

St. John Vianney Pastoral Council Minutes

May 13, 2019

Members Present: Fr. Edwin Kornath – Pastor, Fr. Nathaniel Miniatt – Associate Pastor, Robert Scott – Trustee Secretary, Kim Prudlow – Chair, Betsy Wellenstein – Vice Chair, Karen Coon – Secretary & Formation Committee Liaison, Doug Wildes – Worship Committee Liaison & Archdiocesan Pastoral Council Rep., Duane McAllister – Stewardship Committee Liaison, Andy Stith – Finance Council Liaison, JoAnn Cekanor – School Committee Liaison & Waukesha East Deanery Rep., Kathy Barutha – Human Concerns Liaison & Waukesha East Deanery Rep.

Members Absent: Randy Freeman – Trustee Treasurer, Gregory Van Winkle – Finance Council Liaison

Guests: John Clarke – Festival Co-chair, Brian Schloemer, Chair – Finance Council, and Angela Bravata, Director of Stewardship and Communications

Call to Order: The St. John Vianney (SJV) Pastoral Council (PC) meeting was opened at 6:30 p.m. with a prayer led by Fr. Ed Konrath

Staff Report: John Clarke, Festival Co-Chair – This year’s Festival will run June 7 – 9, 2019. All plans are set, and what we need now is good weather and lots of volunteers. Robb Lied prepared a profit and loss statement reflecting the last 3 years of festival proceeds. Over that time, the festival has generated an average of \$111,500 in revenue to the parish. The long-term average profit from the Festival is \$100,000 per year. Last year’s bottom line profit was just under \$100,000. That number reflected the effects of the weather during the weekend of the festival. The 2018/2019 Parish budget has estimated the revenue for this year’s festival at \$125,000. The Festival has approximately \$38,000 in sponsorships to underwrite many of the costs.

The new Festival co-chairs and the individual section leaders are all working well with the prior leadership team. The previous chairs have made themselves very accessible to the new chairs to answer questions or offer suggestions, which has allowed for a very smooth transition of leadership. The Parish staff has also been very supportive and responsive. The whole Festival team has a great level of enthusiasm and hopes that this year will be one of the best. Again, the only caveat on that hope for success is the weather.

Last year was the first year of the new Festival layout, and the conclusion is that it worked well. People enjoyed having the beer tent in the center of the activity. As a side bonus, it allowed for a place during the bad weather for people to stay and wait out some of the weather issues.

This year they have focused on several areas where they hope to implement changes that will result in improvement in both the bottom line and the overall experience at the Festival. One key area of focus is process simplification and cost control. They have standardized the beer and food menus, minimized the items that have sold less well historically, increased the items that have sold better, and implemented measures to achieve better control and management of pre-fest supplies. An equally important focus and an area where several changes have been implemented is better cash management, primarily from a security perspective. Additionally, a formal emergency response plan to address the possibility of a tornado, and a manned first aid station have been implemented.

After being absent last year due to some scheduling conflicts, Prince of Peace will return this year with their food offerings at noon on Saturday of Festival weekend. It will be run by the families of Prince of Peace.

The Festival is always in need of additional volunteers. There are 1100 two-hour volunteer spots, and historically, approximately 800 of those slots are filled by about 350 people. Even with many volunteers taking more than one volunteer assignment, generally the Festival opens with about 300 unassigned volunteer slots. Signups are accepted up to the weekend of the Festival, and even during the Festival. The Festival is a wonderful community building event and volunteering is a great opportunity to meet new people and become more connected to the parish community. Additionally, the Festival committee is also happy to accept help. They have a great time and it is an easy way to connect to the parish.

Brian Schloemer, Chair – Finance Committee – Brian reported on the final budget for the 2019/2020 fiscal year as approved by the Finance Committee. This is the budget that will be sent to the Archdiocese for final approval. Finance Committee, along with director of Administrative Services, Robb Lied, have managed to achieve a balanced budget with a small projected positive revenue. Several items of import to note are as follows:

- Liturgy –
 - The production of the Order of Worship booklet will remain in house, which will result in a savings of \$30,652.
- School –
 - The Parish contribution to the School budget will be decreased by about \$2,800 due to changes in the School budget. The School budget predicts an enrollment for the 2019/2020 school year of 300 students. The 2018/2019 budget was based upon an enrollment of 326 students. As of 5/13/19 there are 302 students enrolled for next year. That number does not include the 3K enrollment of 15 students. We have a waiting list for 3K.
 - A 5% tuition increase was approved by Finance Council. Traditionally, the preference is to keep the annual tuition increase to 3.5% or less. Part of what accounted for the larger increase is that the School and the Parish do not have a capital improvements budget, but rather budget for those improvements annually. The rooftop HVAC units are all 26 years old, and they have budgeted for replacing 7 units a year for the next 5 years, at a cost of roughly \$45,000 per year.
 - Approved a 5% increase for the hot lunch program.
 - Approved adding before school care hours, with a trial of serving a brown bag breakfast, which increased the before/after school care income by approximately \$7,000.
- Human Concerns –
 - Prior to the 2019/2020 budget, the budgeted amount for outreach has been 5% of our contributions and donations. For the 2019/2020 fiscal year that amount has been reduced to 2.5% of contributions and donations.
 - The 2.5% will be distributed 0.5% to Prince of Peace, 0.7% Santissimo Sacramento, and 1.3% to general outreach, which currently includes approximately 56 organizations.

- Administration –
 - To cover these costs the budget included withdrawing \$42,000 of Endowment income and \$52,000 of investment income. This has been done for the last several years and is largely possible because of the strong economy. The withdrawal is calculated based upon a mandated formula.
- Stewardship –
 - The 2018/2019 budget projected contributions of \$2,462,460, based upon previous years' contributions and donations and the historical increases. We will fall short of that goal by about \$200,000 through the end of the 2018/2019 fiscal year, which ends on June 30, 2019.
 - The 2019/2020 budget projects Stewardship contributions at \$2,235,310.
- Maintenance –
 - The position left by Bob's retirement was not filled. Instead, Robb Lied tried filling those hours with placements from a maintenance service. That approach has not been successful.
 - The full-time opening has been changed to a part-time position at 22.5 hours a week, resulting in a projected reduction in costs of about \$50,000 annually.
- Festival –
 - The budget calls for an estimated net profit for the 2020 festival of \$111,500, which is an average of the actual net profit numbers from the festival over the 3 years preceding the 2019 festival.

The balanced budget for 2019/2020 will be sent to the Archdiocese on June 15, 2019.

Pastor's Report: The new associate pastor has been assigned to our parish, and we are very pleased to welcome Fr. Alexander Nwosu. He is the oldest of the newly ordained class at 42 years old. He's very excited to become an active part of the parish. He will be living in the rectory with Fr. Kornath.

Fr. Nathaniel is very excited to take over his new responsibilities as Pastor. He will be covering three parishes, Sons of Zebedee: SS. James and John, Byron and Oakfield, and St. Mary, Lomira, effective June 18, 2019.

Chair's Report: Kim Prudlow and Robert Scott reported that as a result of the Pastoral Council Congress in February, there has been a change in some of the norms for Pastoral Council. One of the norms that was proposed and approved was a shift of responsibility for Pastoral Council nomination and discernment. Previously that task was the responsibility of the PC Secretary, and now it will fall under the responsibilities of the Vice Chair. No formal information from the Archdiocese has been sent, but it is expected before the fall. The SJV PC Norms and Guidelines will need to be corrected to address the proposed change. We may need to undertake a thorough review of the Norms and Guidelines this fall to address other possible changes from the Archdiocese.

Trustee's Report: Trustee - Secretary, Robert Scott, reported on the undertaking of a bench-marking project to help better assess where we are as a parish in comparison to other parishes of our size, socio-economic make up, and activity, both within the Archdiocese and outside of its boundaries. This information will be used to help create a new long-range plan for Parish Council, Finance Council, and the Standing Committees. The group that will be looking at the areas to be bench-marked and the parishes to approach will meet in a brain-storming session this week. Some examples of the areas into

which they are considering making inquiry include stewardship numbers, historical mass attendance, census information, capital campaigns, faith formation model, and a variety of school issues. The intent is to put the questions together and narrow the parishes to be approached by early summer, so that the information can be returned, and the data analyzed, in time to help direct the activities of Pastoral Council and the Standing Committees beginning in the fall. The incentive to participate for those parishes from which we seek information is that the information gathered will be shared with all who participate.

Robert and Fr. Ed informed us that we have been directed by the Priest Placement Director of the Archdiocese of Milwaukee to undertake the First Year Transition Review. This is to be a review of the process of new priest placement, not a performance review of the priest. This is a new process which they intend to be conducted within the first 9 – 12 months of the new pastorate, and the focus is upon the process of leadership transition. The thoughts and comments of the Pastoral Council and staff with respect to the questions posed are to be recorded and sent to the Archdiocese. Robert acted as facilitator as we conducted the Review.

New Business: None.

Upcoming Dates:

June 3, 2019, Common Leadership Night & Discernment to Standing Committees,
Pastoral Council at 8:45 p.m.

Meeting ended at 8:25 p.m. with the Sign of Peace.