

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 29th, not the 28th.
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 29th, 7 pm, Social Hall

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

Visioning Updates: Stewardship

Draft AGENDA (rev.2/22)

**Saint Cecilia Pastoral Council Work Session
Tuesday, February 23rd, 2016 – 7:00 pm – Social Hall**

In Father's absence, this will be a "work session" in which no official business may occur.

7:00 pm	1. Call to Order	Ric N
7:05	2. Prayer/Reflection/Discussion (The Church of Mercy) – Part 2: A Poor Church for the Poor	Dorothy S.
	3. Agenda Changes	
7:35	4. Review/Amend/Approve Minutes from last month's PC meeting	Ric N
7:36	5. Visioning Update a) Updated Plan Dev.	Rick B.
7:45	6. Old Business a) Klingseis Bequest Immediate Use Portion b) Website Update c) Parish Elections	Joel R; Fr. Secora Bill H Jim S.
7:55	7. New Business a) Decision Making / Process b) FEC – Review of Facilities Major Projects	Ric N.
8:20	8. Committee and Board Reports (provided in packet) 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 update – Adriana Hernández de Alvarez i) Lifeteen - Jacob	
8:25	9. Other Business and Comments a)	Ric N.
8:25	10. Closing Prayer	Dorothy S.
8:30 PM	11. Adjourn	

**Next Pastoral Council Work Session: Tuesday, March 28th, 7pm, Social Hall
Prayer & In-Service: Kathy R. (Part 3: Listening to the Spirit)
Visioning Updates: Stewardship**

DRAFT Minutes (Pending approval at April 2016 Meeting)

St. Cecilia Pastoral Council

Tuesday, January 26, 2016, 7:00 pm, Social Hall

Present: Father Jim Secora, Rick Brimeyer, Kathy Ramirez, Ric Nelson, Jim Stuart, Kathy Wipf, Dorothy Sally, Bill Haas (Stewardship), Jason O'Brien (Catholic School Board liaison), Jacob Hess (Youth Representative), Tina Colburn (Faith Formation Council)

Excused: Adriana Hernández de Alvarez, Mark Moore (Finance Council) Adriana Alvarez (Youth Representative), Joel Rogers, Sarah Swanson

Staff: Deacon Alan Christy, Bob Hauser, Katie Patrizio

Guest: Rosemary Wilson

1. **Call to Order:** Ric N. called the meeting to order at 7:00.
2. **Prayer/Reflection/Discussion:** Discussion on Chapters 1-5 of "Church of Mercy" opened and closed with prayer, led by Kathy W.
3. **Agenda Changes:** Ric N. provided copies of an updated/revised Agenda. Items added: Parish Elections and February and March meeting status.
4. **Catechesis of the Good Shepherd (CGS) presentation:** Faith Formation Director, Katie Patrizio, and CGS catechist, Rosemary Wilson, provided information about the program and requesting approval to expand the program. Approved by consensus.
5. **Review/Amend/Approve Minutes from last month's PC meeting:** November minutes were approved by consensus.
6. **Visioning Update:** Focused on the results of the January 9 Visioning Workshop, posted on the parish website <http://www.stceciliaparish.org/2016/01/12/initial-draft-of-the-st-cecilia-parish-2016-strategic-plan/>
 - Rick B. encouraged PC liaisons to share results and updates with their designated groups.
 - Rick reported that a clean-up of parish registrations occurred after the parish Christmas mailing, creating a modest reduction in the number of registered households.
 - Rick was given the OK to proceed with the Parish Survey, which he had distributed for review earlier this month. He will work with the parish office to offer the survey through e-mail. Those who do not have e-mail will be given an opportunity to complete the survey utilizing hard copy after a weekend Mass that coincides with the e-mails.
 - The newest PC initiative (Develop an improved (more accurate) process for conducting Mass counts), Father Secora explained the impact an accurate count has, including facilities use and planning.
7. **Old Business**
 - a) **Klingseis Bequest Immediate Use Portion** – No report
 - b) **Website Update** – on schedule
 - c) **Parish Elections** – Jim S. reminded Catholic School Board and Faith Formation Council reps to provide a member to participate in the oversight committee for elections. Kathy Ramirez volunteered to assist Jim this year, learn the process, and lead it next year. Jim S. noted that Cyndi Volcko had created a helpful manual for this.
8. **New Business**
 - a) **Immediate Facilities Recommendations from Finance** – Approval was sought and PC consensus given for two immediate needs: replacement of movable wall unit in Social Hall and repair and cleaning of Narthex exterior.

- b) **Review of Facilities Expansion Planning Subcommittee (FEP)** – members were asked to study the recommendations and prepare for an in-depth discussion in February.
 - c) **Estate gift** – Finance Council asked for approval of distribution of an undesignated estate gift. The formula created for distribution of the Klingseis Estate gift was used. Consensus approval was given to Finance Council to proceed.
9. **Committee and Board Reports (provided in packets)** - the following information was offered in addition to what was submitted in packet reports:
- b) **Faith Formation** – Tina pointed out Katie’s efforts to reduce tuition for Faith Formation participants; Katie is working with Finance Council and Business Manager during the budget process.
 - c) **Stewardship** – Bill drew attention to the Stewardship Appreciation dinner, which will be held in April.
 - d) **Social Justice** did not meet during January.
 - e) **Parish Life** – Rick B. noted that the committee replaced their Initiative #2 to “Educate ourselves about hospitality.”
 - h) **Hispanic parishioners** – Adriana sent an e-mail to inform that a 60th anniversary of ordination celebration for Fr. Herzog would take place February 7.
 - i) **Lifeteen** – Jacob reported good numbers of participants.
10. **Other Business and Comments**
- a) **February and March Meeting Dates** – Given Fr. Secora’s upcoming commitments, full schedules, and the timing of this year’s celebration of Holy Week and Easter, it was determined that February and March meetings would be work sessions.
 - b) Father shared that Archbishop Jackels prefers the use of the word “parishioners” over use of the term “community” when referring to groups within a parish.
 - c) Father offered the following for reflection: “There is no saint without a past; there is no sinner without a future.”
11. **Closing Prayer** - led by Kathy W.
12. **Adjourn** – Ric adjourned at 8:30 pm.

**Next Pastoral Council Work Session: Tuesday, February 23rd, 7pm, Social Hall
Prayer & In-Service: Dorothy Sally (Part 2: A Poor Church for the Poor)
Visioning Updates: Updated Plan Dev.**

Liturgy Report --- February 2016

Present: Dorothy Sally, Randy Dalhoff, Cyndi Volcko, Diana Shonrock, Bob Hauser

The meeting began with the Pope Francis' Official Prayer for the Year of Mercy.

Bob will send out an email the first week of March requesting 'can't serve times' from Liturgical ministers for the next schedule which runs from April to June. Deadline for responses will be Monday, March 21. Schedule will be generated on Wednesday, March 23.

Holy Week Readings were discussed for Passion Sunday, Good Friday, and Easter Vigil. Bob believes that Becca had created color coded readings for the Passion which Father has in a notebook. Bob passed along the chosen Old Testament readings for Easter Vigil to Diana Shonrock.

Eucharistic Adoration has two new members from their Lenten invitation.

The Divine Mercy Chaplet will be prayed after the 10:30 Mass on Feb 28. Bob will check with either Josh Opheim or Charles Bernhard if they could lead it. Divine Mercy Chaplet will be prayed on Sunday, April 3 at 2:30pm. Deacon Ron will not be there this year, but has recruited Charles Bernhard to lead the hour.

Set-up Needs for Holy Week - Ushers usually help bring the Cross from the Gathering to Church on Holy Thursday night. Also, they have assisted in moving the cross during the procession during Good Friday. Committee members would prefer not having the cross on the wheel stand, since those coming forward to adore the cross have trouble encountering(reaching) the cross. Possibly have the ushers hold the cross. Cross will need to be moved back to gathering space after Good Friday Liturgy. Bob will ask Anna if high schoolers plan to have a mini retreat on Good Friday. That has been very helpful in decorating the Stations and bringing in flowers after Good Friday liturgy. We may need help cleaning up the processional vigil candles and preparing them for the assembly. Bob may look into purchasing a fire pit or using the former pit. There are concerns the older pit is too high off the ground and doesn't have a wind shield.

Josh Opheim is considering the Mass Coordinator leader position.

Upcoming Calendar

Communal Reconciliations –Thurs, Mar 3 at 7pm

Scrutinies – Feb 28(First) at 10:30 Mass; Mar 5(Second) at 5pm; Mar 13(Third) at 8:30am

Palm Sunday – March 20 – Procession at 10:30 will begin in gathering space (Incense)

Holy Thursday, March 24 at 7:30pm

Good Friday, March 25 at 7pm

Easter Vigil, March 26 at 8pm

Easter Sunday, March 27 at 7am, 8:30am, and 10:30am

Stations of the Cross - New Time 5:30pm on Fridays - February 19 - Bereavement – (Deacon Alan);
February 26 – Sanctity of Life – (Charles Bernhard); March 4 – Social Justice – (Deacon Ron)
March 11 – Vocation – (Deacon Mark); March 18 – Tradition – (Fr. Jim)

Scout Sunday for Saint Cecilia will be this Sunday, Feb 21 at the 10:30am Mass.

March meeting will be cancelled, since it lands during spring break.

Faith Formation Council Minutes

February 9, 2016

Members Present:

- Tina Colburn, FFC Chair
- Fr. Jim Secora, Pastor
- Patty Willadsen
- Paula Gallt
- Kelly Grandgennet, Catholic School Board
- Ricardo Garcia, Middle School Faith Formation and Youth Ministry
- Kari Ricke
- Joe Baumgarten

Members Absent:

- Anna Steele, High School Youth Ministry
- Rita Hayes, FFC Vice Chair
- Elizabeth Stone, Assistant Director of Faith Formation
- Katie Patrizio, Director of Faith Formation
- Joel Rogers, Pastoral Council
- Deacon Mark Bortle

Opening

- Started with prayer
- Leader Gram topics were discussed
- January meeting minutes approved.
- Results of In-Service review of 2nd Section of “The Church of Mercy”
 - a. The Pope is challenging us to go above and beyond to make our parish a welcoming place and to reach out to those who feel estranged or unwelcome at our church.
 - b. Specifically, “What practical steps can we take to encourage parishioners and others to engage in the practice of letting themselves be loved by God as a way to holiness?”
 - c. The Lenten season, especially the Easter Triduum services are fantastic times to get people back to us.
 - d. We proposed a series of full-page ads in the Ames Tribune, leading up to one that will appear a few days before Palm Sunday and a final one before Easter Sunday.
 - e. We wanted to get the input of the Parish Life Commission before continuing, but wanted to move this along quickly in order to get this in place by Palm Sunday and Easter.

Reports

- New members need for FFC
 - a. Tina and Rita’s terms are ending.

- b. If you think of someone that you think would be good, ask them in person!
 - c. We will have another ministry fair after Easter.
- Craig Fink with Gala for Fund a Need
 - a. Last year, \$32K was raised for the Fund A Need.
 - b. Discussed what needs the FFC might have.
 - i. Storage carts for Catechesis of the Good Shepherd
 - ii. Overhead projector for Oscar Ramiro conference room.
 - iii. Free books.
- Faith Formation: Katie
 - a. The Finance committee is open to Katie's suggestions on reduced fees
- Youth Ministry: Anna
 - a. Her report was reviewed on paper.
- Youth Ministry: Ricardo
 - a. Saturday April 9th they are going to a "Youth Jam" in Waterloo.
- Youth Ministry: Elizabeth
 - a. Her report was reviewed on paper.
- Pastoral Council: Tina
 - a. No report
- Catholic School Board: Kelly
 - a. No report no meeting due to snow.
- Faith Formation
 - a. We started working on an improved Mission and Vision Statements.
 - b. Vision:
 - i. We like the first half of the current Vision statement. Nuff said, leave it there.
 - ii. "St. Cecilia's Faith Formation Commission envisions the full, conscious and active participation of each member of our community, supported by lifelong faith formation."
 - c. Mission:
 - i. We are working towards putting into words what the "bullseye" graphic represents.
 - ii. "To provide the member of St. Cecilia's with the resources to deepen their faith, knowledge and service, guiding them through intentional discipleship toward a personal relationship with Jesus Christ."
 - iii. Still needs some refining. Next time.

Closing

- .
- Prayer
- Adjourned 8:30 p.m.
- Respectfully submitted by Joe Baumgarten

Stewardship Committee Notes – February 10, 2016

There was no quorum for the Stewardship Committee meeting scheduled for the date specified above. Nevertheless, two members of the Committee who were present, Bill Haas and Emil Polashek, addressed the planned agenda items.

1. We began the meeting with prayer.
2. Bill provided a hard-copy update on planning for the April 24 All Parish Thank You Dinner and noted that the planning team now includes Jane Baty, Janice Grove, Julie and Bill Haas and Terry Herrman.
3. Bill provided a status report on the 2015 Stewardship of Treasure activity. A draft Summary Report has been prepared for inclusion in the parish bulletin. Char VanKerckvoorde is filling in some numerical details and then we'll seek Fr. Jim's approval and publish in the bulletin.
4. Bill reported on plans for the Stewardship of Time/Prayer activity. The pamphlet we used has been updated, approved by Fr. Jim and sent to the printer. Distribution and promotion will occur during gatherings on Ash Wednesday and the First Sunday of Lent.
5. Bill reported that, as specified in the DRAFT 2016 Parish Strategic Plan, Stewardship is teaming with Faith Formation Commission on the following proposed initiative:
"Implement processes for recruiting, forming, placing and retaining lay leaders and active participants."
6. Bill has shared *Recruiting, forming, placing and retaining LAY MINISTERS* with the FFC and the FCC will consider it at their February 9 meeting. This document, considered by Stewardship Committee last month, directly addresses the shared Strategic Plan Initiative:
Implement processes for recruiting, forming, placing & retaining lay leaders and active participants.
7. We considered how we should recruit new Stewardship Committee members. Emil volunteered to invite four persons/couples. We also suggested some revisions for the *Recruiting, forming, placing and retaining LAY MINISTERS* document. We'll forward the proposed revisions to the FFC.
8. Still on the topic of recruiting, we also noted that, according to the second draft strategic plan initiative, we are called on develop and implement processes for recruiting, We deliberated on that subject and now suggest the Stewardship Committee adopt and forward following proposed revisions:
 1. Develop, implement and annually review a parish stewardship plan with emphasis on gratitude, time, talent and treasure.
 2. Develop and implement processes for recruiting, forming, placing and retaining lay ministers – persons/couples who serve.*
*Shared with Faith Formation
9. We postponed work on development of a multi-year Stewardship activity schedule.
10. We concluded with prayer.

Saint Cecilia Social Justice Draft Minutes

December 21, 2015, 7:00PM, Sunroom

Present: Doreen Berg, Marlene Weishaar, Julie Haas, Becca Wemhoff, Mary Ross, Sarah Swanson, Cindy Baughman, Ron Smith, Cynthia Shriver

Recorded by: Cynthia Shriver

I. SAINT CECILIA SOCIAL JUSTICE

- A. Call to Order – Mary called the meeting to order at 7 PM.
- B. Opening prayer – Deacon Ron led the opening prayer.
- C. Welcome, introductions. None.
- D. In-Service. Ron distributed information from the Archdiocese website and the Catholic Bishops website on the Corporal Works of Mercy. It is hoped that there could be bulletin announcements which would inspire action.

II. BUSINESS MEETING

- A. November minutes. **The minutes were accepted by consensus with the following addition. D, 10f, 13...come out of discretionary funds. The committee agreed to support the individual for Eight months at \$400 per month.**

B. Correspondence:

Thank you –

- MICA – Food pantry; Dental Clinic (\$150)
- Heartland Senior Services - \$250.00
- Primary Health Care - \$100
- Good Neighbor – for Christmas Market donation
- One Heart Catholic Missions; Nicaragua Mission Team
- ERP - to *Shari Reilly* and SJ Committee
- Appalachia Committee – for \$250 (newsletter enclosed)

Request for Donation - Pax Christi

Newsletter- NAMI – Oct & Dec.

C. New business

None

D. Unfinished business

1. Christmas Market – \$846.28. We again, had a successful Christmas Market. It was felt that the Market and the breakfast complimented each other well.
2. Klingseis estate. No new information.
3. Sister Parish – Glenmary Missions; looking for leadership. We are still looking for someone to take a leadership role. Sarah has some possibilities for different roles but not leadership. It was suggested that we talk to Father Jim and also put a request in to the bulletin.*
4. Home for Awhile – Mary reported that the apartments are full. There were seven applicants for the last open apartment.
5. Days for Girls – Cornerstone- Mary. Carol Helland came and led the November 29 meeting at Cornerstone. It is still unknown whether Cornerstone will form its own sewing group.
6. Giving Tree. Cindy and Ron reported. The program was very successful. 394 gift tags were put out which included 72 requests for gift cards. Between Ron and Carlotta, 34 parish families were helped which included 54 children and 17 adults. This is in addition to the outside organizations that were helped.
7. Need board member or representative for AMOS
8. Pastoral Council. Sarah. Our committee felt that we are already fulfilling the Council's suggestion that we adopt a family since we are supporting the individual from the Ivory Coast.
9. Financial report – Becca. Monetary Receipts: \$4 677.69, Estimated Value of Food Shelf Contributions: \$763.20, Disbursements: \$54,544.39, Bank Balance as of November 30, 2016: \$64,678.59, Discretionary Funds Available: \$3,867.09, November FAF budget balance to be paid to FAF in December: \$300.00. December's Special Allocations: \$250.00 - YSS (Stork's Nest), \$250.00-MICA. **By consensus, the committee agreed to give the Thanksgiving collection (\$974.54) to Individual Assistance.**

10. Committee reports:

- a. Good Samaritan Fund/Food Pantry donation: **477** pounds in November. *Dec. 19/20 – Tom & Dorothy Sally; Jan. 16/17 – Chuck Habing*
- b. Hunger Coalition – Marlene. Hunger statistics for the county can be found at feedingamerica.org
- c. Food at First –Doreen. Everything is going well. There was a very large donation from the high school's Key Club. Preparation for the Christmas dinner is proceeding with no problems.
- d. Good Neighbor – Phyllis. No report.
- e. Restorative Justice – Barb. (report by email) The Prison/Jail ministry has been slow but last week there were two sessions of individuals. Butterfly House now has a House Mother and two residents, one of whom is Catholic and has been going to church with Barb and Mark.
- f. Individual Assistance – Ron stated that he appreciates the generosity of the parish. He reported that Shari, at St. Thomas (STA) told him that STA will take care of the rent for the individual from the Ivory Coast and hopes to do more.
- g. Emergency Residence Project – Julie reported that the Board is ready to help distribute the influx of things coming in during the holidays. Vic is working on the original house. He has \$5,000.00 from the ERP Board for Maintenance. **Julie asked and received, by consensus, \$2,600.00 from the committee to be used for maintenance issues at ERP.** The money will come out of the Klingseis estate.
- h. AMOS. Need Representative.
- i. Gabriel Project – Bethany. No report.
- j. Sanctity of Life – Garland. Mary reported on the December 13 minutes of the Sanctity of Life minutes. The meeting addressed the scheduling of the Blessing of Mothers event, the March for Life in Des Moines, the Natural Family Planning session and the “Gimme Shelter “movie. Please see the minutes of the meeting for more details.
- k. Additional issues. Doreen brought up the Harmony Closet in Nevada that is opened on Monday nights and Saturday mornings. They carry both children and adult clothing and it is free. If you have items you want to donate, bring them in during open hours. Cindy mentioned that the Backpack Buddies program no longer needs the large storage cabinet in the Sunroom. Jean Kresse will need to be consulted to see if the cabinet can be given to Days for Girls. There may be some tax issues. The January meeting of the SJ committee is cancelled.

D. Prayer/Adjournment. The meeting was adjourned at 8:35 PM with a prayer.

*We still do not have anyone interested in taking the leadership role, even though the request has appeared in the bulletin several times. Mary has also sent out emails to to SJ committee members asking them for suggestions. There were none.

Parish Life Committee – 3 Feb 2016

Attendees: Deane Belcher, Sue Belcher, Janet Brimeyer, Cheryl Carlile, Steve Cochren, Sue Sprong, and Rick Brimeyer

Our meeting convened at 7:00 pm with our opening prayer.

Minutes of the January meeting were approved.

Old Business:

Additional adjustments to the Parish Life chart during January.

- Sarah Mansell confirmed that she is interested in leading Meals for Families with New Babies. Cheryl and Dan Carlile will be our contacts with Sarah.
- Widows, Widowers & Single Seniors is an active organization under the guidance of Angela Fisher. Steve Cochren agreed to be the Parish Life liaison to this group.

Rick still has the **action** to follow-up with current CAYAC leaders to see if it makes sense for them to be included in Parish Life.

The updated chart is included below:

Cheryl & Dan Carlile	Meals for Families w/New Babies Play Group
Sue & Deane Belcher	St. Anne Circle St. Gertrude Circle St. Mary Circle (SCCCW)
Steve Cochren	Veteran's Coffee (verify name) Widows, Widowers & Single Seniors
Sue Sprong	Welcoming Committee Coffee & Donuts Special Events
Sue Scoles	Home Visit Volunteers Prayer Chain
Rick & Janet Brimeyer	Bereavement & Care Funeral Lunch Food Prep Funeral Luncheons

The Pastoral Council agreed with our proposal to change our second Strategic Planning Initiative

From: Identify specific opportunities to further an environment of hospitality

To: Educate ourselves about hospitality.

Also at the request of Archbishop Jackels our third Initiative will be reworded to strengthen the message that we are all one community.

From: Bridge the gap with our Hispanic community.

To: Bridge the gap with our Hispanic parishioners

Action: All team members are encouraged to research “hospitality” and share what you learn at our next meeting.

Action: Rick to contact acquaintances to promote Hispanic parishioner(s) joining our Committee.

Char included \$1000 in the proposed budget for FY2016-17 for Parish Life.

New Business:

Rick sent out the Parish Life introduction to the various leaders of the organizations under our umbrella. At least one response was received that they were looking forward to working with us.

Sue Belcher had some initial discussions with her respective organizations. Sue Belcher received a question back from Paula Wiebel regarding the relationship between Parish Life and St. Cecilia Council of Catholic Women. We also questioned this in one of our earlier meetings.

Action: Janet follow-up with Carolyn Konechne to better define the relationship.

Sue Belcher also reported that she has had several parishioners comment that they would like to get more involved but are fearful of a “15-20 year commitment.” We discussed this extensively and agreed that perhaps we should be sharing this concern with Parish Life organizations. This may mean encouraging leadership “terms” so people know there is an end date.

Action: Rick send out the Parish Life introduction to Angela Fisher.

Action: All team members make initial contact with your respective organizations.

Action: Rick share the discussion regarding “15-20 year commitment” with Bill Haas since Stewardship is working on an Initiative of getting more parishioners involved.

We discussed our role in helping organizations. As an example, we discussed some of the potential issues with getting a new organization such as Meals for Families with New Babies up and running. The intent was to make sure we are on the same page relative to assisting and not taking over leadership.

We are already seeing how an effective Parish Life organization can help “connect” the existing organizations. For example, we discussed simple ways to help existing organizations work with Welcoming to recruit new members during the registration process (e.g., Play Group including their “flyer” in the registration packet).

We took a look at the parish website to observe the potential of helping organizations place information there. The new website was up which was the first viewing for most team members.

We agreed to table the parishioner visual timeline until we get things running smoothly with existing organizations.

Our next meeting will be Wednesday, March 2 at 7:00 pm at the Brimeyer house (2615 Southridge Circle). Steve is unable to attend this meeting.

The meeting closed with a prayer at 7:45 pm.

Parish Life Welcoming Committee

February 3, 2016

Place: Joan's Home, 7:00 p.m.

Present: Sue Seaton, Don Seaton, Marlene Weisshaar, Joan Jones, Bev Peters, Sue Benson, Lois Lehmkuhl

Note Taker: Bev Peters

Called to order by Don. The group prayed the Lord's Prayer together.

Marlene moved to approve the January minutes. Sue seconded. Motion carried.

Old Business:

Father Herzog's 60th Anniversary Event will be February 7 with Spanish Mass at 5 pm and a dinner at 6:30 pm. The Welcome committee will do the decorating and supply the beverages. Joan has the decorations. Set up will be at 1:00 on Sunday. Centerpiece preparation will be at 11 am Saturday. Food will be from Hickory Park and includes chicken, sausage, mashed potatoes, green beans and corn. Cakes are from Hy Vee. We visited with Deacon John during the meeting. There will be a table for a card basket (Deacon John bringing) and some pictures. Carlotta is taking care of the help for serving and clean up. Beverages are punch, water, and box wine.

Joan provided training to Marlene and Sue B as new calling committee members. They have already been in contact with new people. They suggested doing a follow up call later to see how the families were doing.

The next welcome Sunday will be February 14 at the roll breakfasts after Mass. Barb will lead a tour after the 8:30 Mass. She is writing down the information for Don if she is unable to be there. Helping at the 8:30 Mass are Don and Sue, Marlene, and Sue B. Joan and Lois will help after 10:30 Mass. Joan showed some table tents that will be used during roll breakfasts to advertise the event.

Sue talked to Bob Hauser regarding Spanish music at other weekend Masses. He will take the idea to the Liturgy committee.

NEW BUSINESS:

Sue S reviewed the coffee and donuts financial report. We are \$1600 over budget but it also includes \$500 from a parish breakfast. The office does not expect this to break even but sees this as a ministry of the parish. Replacements for Sue and Marlene need to be found by June 1. It was discussed to put out a

table ten with the information, to submit a bulletin announcement and to visit with people.

The next Registration Sunday will be March 5 & 6. A signup sheet was passed around. Discussion was on how to get the bag of materials to new people who register at the office or just send it in. Lois and Sue B will check the St. Claire room for a space to keep 5-6 prepared bags. Lois offered a section of a file cabinet to keep the materials for the packets and registration. Bev will check the room for old folders that may be outdated.

The new parish Website at www.stceciliaparish.org is up and running. Check it out. Registration forms still need to be downloaded before they can be filled out.

Attitudes of Welcoming resources: Lois will bring some of these items next time. The committee held a discussion on reaching young couples in the parish. Texting and emailing seems to be the most preferred method of contacting them. Lois will visit with Rick about having several of the young family members visit with Parish Life on their needs.

It was decided to develop a voucher to send to newer families to attend one of the Fish Fries February 19, March 4, and March 11. The committee would pay for the meals through our budget. Joan will work on the voucher. New families since the end of November would be invited.

Other:

The committee thanked Paula Wiebel for all her work and contributions to the Welcome Committee!

Joan will update the committee list and email it out

Closing Prayer: Hail Mary

Next Meeting:

March 1, 2016

Note taker: Lois

Draft

St. Cecilia Parish-Finance Council Meeting Minutes for Tues. February 16, 2016

In Attendance:

Mark Moore-Chairman	Char VanKerckvoorde-Bus. Manager
Cheryl Carlile-Finance Council Member	Tom Donner-Finance Council Member
Janet Brimeyer-Finance Council Member	Tricia Lenz-Catholic School Board Member
Kathy Ramirez-Parish Council	

Meeting called to order at 7 pm.

Char had a request from Joann Dalhoff that we write notes to RCIA candidates and put them in the collection basket at Mass or drop them off in the parish office.

1) Opening Prayer

Mark led the group in prayer. Reflection and discussion followed from Part IV, Stewards of the Church. At our March meeting we will discuss Part V, The Christian Steward.

2) Review & Approve January Minutes

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

3) Old Business

a) Budget 2016-2017

Church fund revenues were increased in the budget based on needs of Faith Formation and other programs. There was concern about contributions being ahead of last year due in a large part to a large contribution in December. The parish is still trying to get school salaries in line with public school salaries and a flat percentage increase was requested. Staff salaries are based on performance reviews as well. School Board, Faith Formation and Youth Ministry have all worked to approve their budgets. There was discussion about TAXA as it is hard to budget for. Char will send out the formula for the TAXA calculation.

(Note: if Finance Council doesn't agree with something on the budget it goes back to committee and is reworked, back to Finance Council and then to Pastoral Council. The budget has to be approved by the Pastoral Council by the May meeting).

Mark and Char will go over the budget with Father before presenting to Pastoral Council.

b) Other Old Business

Discussion was held on getting staff with similar pay grades under Archdiocesan guidelines to actual similar salaries. Finance Council will recommend to Father to do an equity adjustment to get staff person to similar salary within the same pay grade.

Pastoral Council went along with the Finance Council's designation of the \$204,837 bequest. Finance Council decided to tithe 10% = \$20,484. The remainder \$184,353 will be

divided as follows: 1st Point Legacy Fund=42%, Catholic Foundation Designated Ministry Endowment Fund=42%, and Education Endowment=16%.

Pastoral Council approved two requests from the facilities committee: to replace the existing movable wall unit in the Social Hall for \$30,000 and to repair and clean the Narthex exterior for \$25,000.

4) New Business

Council reviewed the Facilities Expansion Planning Subcommittee recommendation. The Pastoral Council will be review and making recommendations on it.

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.

5) Reports

- a) Financial-Char gave us a January 2016 Year to date Narrative of Revenue and Expenses. Many things are better than budget. New staff has done a good job of being fiscally responsible. Char will move the bequest amounts to various funds before the end of February.
- b) Facilities- something always needs to be fixed.
- c) Parish Council- Father will be gone the next two meetings so they will have work sessions.
- d) Planned Giving-No report
- e) Technology – New website is up and is still a work in progress. Staff has had two training sessions
- f) Faith Formation – no report
- g) Catholic School- did not meet

6) Finance Council closed with a Hail Mary and adjournment @ 8:47 p.m. The next meeting is March 15th.

Submitted by Janet Brimeyer

Financial Report

Saint Cecilia Parish Financial Reports are not available on this website.

Members of the parish may obtain these reports from the Parish Office, 233-3092.