

# PARISH COUNCIL MEETING MINUTES

**Date:** June 23, 2020

**Time:** 6:30 PM

**Facilitator:** Doug Jones

Mission Statement:

## In Attendance

- Fr. Andrew Windschitl
- John Fisher
- Tim Loraditch - Excused
- Stacey Rooney
- Will Bates
- Doug Jones - Chair
- John Roberts

## Opening Remarks

- Open with prayer. Father Andrew started with a prayer.

## Approval of Minutes

- Minutes from May 26, 2020. Minutes approved.

## Committee Reports

- Finance Council Update (Summary to be presented by Doug Jones)
  - 2020-21 Budget
    - Budget discussion & approval. Looking to submit a budget about 75% of last year's budget due to projected shortfall from Covid 19 Pandemic. This can be adjusted, but a budget must be submitted to the Diocese.
  - Recruiting & succession plan. Dave Pottebaum's term is up. He is willing to serve until a replacement is appointed and would appreciate help from PC to find and recruit candidates.

Building & Grounds (John Roberts)

- Roof damage estimates at SM & at HC. No estimate on St. Mary's yet. Scott Turczynsky had a roof inspection done in March by a reputable contractor but has been working with them and our insurance agent directly.
  - ACTION: John will work with Scott to bring a recommendation to the council for action.
- Long Range Planning
  - ACTION: Meet & discuss document started by Jon Hand, Bill Schmidt & Doug Jones – This should be a living document shared with PC for awareness/discussion.
    - No action yet – working on setting up a meeting with B&G to discuss.
  - Need a list of B&G items which need attention. Including maintenance, repair, or replacement
    - A list has been recently shared with the Finance Council, but the decision was made to let the newly formed PC set the priority on addressing these items
    - ACTION: John Roberts will share this list with PC for discussion at the July meeting

## Old Business

- Organizational Chart
  - Councils
    - Parish Council-Doug Jones, Chair
    - Finance Council-Dave Pottebaum, Chair
  - Committees/Groups
    - Building & Grounds-John Roberts, Scott Turczynsky, CO-Chairs
    - Stewardship Committee-Arlene Anderson, Chair
    - Cemetery Committee-Laurie Phelan, Chair
    - Liturgy Committee – planned but none yet
    - Knights of Columbus-Doug Jones-Chair
    - Friends of St Francis-? Kautza's and Olberding's
    - Altar & Rosary - Funeral luncheons - no meetings
    - Social Activities (no longer active?)
    - Pro-Life (no longer active?)
    - Social Concerns (no longer active?)

Doug compiled this list with Barb's assistance. Discussion held on how to get more communication between committees and the pastoral council. Committees would report to Pastoral council for requests and guidance. This differs from the paid programs that the parish has, as the employees report to Father Andrew.

## Programs/Departments

- Religious Education: PK-6, Geneveve Loraditch, Tracy Miller
- Youth Ministry: Andrea Fisher, Melissa Kahler.
- Confirmation: Nicole Cory
- Music: Sue Schmidt
- Bookkeeping: Sarah Baumberger
- Secretary: Barb Liske
- Custodial: Karen Stafford

Discussion held appreciating the many projects and services that Drew Hanlon provides for the parish. Plan to discuss committees at each pastoral council meeting. Building and grounds report will be the July meeting focus, and we plan to invite stewardship committee chair to August meeting.

**ACTION: Stacey will draft a letter to invite committee's/groups to report to pastoral council of their needs.**

**ACTION: Stacey will contact the Kautza's to get a complete list of activities they assist with and see if they would like any assistance or support from the PC.**

## New Business

- Plans/discussion for coming back to church: Documents emailed to parish members and placed in the bulletin.
  - Review "Usher Duties" list: Approved list for use by ushers.
  - Review cleaning duties – is it enough? We will clean frequently touched areas.
  - Review concerns or possible problems that may occur on week-end mass
    - Too many people at either church. This should only be a possible issue at Holy Cross. We will have to see what the next 2 weekends attendance is. The usher will have to assist with any additional optional seating, chairs in entry or outside attendance.
    - Masks or no masks: Masks will be strongly encouraged, but optional. John Roberts brought masks for the entry of both churches.
- Prioritization of needs – in addition to B&G list. Sidelined until July meeting.
  - For next budget year
  - For next five years
  - For next 10 years and beyond???
- Finance Council Recruitment
  - Brief discussion on finding parishioners qualified and willing to serve
    - Time and talent surveys from the past?
    - Perhaps we should do a new survey?
    - **ACTION: Doug to follow-up with Barb to see what information we have currently**
- Catholic Charities Emergency Family Shelter July meal is our responsibility. It was agreed that each council member will donate \$10, and Stacey will arrange and deliver meal.

- Opening weekend ushers have been arranged by Doug. Cleaning is most important between the 5pm and 10 am mass at St. Mary's, John Fisher suggested moving ribbons to rotate pew usage: Committee agreed.
- Covid 19 Follow up plan: Discussion held on how to provide follow up if a parishioner is diagnosed with Covid-19. We probably would be notified by Polk County Health Department or the individual. Our responsibility would be to send an email to all members letting them know what mass the Covid -19 individual attended.
- Phase 3 will start July 5<sup>th</sup>. Groups of 100 will be allowed for social events. The only activities planned before our next meeting are a baby shower and wedding shower. Renters are to clean the area used and return chairs and tables as they found them.
  - ACTION: For our July meeting, Father will get us a list of activities planned for August.

## Closing Remarks

- Close with prayer. Father concluded with prayer 7:44pm. Post mass/adoration cleaning done by council members.

## Next Meeting

July 28, 2020 | 6:30 pm, St. Mary's Catholic Church, Elkhart, Iowa