

St. Luke Pastoral Council
Minutes – November 20, 2018

In Attendance: Fr. Joby Abraham, Nick Beckmann, Chris Boland, Patrick Bryant, Tom Feick, David Fink, Patrick Jendraszak, Katie Kumler, Stan Kwiatkowski, Michele Marxer, Eileen O. Metzger, Dave Orlando, Judy Palmer, Msgr. Schaedel, Eric Spohn, Pat Wachtel, and Jeff Whiting

Absent: Ken Crook, Mark Garza, Bruce Konicek, Joe Muldoon, & Todd Moore

Call to Order – Judy Palmer

Opening Prayer – David Fink

Review and Approval of October 2018 Minutes

Conflict of Interest Amendment (continued discussion from October Meeting) – Judy Palmer

See Attached (sent out 10 days prior to October meeting via email)

Correction to spelling in disclosure form identified, Katie will review with school commission, however, too specific to Pastoral Council (PC) in current form so will need to modify slightly for school commission to use, motion approved to amend by-laws, motion approved to incorporate policy and conflict of interest (COI) disclosure form.

Youth Ministry Update – Terese Hartley

See Attached

294 high schoolers identified at St Luke who attend 14 different high schools (250 attend Catholic high school), meet 1st and 3rd Sundays of each month (7:30-8:30), working on creating a name for group, 6-12 high schoolers meeting currently, overview of program provided, coordinating with other high schools & youth ministries, seeking visibility within high schools, Breakfast with Braves recently started to reach high schoolers at Brebeuf, meet at Steak n Shake to reach North Central high schoolers, planning to attend March For Life this year, participating in high school ski trip, coordinating also thru North Deanery to leverage opportunities and resources, reviewed some of the challenges faced in this ministry, also starting Love Our College Kids (LOCK), suggestion made of moving activities to somebody's house to gain further support, Terese advised this is a goal of third year, Terese also discussed trend in this space to meet in small groups with adult accompaniment which is seen as successful approach to youth ministry, trying to identify how to measure success within this program, goal is bring our youth closer in their relationship with Jesus Christ

Annual Report Spiritual Life Commission – Eileen Metzger

See Attached

We are very active parish (as outlined in attachment), at beginning of church directory summarizes various ministries at St. Luke, introduced MSP software this year to manage scheduling for various ministries electronically, need for lectors and ushers at 5:30pm, Evening of Spiritual Renewal scheduled for January 7th currently discussing who is expected to attend Spiritual of Renewal Event, liturgical ministry training coming up in early 2019

Commission and Council Updates

School Commission – Katie Kumler

School received their 'A' rating from Dept. of Education

Evangelization Task Force – Bruce Konicek & Nick Beckmann

No update

Stewardship Commission – Katie Naughton

No update

Faith Formation & Catechesis Commission – Pat Wachtel

No update

Christian Social Action Committee – Chris Boland

No Update

Finance Council – Stan Kwiatkowski

See Attached

Projecting a \$140k school deficit and \$15k pre-school deficit currently, will have a better picture on budget after December due to the increase in giving at this time of year, also some discussion around what is our goal of pre-school to break-even/lose money/make money long term in this ministry

Parish Life Commission – Patrick Bryant

No Update

Spiritual Life Commission – Eileen O. Metzger

No additional update (see above)

New Business- None

Business Managers Report – Patrick Jendraszak

Thanksgiving sharing fully underway today in Narthex

Starting a new process for various ministries to create a list of items needed, wish list, trying to have all ministries report centrally to coordinate overall needs of church more efficiently-send emails to Patrick J.

Capital Campaign/Feasibility Study – Patrick Jendraszak/Msgr. Joseph Schaedel/Tom Hirshauer

Feasibility Study – Executive Summary Attached

Msgr. Schaedel kicked off this part of meeting, was unable to attend presentation from consulting firm (CCS) to Parish (due to illness), but everything he has seen in report and feedback from those that attended presentation are over whelming positive

Patrick J. advised feasibility study was very positive about St Luke (good place/welcoming place/spiritual place), 40-50 interviews sought (completed 48) which was a good sample, over 600 people responded to pew surveys, consultant feels confident with \$4-4.5mm fundraising based on research, feel very confident with \$4mm level

Tom H. has advised been involved with a number of these, participation was extraordinary, very positive, bottom tier was minimal, no problems he could see, some discernment around the three projects which is important, surveys show people are willing to commit financially, consultant advised can stand behind \$4mm ask (not a guarantee, but based on experience very confident). One real negative was the prioritization of school and non-school funding, has been around for a while so not a new issue, but was identified in research. We are thinking about handling fundraising organization and activities internally vs. using consultant, would need to hire some people to fill in gaps while other staff handle fundraising work. We do have the option to use consultant to help with fundraising, but pretty costly (approx. \$160k), feel we can get it done for about half of that (\$80k). Last capital campaign was handled internally, two before that were held in conjunction with Archdioceses. This is one of the larger capital campaigns St Luke has undertaken.

Some discussion around overarching challenges we are facing currently--school (enrollment down), behind budget within church (as outlined in Stan's report), not a lot of funds available for other needs (outside of rainy day funds), on-going church/scandal issues could that pose a problem for this campaign? Fair question, but consultant did not see any of that as potential challenge for this campaign. There is contingency planning within budget- construction contingency (approx. 8%), builder's contingency (approx. 7%), maintenance fund (5-6%), and bad debt (all included in \$4.5mm #). In the past at St Luke during capital campaigns we have seen tithing increase (not decrease as one might expect when people are giving extra to capital campaign). We have also spent a considerable amount of money on campus at St Luke over the past couple of years while increasing 'rainy day' funding. Stan thought we would have better indication on St Luke budget after January. Consultant was impressed with our rainy day funding in place, well-funded in this area based on other churches they have worked with...

Question is does the church need this type of project to keep it moving forward, renew, support evangelization efforts. Discussion ensued around improving space/structure rather than focus on expanding structure; we need to do things to improve items/space within school to continue to attract children to St Luke School.

Some discussion around pre-school, current capacity is 66, new plan would get us to at least 88 for capacity (maybe more), allow for greater capacity. Selling point to some was pre-school to attract more children early and keep them at St Luke.

Discussion around how much money you need to begin projects to be funded from capital campaign, likes to have full pledges in place, and at least half of money in hand. Discussed 4 year plan (vs 5 yr. plan) for funding, but somewhat depends on donors and

what they want to do, 5 years seemed long to some, encouraged 3-4 yr. planning versus extending out to 5 years. 60-70% would be goal of pledges over the next couple of months (not necessarily receiving all the funding). Not looking to expand school, but make it better from an educational standpoint. Need to clarify with people the meaning of multi-use space, some concern around multi use space that school would ultimately take over and how to maintain balance. Also, need to focus on safety aspect of school and these improvements should/would improve student safety. Donors do have the ability to designate funding (specific areas); none of this money would go to Archdiocese and would not impact future commitments archdiocese would place on St Luke (increase expectation).

Design documents were prepared by Browning Day and presented to Stentz construction, lots of research has been done in this space to ensure a good idea of budgeting requirements for desired projects but final numbers have not been developed yet.

CCS would not be willing to guarantee success, but rather based on experience and feedback of survey feel we are well positioned for this capital campaign. There have been times when consultant comes back and advises not a good idea to move forward on capital campaign, basically not in their professional interest to set organizations up for failure as it would impact their reputation, CCS is confident with our ability to get to \$4mm fundraising level.

This campaign should essentially be done in 9 months, should not drag out for years.

What were soft spots identified in research? School, Pre-School, Portico were noted items based on research that could be potential soft spots in terms of level of importance by donors.

Discussion around potential changes in tax laws and contributions and also potential recession in 2020, consultants did not address these items in preliminary study. Where are we in the process (as of tonight for purposes of this council)? Council makes recommendation to Pastor and Pastor ultimately makes decision on next steps.

This construction project has not been put out for open bid yet. One other contingency has been added to budget around construction costs that could increase as building would probably not start before 2020 (2% added to cover potentially higher construction material costs).

Some discussion around do we need to increase school capacity/pre-school capacity with current trends in school enrollment that are pointing downward. Also, we need to dive deeper on pre-school around financial plan of pre-school (break even, generate profit, lose money, etc.) given the cost associated with pre-school expansion as it is fairly confined part of our Parish.

Pre-school basically bought a house, spent a considerable amount of money to bring up to code, if we did not put additional amount of money in pre-school what would be the ultimate impact to St Luke Parish (i.e. cost benefit analysis), does pre-school have a long term plan, might it be correct to have a subsidy for this ministry, etc.

Motion proposed that-

1. PC agrees and supports the CCS Study
2. PC believes campaign is on right track, and recommends to the Monsignor Schaedel that the campaign move forward based on CCS report & proposal
3. PC encourage a deeper dive and 2nd look on pre-school to determine a longer term plan
4. PC recommends internal leadership and staffing for campaign fundraising, versus use of consultant.

Motion approved but requested further information and discussion on item four at the January meeting. Requested that plan for staffing and backfilling ongoing parish operations during the campaign be further explained. x item 4, would like to have some further discussion (January) around this item

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

New Business-

Respectfully submitted,
Nick Beckmann

Commented [JP1]: I didn't recall the portico being a soft spot in the research but leave it in and see if anyone raises it after reading the minutes.