

## Report

St. Cecilia Pastoral Council Work Session  
Tuesday, February 24, 2015, 7 p.m., Social Hall

Present: Tim Simodynes, Todd Clancy, Rick Brimeyer, Cyndi Volcko, Bill Haas (Stewardship), Ric Nelson, Joel Rogers, Jim Stuart, Steve Hustedt, Kathy Wipf  
Excused: Fr. Secora, Tina Colburn (Faith Formation), Mark Moore (Finance), Adriana Hernandez de Alvarez, Adriana Alvarez (Youth), Jacob Hess (Youth)  
Staff: JoAnne Dalhoff, Deacon Ron Smith

1. **Call to order** by Tim Simodynes at 7:01 pm. Tim noted that the session would be conducted as a work session due to Fr. Secora's absence; therefore, no actions or decisions would be made, including approval of January minutes
2. Prayer/Reflection/Discussion – Jim read the Gospel reading for Sunday, March 1 (The Transfiguration of Jesus). Members shared thoughts on what the reading meant to them.
3. **Agenda Changes** – Item #5 (Visioning Update) was moved to a latter part of the meeting as Rick B. notified that he would be late in arriving.
4. January minutes will be approved at the March meeting when Fr. Secora is present.
5. **Old Business**
  - a) **Klingseis Bequest Discretionary Allocation:** Ad Hoc Committee (Cyndi V., Bill H., Joel R.) had not been able to meet in person but had exchanged ideas through e-mails. A range of worthwhile possibilities was offered. The Ad Hoc committee intends to meet to firm up their recommendations. Discussion included voicing unanimous confidence by all present regarding the Social Justice Committee's expertise in allocating a portion of the Bequest (\$108,000) based on their knowledge of needs, seasoned experience and budget transparency. Additional discussion touched upon the need to use precise terminology that clearly conveys that St. Cecilia is striving to be a tithing parish.
  - b) **Changes to Pastoral Council Bylaws:** Tim noted the need to incorporate language that accurately reflects the parish election process along with the end and beginning of members' terms of service.
  - c) **Facilities Expansion Planning Committee:** Met January 29 and was attended by Mark Hansen (committee leader), Ric N., Cyndi V., Todd C., Tim S. Discussion centered on developing a five-year plan. Church roof, need for meeting rooms and additional space, and desire to update the look of the worship space were mentioned as needs. Cyndi V. described her insights into the benefits of a long-term (20 years or more) plan that would include the purchase of property/land in a prominent location.
  - d) **Parish Elections:** Cyndi V. reported nomination deadline of April 12; elections to take place May 16/17. She requested each PC member to provide at least two names. A meeting for candidates was suggested.
  - e) **Budget Process:** is currently underway. Ric N. reminded members that the Finance Council maintains a "Wish List" for expenditures outside of the budget, and encouraged those who were aware of a need to make it known and added to the list.
6. **Visioning Update:** Rick B. reported that two couples he contacted to take on Family Life Leadership had declined the invitation and that he was developing his next step. Comments regarding the proposed change in the parish mission statement had been collected by Bill H., who reported that Cyndi V.'s version had received support. Other visioning items (parish survey, best practices, facilities) were mentioned to keep their awareness fresh.
7. **No New Business**
8. **Committee and Board Reports** were provided in the reading packet for this meeting.

b) **Faith Formation:** Clarity was sought regarding the Faith Formation Commission's status on hosting the Called and Gifted Workshop at St. Cecilia. Tom Primmer continues to analyze the cost, archdiocesan endorsement, and benefits.

g) **IT Committee** report included Randy Dalhoff becoming the "point person" to keep the progress on the updated website on track. A host site has been secured. There will be a weekend transfer in the near future. Training is being provided for Faith Formation and School representatives. The request for on-line parish registration was mentioned and cited as a possibility but needed additional research.

9. No other business

10. **Closing Prayer:** Jim S. led the Glory Be.

11. **Tim adjourned** the meeting at 9:02 pm.

Next Pastoral Council Meeting: Tuesday, March 24, 7 pm, Social Hall

Prayer and In-Service: Cyndi V.

Report submitted by Kathy Wipf, PC secretary

St. Cecilia Pastoral Council

Tuesday, January 27, 2015, 7:00 pm, Social Hall

Present: Father Jim Secora, Tim Simodynes, Todd Clancy, Rick Brimeyer, Cyndi Volcko, Bill Haas (Stewardship), Ric Nelson, Joel Rogers, Jim Stuart, Mark Moore (Finance), Jacob Hess (Youth), Steve Hustedt (School Board liaison)  
Excused: Kathy Wipf, Tina Colburn (Faith Formation)  
Absent: Adriana Hernández de Alvarez, Adriana Alvarez (Youth)  
Staff: Char VanKerckvoorde, Bob Hauser, JoAnne Dalhoff, Deacon Alan Christy

1. **Call to Order** by Tim Simodynes at 7:00 pm.

2. **Prayer/Reflection/Discussion**

Todd Clancy read the Gospel reading for Sunday, February 1. Discussion included how to engage parishioners in the readings as well as in church activities.

3. **Agenda Changes**

None

4. **Approval of November minutes**

November minutes were approved by consensus.

5. **Visioning Update**

Rick led a discussion on the progress from the Visioning Work Session held on January 10, 2015. He gave a brief overview on the progress made, feedback from the different committees, and on-going discussions about the parish mission statement. Rick stated that he thought progress is being made and thanked everyone involved in the process. The Council also reviewed its own four initiatives.

6. **Old Business**

**Finance Council, Klingseis Bequest Allocation** - At their January meeting, the Finance Council recommended allocation of the Klingseis bequest funds as follows: \$22,000 to Checking & Savings, \$400,000 to Facilities Savings, \$150,000 to Education Endowment, \$400,000 to new Church Endowment, and \$108,000 to tithing. The Pastoral Council approved those same allocation amounts by consensus. There was also discussion about finalizing names of the accounts and finding ways to publicize and celebrate this gift. An Ad Hoc committee composed of Cyndi Volcko, Bill Haas, and Joel Rogers will meet and recommend creative ways to celebrate the gift. Discussion also covered publicly acknowledging the gift in the bulletin and possibly by Father at Mass.

**Changes to Pastoral Council Bylaws** - no action taken. Still waiting on guidance from the Archdiocese.

**Facilities Expansion Planning Committee** – In September 2014, Pastoral Council commissioned Mark Hanson, from the Facilities Committee, to lead a temporary subcommittee to:

1. Identify the portion(s) of our long range facilities vision that should be done first – with opportunities for input from parishioners
2. Establish a timeline for doing the first phase as well as timeline on other phases

Their recommendation(s) will then be brought to the Pastoral Council for possible action. Their first meeting will be held on January 29<sup>th</sup> in the Social Hall. All Pastoral Council members have been invited.

**Youth Travel Policy** - A travel policy (provided in PC packet) was approved by consensus that would not allow minors on international trips without being accompanied by a parent or legal guardian. Several expressed regret for the opportunities that will be lost in order to minimize risk.

**Elections** - Jim Stuart agreed to assist Cyndi Volcko with coordinating the Parish elections. All Council members were reminded to identify potential candidates and encourage them to consider running in the spring election. An informational meeting will be considered, along with possibly taking advantage of the next CCC meeting for recruitment and education.

#### 7. **New Business**

**Sister Parish** - The Council provided provisional approval to begin the process of making Divino Niño parish in Chinandega, Nicaragua our sister parish. The next steps are to determine which committee will oversee this project and finding parishioners to take the lead in this endeavor. It was also discussed how to get the entire parish involved with this mission.

**Parish Audit** - A copy of the audit was provided in the reading packet. The Pastoral Council reviewed it and discussed the recommendations.

#### 8. **Committee and Board Reports (provided in packets)**

1. Liturgy Committee - Cyndi Volcko
2. Faith Formation Commission - Tina Colburn/Joel Rogers
  - a. Catholic School Board - Steve Hustedt
3. Stewardship Committee - Bill Haas/Jim Stuart
4. Social Justice Committee - Todd Clancy
5. Parish Life - Rick Brimeyer
6. Finance and Administration Council - Mark Moore/Ric Nelson
7. Business Manager - Char VanKerckvoorde
  - a. IT Committee - Bill Haas read the following report:  
Progress is being made on upgrading the parish website. Thanks to Scott Walker and his son, we now have a working website hosted on the facilities of a new website hosting service with whom we have contracted. It still has some warts apart from the absence of recent updates/additions made on the current site. However in Bill's view, the issues Scott

and his son have already overcome are far more important and challenging than the things that remain to be fixed. That is a huge first step and good reason for optimism.

We are still using the current parish website and will continue to do so until the new site is fully operational. The IT committee will be meeting with Scott Walker on January 28 to hear a more detailed progress report and to plan next steps.

8. Hispanic Community Update - Adriana Hernández de Alvarez (none)
9. Deanery Council - no report as the Council has not met.

9. **Other Business and Comments** -

1. Char provided a page in the reading packet that outlined deadlines associated with the budgeting process.

10. **Closing Prayer** - Vocations prayer

11. **Adjournment** - the meeting adjourned at 8:40 pm.

Minutes by Todd Clancy and Tim Simodynes

**Next Meeting (Work Session), Tuesday, February 24, 2015, 7:00 PM, Social Hall**

**Prayer and In-Service: Jim Stuart**

## Liturgy Meeting --- February 2015

Present: Todd Clancy, Johna Clancy, Cyndi Volcko, Becca Wemhoff, Gary Aitchison, Kay Aitchison, Fr. Jim, Bob Hauser

The committee reviewed the proposed pastoral council initiatives. There was much discussion, but committee wanted to table any revisions or amendments until the next Liturgy Meeting.

Eucharistic Adoration sign-up will take place the weekend of February 7-8. Lori Storr will speak on behalf of the Eucharist Adoration Committee before each Liturgy.

A Liturgical Ministry Scheduling program has been purchased through ACS Technologies. We are in the process of adding and importing data to the program.

The Anointing of the Sick will take place the weekend of February 7-8.

Blessing of Couples will take place the weekend February 14-15.

Lenten Key Tags will again be ordered for Ash Wednesday. Bob will ask if youth can assist at 7am, 9am, and 7pm.

A number of Lenten resources will be available.

Stations of the Cross will take the Fridays of Lent. The themes are below

Feb 20(Sanctity of Life) Feb 27(Vocation) March 6(Social Justice) March 13(Voc/Ber) March 20(Trad?) March 27(Family)

Communal Reconciliations will take place Sunday, March 8 at 2pm and Thursday, March 26 at 7pm.

Holy Week Schedule	Sunday, March 29 - Passion Sunday - Larger Procession at 10:30 Mass
	Thursday, April 2 - Seder Supper
	Thursday, April 2 - Holy Thursday Liturgy at 7:30pm
	Friday, April 3 - Good Friday Liturgy at 7pm
	Saturday, April 4 - Blessing of Easter Food - 11:30am? Chapel
	Saturday, April 4 - Easter Vigil - 8pm
	Sunday, April 5 - Easter Sunday - 7am, 8:30am, and 10:30am (Baptisms at 10:30am Mass)

The Divine Mercy Chaplet on Sunday, April 12 will probably be at 9:45.

Next meeting – March 5 at 7pm, St. Louis Room

**Draft MINUTES**  
**Faith Formation Commission meeting**  
**Tuesday, February 10, 2015 - 7:00 pm - St Louis Room**

*Present:* Fr Secora, Tom Primmer, Deacon Alan, Ricardo Garcia (Coordinator of Middle School Youth Ministry), Anna Steele,  
Tina Colburn (FFC Chair), Rita Hayes, Patty Willadsen, Kari Ricke, Joel Rogers (Pastoral Council Representative), Stacy Ryan (Catholic School Board liaison), Grant Pahl, Claire Aitchison, Rosie Stanley

*Absent:* Rosemary Wilson,

Meeting called to order: 7:01p.m.

Prayer and reflection led by Anna.

January minutes approved with one correction.

***Anna's report:***

Anna said 95% of her plans for next year are set.

While Life teen and Confirmation ministry are strong and well attended, the small group ministry is struggling. Anna is discerning a new curriculum for the small group ministry. She will be discussing the new curriculum on March 10th at 5:45 in the St. Louis room, before the FFC meeting. Parents and those interested are invited to attend.

***Joel's report:***

The travel policy for minors has changed. Minors must now be accompanied by a parent or legal guardian on international trips.

Joel said he discussed the Called and Gifted workshop with the Pastoral Council. The Council wanted a timeline and cost involved for the workshop. Tom has provided Joel with required information.

Father said the new language to be used in the catholic school contracts are with the lawyers. Father also said that his experience with catholic schools gives him an good perspective on how the school needs to be run.

***Ricardo's report:***

Ricardo is looking to make some changes in the Edge program. Right now Edge meets once a month; this is could change to twice weekly (with Sunday nights) so he sees the kids more often. He still needs to factor in the small group ministry.

***Stacy's report from Catholic School Board:***

Stacy said one staff position will be reduced due to low enrollment.

The Owl's Club, the before and after school childcare program, will cease to function from the academic year of 2015-2016. This is due to the policy changes made by the State governing such programs. The new guidelines make it much more expensive to run this program.

The School board has also approved a 4% increase in tuition for all grades.

The Preschool has increased enrollment this year and there are plans to offer an afternoon class.

The next CSB meeting will be on the March 23rd and this will be a combined meeting for March and April.

***Tom's Report:***

Tom said he is brainstorming ideas for adult small group ministries. He clarified some points on setting up such ministries. Tom said that due to liability issues he cannot personally set up a small group ministry; he can, however, help advertise it and provide support. He can be the touch point for small groups-but cannot be hands-on.

Tom has been nominated to be on the Archdiocese Faith Formation leader team.

Scott Walker is teaching Tom to navigate the website. The website will be updated more frequently and there are plans to redesign the website at a later date.

Tom said he will be gone March 12th through the 16th to attend the Los Angeles Religious Education Congress at LA.

Tom shared the proposed budgets for Faith Formation and Youth Ministry.

Some highlights of the budget discussion:

Tom is requesting some changes in Julie Anne's hours.

The 6th through 12th grade registration fee will be set at \$100 for next year.

All were in consensus to send the proposed budget to the Finance Council.

Joel had a comment- as we put budgets together, we should keep in mind our values, missions and goals and see how that is reflected in our budgets, and also how it aligns with the catechetical plan.

Tina brought up the proposed suggestion from last FFC meeting to cease all but essential council meetings during Lent. Fr. Jim asked to have the suggestion to be added to next month's agenda and start planning for it in Fall 2015. For 2015 Lent season, we will continue to meet as usual and our next meeting will be on March 10th 2015.

The discussion was moved to looking at Goal No. 2 and objectives from the catechetical plan, which reads: "Faith Formation opportunities foster a welcoming and hospitable parish community with an "open door" spirit."

Tina said we do have a welcoming and comfortable atmosphere here at St. Cecilia's. Joel suggested encouraging people in the pews to talk to each other.

Father said the bereavement ministry does an excellent job. People who come to funerals receive a positive Catholic experience; it is a great faith formation opportunity for us. The challenge now is to replicate this excellence in other ministries.

After this discussion the FFC went into closed executive session from 8:35 to 8:43pm.

Meeting adjourned 8:45 pm

Our next meeting will be March 10th. Opening prayer - Rita, closing prayer - Tina.

Respectfully submitted by Rosie Stanley

# Saint Cecilia Social Justice Minutes

January 19, 2015, 7:00PM, Sunroom

Present: Mary Ross, Doreen Berg, Julie Haas, Marlene Weisshaar, Deacon Ron Smith, Todd Clancy, Lynn Franco, Becca Wemhoff, JoAnne Dalhoff, Kathy Wipf, Cynthia Shriver

Recorded by: Cynthia Shriver

## I. SAINT CECILIA SOCIAL JUSTICE

- A. Call to Order. Mary called the meeting to order at 7:00 PM.
- B. Opening prayer. Ron led the opening prayer.
- C. Welcome, introductions. None
- D. In-Service. Faithful Citizenship. Page 23 - #78 and #79. Good discussion. For next month, our in-service will consist of attending the lecture by Mark Shea. Our regularly scheduled meeting will either precede or follow the lecture.

## II. BUSINESS MEETING

A. December minutes. Approved by consensus.

B. Correspondence:

Thank you notes

- Riverside North – from daughter Patricia for Norma Hollander’s sweater and puzzle
- ACCESS – for \$250
- Birthright
- Food at First – “. . . for your donations to Food at First this year.”
- Mary Greeley”. . . for gifts for our patients on the Behavioral Health Unit. .”
- Home For Awhile – thanks and welcoming more involvement (meetings usually the last Tuesday of the month at Memorial Lutheran Church)
- MICA – For \$150 for dental clinic

Request for donations:

- Twin Lakes Bible Camp
- American Red Cross
- Story County Community Housing Corporation

Newsletters:

- Butterfly Freedom House – thanks and wish list (new windows and a better couch)

C. New Business

1. Social Justice Newsletter. Feb. 22. The newsletter will focus on ERP’s 4-plex renovation. Mary will speak with Deacon Al to learn the mechanics of making a donation. (Check made out to ERP, check sent to Deacon Al or ERP, notation of purpose of donation, St. Cecilia’s name someplace on the check, who is keeping track of the donation total?)
2. Strategic Planning Session (Jan. 10). Ron & Mary attended the meeting. The committee agreed to continue with the initiatives as written.

### **Social Justice Initiatives:**

1. Educate the parish as to what Social Justice is and is not.
2. Develop a plan for a sister parish relationship.
3. Continue to educate ourselves about Social Justice.
3. RESULTS. Advocacy group. Mary distributed information from the group. It is a national/international advocacy group for social justice.
4. Update roster for parish website. Mary passed around a committee roster and asked individuals to be sure their information was current.

D. Unfinished business

1. Parish Tithing Committee. It appears that we are already a tithing parish. Todd will convene a meeting only if it is necessary.
3. ERP 4-Plex Renovation. As of January 3, \$5,000.00 has been raised. The discussion that followed raised several questions. Please see C1.
4. Sister Parish. Dawn has obtained the letter from the Bishop of Leon, the diocese in which our potential parish sister resides. Dawn wrote an extensive account of her last trip to Nicaragua. She is meeting with Father Jim tomorrow. **\*If Father approves the sister parish relationship, the committee agreed by consensus to donate \$500.00 to One Heart Catholic Missions.** The funds would go with Dawn when she travels to Nicaragua in February.
4. Home for Awhile. Seeks new members for administrative committee.
5. Pastoral Council. Todd expressed thanks to everyone who attended the visioning meeting. Mary stated that Rick Nelson requested and received a detailed report on the committee’s activities and a list of agencies that receive money from us. Thanks to Doreen for assembling the activities report.

6. Financial reports. Becca reported. Monetary Receipts: \$5,660.50 (\$650 of this was targeted to specific agencies). Estimated Value of Food Shelf Contributions: \$625.60. Disbursements: \$1,283.46. Bank Balance as of December 31, 2014: \$11,195.87. Discretionary Funds Available: \$4,133.06. December budget balance to be paid to Food at First in January: \$266.81. January Special Allocations: Birthright: \$250.00. Alliance for the Mentally Ill: \$250.00. FINCA: \$100.00
7. Committee reports:
  - a. Good Samaritan Fund/Food Pantry donation: **391 pounds** in December. Food transfer & envelopes: **Jan. 17/18** – Tom & Dorothy Sally; **Feb. 21/22** – Chuck Habing Since food is being brought to the church at all times, Lynn has emphasized to the individuals picking up the food after the Good Samaritan weekend to check the old ushers room for donations.
  - b. Hunger Coalition. Marlene. The Hunger Coalition continues to work on the 2015 summer program and to refine their goals and to identify the top three causes of hunger in Story County. Marlene said that there will be volunteer training for individuals working with the programs. Please see Marlene for details.
  - c. Food at First. Doreen, Cynthia, Julie. The city council granted temporary approval of FAF's move to First Christian Church. FAF did receive a \$20,000.00 grant from Walmart and will use the money in part to purchase a combination walk-in freezer/cooler. Doreen agreed to check with Chris Martin regarding the amount St. Cecilia donated to FAF this year. There is a significant discrepancy between what Becca has recorded and what was reported to Doreen.
  - d. Good Neighbor Doreen reported that the Dublin Bay fundraiser with Father Terry is tentatively scheduled for March 28. The city council tentatively approved ACCESS using the upstairs space at the Good Neighbor office.
  - e. Restorative Justice. Ron reported that there is a new chaplain (Mike Potter) for the Story County jail. Ron stated that there are possibly two men and one woman coming to the Curt Forbes Residential Center.
  - f. Individual Assistance. Ron reported that he had several requests but did not take any action.
  - g. Emergency Residence Project. Julie. There was no December meeting. Julie reported that Deacon Al has spoken with Brad Shrader from LDS about their potential role in the 4-plex renovation. Discussions are on-going. Deacon Al will be contacting other churches for their support. Julie is pursuing other avenues for generating donations. If anyone knows of a business which might be amendable to helping, please let Julie know.
  - h. AMOS. Need new representative from STC.
  - i. Gabriel Project. No January meeting.
  - j. Sanctity of Life. The January minutes were included in committee members' packets. Thank you to Garland.
  - k. Additional issues. Kathy Wipf will lead a Lenten Service Project with the seventh grade faith formation class to assemble rice and bean kits for free-will donations that will be given to the rice bowl collection. She has obtained permission from Father Jim and will also be in contact with Ricardo Garcia, Coordinator of Middle School Youth Ministry. Cynthia, parish rice bowl coordinator, will pass along to Kathy any useful materials from Catholic Relief Services. The class will be assembling packets on February 6 in the Social Hall at 7 PM. All are invited to come and help. Ron distributed handouts that describe a program sponsored by MICA that helps qualified families and individuals with a variety of issues. *Steps to Success* can help with housing, education, budgeting, nutrition, transportation, mental health, alcohol and substance abuse and parenting skills. For additional information contact MICA Story County Family Development Center, 515-956-3333.
- E. Prayer/Adjournment The meeting was adjourned with a prayer at 8:40 PM.

\*Provisional approval of the sister parish relationship was given by Father Jim and the Pastoral Council.

## Draft Minutes

### St. Cecilia Tithing Subcommittee

**Monday, February 9, 2015**

Present: Tom Donner (F&A), Rob Greenwood (Stew), Diana Weber (F&A), Bill Haas (Stew), Ric Nelson (PC), Mary Ross (SJ), Char VanKerckvoorde (Staff), and Todd Clancy (PC)

Excused: Becca Wemhoff (SJ), and Doreen Berg (SJ)

Todd Clancy called meeting to order at 7:00 PM. Ric Nelson lead the opening prayer.

Welcome and introductions - members introduced themselves and told what committees they represented.

Todd Clancy provided a background that the subcommittee was formed to assist with the Finance and Administration Committee's initiative to "become a tithing parish by increasing 1% per year (goal = 10%).

Direction was requested from the Pastoral Council as to whether this initiative has been officially adopted? If not, does this require formal action from the Pastoral Council?

It was generally agreed that the definition of tithing ten percent of first fruits. Defining what is included as revenue lead to much discussion and no consensus. Questions were raised regarding bequests and if they are considered revenue.

Publicity and parish education we also discussed as methods to emphasize that tithing is part of stewardship and fulfilling of our call to live out the beatitudes.

It was agreed that the individual committees need to further discuss this issue.

Todd and Char shared a worksheet showing historical data about revenue and giving. It appears that, as a parish, we have been close to the 10% goal.

Items requiring further discussion and clarification are: defining revenue (special collections, bequests, offertory, etc), defining if tithing has to be outside the parish, quantifying if we have met the 10% goal, and best practices to encourage/publicize our efforts upon formal adoption by the Pastoral Council.

Tentative date for the next meeting is March 9, 2015.

Closing prayer and adjournment: 8:30 PM

Minutes by Todd Clancy

# Parish Life Welcoming Committee

## Minutes

### February 3, 2015

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**Place:** Sun Room

**Present:** Paula Wiebel, Marlene Weisshaar, Joan Jones, Bev Peters, Rick Brimeyer, Barb Tallman, Pat Tallman, Lois Lehmkuhl

Note Taker: Lois Lehmkuhl

**Prayer:** *Mary Undoer of Knots*

**Minutes:** Approved a written

**Parish Council Update-** Rick

Rick gave us an update on the actions of the PC.

Of special note:

- Candidates are needed for PC elections,
- The parish mission statement is being reviewed and potentially revised
- High level review of the Klingseis bequest to the parish. Are there items that the Welcoming Committee would recommend for use of some of the discretionary money from this bequest?
  - **Computer Program that is available for the parishes current system to allow new parishioners to register on-line**
- Strategic planning meeting (January 10, 2015)
  - Hospitality moved from weakness to strength
  - Weaknesses: disengaged parishioners, non compelling worship space
  - Opportunities: enhance worship of God at Holy Mass, promote stewardship and hospitality, develop plan for strong parish life on a birth to death continuum

**Jo Anne Report:** Not present for a report

**Committee Reports:**

- Potluck – Bev Peters:
  - February 9<sup>th</sup> Parish Potluck will have a Mardi Gras theme with chicken, cheesy potatoes, and beverages provided. Tom Primmer and Bob Hauser will have parish pictures playing through the HDMI system for the dinner
- Budget – Joan (
  - Don and Joan submitted a budget) There is \$500 available for the 2/9/15 parish potluck. \$3500 will be available for Welcoming next budget year. Our goal is to have 3-4 potlucks next year
- Calling Committee – Joan
  - Lynn and Mercedes will handle while Joan is gone for the next 3 weeks
- Registration – Bev Peters

- Next registration weekend is February 21<sup>st</sup> and 22<sup>nd</sup>
- Members have signed up to cover the weekend Masses
- Coffee & Donuts – Marlene
  - Coverage is in place through May 2015
- New Member Bulletin Board update
  - Joan has received 1 family picture with family bio
  - Jane Baty has designed and decorated a kiosk BB for the display of the “new member” pictures and bio
- Formation/Education
  - Freedom and Forgiveness by Fr Paul Farren is the book gifted to parishioners for Lent
- Veterans
  - A coffee for military, veterans, and their families is scheduled for the 1<sup>st</sup> Saturday of each month. The next one is February 7, 2015

**New Business:**

- Should we develop “neighborhoods” to improve engagement of members in our parish?
  - Each member is asked to acquire a “City of Ames” map and bring it to the next meeting so we can look at potential neighborhoods

**Future events**

Possibly “pizza and peeps” for the next parish meal in April

**Sharing-** Have you visited other parishes? What did you notice?

**Next Meeting:** March 3, 2015

Note taker: Paula Wiebel

## Draft

St. Cecilia Parish - Finance Council Meeting Minutes for Tues., Feb. 17, 2015

In Attendance:

Father Jim Secora

Mark Moore - Chairman

Diana Weber - Secretary

Johna Clancy - Finance Council Member  
Member

Tom Donner - Finance Council Member

Ric Nelsen - Pastoral Council Rep.

Tricia Lenz - Catholic Schools Rep.

Janet Brimeyer- Finance Council

Meeting called to order at 7 pm

1. Mark led the group in prayer.
2. January Finance Council minutes were approved with no additions or corrections.

### 3. Old Business:

b. Budget - Discussion was led by Mark. He gave an overview of his discussion with Char. The 2015-2016 proposed budget is a balanced budget. He pointed out that the Annual Budget 2015-16 amount of revenue for Youth Ministry of \$49,000 included the \$29,000 from St. Thomas. Parish Life Committee increased their budget to include more potlucks and other community events. Stewardship Committee increased their budget to send one member to a conference. For the Church Budget the Net Total of \$614,100 is to be divided as follows: Faith Formation \$175,100, School \$320,000, and Youth Ministry \$119,000.

Discussion continued about Youth Ministry and Faith Formation. Some concerns were in regards to; enrollment is increasing but revenue is decreasing and is St. Thomas really carrying their share with more students. One current employee will have their hours raised from 20 hrs. per week to 30 hrs per week. Also Mark received an email from Tom Primmer requesting an additional \$8,000 for Faith Formation. This is to mainly cover the literature that is purchased for Advent and Lent for each family or visitors of the church. We came to an agreement those materials are very important but now the budget has to be adjusted to create a balanced budget. Mark will talk with Char.

Observations of the school budget include; forecasting 165 students, 4% increase in tuition, cut one teacher, and 4% increase in salary and hourly wage. Preschools budget went down because the preschool teacher is half preschool and half day school. Another item Char asked us to discuss is increasing the 401k for the employees. This is not in the budget presently. We will bring that back for more discussion in March.

c. Church Endowment - We need to suggest a name to Pastoral Council and determine where we want to invest the money, Archdiocese or local.

d. Other old Business - Report from the Tithing Meeting that Ric Nelson, Tom Donner, and Diana Weber attended. Tithing is "ten percent of first fruits". Discussion followed on what should all be included as revenue or just use offertory revenue from previous year as a base line. If the Pastoral Council formally adopts the concept that St. Cecilia become a tithing parish, we need to make the parish aware in many different ways what it all includes and what we are doing to accomplish this initiative.

#### **4. New Business**

b. Other New Business - Cell Phone/Pager Policy - The Finance Council approved a \$30 per month cell phone reimbursement by consensus. Policy approved.

#### **5. Reports**

b. Financial - Char gave us an excellent January 2015 Narrative Revenue & Expense report. No one had any questions. Looks good.

c. Facilities - No report

d. Parish Council - Ric reported that next month will be a work session because Fr. is not able to attend.

e. Planned Giving - no report

f. Technology - Website- Work in progress.

g. Faith Formation and Catholic School - Tricia reported that March and April will be a combined meeting for these two groups because most discussions will be about budget.

#### **6. Closing prayer - Hail Mary**

**Adjournment @ 8:35 pm**

# Stewardship Committee Meeting Notes – February 2015

The Stewardship Committee met in the Sun Room at 5:15 pm Wednesday, February 11, 2015.

**Members present:** Bill Haas, Steve Joerger, Pastoral Council Liaison Jim Stuart.

**Excused absences:** Beth McPhail, Rob Greenwood

## **Prayer:**

We began with the Come Holy Spirit prayer.

## **Stewardship of Prayer Event:**

Bill Haas noted that members of the committee will be distributing Stewardship of Prayer pamphlets to all (age 7 & above) who enter the church for Mass or other liturgies on Ash Wednesday. He asked for help for distribution of pamphlets and for collecting any left in the pews afterward. Jim Stuart volunteered to help at 7:00 am; Steve Joerger volunteered to help at 5:30 or 7:00 pm.

## **Parish Stewardship Assessment:**

Bill H. noted that a copy of the final consensus assessment report had been sent to all committee members prior to this meeting. Those present considered whether any final adjustments were required but none were made. It was decided the assessment should be shared with Father Jim and the Pastoral Council. A copy of the Assessment is attached to these meeting notes. Following review, the Assessment should be made available to the parish via the Stewardship page of the parish website and publication of an availability notice in the parish bulletin.

## **Initial Budget Request for Stewardship Committee:**

Bill H. reported that he submitted an initial FY 2015-16 budget request for the Stewardship Committee. The request includes \$4,000 for ordinary committee expenses (printing, supplies, food, books & reference materials) plus \$2,500 to support participation of one parish member in the International Catholic Stewardship Conference, Hyatt Regency Hotel, 151 E Wacker Drive, Chicago, IL, October 22-25, 2015. Char VanKerckvoorde attended the ICSC Conference in Dallas, TX, in 2013 and has recommended future participation by additional parish members.

## **Certification as a Stewardship Parish:**

In late January, Char VanKerckvoorde informed the membership of the Pastoral Council and many of its standing committees about the opportunity, under the auspices of the International Catholic Stewardship Council, to seek recognition as a Stewardship Parish. Char also forwarded a copy of the form, APPLICATION FOR ICSC STEWARDSHIP PARISH CERTIFICATION, as part of that communication. Noting that Saint Cecilia Parish has already satisfied many of the evaluation criteria, Char asked that the receiving entities review the evaluation area most appropriate to the group's mission, rate their accomplishments, and consider the adoption of additional efforts. She suggested if we commits to a few more efforts this year, we will be well on our way to becoming the FIRST parish in Iowa to receive ICSC recognition as a Stewardship Parish. Following consideration of the APPLICATION FORM and evaluation criteria prior to this Stewardship Committee meeting and discussion during the meeting, the Committee concluded that Char's suggestion was a good one and that chances are good that Saint Cecilia Parish could indeed receive certification as a Stewardship Parish.

## **Parish Stewardship Action Plan:**

The Committee briefly considered work needed to update the (annual) Parish Stewardship Action Plan.

We are slow in getting this done, in part because: 1) the schedule for the included events is largely beyond our control and 2) other parish organizations have primary responsibility for so many of the included events. Accordingly, the Stewardship Committee will focus on the major Stewardship activities and will merely list and assist with other Stewardship-related parts of the action plan. **Note:** A newly drafted copy of the Stewardship Action Plan was sent to Committee members on 13 February 2015.

**Time & Talent Opportunities booklet and Ministry Fair:**

Bill H. noted he will begin work on updating the booklet in the next few days.

**Prayer:**

We ended the meeting with the Our Father.

**Next Meeting:** 5:15 pm Wednesday, March 11, 2015