

St. Luke Pastoral Council
Minutes – January 17, 2017

In Attendance: Marcia Capuano, Molly Evans, Patrick Jendraszak, Bruce Konicek, Stan Kwiatkowski, Shawn McWilliams, Eileen O. Metzger, Todd Moore, Joe Muldoon, Dave Noble, Tim O'Brien, Nancy O'Bryan, Jennifer Rotz, Eric Spohn, Bill Spangler, Msgr Joseph Schaedel, Fr. Raj Xavier.

Absent: Nick Beckmann, Mary Lynn Subrin.

Opening Prayer was led by Shawn McWilliams.

November, 2016 minutes were approved as written. There was no meeting in December.

Please note this correction-- The Agenda for January lists Eileen O'Brien Metzger as a participant on the Faith Formation & Catechesis Comm. Eileen's name should be removed, and Shawn McWilliams should be listed with Mary Lynn Subrin. Eileen O'Brien Metzger should be listed with Patrick Jendraszak on the Stewardship Comm.

Chairperson's Report – Nancy O'Bryan

Nancy announced it is time to begin the nomination process for the upcoming elections. Shawn McWilliams has agreed to serve as Nominating Chairperson. Council members were asked to start thinking of potential candidates. Eileen O. Metzger and Dave Noble were asked to consider running for another term, as their terms are coming to an end. Marcia Capuano can also run but can only two more years.

Pastor's Overview – Msgr. Schaedel

We have begun a new liturgical year. Msgr Schaedel and Fr. Bonke attended the installation of Cardinal Tobin in Newark, New Jersey. Prayer services were Thursday, and the installation Friday. There were probably over 500 priests, and dozens of cardinals and bishops. They have many fond memories. St. Luke Trivia Night just occurred this month, was well attended and very fun. Steve Weber, the school principal, is retiring at the end of this school year. A search committee will be formed to find a new principal.

Parish Life Report – Nancy O'Bryan

See attachment.

A few additional notes: This year, SLAC members will include the commissioner of each sport, which will require more of a commitment on their part and provide more focused discussion. Fr Xavier mentioned there are over 600 young adults in the parish, but less than 20 are currently involved in the Young Adults Program. GLYMERS program was a product of the survey done in 2010/11, when many seniors wanted to be more involved. This is a great, active program that meets monthly. Parish Life does not have a commission that meets, updates are done via email and phone. Nancy is recommending that Boards update their information online at least semi-annually so users of the website have updated contact information. Also, Stewardship used to instruct new leaders on the use of the calendar, handbook, and In-Fellowship, but this hasn't taken place for years. Nancy will let new leaders know where to get this information on the website. Nancy will remind lay leaders to evangelize their love of God, faith, and spirituality. Msgr. Schaedel was wondering whether we need to add a single parent/divorced group. This should be a topic for further discussion. Also, MOYC is a great vehicle for evangelization. There are some very spiritual, active mothers talking to others who might not be as connected to their faith.

Stewardship Annual Report – Patrick Jendraszak

See attachment.

Still looking for a chairperson for the group.

Finance Council Quarterly Report – Stan Kwiatkowski

See attachment.

Additional notes: 6 months into the fiscal year, and it appears that we have a \$35,000 more surplus than budgeted; however, it always looks strong in the beginning of the year since we have just collected some school fees for next year. We use this throughout the year to fund various expenses. As of Dec 31, 2016 the school is about \$42,000 less than budget. The school will probably have a deficit close to \$70,000 by the end of the fiscal year. They are discussing ways to diminish this in the future; using school reserves is an option. Working on next year's budget now, including tuition increases and compensation amounts. The preschool is doing about \$25,000 better than budgeted. There were some registration fees that had not been taken into account, and wages and benefits were less than anticipated. Patrick is beginning to work on a 2 year plan to see if it

is possible to eventually break even in this ministry; what rates, attendance level, and salaries would be required to make this happen. Overall, St. Luke parish may break even this fiscal year, despite the school deficit.

Pre-school – Laurie Breen (provided by Nancy O’Bryan)

Laurie could not be here, but provided the following attachment. She is working with Patrick to develop a 2 year plan. Nancy sent a survey to the teachers to gauge satisfaction with the program. Most teachers that use the program were very satisfied; however there was a desire expressed for longer hours, and the cost is higher than expected. Currently the program ends at 4PM, some teachers have meetings, tutor, etc. and would like this extended to 4:15 PM or later. It may be hard to attract working parents if the program continues to close at 4PM. This information was passed on to Laurie. This is the 1st year for the Pre-school/daycare program, and discussion on changes/improvements will continue. They did a great job to fill open spots and maximize the revenue stream given the late start of registration. Now that it is in place, things should be more predictable.

Commission and Council Updates

School Commission – Tim O’Brien/Jennifer Rotz

The commission is deep into budgeting process. Steve Weber is retiring at the end of the school year. They are going to begin searching for a new principal. The archdiocese has provided a good outline for this process. School Comm did not meet in Jan.

Connected In the Spirit – Patrick Jendraszak

There has been no meeting in about 6 months. Not sure if this program will continue.

Evangelization Task Force – Bruce Konicek

Several members read the book Forming Intentional Disciples. They felt it had good information, and gave one to each of the 3 priests to read and see if it is something the task force could use for leaders in the parish.

Stewardship Commission – Patrick Jendraszak/Eileen O. Metzger

See above annual report.

Faith Formation – MaryLynn Subrin/Shawn McWilliams

No meeting, nothing to report. However, Nancy mentioned that the speaker for Marriage on Tap February 25th is Msgr. Schaedel. The topic LENT: GIVING UP YOUR SPOUSE. In April there will be a Euchre tournament.

Christian Social Action Committee –Bill Spangler

Very busy in Nov and Dec, so no meeting in January.

Finance Council – Stan Kwiatkowski/Joe Muldoon

See above quarterly report.

Parish Life – Nancy O’Bryan

See attached annual report.

Spiritual Life – Marcia Capuano/Molly Evans/Dave Noble

Christmas and Advent went well, getting ready for Ordinary Time. Lent begins March 1st. A new event is the Fatima Series. The 100th anniversary of Fatima is May 13, 2017. There are 5 holy hours on the 13th of each month, starting in January. On May 13th there will be a special event. Liturgy Strategic Planning Taskforce has a plan for the next 6 months. They will meet twice each month and have a written plan by March for review by the Spiritual Life Committee in April, and hopefully be presented to Parish Council in May.

Business Managers Report – Patrick Jendraszak

Two bathrooms have been remodeled in the school. \$29,000 project included new paint, tile, flooring, ceiling, fixtures, and shelving. Per Todd Moore, the best part is that the “smell” is gone! There are plans to remodel additional bathrooms throughout the school as funds permit. Parish bathrooms are newer and lower on the list. There was discussion on

how to avoid things getting to an unacceptable level in the future. Communication of needs is key. When there is a real need, the money seems to become available (ie: Fall Fest and Trivia Night).

New Business

Msgr. Schaedel would like to discuss a possible Capital Campaign in the future. We have a need for additional space: the possible expansion of the preschool, additional meeting space, a desire for a larger sacristy and music ministry room, improving the circle and providing a sturdy canopy to provide shelter from the rain and snow. He would also like a portion of any funds raised to be allocated to entities that are not as fortunate, for example adding to the endowment of CSAC. There was also a discussion in using parishioners and their talents to help defray costs. St. Luke does utilize parishioners in some aspects, but perhaps it would be beneficial to voluntarily list their job title in the parish directory/database.

Fr. Xavier led the Council in a closing prayer and the meeting was adjourned.

Respectfully submitted,
Eileen O. Metzger