

**St. Eugene Congregation
Pastoral Council Meeting Minutes
Tuesday, June 27th, 2023**

Present: Fr. Mark Payne, James Wawrzyn, Bill Hudson, Dan Gabler, Heidi Quinn, Dave Saggio, Kathleen Roling, Deacon Nick Dhein, Eileen Placek, and Kate Gould

Excused: Tom Anderson, John Pienkos,

Guests discerning to the pastoral council: Preston MacQueen, Kathleen Kirchner, Martial Possok

James Wawrzyn led the Council in an opening prayer highlighting discernment.

The council approved the minutes from the April 28th, 2023 meeting.

Auction review- Kathleen Roling and Beth Anderson chaired the auction at Shully's in Thiensville and Kathleen updated the council on the auction's success. The auction brought in \$117,000 in revenue. \$28,000 was the cost which included food, MC charges, etc. \$20,000 went to "meet the need" which allowed the school to purchase 10 new white boards for the classrooms. There were 225 guests that purchased tickets and most of those attended the event. There was an even split tablewise between parishioners and school families. Martha Boyle, the school librarian, coordinated teacher gifts which were very popular. The desert dash was quite profitable. Overall, Kathleen was very happy with the evening. However, she stated that there are areas for improvement. Specifically, the platform for the fundraising is Givesmart but no one at the school or parish has knowledge of how it operates. It would be very helpful if a staff member was knowledgeable about whatever fundraising platform is used in the future instead of new chairs starting from scratch. It was noted by a council member that St. Monica's uses Bidpal for their auction and St. Eugene's would be able to access it without paying a subscription fee. Kathleen also mentioned that the chairs were bogged down with sorting money and charges during the evening of the auction and it would be beneficial to have a staff member involved with those details. The only goal not achieved was coming up with a blueprint on how the auction could be handed off to future auction chairs.

August 19th leadership retreat - Fr. Mark scheduled a retreat on August 19th from 8am-12pm for all St. Eugene pastoral council and commission members to participate in. His idea is for everyone to come together, speak with each other, and refresh the commissions. Specifically, he wants each commission to formulate short and long term goals. These goals should be measurable and each commission should be held accountable to the goals set. The commissions should have regular scheduled meeting times that everyone is expected to attend. Each commission should have a chair and a secretary along with additional members. Fr. Mark led this same retreat at St. Monicas and had positive feedback. Fr. Mark noted that the key to having productive commissions is having set, measurable goals.

2023-24 calendar pastoral council meeting dates:

September 20, 2023

October 17

November 8

January 24, 2024

February 14

March 20

April 9

May 22

Mary Brzozowsky-administrative assistant in the St. Monica parish office will be managing calendaring along with student formation registering.

Discernment to the pastoral council - Fr. Mark asked the 3 candidates present (Kathleen Kirchner, Preston MacQueen, and Martial Possok) to discuss why they are interested in becoming members of the pastoral council. Kathleen was involved in the worship commission for many years but is now ready to move on and is interested in helping out with a different aspect of the parish. Preston MacQueen was also on the worship commission and has also been a catechist. He, too, is interested in something new. Martial Possok attended the pastoral council meeting to better understand how it operates and determine whether his skills can be an asset to the council. He has a finance background and worked in banking in France. There was discussion about the possibility of him joining the finance commission. It was mentioned that Sally Lautmann and Natalie Brodjeski are also interested in the pastoral council discernment process. Fr. Mark suggested inviting them to attend the August 19th retreat. John Pienko's (pastoral council school liaison) term is up and he elected to step down. Tom Anderson's term as pastoral council chair/vice chair has expired and he would also like to step aside. In September, the pastoral council will discern the commissions and where the new pastoral council candidates will fit best. In the meantime, Fr. Mark is personally contacting the people nominated to the different commissions.

The meeting closed with a prayer.

Respectfully submitted,

Kate Gould
Secretary

**St. Eugene Congregation
Pastoral Council Meeting Minutes
Wednesday, September 20th, 2023**

Present: Fr. Mark Payne, Fr. Tonny Kizza, James Wawrzyn, Bill Hudson, Heidi Quinn, Kathleen Roling, Eileen Placek, and Kate Gould

Guests discerning to the pastoral council: Sally Lautmann, Natalie Brodjeski-Polini, Kathleen Kirchner, Preston MacQueen

James Wawrzyn led the Council in an opening prayer.

The council approved the minutes from the June 27th, 2023 meeting.

New Business:

Parish picnic/festival review - Kathleen Roling reported on the festival portion of the parish picnic which was from 1pm-4pm on Saturday, Sept. 9th. A group of school dads suggested adding the festival and it was a success! Many of the games were borrowed from St. Monica's parish at no cost. The dunk tank, beer tent, games, and live music were enjoyed by many. \$1 of each beer purchased was donated back to the parish. Before expenses, the festival brought in \$3300 in revenue. Kathleen noted that many of the volunteers returned Sunday morning to clean up any remaining trash left over from the previous evening. Kathleen would like to explore the idea of additional lighting as the festival/picnic area became very dark as the night progressed. James Wawrzyn questioned Kathleen about the possibility of the school dads being interested in the stewardship committee. She indicated this was not likely as they seemed solely interested in helping with this or similar isolated events.

Eileen Placek reported on the success of the parish picnic which began after the 4:30pm mass on Sept. 9th. This year the picnic ticket prices were increased to \$10 for adults and \$5 for children. This ticket price included everything instead of selling food items separately as had been done in the past. This was the first time that the picnic ran out of food but Eileen noted that she had cut down on what she had purchased in prior years. The Knights of Columbus cooked and donated the corn for the picnic. They vowed to bring more corn next year! Eileen was pleased overall with the picnic and concluded that next year more volunteers are needed and better coordination between the festival and picnic volunteers.

Fr. Mark commented on how great the 4:30 mass attendance was between the festival and picnic. He also mentioned how neighbors in the apartments to the north of the parish were invited to attend the festival/picnic and were given free admission. Several of the Jewish attendees commented positively on this community building effort!

Leadership Retreat Overview - The retreat will take place this Saturday, September 23rd beginning at 8am and will be led by Fr. Mark. Based on the responses to the invitation, there will be around 18-20 people present. Everyone will meet in the narthex and begin in prayer. The different commissions will then meet independently. Each of the pastoral council liaisons will explain to the commissions they are required to have a chair, vice-chair, and a

secretary. That is mandatory and allows each commission to have point people. If the chair is gone, then the vice-chair can step in. Each commission's minutes should be published regularly. Each commission should reflect on what their accomplishments were coming out of covid. What have each of the commissions done this past year? From there they will move onto setting measurable goals for the following year. Towards the end of the retreat, everyone will gather together and report to all assembled the measurable goals they set. These goals will be recorded.

Fr. Mark noted that if we are moving in a certain direction and have measurable goals, then we can energize parishioners to join the different commissions. Commencing this winter and ending in June, Fr. Mark would like the pastoral council to begin interviewing the commissions on what they are accomplishing. This will allow the pastoral council and staff to begin asking the question of "where do we want to go with these commissions as a parish"? Eventually we will develop a 5 year discipleship strategic plan. Fr. Mark reiterated that covid had a very damaging effect on many parishes and that better communication within the parish is one of his major goals. James mentioned that it has become countercultural for people to engage with others face to face. He suggested having an ice breaker during the first night of common leadership so people can become better acquainted.

Consideration of Officers and Liaison Positions - The chair, vice-chair, trustees, and priest set the pastoral council agendas. James Wawrzyn will remain as chair and Kathleen Roling will fill the vacant vice-chair position. It was noted that the vice-chair would lead the meeting if the chair is gone and has typically spearheaded recruitment. Kathleen Kirchner will be the prayer and worship liaison and Sally Lautmann the liaison to human concerns. Fr. Tonny Kizza will be the staff person assigned to human concerns and will be directing the initiatives. Heidi Quinn will remain the liaison to formation and Preston MacQueen will become the stewardship liaison. Kate Gould will continue as secretary. James Wawrzyn will reach out to Natalie Brodjeski-Polini about the possibility of her becoming the pastoral council liaison to the school. Bill Hudson and Eileen Placek are the current parish trustees. One trustee is appointed by Fr. Mark and the other by the St. Eugene parishioners.

Deanery representative - Our deanery consists of parishes as far south as Gesu and all of the parishes in Ozaukee county. Typically, one representative from each parish attends the deanery meetings which take place twice a year. It is a round table discussion where each parish representative shares one of two things that are priorities for their parish. Sometimes the chair person does this but it can be any parishioner that is well connected with what is going on in the parish. Fr. Mark asked Bill Hudson if he would be our representative and Bill agreed to the position.

The meeting closed with a prayer.

Respectfully submitted,

Kate Gould
Secretary

**St. Eugene Congregation
Pastoral Council Meeting Minutes
Wednesday, November 8th, 2023**

Present: Fr. Mark Payne, Fr. Tonny Kizza, James Wawrzyn, Bill Hudson, Heidi Quinn, Kathleen Roling, Eileen Placek, Sally Lautmann, Kathleen Kirchner, and Kate Gould

Excused: Preston MacQueen

James Wawrzyn led the Council in an opening prayer

The council approved the minutes from the September 20th, 2023 meeting.

New Business:

Two liaison positions on the pastoral council remain vacant, school and finance. Kathleen Roling will temporarily fill in as the school commission liaison and Bill Hudson will fill in as the finance commission liaison. Fr. Mark would like to see some new names brought forth in regards to the finance commission. One place he would like to start is with a few members that are currently on the sanctuary committee. He will also speak with Phil LaRosa about potential parishioners that have a finance background. Fr. Mark reiterated that “refreshment” is a good policy so that parishioners don’t become burned out from participating on the commissions over too many years.

It was noted that the pastoral council minutes were not up to date on St. Eugene’s website. Fr. Mark suggested to Kate Gould to send the minutes to the new communications person, Clare Drefcinski, who will upload them to the website.

Bill Hudson Deanery update:

- Archbishop ListECKI requested that each parish put together a list of the 3 priorities in our catholic mission; catholic identity (who we are), evangelization (what we do), and stewardship (how we do it). Members of the pastoral council completed the document which Bill will submit to the deanery.

Commission liaison reports:

Formation - Heidi Quinn reported that Joyce Swietlik has reached out to Greg Capper and he will be the new non-staff lead of the STME formation commission. There is a new formation liaison at St. Monica’s.

School Commission - Kathleen Roling reported the big school initiative for the next year will be:

1. Special Needs Scholarship Program (SNSP)
 - a. Brings state funding to the school for special needs education
 - b. Schools need to decide by March 1st whether they want to participate in the SNSP program

- c. Students need an Individualized Education Plan (IEP) to qualify for this program established within last three years
- d. Many schools in our Deanery participate in the SNSP program (Holy Family, Lumen Christi, St. Robert, St. Joe's, St. John XXIII)
- e. Currently 7 students at our school have an IEP, and 10 more who might be interested
- f. Becky Jones would like to put together a proposal for what would be included in the St. Eugene profile
- g. Audit cost is between \$10,000 - \$15,000
- h. Families need to apply by July 1st to participate
- i. Becky Jones and Nicolle Schroeder to attend Archdiocese meeting on November 16th about this program

- The school Calendar of Cash fundraiser was a success, selling 1395 tickets.

Worship commission- Kathleen Kirchner reported that the worship commission is focused on all the coordinators knowing what their duties are. There will be a written procedure for every ministry. The choirs are in full swing and performing "Lessons in Carols" on Wednesday, December 7th.

Stewardship Commission - James Wawrzyn attended the stewardship commission meeting and stated that there was nothing new to report.

Human Concerns - Sally Lautman reported that human concerns had finalized their outreach booklet for the holidays. They had a good discussion on broadening the commission. Karen Iverson continues as the chair, Carol Josten as the vice-chair, and Rosemary Murtha as secretary. There is a November 28th upcoming meeting. Jenny Kopetsky discussed the twinning commission and the upcoming travel abroad scheduled for this summer. There was discussion regarding the lack of parishioners attending the racism and education meetings. Fr. Mark and members of the pastoral council believe they have a branding problem. Social justice is more broad and welcoming.

Finance Commission- Bill Hudson reported the following:

YTD September had a Net Operating Surplus of +\$121k

This is a +51k over budget (favorable)

This is (\$73k) less than last year

Compared to budget, Offertory is coming in even with budget at +\$600. Tuition and Program Fees are coming in +\$30k over budget with school tuition coming in +\$14k over budget and Religious Ed tuition coming in just under budget by (\$1k). Extended care and other school related revenues making up the difference of +17k over budget. Other revenues, and Fundraising Income are coming in just under budget by (\$2k) due to timing. All major expense categories are coming in under budget with the exception of Buildings and Grounds which is over by +\$2k.

Compared to prior year, Offertory came in favorably at +\$12k more than last year. Other contributions are (\$38k) less than last year due to a one time donation last year and the timing of annual fund donations. Tuition and Program Fees are coming in favorably at +\$28k more than last year which is in line due to increased tuition and an increase in school enrollment.

Fr. Mark's comments

- St. Eugene's investments (endowments) have been moved from the Catholic Community Foundation to Wells Fargo where they will be more aggressively invested for higher returns.
- Fr. Mark discussed the Love One Another campaign and how he is committed to 100% of the money pledged going toward St. Eugenes. All pledge cards will now come through our office where they will be copied before being sent to the archdiocese. We will be financially recouping all of our lost time with this campaign. Bill Hudson suggested that Fr. Mark provide an update to parishioners.
- There will be a future email/flocknote discussing mass procedures during inclement weather.
- We have some individuals during mass on Sundays plugging the school toilets. Please stay vigilant during mass hours for anyone suspicious entering/exiting the lavatories.

Bill Hudson commented on the relics in the chapel and suggested a monthly focus on one of them. The priests also suggested highlighting the relic during the saint's feast day.

The meeting closed with a prayer.

Respectfully submitted,

Kate Gould
Secretary

