

Minutes — Saint Cecilia Pastoral Council
Tuesday, February 23, 2021, 7:00pm, North Social Hall Meeting

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

Staff: Jarrett Wendt, Bill Klein

Guests:

Notes By: E Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:01 pm.
2. **Opening Prayer:** Mike Cowan led the group in the opening prayer.
3. **Approval of Minutes:** Pastoral Council minutes from 26 January 2021 were approved, with changes. Nancy motioned to approve; Sarah seconded. Motion passed.
4. **Agenda Changes: Added** Tithing parish

Agenda Items-

Follow Up from January

5. Columbarium: Fr. Don, Bill Klein
 - a. Did meet with someone from Cold Spring Columbarium and architect for ideas
 - b. Architect to work up numbers based on estimates from Sue Stanton
 - c. Sue Stanton had a good idea of the number of columbarium niches
 - d. Garden space project with a columbarium within the prayer space
 - e. If you have cremains they can be held until ready to be placed in Columbarium
 - f. How will we reach-out to interested parties once we are ready for choosing niche locations within Columbarium.
6. Parishioner usage of Facilities
 - a. Parishioner cost for use of facilities (Weddings \$500 for parishioners/\$700 for non-parishioners)
 - b. Fr. Don still in the process of reviewing how we can make it easier for parishioners to utilize St. Cecilia's facilities
7. Finance and Facilities
 - a. Educational center chiller is now complete and will be put in place around spring break (March)
 - b. Preliminary chiller cost about 36k and was expensed through operations not savings
 - c. HVAC automation software is 99% complete
 - d. Long term maintenance plan – Bill is working on an accounting flow of information – projects show that fund should be good for next 30 yrs based on assumptions
 - e. Security cameras are all delivered – new software different from school.
 - f. Looking at getting the same software as the school – may be an additional cost.
 - g. Will have a policy with staff with regards to the system is only for security not an HR tool – look to Diocese for guidance
 - h. Currently working on long term capital (maintenance/improvements) planning
 - i. Large Expense/Small Expense type expenditures – Fr. Don intends to do these via CFAD (Catholic Foundation in the Archdiocese of Dubuque) accounts
 - j. CFAD rep will meet with us at Finance meeting in March.
 - k. Minor Maintenance Fund what was previously call Building Improvement Fund
 - l. Bill still working through budgets
 - m. Investments did very good this year – Bill reviewed spreadsheets shared with Council
 - n. School revenue is nearly \$200K more than last year; much to do with increase in students and payment methods
8. Tithing Parish – Social Justice
 - a. Fr. Don met with the SJ committee about additional budget of \$12K - 24k for social justice
 - b. Fr. Don considering using CFAD (savings) for long term usage for Social Justice causes.
 - c. Hoping to implement by July 2021 budget
 - d. Social Justice line item in our budget is only their operating expenses
 - e. Donations that come in (i.e. Black Bag) and the expenditures that go out are from a restricted account.
 - f. Idea of the Tithing parish is for the Parish gives in addition to pass through donations (i.e. Black Bag)
 - g. Nancy H. working with United Way with Immigrant fund collaboratively administered – different projects (i.e. COVID fund)
 - h. These additional budgetary funds would be distributed via the Social Justice Committee
 - i. SJ has discretionary funds for cushion when donations are down or emergency needs (i.e Catholic Worker House Startup)
 - j. Deacon Ron has individual assistance funds (\$380/mo.) which are limited. Ron is steward for these funds.

- k. Annual Black Bag donations approximately \$50-55K
- l. Jarrett Wendt developed a SJC brochure several years ago
- m. Fr. Don will send Pastoral Council the Social Justice Budget

9. Communal Anointing on 13-14 February

- a. Not discussed

10. Committee and Board Reports:

a. Catholic School Board – Mike

- i. A number of school staff have received 1st round of COVID vaccines
- ii. Should have 2nd within the next month
- iii. COVID is a private medical information – not to be shared

b. Election: Reno and Matt

- i. By March 1st are to have election committee appointed (Done):
 - 1. FF: Kathy Wipf and Paul Fell
 - 2. CSB: Carol Bond and Pablo Raul Stinga
 - 3. PC: Matt Thatcher and Reno Berg
- ii. CSB has 3 vacancies, PC has 4 vacancies, FF has 3 vacancies
- iii. Need to figure out nomination process. March 19 is nomination period begins
- iv. Jarret and Matt had suggestion of doing this electronically
 - 1. How would Electronic process work:
 - a. Traditional paper approach
 - b. Entirely electronic
 - c. Hybrid approach
 - i. Traditional paper ballots at mass
 - ii. Electronic which would need to be figured out
 - 1. Online services which are for fee services
 - 2. Google form (Jarrett W.)
 - d. Committee agrees on the hybrid approach
 - e. Nomination forms as part of Staying Connected Email
- v. Biggest challenge will be to recruit nominees

c. Faith Formation — Sarah Mansell

- i. Faith Formation is moving to a quarterly meeting schedule or as needed
- ii. Staff reports will still come to commission and will maintain contact

d. Liturgy – Nancy Jenson

- i. Minutes from liturgy committee shared

e. Parish Life — Kate Hartzler

- i. Did not meet

f. Social Justice – Mike Brown

- i. See above discussion

11. Other Business/Additional Comments:

- a. Fabulous to have the musicians back at mass
- b. Staff meeting announce goal of renovating the bathrooms in the back of church
 - i. Make use of wasted space to add additional room
 - ii. Facilities will review potential uses
- c. Katie has provided information on additional programs
 - i. 117 of the consecration to St. Joseph
 - ii. 8 signed up for small group
 - iii. ~25 attending in person Friday evening Lenten St. Joseph devotional
 - iv. 45 Men doing Exodus 90
 - v. 46 prep for 1st communion
 - vi. 64 prep for confirmation
- d. For next month have a few of the staff to talk about the goals they are working on.

12. Closing Prayer: Mike Cowan led the group in a closing prayer

13. Adjourn: Lois adjourned the meeting at 8:22 pm.

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

Prayer Leader: Sly Upah

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship