

Parish of Saints Joachim and Anne

**Parish Council Minutes**

Tuesday, May 6, 7:00 pm

**Council members Present:** Father Peter Wittman, Greg Stoks, Julie Bennett, Don Beno, Brenda Henning, Brian Kane, Kathy Kupfer, Donna Lane, Brian Luce, John Weckman and Jim Weiler.

**Trustees:** Fred Jurewicz, Dick Stoks

**Absent:** Mark Bury, Jim Fiedler, Marco Soto

**Guest:** Garrick Comeaux, Director of Music and Liturgy

**Opening Prayer:** Father Peter Wittman

**Approval of Minutes:** Brenda Henning made a motion to approve the minutes from April 1, 2014, with the need to correct her name. Don Beno seconded the motion. Motion carried. The minutes were approved with the noted correction.

**Updates from Father Wittman:** Father informed the council that Greystone will present their analysis of St. Mark's school building on May 8th. Their report will provide a cost analysis for each of the five options analyzed. Meeting participants will include Father Wittman, parish administrative staff, parish trustees, and representatives from the parish council. After this initial presentation, further discussion will be needed with Parish and Finance Council members in order to provide a recommendation to Father Wittman. A question was raised regarding interest that Beacon Housing might have in the building. Brian noted this organization does not have the funds to make needed changes.

**Action:** Greg will discuss next steps with Finance Council chair Jim Weiland and provide an update to council members.

**April Comments:** Greg Stoks. The council discussed the following comments:

- Per Greg's request, an article was posted in the bulletin seeking new Parish Council members for the coming year. Greg encouraged members to seek out parishioners with the skills and interest in joining the council. Members should email names of potential new members to Greg or Kathy.
- The bulk mailing for the festivals is close to completion. No immediate concerns regarding the festivals at this time.
- Deacon Bill shared his concern regarding the parish's ability to meet sacramental and liturgy commitments. Greg noted how impressed he is with the marriage program. Members of the GROW committee stated they would work with him to incorporate needs into the parish strategic plan.

**Music and Liturgy Ministry Updates:** Garrick Comeaux

- Garrick noted the overall role of the parish liturgical ministries is to "build the repertoire of the worshipping assembly and facilitate their 'full and active participation.' "
- This ministry strives to produce high quality and engaging religious experiences.
- His role as director includes assisting the pastoral staff in making informed liturgical decisions, assisting with parish liturgical formation, planning liturgical celebrations and funerals, and ensuring liturgical music is provided at all Masses and other parish events.

- Garrick noted his work is a team effort, especially when working with the musicians and the Ministries of Lectors, Eucharist and Hospitality (Greeters and Ushers). The various skill sets encompassed in these liturgical ministries reflect the practice of "mutual service" within the parish.
- Garrick developed a Liturgy Committee, which assists with planning and promoting special liturgical needs. He also serves as the Funeral Chair, which is critical to this ministry.
- Future projects include creating one catalogue of library items so we can more effectively share our resources, and continuing our journey of hospitality. Garrick noted our hospitality must become our identity as a community of welcoming Catholics. He also hopes to foster situations where ministries can come together more often.
- Garrick recommended we select a Sunday in Ordinary time to have an all-community Mass. One possibility is June 29th, which is the Feast of Ss. Peter and Paul. Kathy suggested we honor Fathers Merrill and Boedy at this Mass since it is close to their departure date. Garrick will explore this option.
- Resources of light and sound must be addressed in the gymnasium in order to better serve as a worship site.

**Departure of Frs. Merrill and Boedy:** Father Wittman, Greg Stoks

The council discussed the July 1st departure of Fathers Merrill and Boedy. Father Wittman stated we should receive at least one replacement in July. The council noted this news should be communicated through the bulletin.

Council members discussed the potential need to reduce the number of Masses on a temporary basis due to limits on the number of Masses priests can perform. Father Schoenberger will continue to say one Mass on the weekends. Greg noted that Garrick and the Liturgy Committee previously created a contingency plan for a reduced Mass schedule. Don suggested a subcommittee be formed to analyze this plan and recommend a schedule that could be activated if necessary.

**Actions:** Julie will work with the parish priests to create an announcement for the bulletin. Members interested in participating in the Mass schedule subcommittee should inform Greg. Greg will contact Garrick for his contingency plan and include members of the Liturgy Committee in this subcommittee.

**Communication Log:** Kathy Kupfer

Kathy reviewed the council communication log and members discussed the following:

- Permanent parish signs are on hold for the present time. Council members suggested we take the banners down or strengthen them so they look better.
- With the departure of Father Merrill, the process to translate parish documents into Spanish will need to be revisited. We may need to engage a translation service.
- The need to post an article in the bulletin regarding the departure of Fathers Merrill and Boedy will be added to the log.

**Administrative Updates:** Julie Bennett

- Budget discussions are still underway for the 2014-15 fiscal year. The Finance Council met in April and will meet again in May if needed to complete this work.
- A full-time marketing position is recommended for the parish. The position has not yet been posted, pending budget approval for the coming year.
- First Communions have been completed. Father Merrill worked with those recently confirmed.

- The final GROW meeting is scheduled for Saturday, May 10. The Mission of this program will be presented at a future council meeting. Next steps include the development of a multi-year action plan. Results of the GROW discussion and future work will be communicated to the parish.
- Financials: As of March, we have a YTD deficit of \$50,000. Julie noted that Christmas and Easter collections are posted separately.
- Parish survey results will be communicated in three phases. Phase I has been completed with recent bulletin comments.
- Discussion of St. Mark's school was tabled until after the meeting with Greystone.

**Council Roles and Membership:** Greg Stoks

Greg facilitated the selection of Parish Council officers for the coming year (effective August 1, 2014):

- Donna Lane made a motion and John Weckman seconded to select Kathy Kupfer as Chair. Motion carried.
- Greg Stoks made a motion and Jim Weiler seconded to have Brian Luce remain as Vice-Chair. Motion carried.
- The council will need to recruit for the role of Secretary.

**Closing Prayer:** Fred Jurewicz (from Pope John XXIII)

Meeting was adjourned.

Council members welcome any interested parishioners to attend parish council meetings at St. Mark's at 7 PM on the following Tuesdays:

- June 3, 2014
- July 1, 2014
- August 2014: Summer break

Respectfully Submitted,  
Kathy Kupfer