

St. John Vianney Parish Council Meeting Minutes

January 21, 2013

Members Present:

Fr. Ken Knippel, Pastor
Fr. Phillip Bogacki, Associate Pastor
Mike Ostrenga, Trustee Treasurer
Jon Hauser, Chair
Mark Rye, Vice Chair
Ken Kern, Secretary
Bill Hattendorf, School Board Liaison
Nancy Nelson, Stewardship Liaison
Maria Pascente, Christian Formation Liaison
Brian Schloemer, Admin/Finance Liaison
Rosemarie Wegner, Prayer and Worship Liaison
Doug Wildes, Human Concerns Liaison

Call to Order: The meeting opened at 6:30 with prayer led by Fr. Ken

Approval of Minutes: Minutes from the December 17th meeting were approved with the following changes:

- The word "DRAFT" should be removed from the top.
- On page 2, the sentence about the Cure D' Ars commitment forms should state "that forms were sent to parish leaders, employees, pacesetters and recently to parishioners". And the next sentence regarding thanking parishioners should include "for their stewardship".
- Near the bottom of page 2, "Maria indicated her willingness" is changed to "Maria stated that she will be the lead person for Christian Formation as their committee takes on the initiative" to help with the parish retreat.

Pastor's Report: Fr. Ken reported on these items:

- He is happy to be back from a successful trip to Peru; feels that "twinning will be big for our Parish".
- The Parish Mission is coming up soon. Father expects Mike Patin to be very well received.
- The Internal Strategic Plan for staff continues to be modified, although updates are taking longer than had been hoped for.
- Liturgy planning is underway for the upcoming Lent and Holy Week.
- Parish Retreat planning for June is underway.
- He plans to organize a building committee in the near future to address the final items in our Faith in Our Future Projects List, the largest of which is the expanded church narthex.
- He expects to soon start interviewing from among those to be ordained this spring for a new associate pastor.

Financial Report/December 2012: Eight pages of financial reports had been provided to council members. Brian reported that the new accounting system, which has been in the process of being implemented for the current fiscal year, appears to be fully functioning. However some errors are causing incorrect budget numbers to appear on the "P&L Budget vs. Actual" report for unknown reasons. This makes it impossible for council

members to make good judgments at this time regarding some of the finance items. There was considerable discussion regarding these reports, including whether or not “seasonalized”, “weighted”, “exception” and/or “dashboard” reporting may be more useful. It was also noted that \$200,000 has been borrowed from our line of credit. While the overall financial condition of the parish appears to be sound, some concerns were raised that overall revenues are flat while expenses are up, and that incomplete and inaccurate reports are unacceptable. It was noted that Mike Schaumann is working with staff to resolve these issues. Brian said that the Admin Services/Finance committee is meeting again in a few days and will further discuss these matters.

Strategic Plan Update: Fr. Ken stated again that the updating of the Internal Strategic Plan for staff is continuing. (External Strategic Plan distributed last fall is working well.) While staff has in fact taken ownership of the plan, some of the requested updates have not been turned in as scheduled. The process will continue and will be discussed again at our next meeting.

Parish Council Goals Mid-Year review: Jon mentioned these items:

- The school annual fund plan was approved; it is now up and running.
- The Strategic Plan continues to be worked on.
- The Communications Director has been hired and she continues to make progress on her largest task of developing the new parish website.
- The Prayer and Worship committee will report to PC soon regarding their visits to other parishes to comment on décor, music, etc. Preliminary discussions concluded that our liturgies are strong especially with effective homilies, but the committee is looking for opportunities to enhance the worshipping experience..
- Changes have been implemented at the 5pm Sunday Mass relative to more contemporary music.

Liaison Committee Reports:

- Brian said that Admin/Finance Committee will be meeting in a couple days to review the benchmark study that has been underway regarding how other Catholic schools are funded. Does the funding formula which may have been needed in the past still serve a purpose? If yes, what should the formula be? The past formula called for the parish to fund up to 45% of the school budget using up to 33% of parish contributions. Since it is the intent of the parish to keep the school operational with whatever is needed, and the accounting for expenses can be arbitrary, then a formula serves more as a guideline and not as a hard number in keeping a relatively consistent balance between parish support and tuition.
- Maria reported that Christian Formation has been actively working on numerous items including:
 1. The stock sale in April will raise funds for the youth mission trips to Chicago, Nebraska and Ecuador.
 2. The proposed revisions to the CF Handbook are now in the hands of staff.
 3. Parish Mission planning is nearly complete and will include a Youth Rally.
 4. June Parish Retreat planning continues.
 5. An Evangelization Committee has been formed and trained at the Archdiocese.
- Doug reported that Human Concerns has not met in the past few weeks.
- Same from Rose regarding Prayer and Worship.
- Bill reported the following items from School Board:

1. Captain Horter from the Brookfield PD visited with Pam, the teachers and B&G to discuss school security which Pam has been working on with B&G.
 2. February 9th will be Bids for Kids; registration forms have been in the bulletin.
 3. 40 letters of intent regarding working here next year were given to faculty and all came back with a positive response.
 4. The first 10 iPads and carts will be delivered soon. Middle school teachers will be trained on the educational applications.
 5. Catholic schools week activities start on Sunday, January 27th.
 6. Current school enrollment is 484 with 3 new students from Kansas, 3 from Mexico and 1 from Illinois. 465 have been confirmed to date for the next school year.
 7. Fees for items such as milk and locks (about \$30) may be included in tuition next year.
 8. Common core assessments will start next year.
 9. Wednesday, January 23rd is "bring a friend to school" day, with 12 kids signed up.
 10. Recent open houses had 5 families on Friday January 11th and about 25 people on Monday, January 14th.
 11. There will be an article in the "Catholic Herald" on January 30th about the SJV school new student enrollment reduced tuition promotion.
- Nancy reported that Stewardship will be meeting later in January to look at data regarding the current parish stewardship drive. Reminder letters were sent out in early January to those parishioners who had not yet responded. They are also compiling a complete list of all appeals for money which take place here at SJV each year.

And Oh By the Way: A reference was made to a recent letter from the Archbishop regarding evangelization. And Fr. Ken made a comment confirming again that the parish will continue our current committee structure through the next fiscal year and will plan to have a separate Finance Council starting in 2014 as called for by the Archdiocese. Ken Kern commented that plans are underway to show the informational video explaining the work of the parish committees at Masses on the first weekend in March and parishioners will be asked to make nominations for the committees on the second weekend in March.

Wrap-up and closing prayer took place at 8:30.

Minutes respectfully submitted by Ken Kern, PC Secretary.