

# St. Eugene Pastoral Council Minutes

## January 14, 2020

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Eileen Placek</b> – Trustee
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Peggy Oberhofer

**Guests:**

Bill Fink, Anne Rice, Bob Stoffel, Mary Ann McEllistrem, Amanda Korcal, David Mehr

**Archdiocesan Capital Campaign Report**

The Archbishop is launching a capital campaign archdiocesan wide. St. Eugene has been chosen to be a part of the pilot campaign to be kicked off March of 2020. The meeting began with a presentation from Amanda and David from CCS, a fund-raising consulting firm. Once their presentation concluded, a majority of the meeting involved discussions on expectations of the capital campaign, St. Eugene's role to play in meeting the goals and how the money would be distributed. A preliminary parish case for support was distributed and discussions occurred on the amounts of the 4 elements listed. Discussion went further about adding a fifth element for outreach. At this point capital campaign discussions were put on hold for the Human Concerns committee to report as well as the Finance Council.

**Finance and Human Concerns Report**

Mary Ann McEllistrem passed out a presentation for the Human Concerns committee activities for the past year. The presentation went through the focus of the committee, ongoing initiatives, Successes and Opportunities for improvement.

At the conclusion of Mary's presentation John presented the Finance Council's presentation. There is a projected shortfall of about \$46,000 currently. To address the projected budget shortfall the parish has been authorized to borrow from the endowment fund to cover costs. The lower than expected tuition income is a large contributor to the decreased income this fiscal year. There was lengthy discussion on how best to communicate the fiscal difficulties the parish will face the remainder of the year. It was also communicated the pulpit will not be the place to conduct the parish business on a weekly basis.

The meeting was adjourned at this point due to length of the meeting. Agenda items not covered will be revisited at the next meeting.

**Note:**

On January 22, Fr. Paul announced St. Eugene will be delaying its participation in the capital campaign.

**November Minutes**

Discussion delayed until March meeting.

**Next Meetings:**

**St. Eugene Common Meeting Night - Tuesday, February 11 at 6:30 PM**

**Pastoral Council – Tuesday, March 10 at 6:30 PM**

Respectfully submitted – Marc Melloch

## St. Eugene Pastoral Council Minutes March 10, 2020

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Eileen Placek</b> – Trustee
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison
<b>Peggy Oberhofer</b> – School Committee Liaison	

**Absent:**

None

**Excused:**

None

**Guests:**

Mark Konewko, Rebecca Jones, Megan Swiertz

**School Committee Report**

The school has submitted a budget for 177 students for the 2020-2021 school year. Annual fund goal is \$105,000, currently \$84,000 collected.

\$5,000 grant awarded to assist with the steam initiative, also received an Act Now grant, bullying prevention initiative, through children's hospital.

The North Shore School Consortium reports a success with the combined liturgy at Dominican High School during Catholic Schools Week.

**Sanctuary Renovation Report**

**Financial Transparency Report**

The newly formed St. Eugene financial transparency subcommittee met on 2/25/20. The subcommittee is comprised of Anne Rice, Phil LaRosa, Dave Keuler, Luke Junk and Bill Hudson.

After significant dialogue, the sub-committee affirmed the following guiding principle: We are grateful for our strong, committed parishioners and the opportunity to worship Christ as we move through our spiritual journeys together. It is important that our entire community is engaged and informed on all we do. This principle focuses on our belief that financial transparency is critical. Transparency leads to understanding, which leads to trust, which leads to parishioners being more comfortable supporting their church knowing what our challenges are and what their donations are used for.

The subcommittee committed to 3 action items, as follows:

- 1) Inclusion of a weekly stewardship update in the bulletin, featured prominently. Preliminarily, we are planning to replace the "did you know" factoids based on anecdotal feedback from parishioners.
- 2) A new quarterly budget update (1 page) to be included in the bulletin, including high-level summary financials and narrative. We plan to make members of the finance council available to answer questions these weekends, with the first such release scheduled for April 18 (9-month YTD financials).
- 3) We plan to compose a letter to all parishioners that participated in the previous capital campaign, providing an accounting of the income and spending now that the campaign has concluded. We hope to send this as soon as practical.

### **Previous Minutes**

Minutes from November and January were approved without changes.

### **Committee Reports**

Human Concerns – Social Justice education program was not included in the human concerns meeting. It was also noted the hospitality weekends need better communication to ensure announcements are made at all applicable masses.

There was also an extensive discussion on the use of pyxes and their return. The parish life committee will assist in having the pyxes returned.

The remaining portion of the evening was filled with the Pastoral Council filling out the SWOT analysis.

The May 5<sup>th</sup> Combined Pastoral Council meeting was canceled.

### **Next Meetings:**

**Pastoral Council – Tuesday, May 26 at 6:30 PM**

Respectfully submitted – Marc Melloch

# St. Eugene Pastoral Council Minutes

## May 26, 2020

### Present:

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Peggy Oberhofer</b> – School Committee Liaison
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

### Absent:

None

### Excused:

Eileen Placek

### Guests:

None

### Formation Committee Report

35 people attended Craig Martell's discussion on Flannery O'Connor.

New program in the works for couples with civil only marriages, and how to help these couples have a church marriage as well.

Confirmation for 2020 is still to be determined, preference for the bishops to do the confirmations, possibly this fall.

### Financial Transparency Report

Budgeting for 2020-2021 fiscal year is in process.

Current estimated shortfall is \$140,000, working with the PPP to hopefully recoup some of the losses.

Phil LaRosa has offered his resignation.

There was a discussion on how the PPP program funds may not arrive in time to affect the current fiscal year.

### Previous Minutes

Some grammatical changes and further clarification were requested with regards to the grants awarded to the school.

### Pastor Comments

Preparations for the first public masses since safer at home directive implemented.

Most space available is at 11:00AM mass.

Fr. Paul reiterates, He does not want to give the virus to anyone.

20% of Milwaukee parishes will not be opening the first week available to open.

Archbishop Listecki has requested Eucharistic services for the homebound not resume at this time.

Deacon John will be retiring at the end of June.

There will be 2 seminarians living at the rectory for the next 2 months.

There was discussion about some of the particulars and plans for how the masses will operate upon reopening.

### **Old Business**

Current auction is estimated to have raised \$50,000.

Current plan is to attempt to have the nomination process to be online. Kate Junk will be working on this.

Fr. Jordan has been asked to approach some of the younger parishioners to consider joining the committees. Fr. Jordan will coordinate with Anne Rice for additional names.

Plans still in place to complete SWOT analysis by mid-June.

### **Committee Reports**

Human Concerns – New members have joined and are helping out.

### **Next Meetings:**

**Pastoral Council – Tuesday, July 21 at 6:30 PM**

**Common Meeting Night – Tuesday, August 25 at 6:30**

Respectfully submitted – Marc Melloch

# St. Eugene Pastoral Council Minutes

## July 21, 2020

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Peggy Oberhofer</b> – School Committee Liaison
<b>Fr. Jordan Berghouse</b> – Associate Pastor	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Eileen Placek, Peggy Oberhofer, Craig Martell

**Guests:**

Matthew Bowe

**Financial Report & Budget**

Preliminary fiscal 2019-2020 final budget numbers were presented. Overall, 2019-2020 fiscal year shows a deficit of less than \$72,000. Expenses were down year over year over \$59,000. However, income was also down over \$140,000. St Eugene has received money from the federal Payroll Protection Program, but this money was not eligible for record in the 2019-2020 fiscal year.

Endowment loans were authorized is needed, and were not used.

The 2020-2021 budget was reviewed and approved pending no material changes (+/- \$5000) during the next Finance Council meeting.

Expectation for the 2020-2021 fiscal year includes an increase of 8% in income and a 6% increase in expenses. Some new costs for the K3 program and an increase in Archdiocesan assessment accounts for a majority of the increases in expenses.

Shared expenses between the 2 parishes need further refinement in the coming budget cycles to improve on budgeting.

**Previous Minutes**

Approved, no changes

**Pastor Comments**

The dispensation for Mass attendance has been extended to the weekend of September 5/6.

Discussion on whether to request an increase in allowable mass attendance to 33% of capacity. This would allow for approximately 40 additional worshippers. Fr. Paul will

make the request, and will monitor health cases in the North Shore Area before implementing any increase.

Fr. Paul's goal is to maintain vigilance and diligence while remaining optimistic. There is some concern ambivalence to the disease may creep into our lives otherwise.

The youth minister position is currently open, but an offer has been extended to fill this position. Heather Patrowsky is the new communications coordinator, and Meaghan Turner has accepted the position as the adult ministry coordinator.

The school is still planning on opening for in person classes this fall, but will continually evaluate if circumstances require changes.

It has been decided, there will be no parish picnic this fall.

Fr. Paul will be on vacation for the remainder of July.

Currently there are no plans to fill Phil LaRosa's position.

### **Old Business**

A follow up to the SWOT analysis was sent to the Pastoral Council to finalize the SWOT analysis. The members of the Pastoral Council have been asked to complete the survey by the end of the month.

Procedure for the online nominations are being finalized. Kate will work with Heather to send emails by the end of the month to prospective nominees.

### **Committee Reports**

Worship – Further clarification was requested concerning Mark Konewko's presentation of "21 Designs for Minister Recruitment for St Eugene". A request has been made to have this presentation forwarded to the pastoral members. The ideas presented in the presentation may be of assistance to all committees.

### **New Business**

Pastoral meetings start time was discussed, and 7:00 is likely to be the new start time.

### **Next Meetings:**

**Common Meeting Night – Tuesday, August 25 at 6:30**

**Pastoral Council – Tuesday, September 29 at 7:00 PM**

Respectfully submitted – Marc Melloch



## St. Eugene Pastoral Council Minutes September 27, 2020

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Peggy Oberhofer</b> – School Committee Liaison
<b>Eileen Placek</b> – Trustee	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison

**Absent:**

None

**Excused:**

Fr. Jordan Berghouse

**Guests:**

Mary Beth Gabler, Anne Rice, Matthew Bowe

**Stewardship Report**

October 17, the Committed to Christ (C2C) kicks off.

The human concerns committee is working on a combined committee for parish life. There are proactive actions being take to look for parishioners who have not been engaged in the past few months.

The Stewardship committee needs additional members to continue to function effectively.

Eucharistic ministry for the home bound continues on a limited basis due to very stringent guidelines for distributors.

Annual auction discussion, currently no plans for an auction this year. The committee will track the effectiveness of St. Monica's auction in November. Discussion talked about pros and cons of a virtual auction, and how we could use the data from last years auction to guide a potential auction this year.

Reminder that share Sunday continues and brief discussion on safe handling of food received prior to distribution to recipients.

**Financial Report & Budget**

Currently showing a \$141,000 surplus versus budget. Income is up year over year \$116,000, Religious ed fees collected is down versus last year.

School enrollment is 176 students.

The funds from the PPP will be added to the books at the end of the fiscal year.

Discussion on back fill for Phil LaRosa, the exact role that needs to be filled is still being discussed, does the position need to be more of a book keeper or HR position. This is still to be determined.

### **Previous Minutes**

Amendment to the July minutes to show an end of year deficit of \$93,198.

### **Pastor Comments**

The sanctuary committee is meeting again and would like to have design concepts complete in 45-60 days with a goal of beginning renovation in calendar year 2021.

Fr. Paul solicited feedback to the crucifix in the sanctuary.

The strategic mission planning will recommence in the next 2 weeks and Fr. Paul is looking for additional members.

Discussion on mass attendance capacity, and use of the center of pews to maximize number of attendees to mass. Ushers are needed to help facilitate parishioners relocating to ais in maximizing available seating.

### **Old Business**

Tom Anderson will follow up with Mark Konewko on sharing his presentation "21 Designs for Minister Recruitment for St Eugene".

The Pastoral Council's SWOT analysis is complete, still looking for finalized analyses from Formation and Worship committees.

Nomination weekend proposed for the weekend of October 17/18. The council continues to look for additional nominees.

Plan is to resume in person committee meeting starting with the October 27 Pastoral Council meeting.

### **Committee Reports**

Worship – The idea of offering a Latin Mass was presented, and there is some support. Fr Paul is open to the idea of offering one, but would not be a presider for this type of mass. Tom Anderson to return idea to worship committee for further discussion.

Formation – Meagan Turner is on maternity leave, and will be the adult formation leader when she returns. New programming will be announced upon her return. The Youth ministry position is conducting interviews for a new head, as the last candidate turned down the offer.

### **New Business**

Please remind committees to use the C2C traits as the committees set up goals for the coming year.

### **Next Meetings:**

**Pastoral Council – Tuesday, October 27 at 7:00 PM**

**Common Meeting Night – Tuesday, November 17 at 6:30 PM**

Respectfully submitted – Marc Melloch

## St. Eugene Pastoral Council Minutes October 27, 2020

**Present:**

<b>Fr. Paul Hartmann</b> – Pastor	<b>John Barrett</b> – Finance Council Liaison
<b>Matt Kirchner</b> – <i>Chairperson and Parish Representative to the Archdiocesan Pastoral Council</i>	<b>Bill Hudson</b> – Trustee
<b>Kate Junk</b> – Vice Chairperson, Selection Committee Chair	<b>Peggy Oberhofer</b> – School Committee Liaison
<b>Eileen Placek</b> – Trustee	<b>Marc Melloch</b> – Secretary
<b>Tom Anderson</b> – Worship Committee Liaison	<b>Craig Martell</b> – Human Concerns Committee Liaison
<b>Brian Coonan</b> – Formation Committee Liaison	<b>Julie Brockhaus</b> – Stewardship Committee Liaison
<b>Fr. Jordan Berghouse</b> – Associate Pastor	

**Absent:**

None

**Excused:**

None

**Guests:**

Emily Naczek

**Worship Commission Report**

Planning for Christmas services is underway to account for archdiocesan requirements. The worship commission looks for continued support on pandemic directives as well. There was a discussion on the masks the choir wears and how these masks are specially designed to allow for singing, yet will not move or shift on the wearer's face during the singing activities.

The need for additional ushers is being restated.

Some discussion on markings in the pews to show where to sit, the current system has led to some confusion.

The Christmas services schedule was discussed, and signups will be required. This will open November 9.

Thanksgiving Masses will be at both parishes, a morning Mass at St. Monica and an evening mass at St. Eugene.

The sanctuary renovation committee will meet in early November.

The "21 Designs for Minister Recruitment for St Eugene" is completed and approved by the worship committee and Fr. Paul will review as to when to share with the Pastoral Council.

**Financial Report & Budget**

YTD there is a >\$100,000 surplus, this is with both expenses and income under budget to date.

At meeting date, the school was \$50,000 below budget on income, but is expected to collect income in the coming months. This lower than expected income from both the school and the parish is a concern for the final numbers at year's end.

It was mentioned, the CARES act provides for a 100% write off for charitable contribution through the end of the calendar year.

The replacement position being reviewed in the business office is leaning towards another bookkeeper role.

### **Previous Minutes**

There was a spelling error in last month's minutes, the error will be corrected and the revised minutes will be submitted.

### **Pastor Comments**

There have been 2 confirmed COVID cases from the ministry center employees.

The City of Milwaukee has issued new restrictions and is asking the neighboring communities to follow suit. At this time the North Shore Health Department has not changed its recommendations or requirements.

The school is looking to give raises to the teachers this school year due to changes in their responsibilities during the pandemic. This desire is related to discussions on how the PPP monies will be allocated in the current fiscal year.

With the retirement of Deacon John, his duties have been absorbed by the priests and there are no plans to replace his position at this time.

### **New Business**

Pastoral Norms update, the Pastoral Council has been asked to review the norms and be prepared to discuss at the next meeting.

One change going forward, the committees have been renamed to commissions, this was done to promote the dynamic nature of these groups.

### **Discernment**

This is the last meeting for Peggy, Craig and Marc. At the next meeting there are some potential new members scheduled to join the meeting and hopefully discern a place on the committee.

The officers for the Pastoral Council for the 2020-2021 season will be:

Chair – Matt Kirchner

Vice Chair – Tom Anderson

Secretary – Kate Junk

The commission liaisons will be determined through an email discussion between Matt and Fr. Paul. The remaining committee members should email their top 3 choices to Fr. Paul and Matt.

### **Next Meetings:**

**Common Meeting Night – Tuesday, November 17 at 6:30 PM**

**Joint Leadership Meeting – Wednesday, December 9 at 7:00 PM**

Respectfully submitted – Marc Melloch