

St. Luke Pastoral Council
Minutes – January 21, 2020

In Attendance: Chris Boland, Gordon Brooks, Patrick Bryant, Tom Feick, David Fink, Mark Garza, Patrick Jendraszak, Michele Marxer, Dave Orlando, Judy Palmer, Msgr. Joseph Schaedel, Pat Wachtel, Dean Weseli

Absent: Fr. Joby Abraham, Nick Beckmann, Yo Grego, Katie Kumler, Stan Kwiatkowski, Eileen O Metzger, Katie Naughton, Frank Short, Jeff Whiting

Opening Prayer

IT/Communications Report – Jenn Rotz

- “Communication” for the school always has been a point of discussion
- Reflection of achievements/challenges experienced in past two years of communications position
- Currently utilize “RamPage” and “SMORES”, latter allows for data analytics (“RamPage” not distributed in hard copy)
- Elizabeth was creating newsletter prior to Jenn’s starting in the role, responsibility ultimately transition to Jenn
- 814 views on last week’s newsletter (Ram Page), over 1,100 views first week back (multiple views by some families)
- Rediker/Plus Portals, previously just used for gradebook viewing, has become a one-stop-shop for information
- Elizabeth: Feedback received early on...
 - Historically, people were seeking information and unable to find it. Turned out it existed, but they didn’t know where to go or weren’t looking in the right place.
 - Weekly newsletter is number one source for information.
 - Parents are now saying they can tell the difference.
- All feedback received has been factored into overall communication survey. 2018 all-parent survey had a good response rate ~26%. 75% of respondents in 2019 rated communications a “5” or “6”, up from 55% in 2018
- Key learnings:
 - Haven’t been selling parents on how great Rediker/Plus Portals it is – they still go to website for information
 - Still a lot of people not using Facebook or Instagram, Twitter we would stop using per the data, but we can instantly post to Twitter from Instagram so continuing to do so.
 - “5” or “6” satisfaction rating for texting holding at 80%+, but fine line...shouldn’t overuse that channel
- Jenn will be stepping away from role at end of her son’s seventh grade year
- Feedback indicates parents want options for a desktop and mobile device – still not a great look on mobile option

Call to Order – Judy Palmer

Review and Approval of November 2019 Minutes – minutes were approved with no changes

Opening Comments – Judy Palmer

- Exec Committee and Msgr. Schaedel decided we don’t need a commission updates every month; please bring if you have an update or need input; emphasis will be on annual reports (except Finance Council and School Commission). Judy will send out a memo summarizing this decision and a suggested timetable for annual reports.
- Review of elections process for Pastoral Council – currently it’s self-sufficient because nominations are made and voted upon; previously they were elected positions (handout provided) and three ballots were given with randomized order. Seeking input from group – at least would ask members to consider having some number of positions elected by the Parish and having other positions appointed by Msgr. Schaedel. This would require a re-write of the bylaws (no rewriting being proposed in Jan. meeting). Tentatively looking at third week of May for next round of elections, this change could be in effect by then. One positive, it was mentioned, was that having elections could raise awareness of the group. The reason for changing the bylaws last time was difficulty in getting people to run. Judy will circulate drafted language for the bylaw change.
- Viewed video “The Veil Removed”

Commission and Council Updates

School Commission – no update

Evangelization Task Force – no update

Stewardship Commission – no update

Faith Formation & Catechesis Comm.

Meeting held with Lourdes J., Frank E., Diane S., Msgr. Schaedel regarding CHIRP (now "Welcome") which is getting traction.

Christian Social Action Commission – no update

Finance Council

- Update from SLAC – have a contact who will be their finance person and start attending Finance Council meetings
- December collections were pretty far behind – partly due to tax law change that increased standard deduction, likely causing people to "cluster", giving in alternate years in order to itemize in those years. Hoping for an uptick in January which January has been strong historically.
- Preschool has done well; school is where we thought it would be (running behind budget...10 students below)
- Report will be sent electronically

Parish Life Commission – no update

Spiritual Life Commission – no update

IT/Communications Update & Discussion - Patrick Jendraszak and Mark Garza

- Report provided in hard copy
- Meeting Mark Garza and Patrick had with LPI (bulletin publishing company who has background in stewardship/engagement consulting); also met with Kevin Kennedy (parishioner) of Market Path who helps with tools for our website, he provided analytics on St. Luke website
- Discussion of "where we want to go" – software, redesigning the website...good idea if we make a change to do in June and July when school is out of session and there's time to reset
- Patrick's recommendation: Mark and sub-committee refine its goals and come back with a proposal; use February or March to look at existing solutions, vendors, or whether new solutions or vendors need to be sought to meet goals
- Mark: Want to be cognizant of having the right technology platform given the staffing resources available. Wait until we've maximized what we currently have before trying something new necessarily
- Flock Notes, which is what the Archdiocese uses, is being used by Youth Ministry currently
- Emphasis on changing demographics and making sure communications strategy takes that into account
- Comments: need a goal so right solution can be "built", right person needs to be in place to see that strategy through
- Market Path we pay \$2,500/year, Fellowship One we pay \$3,500/year, Ministry Scheduler Pro we pay \$500/year
- Takeaway: Mark/committee will work on goals and come back to the Pastoral Council in advance of the next meeting

Evangelization Update & Discussion – Tom Feick

- Discussed a Parish/Pastoral Council mission statement – Msgr. Schaedel has a draft mission statement (hard copy given). Propose all commissions/groups have a "statement of purpose" that anchors to Parish "Mission Statement"
- Revised version agreed upon: "As Christ is present in His Church, Saint Luke Parish is the presence of the Church in our community. Through our Catholic tradition we are devoted joyful prayer and worship, committed to loving service, generosity, and all works of Evangelization to make loving Christ present to His people."
- Judy will draft a Pastoral Council version and circulate prior to next meeting
- Msgr. Schaedel may include a mention of this strategy in an upcoming bulletin letter and in parallel discussions will be held with some of the larger, more influential ministries to begin working on their statements of purpose

Business Manager's Report – Patrick Jendraszak

- Dashboard of Providence 2021 campaign – hard copy handout provided
- Update on capital repairs (ex. Providence 2021) – hard copy handout provided
- Request from Pastoral Council for semi-annual update of pledges fulfilled for Providence 2021 to know how tracking

Pastor's Overview/Closing Comments – Msgr. Joseph Schaedel

- Early indication (first three weekends) of 5pm Mass time – average 227 in 2019, 388 in 2020 – no noticeable decrease to other masses; noticing some new faces too

Closing Prayer/Adjournment

Respectfully submitted,
Patrick Bryant