

## Report

St. Cecilia Pastoral Council **Work Session**  
Tuesday, March 22, 2016, 7 p.m., Social Hall

Present: Rick Brimeyer, Bill Haas (Stewardship), Ric Nelson, Jim Stuart, Kathy Wipf, Sarah Swanson, Kathy Ramirez, Joel Rogers, Kathy Wipf  
Excused: Fr. Secora, Tina Colburn (Faith Formation), Mark Moore (Finance), Jacob Hess (Youth), Adriana Hernandez de Alvarez, Adriana Alvarez (Youth), Jason O'Brien (Catholic School Board), Dorothy Sally  
Staff: Katie Patrizio  
Guest: Tyler Wheeler, Director of Faith Formation, St. Thomas Aquinas

1. **Call to order** by Ric N. at 7:00 pm. Ric noted that the session would be conducted as a work session due to Fr. Secora's absence; therefore, no official actions would be taken or decisions made.
2. **Prayer/Reflection/Discussion:** Kathy R. led us in prayer and discussion of Part Three from *The Church of Mercy* by Pope Francis: Listening to the Spirit.
3. **Agenda Changes:** Ric N. moved Katie Patrizio's Evangelical Catholic presentation up to after Item 3 (Agenda Changes). He placed the following on the agenda: Under Item 8 – Other Business – Parish Forum by Sarah Swanson. Kathy noted changing the word, "minutes" to "report," under Item 3, and that the numbering of items was not correct.

Evangelical Catholic: With Fr. Secora's support, Katie proposed implementation of "Evangelical Catholic" (EC) at St. Cecilia. She provided information about the premise and the cost. She introduced Tyler Wheeler, St. Thomas Aquinas Director of Faith Formation, who described the positive experience St. Thomas has had with EC.

4. **Review/Amend/Approve Minutes:** No changes identified for Report from the February Work Session.
5. **Visioning Update: Stewardship.** Bill referred to the Stewardship report for March, requesting council feedback on rewording of Stewardship Initiatives, utilizing more specific language, to read:
  1. Develop implement and annually review a parish stewardship plan with emphasis on gratitude, time, talent and treasure. (Green)
  2. Implement processes for recruiting, forming, placing and retaining lay ministers – persons/couples who serve. (Yellow)

Bill sought clarity on Initiative 3: Explore the possibility of a staff person to coordinate messaging and activities. After some discussion, Bill and Ric N. will request a meeting with Father Secora. (Green)

### 6. Old Business

- a) **Klingseis Bequest Immediate Use Portion:** Joel updated the council that four different types of events will be offered to the parish.
- b) **Website Update:** Bill reported that the website is in a holding pattern as glitches are identified and addressed.
- c) **Parish Elections:** Jim S. reviewed the time line. Info night for nominees and other interested parishioners will be Thursday, April 7. He and Kathy R. are working with FFC and CSB reps to assure a smooth process. Members will have two names to offer for nomination by the next PC meeting.

### 7. New Business:

- a) **Katie Patrizio – Evangelical Catholic** – see above
- b) **Called and Gifted (C&G)** – Kathy W. asked members to promote participation in C&G, which has been scheduled for Friday, September 9 (7-9:30 pm) and Saturday, September 10 (9-4). Promotional materials will be available in the near future.

- c) **Room Reservation Data:** Rick B. analyzed room reservation data provided by the parish office, which showed patterns of use for meetings and events at St. Cecilia during an approximate six week period of time. It was a new piece of information that Rick will share with parish office staff and members of the Facilities Expansion Committee.
  - d) **Facilities Expansion Plan (FEP):** A diagram of proposed future projects was used to understand prospective remodeling and expansion proposals.
- 8. Committee and Board Reports:** the following was reported, adding to what was provided in written reports provided in packets:
- b) **Faith Formation Council:** Joel reported Katie P. presented EC to FFC.
- 9. Other Business and Comment:**
- a) Ric N. announced that St. Cecilia and St. Thomas Aquinas Pastoral Councils will have a joint meeting Thursday, April 14, 7 pm, in the Oscar Romaro Room.
  - b) Ric. N. asked Sarah to lead a discussion on a parish forum at the next meeting.
  - c) Katie reported back that Catechesis of the Good Shepherd will expand its sessions next year.
- 10. Closing Prayer:** Glory Be.
- 11. Adjourn:** 9:20 pm by Ric. N.

**Submitted by Kathy Wipf, PC secretary**

**Next Pastoral Council Meeting: Tuesday, April 26, 7 pm, Social Hall**

**Prayer & In-Service: Sarah S. (Part 4: Proclamation and Testimony)**

**Visioning Updates: Parish Life**

**Draft AGENDA (rev. 3/21)**  
**Saint Cecilia Pastoral Council Work Session**  
**Tuesday, March 22<sup>nd</sup>, 2016 – 7:00 pm – Social Hall**

7:00 pm	1. Call to Order	Ric N.
7:05	2. Prayer/Reflection/Discussion (The Church of Mercy) – Part 3: Listening to the Spirit	Kathy R.
7:25	2. Agenda Changes	Ric N.
	3. Review/Amend/Approve Minutes from last month's PC meeting	Ric N.
7:26	4. <b>Visioning Update</b> a) Stewardship	Bill H.
7:35	5. <b>Old Business</b> a) Klingseis Bequest Immediate Use Portion  b) Website Update c) Parish Elections	Joel R; Fr. Secora Bill H Jim S.
7:45	6. <b>New Business</b> a) Katie Patrizio – Evangelical Catholic	Ric N.
7:55	b) Called and Gifted	Kathy W.
8:00	c) Room Reservation Data	Rick B.
8:15	d) FEC – Review of Facilities Major Projects	Ric N.
8:35	7. <b>Committee and Board Reports (provided in packet)</b> a) Liturgy Committee – Dorothy Sally b) Faith Formation – Tina Colburn / Joel Rogers -Catholic School Board – Jason O'Brien c) Stewardship Committee – Bill Haas / Jim Stuart d) Social Justice Committee – Sarah Swanson e) Parish Life – Rick Brimeyer f) Finance Council – Mark Moore / Kathy Ramirez g) Business Manager – Char Van Kerckvoorde -IT Committee – Bill Haas h) Hispanic Community update – Adriana Hernández de Alvarez i) Lifeteen - Jacob	
8:40	8. <b>Other Business and Comments</b> a)	Ric N.
8:40	9. Closing Prayer	Kathy R.
8:45 PM	10. Adjourn	

**Next Pastoral Council Work Session: Tuesday, April 26th, 7pm, Social Hall**  
**Prayer & In-Service: Sarah Swanson**  
**Visioning Updates: Parish Life**

## Report

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

Present: Rick Brimeyer, Bill Haas (Stewardship), Ric Nelson, Jim Stuart, Kathy Wipf, Adriana Hernandez de Alvarez, Adriana Alvarez (Youth), Sarah Swanson, Dorothy Sally, Kathy Ramirez, Mark Moore  
Excused: Fr. Secora, Tina Colburn (Faith Formation), Mark Moore (Finance), Jacob Hess (Youth), Joel Rogers, Jason O'Brien (Catholic School Board)  
Staff: JoAnne Dalhoff, Deacon Mark Bortle, Char Van Kerckvoorde

1. **Call to order** by Ric N. at 7:01 pm. Ric noted that the session, as well as the March session, would be conducted as a work session due to Fr. Secora's absence; therefore, no actions or decisions would be made.
2. **Prior to Prayer/Reflection/Discussion:** JoAnne Dalhoff distributed information on participants in RCIA, encouraging us to write letters of support for each of them with a Palm Sunday deadline for submission at the parish office or dropped in the collection basket. Dorothy led us in prayer and discussion on "A Poor Church for the Poor," from *The Church of Mercy* by Pope Francis.
3. **Agenda Changes:** Ric N. placed the following on the agenda: Under 7 - New Business – c) Names and Addresses for parish website by Char. It was also noted that the date for PC March meeting was incorrect on the agenda; the March meeting will be the 29<sup>th</sup>, not the 28<sup>th</sup>.
4. **Review/Amend/Approve Minutes:** No changes identified for the January PC minutes. Official approval is not possible in Father's absence. Discussion about the need to post minutes in a timely manner as evidenced by feedback and inquiries by parishioners. Kathy will seek Father Secora's guidance regarding this.
5. **Visioning Update:** Rick B. will forward the approved parish survey to the parish office for distribution through e-mail at a time selected best for staff; those without e-mail will be offered the option to complete a paper survey at Mass times on a weekend near the time the e-mail campaign is undertaken. Stewardship Visioning is scheduled for the March PC Work Session.
6. **Old Business**
  - a) **Klingseis Bequest Immediate Use Portion:** Bill H. reported that Called and Gifted would be offered Friday and Saturday, September 9 and 10, 2016.
  - b) **Website Update:** Overall, things are going well. Parish staff has been trained. Glitches have occurred and will continue to occur as the website's capabilities are updated, challenged and refined.
  - c) **Parish Elections:** Jim S. reviewed the time line. He will proceed with booking an information night, with the first week of April being first choice for this. He and Kathy R. will meet in the near future with FFC and CSB reps to keep the process on track.
7. **New Business:**
  - a) **Decision Making/Process** – no discussion
  - b) **Facilities Expansion Plan (FEP):** A general discussion of this was conducted. Char will provide a visual of room usage that is a "snapshot" in time, but helpful in understanding the use of space. Mark Hanson and Jeff Witt will be invited to attend the PC March meeting to better understand and thoroughly review the expansion and improvements proposed in the FEP.
  - c) **Names and Addresses on parish website:** Char emphasized the parish's concern for privacy and security in publishing parishioners' and volunteers' personal phone numbers and e-mail addresses, inviting those who do not want their info on the website to let her know, and she will see that it is removed.
8. **Committee and Board Reports:** the following was reported, adding to what was provided in written reports provided in packets:
  - d) **Stewardship** – Bill gave a "save the date" for a parish-wide Stewardship dinner, Sunday, April 24, after 5 pm Mass

- f) **Finance Council:** Mark and Char will be meeting with Father regarding the 2016-17 parish budget soon. St. Cecilia has been chosen as one of two pilot parishes for an archdiocesan planned giving program. Jeff Henderson, from the archdiocese, will meet with Finance Council on April 13, 5:30 pm, St. Louis Room. Mark invited PC members to attend if possible.
- h) **Hispanic Update:** Adriana invited members to attend Deacon John McCully's birthday celebration scheduled for March 13.
- 9. **Other Business and Comment:** None.
- 10. **Closing Prayer:** Lord's Prayer
- 11. **Adjourn:** 8:45 pm by Ric. N.

**Submitted by Kathy Wipf, PC secretary**

**Next Pastoral Council Work Session: Tuesday, March 29<sup>th</sup>, 7 pm, Social Hall**

**Prayer & In-Service: Kathy R. (Part 3: Listening to the Spirit)**

**Visioning Updates: Stewardship**

# Stewardship Committee Meeting Notes – March 9, 2016

Members present: Bill Haas, Beth McPhail, Emil Polashek and Kathy Wipf, Pastoral Council Representative.

1. We began the meeting with prayer.
2. Bill updated the committee on the progress of planning for the April 24 All Parish Thank You Dinner. He shared ideas and received committee comments regarding ideas for advertising/promoting the dinner.
3. Bill provided a status report on the 2015 Stewardship of Treasure activity. The final Summary Report was printed in the bulletin of February 28, 2016.
4. Bill reported on the Stewardship of Time/Prayer activity. Distribution and promotion of the Stewardship of Prayer pamphlet occurred during liturgical gatherings on Ash Wednesday and the First Sunday of Lent.
5. The committee reviewed the following three proposed Stewardship Committee initiatives that resulted from the January 9 Parish Visioning/Strategic Planning activity.

1. Develop, implement, and annually review a stewardship plan for parish time, talent & treasure
2. Implement processes for recruiting, forming, placing & mentoring lay leaders and promoting active involvement\*  
\*Shared with Faith Formation
3. Explore the possibility of a staff person to coordinate messaging and activities

6. After discussion, the committee decided to propose the following modified initiatives and to ask for clarification of proposed initiative #3 (above) before proceeding further.

1. Develop, implement and annually review a parish stewardship plan with emphasis on gratitude, time, talent and treasure.
2. Implement processes for recruiting, forming, placing and retaining lay ministers – persons/couples who serve.\*  
\*Shared with Faith Formation

7. Bill reported on collaboration with the Faith Formation Commission re implementation of processes for recruiting, forming, placing & retaining lay leaders and active participants. Our proposal, Recruiting, forming, placing and retaining LAY MINISTERS, has been shared with the FFC. The FFC Chair committed to FFC consideration at the February meeting, but time did not permit. They plan to consider it at their March meeting.
8. Emil and Bill reported on their February efforts in recruiting new Stewardship Committee members.
9. The committee briefly considered the content of a draft multi-year parish stewardship plan distributed by email prior to the meeting. Further consideration will follow.
10. Bill handed out information re a Diocese of Davenport invitation to April 7<sup>th</sup> Stewardship Day presentations at St. Patrick Church, Iowa City.
11. We concluded the meeting with prayer.

## Saint Cecilia Social Justice Minutes

February 15, 2016, 7:00PM, Sunroom

Present: Julie Haas, Phyllis Craig, Deacon Ron, Jo Anne Dalhoff, Doreen Berg, Mary Ross, Marlene Weishaar, Barb Moore, Clair Aitchison, 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 – Deacon Ron led the opening prayer. A Week of Prayer for Lenten Devotions was distributed.
- C. Welcome, introductions. Claire Aitchison, substituting for her mother, Dawn, was introduced.

### II. BUSINESS MEETING

A. December minutes were approved by consensus.

B. Correspondence:

Thank you –

- ACCESS - \$250
- Habitat for Humanity - \$500 (The \$500 donation was not from Social Justice)
- Friendship Ark - \$50,000 (Klingseis estate)
- YSS – \$250
- Appalachia Committee

C. New business

One Heart Catholic Missions – Dawn Aitchison. Clair Aitchison presented an excellent report on her visit to Nicaragua in January under the One Heart umbrella. Among the activities were visits to a prison for men and one for women. There will be two trips in March, one for college students and the other for high school students. The high school trip will be composed of parents and students from STC and STA. Although we cannot give funds from SJ to One Heart anyone who would like to donate privately should contact Dawn Aitchison. Funds are needed to purchase books for the prison ministries and toiletries and snack foods for home visits.

Day of Service – Anna: Middle and High School. Anna Steele would like to plan a day of service for middle and high school students. It was suggested that Anna contact Tom Fenton at STA to discuss possibilities for helping at Food at First. Marlene suggested that the group(s) could do yard clean-up and disposal for individuals who need assistance. Also, it was mentioned that the SJ committee still has scholarship money available for mission based work service trips.

D. Unfinished business

1. Donation. The Pastoral Council has earmarked \$20,484.00 from a recent bequest to the parish for social justice. No committee action was taken. The SJ Committee is very grateful to the council for their generous earmarking of funds to extend the social justice ministry of the parish.
2. Klingseis estate. In an email sent to Mary, Deacon Alan reported that the \$50,000.00 donation to Friendship Ark from the Klingseis estate has been used to purchase the land for the new home. Deacon Ron hopes to start construction in June but he has not yet received approval from the Board.
3. Sister Parish – Glenmary Missions; looking for leadership. A question was raised whether parishioners understand what is involved. A suggestion was made to check the Glenmary Missions website, pull out the description of what is expected, and include a “job description” in the bulletin.
4. Home for Awhile – Mary; Catholic Schools Week fundraiser. St. Cecilia schoolchildren raised \$498.45 for the group. Thank you! Mary said there is a constant demand for apartments.
5. Days for Girls – Mary – Cornerstone is thinking about setting up their own sewing group. We have received several donations of fabric.
7. Need board members or representatives for AMOS, Home for Awhile

8. Pastoral Council – Sarah. No report.
9. Financial reports – Becca. No report.
10. Committee reports:
  - a. Good Samaritan Fund/Food Pantry donation: **285** pounds in December; **264** pounds in January. *Feb. 20/21 – Keith & Linda Huls; March 19/20 – Tom & Dorothy Sally.* Food donations have been down recently at the parish while demand is up at MICA.
  - b. Hunger Coalition – Marlene. The Hunger Coalition met in January. Required by the State of Iowa every five years, a community assessment was conducted. The three priorities that were determined were hunger/healthy living, access to mental health/crisis services, and healthy life styles/physical activity. More information is at <http://www.storycountyqol.org/> A survey to assess the needs of the community with the service being provided will be done. Recent data collected by the U.S. Department of Human Services reported that the percentage of individuals who are low income and do not live close to a grocery store (one mile for non-rural areas and ten miles for rural) is 7.6.
  - c. Food at First –Doreen. The program continues to grow. Doreen stated that the program cost ~\$5,000.00 per month
  - d. Good Neighbor – Phyllis. Donations are down. Any increase in funds from faith groups would be appreciated. The new Board president is Steve Hanlin and vice-president is Jere Maddux.
  - e. Restorative Justice - Barb. Jim Kurtenbach is now coming to the Saturday morning services at the prison. St. Cecilia School is doing a fundraiser for books (puzzle books, spiritual mysteries, etc.) for the prison. Butterfly House has lost its house mother. There is currently one resident with several other women being interviewed. The house can accommodate one housemother and four residents. Mentors are needed and a request will be placed in the bulletin.
  - f. Individual Assistance – Ron. Things are going well for the person we are helping from the Ivory Coast. He is applying for refugee status. STA has agreed to pay for three months of rent.
  - g. Emergency Residence Project – Julie. Vic is stabilizing the foundation in the house and covering floors. The ERP board decided to increase the maximum amount of money that can be given to a family for homelessness prevention from \$350.00 to \$375.00. Julie will request a report from Vic on how the \$2,600.00 the committee recently gave to ERP was spent. This one-time donation is in addition to our monthly contribution.
  - h. AMOS. Looking for a representative.
  - i. Gabriel Project – From the minutes provided by Bethany. There are ads on all buses in the fleet. The Gabriel project is looking for a coordinator. Names should be sent to Beth Herblet. Three babies were born over the late summer, fall, and Christmas season. Moms and babies are doing well.
  - j. Sanctity of Life – From the minutes provided by Garland. Babysitters are needed Saturday, April 2 from 9 to 1. The children’s’ mothers will be attending Gabriel Angel training. Details for the Vicki Thorne presentation, which was moved from last fall to this fall, are coming.
  - k. Additional issues. Cynthia reported that although donations to the Alternative Gift Market at the church were down, ~\$20,000.00 was raised community-wide. Also, CRS Rice Bowl materials and bulletin announcements are in place.

D. Prayer/Adjournment. The meeting was adjourned with a prayer.



## Draft

### St. Cecilia Parish-Finance Council Meeting Minutes for Tues. March 15, 2016

#### In Attendance:

Mark Moore-Chairman	Char VanKerckvoorde-Bus. Manager
Joel Thilges -Finance Council Member	Tom Donner-Finance Council Member
Janet Brimeyer-Finance Council Member	Frank Oppold-Planned Giving
Fr. Jim Secora - Pastor	

#### Meeting called to order at 7 pm.

#### 1) Opening Prayer

Mark led the group in the Our Father.

#### 2) Review & Approve January Minutes

Minutes from the February 16, 2016 meeting were reviewed and approved.

#### 3) Old Business

##### a) Budget 2016-2017

The parish is still trying to get school salaries in line with public school salaries and a flat percentage increase in salaries was requested. We still believe we are below the public school salary level and will check with Erv Rowlands to see if he has an update on the public school salary level. The budget will also be impacted by the hiring of a new pastoral associate. This hiring will take place after the start of the next fiscal year.

##### b) Other Old Business

In an effort to get staff positions with similar responsibilities on a more equitable basis Finance Council approved a one-time bonus for a staff position.

Jeff Henderson from the Archdiocese has assembled materials for estate planning and has selected St. Cecilia Parish as one of two parishes for a pilot program. He will come to discuss the program on April 13 @ 5:30 p.m. He would like to have Finance Council and Planned Giving members at the meeting. Mark will also invite Pastoral Council members.

#### 4) New Business

##### a) Evangelical Catholic

The Evangelical Catholic program is already under way at St. Thomas. We believe that St. Thomas is in the 3<sup>rd</sup> year of the 3 year program. Parish leaders feel that their community spirit is better and that revenue has held steady and is starting to increase since the program began. Katie Patrizio was unable to make a presentation about the program to Finance Council tonight but hopes to be at our next meeting. Money has been budgeted for the program in the Faith Formation budget.

**b) Other New Business**

Fr. received a request for support from St. Thomas (ISU) and St. Stephen (UNI) Student Centers. No current Finance Council members recalled receiving a request from them in the past. The request will be forwarded on to the social justice committee.

**5) Reports**

- a) **Financial** - Char reported on changes in procedures as some her duties have been divided. Staff members are creating deposits and posting to the general ledger. Char is preparing the bank reconciliations. Other staff members are paying the bills. When money is deposited the deposit slips are sent back to individuals that created the deposits for their confirmation. The parish and school have credit cards which are held in the office for better control.
  
- b) **Facilities** – no report
  
- c) **Pastoral Council**- no report
  
- d) **Planned Giving** -Frank would like the finance council to consider creating a new position – development/stewardship director. Discussion was held about what that position might look like and it was decided that we need to do more investigating. Char will check with the Archdiocese/St. Thomas reading similar positions at other parishes.
  
- e) **Technology** – please check out the new website
  
- f) **Faith Formation** – no report
  
- g) **Catholic School** - no report

**6) Finance Council closed with a Hail Mary and adjournment @ 8:27 p.m. The next meeting is April 19<sup>th</sup>.**

Submitted by Janet Brimeyer

