brian Eggers as our new Director of Liturgy and Music. Brian is originally from Wisconsin and is happy to return to the Milwaukee area. He brings ten years of experience working in the Catholic Church as a DLM both in Milwaukee and Durham, North Carolina. Brian originally applied last November 2008 for the position and inquired again this spring. Brian will begin his ministry at our parish the weekend of September 26-27,2009. Brian Eggers has also been involved on the local and national level with the National Association of Pastoral Musicians. I want to thank the members of the Search Committee and Personnel Committee and Parish Choir for their valuable time and assistance in interviewing the different candidates, participating in the auditions or working on the job description and specifics of the position. We will have a formal commissioning of Brian Eggers at a weekend liturgy in the near future.
2. We wish our goodbyes to Johnny Burns as he finishes his summer internship on September 4th. Johnny will return to Rome on September 11th and prepare for his ordination to the Order of Deacon on October 8,2009 at St. Peter's Basilica. Johnny will be ordained to the Order of Presbyter sometime next summer. We thank Johnny for his example of living faith in Jesus Christ as a seminarian.
3. Catholic East Elementary began yesterday with an approximate enrollment of 143 students. At the recent Corporate Board meeting the pastors received the results of the annual audit of the financial records conducted by Wolfgang Ritter, CPA. We ended the fiscal year '08-'09 with a shortfall of approximately \$21,000. The budget for '09-'10 will be revised for the next meeting of the Corporate Board based on enrollment on the third Friday in September. The School Board is committed this year to conduct a fundraiser like we did in the past. We are also working on revising the bylaws of CEE. John McGivern has been taping a show this week in our church and school for a program called "Early Stories." It includes his days at our parish school and church. It will be shown on Channel 10 and available on DVD.
ESCYM is still accepting registrations for the upcoming year of Christian formation and sacramental preparation. Classes begin on September 29-30.
4. The pastors from RCC will meet on Tuesday Sept. 1st to continue our dialogue on collaboration and get an update on the talks between SSPP and OLDP.
5. Each month I want to address some neighborhood concerns as a stimulus to your reflection and involvement. I had a very positive meeting last week with Pastor Jim from Salem Lutheran Church. I learned a lot about the history of the WELS Synod which began in Milwaukee in 1850. Salem Lutheran conducts a tremendous outreach program in the neighborhood and offers several 12 step programs. Pastor Jim was eager to meet with me again. As I go through our neighborhood I notice new churches springing up like Metrobrook on VanBuren and Epikos.com which rents the old Westminster Presbyterian. Johnny Burns had a barbeque yesterday with some young Catholic adults in the area to see if people would like to form a group similar to LOLEC which meets at St. Mary's, Elm Grove. Johnny, could you explain this ?

6. Within about 11 days we will have our annual Block Party on September 12th. As parish council members in leadership roles, I invite you to participate in this fun-filled event as we raise money for the parish and evangelize the neighborhood. Will you be the lucky one to win the 42" HDTV or one of the many prizes. A word of thanks to Lynn Charnitz, Jane Ore and Larry Burns and Nancy Burns who are coordinating this year's event.

7. While this is an item of information with later discussion in our meeting, I want to personally invite you to our second annual State of the Parish meetings which will take place on September 29th at 6:30pm in church and October 4th at 10:30am in church. Your presence is needed to help emphasize the importance of these sessions. If you have any thoughts or suggestions based on last year's experience, please email Jane Ore or the members of the executive committee of the parish council.

8. In the area of buildings and grounds, I have some good news and bad news. On the positive, we did some asphalt work in the parking lot side of the church. Rozga Plumbing installed a sump pump in the lower church basement last Friday. We have hit a brick wall in the repairs to the back stairs of the Cramer building. I will let Jane Ore explain the details. Prayer and patience is needed in this department.

9. It's always good to end a report on a positive note. Yesterday, our children, teens and adults returned back to school at many locations. As of yesterday, our parish began its' 120th year of Catholic education on this very same location. While many things have changed, the grace of God has brought us to where we are now. Thanks be to God!

Respectfully submitted,
Fr. Mike Michalski