

**Minutes — Saint Cecilia Pastoral Council**  
**Tuesday, January 26, 2021, 7:00pm, North Social Hall Meeting**

**Present:** Father Don Czapla, Lois Lehmkuhl, Kate Hartzler, Sarah Mansell, Matt Thatcher, Reno Berg, Sly Upah (Finance Council), Mike Cowan (Catholic School Board), Deacon Ron Smith, Deacon Charles Bernard, Nancy Jenson, Eddie Boylston (Meeting held via Zoom)

**Staff:** Jarrett Wendt

**Guests:**

**Notes By:** E Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:00 pm.
2. **Opening Prayer:** Matt Thatcher led the group in the opening prayer. We prayed, remembering in our prayers Stan Harris, Lou Richert, Pat Rood, Leo Schneider who have died since our last meeting in November.
3. **Approval of Minutes:** Pastoral Council minutes from November 24, 2020 were approved, with changes. Reno Berg motioned to approve; Matt Thatcher seconded. Motion passed.
4. **Agenda Changes –** Fr. Don added sound system, staff reviews and communal anointing

**Agenda Items-**

**Follow Up from November**

5. Columbarium: Fr. Don, Bill Klein
  - a. Report from Fr. Don – for Information purposed columbarium
  - b. Meandering Path concept
  - c. Ensured not over water main/utilities
  - d. Path does not tie into church sidewalk directly to avoid damaging current landscaping and a protected prayerful area
  - e. Next step to get idea of number of niches needed
6. Sound System
  - a. Is less than acceptable; ambo is acceptable
    - i. others are not acceptable especially for streamed masses
    - ii. Struggles with certain voices
    - iii. Musicians microphones not acceptable
  - b. Fr. Don requested permission to form a group to purchase new sound system for church.
  - c. Potentially privately funded or budget item
  - d. Plan would be a completely new sound system and not to reuse any components. Plan would be to remove new sound system during any remodel and reinstall after. Would only do new system if it would work after remodel.
7. Staff Reviews
  - a. Staff will review – where we are going to take their area – history of their area: Statistics
  - b. Direction of area / What's working and not working
  - c. Setting goals for individual staff at major areas and present to Pastoral Council
  - d. Plan for reviews once per year; Reviews would take place during a typical time in January.
8. Communal Anointing on 13-14 February
  - a. Just for information
  - b. Fr. Jim will be helping at all masses
  - c. Will do this with COVID protocols in mind
  - d. Handwipes will be handed out to anointed and used prior to anointing
9. Finance and Facilities: Fr. Don, Sly Upah, Bill Klein
  - a. Financial reports look good; At end of the end of December we had a operating budget of \$300k
  - b. YTD Budget ahead about \$100K for two reasons:
    - i. No longer behind in offertory year to date
    - ii. Investment income has improved
  - c. Approved facility request budget for small items needed:

- i. Maintenance needs and
  - ii. Snowblower/Lawn mower update
- d. In process of long-term capital maintenance budget planning
  - i. Visioning 30-40 maintenance replacement needs years out? 30 to 40 year time period for capital items
  - ii. Jeff Witt key resource in developing model in discussion with Bill Klein
  - iii. Funded depreciation account for capital expenses
  - iv. Maintenance items will be shorter lifecycle and appear more often
  - v. Optimizing investments - CFAD (guarantee ~4%) – Catholic Foundation Archdiocese of Dubuque – for optimal returns and project targets
  - vi. First 6 months:
    - 1. Unrealized gains \$794K in investments
    - 2. Realized Gains \$53k
- e. Fr. Don - Tithing Parish
  - i. \$24,000 (\$2000/mo.) budgeted for social justice causes
  - ii. Additional investing for Social Justice causes
  - iii. Collect from the Black Bag collection
  - iv. Do not work on a zero-based budget but on cash flow. Also want to have something in reserve for urgent request
  - v. SJ typically has a 2-month reserve
  - vi. Currently 93% local (mostly local/Ames but some state/national) and 7% international - More local than international, however increase international donations
  - vii. Usually Committee receives around 50-60K/yr. This additional tithing would be a major increase.

## 10. New Items

### 11. Committee and Board Reports:

- a. Catholic School Board - Mike
  - i. No COVID issues
  - ii. Educators in tier 1B for vaccination; after February for Educators.
  - iii. 65 and Older Americans tier 1A...
- b. Election: Reno and Matt
  - i. About a month ahead of schedule - Formally start election activities 1 March
  - ii. Parish election May 16-17
  - iii. Representatives:
    - 1. Faith Formation: Kathy Wipf and Paul Fell
    - 2. Pastoral Council - Reno Berg and Matt Thatcher
    - 3. Catholic School Board – Pablo Raul Stinga and Carol Bond
  - iv. Who needs to be replaced/Completed first term and up for reelection/Who doesn't want to run for reelection?
  - v. Positions up for election: Matt, Kate, and Reno. Mirna hasn't attended in months. Potentially 4 vacancies
  - vi. Still determining how will nominations/vote take place? Online, Mail in, written ballots, sending home ballots with school students. However, Ballots are not supposed to leave church building.
- c. Faith Formation — Sarah Mansell
  - i. Parish mission – 3-day mission by Mr. Diggman (Fr. Kyle's brother) – virtual will occur
  - ii. Year of St. Joseph – book on consecration to St. Joseph – 33-day program
    - 1. If you want to take part parish will order book – Can sign up currently through church
    - 2. Will meet Friday at 4pm
      - a. 4pm confessions
      - b. 5pm mass (available virtually)

- c. 5:30 Stations of cross (available virtually)
      - d. 6pm talk by Katie/Fr Don (virtual)
      - e. KoC fish fry for drive thru/take away after talk
      - f. 31 Day devotional
      - g. Friday a day of sacrifice again
    - 3. Lenten activities at mass next week
  - iii. Didn't meet this month
  - iv. Working with Fr. Don about changing meeting schedule (less than monthly: bi-monthly, quarterly)
  - v. Next week at Mass - Catholic Schools Week
  - vi. Following week – Katie will talk at Mass about Consecration to St. Joseph and Parish Mission
- d. Liturgy
- i. Will meet tomorrow
  - ii. Video streaming, camera has been adjusted due to camera moving too fast – can be adjust further
  - iii. Advent and Christmas – positive feedback on Rejoice Program
- e. Parish Life — Kate Hartzler
- i. Did not meet
- f. Social Justice – Mike Brown
- i. They met last night but will have minutes for next month
  - ii. Giving tree was up from last year – significantly more families helped (100's helped). Significantly more than past years
  - iii. Three major groups helped:
    - 1. Hispanic families
    - 2. Immigrant family group
    - 3. Direct contacts to Deacon Ron
  - iv. Not same as last year due to COVID
  - v. Martha's house of Hope with some support
  - vi. Send extra funds to Unbound and Romero house
  - vii. Request handled through Script with additional benefit which help school

**12. Other Business/Additional Comments:**

- a. Confirmation is moved to STA from STC due to COVID and spacing – Week after Easter
- b. Mary Sue Derks – What improvements – Facilities agreements:
  - i. Non-parishioner Wedding\$700/Parishioner \$500 (vs. STA which is \$0)
  - ii. Can't make spaghetti/boil water
  - iii. Can use facilities for routine things
  - iv. Treatment of parishioners in regard to facilities
  - v. Rules for use of facilities and how they are applied
  - vi. Fr. Don wishes to review facility usage rules
- c. Narthex East Door with beautifully placed picture of staff members
- d. Jeremy standing order to replace lights with LEDs from Halogens and Ballasted lights
- e. Jeremy had surgery today due to injury – out this week back next week on limited duty

**13. Closing Prayer:** Matt Thatcher led the group in a closing prayer

**14. Adjourn:** Lois adjourned the meeting at 8:27 pm.

**Next Pastoral Council Meeting:** Tuesday, February 23rd, 2021 at 7pm

**Prayer Leader:** Mike Cowan

**Visioning Update:** None

*Visioning Updates will resume in March 2021 with Stewardship*