

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

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

Staff: Jarrett Wendt

Guests: Kayla Greiner, Director of Youth Ministry

Notes By: E Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:02 pm.
2. **Opening Prayer:** Sly Upah led the group in the opening prayer.
3. **Approval of Minutes:** Pastoral Council minutes from 23 February 2021 were approved, with changes. Mike Cowan motioned to approve; Nancy Jenson seconded. Motion passed.
4. **Agenda Changes:** None

Agenda Items-

5. Staff Presentation: Kayla Greiner, Director of Youth Ministry – Presentation: Create encounters of God, personally support the teens, get to know them
6. Follow Up: February 2021 items (F Don or St C Staff)
 - a. Columbarium
 - i. Currently on hold yet progressing forward
 - b. Facilities Agreement
 - i. Long term item – Council will review in the Fall
 - c. Repurposing Space within church – i.e. “old bathrooms”
 - i. Looking at old remodel plans
 - ii. Approved an HVAC study of church (\$4500) with goal for have report completion by May
 1. Must have a plan on air movement and to improve air quality –
 2. A plan is needed prior to any project moving forward due to asbestos
 - d. Audio System - main sanctuary
 - i. J Wendt contacting companies for looking at new audio system
 - ii. Three companies initially visiting to provide proposal
 1. Identified two companies from Archdiocese of Dubuque and Diocese of DSM list of vendors
 2. One company who completed system in Boone and Nevada
 3. Considering three companies initially, study is very involved
 - iii. If the system is integrated with networking, Randy Dalhoff will be included on committee
 - iv. HVAC study may affect the audio system
7. New Items
 - a. Social Hall Kitchen
 - i. Lighting of the kitchen stove pilots cause CO detectors to alarm
 - ii. Found one of two ovens not working properly and was shut down until repaired
 - iii. Readjusted/tuned the pilots on other oven/stove - CO levels dropped significant
 - iv. Ventilation is not ideal as the ranges are not optimally placed under the hood and vent slots are narrow
 - v. Short term fix for CO levels. Oven will be fixed.
 - b. Fundraising - Catholic Daughters raise money for scholarships
 - i. Requesting to allow 3rd parties to sell items in the parish center
 - ii. Unlike the Christmas market; similar to the Boy Scouts Popcorn sales
 - iii. Discussed of the issues and desires
 - iv. Boy Scout will be asking for funds for his Eagle Scout project at Mass to improve signage
 - v. Need to develop policies or guidelines; Already have policy for priority of rentals may applied to fundraising
 - c. Corpus Christi procession canopy is in poor condition; Procession organizers are interested in replacing canopy
 - i. Group in charge of corpus Christi procession would like to donate funds along with bequest to pay for a new canopy
 - ii. Total cost a couple of thousand dollars
 - iii. Long tradition of doing the procession
 - iv. Will work with Bob to get new one before June

8. Facilities

- a. Chiller delivery is delayed (expected over spring break); now expected Thursday (25 MAR 21)
- b. Security Cameras installed – Addressing issue with software between Church and School – will add slight cost to system

9. Committee and Board Reports:

a. Catholic School Board – Mike Cowan

- i. A special meeting was conducted on March 11th
- ii. All information included in notes from both meetings
- iii. Fr. Don raised Question regarding the discount for staff. There is an inconsistency between the two meetings. Checking on inconsistency.
- iv. We are below average for pay based on averages across Archdiocese, on par with rural areas
- v. We hope to be on par with averages within diocese maybe a little more
 1. Want to get on par with Mason City and Waterloo
 2. Not a comparison to public but catholic school
- vi. Adding an additional FTE – additional head count teacher assigned as needed; Student-Teacher ratio will go down
- vii. Special meeting – staff discount is for staff that work minimum 20 hrs/wk
- viii. Concerns regarding space usage, have 1 empty room, with new FTE this will be utilized
- ix. Possibly will add an additional FTE from added Stimulus money to assist in getting students caught up. Money must be spent within two years (use it or lose it money). Only to be used in day school. Short window for usage, FYI.

b. Election: Reno and Matt

- i. Thanks to
 1. Fr. Don to announce at Mass for nomination announcement
 2. Jarrett for announcement on website
 3. Mary Sue for keeping us all going in the correct direction and keeping group organized
- ii. Nominations due 19 April 4:00pm – Will keep an eye on the nominations as they come in; now in collection of nominations phase; will review interest of nominees
- iii. After 19 April will enter period to have bio sheets filled out
- iv. You can modify the nominations that have been submitted through the website
- v. Start recruiting young folks into leadership within our parish
- vi. Identify someone to speak at the Spanish mass to recruit nominations
- vii. Online nomination form is bilingual
- viii. Look at past nominees for potential new nominees; information is kept for record keeping purposes

c. Faith Formation — Sarah Mansell

- i. Did not meet this month
- ii. St. Joseph Mission had 80 people in person at the kickoff –handed out all of the books ordered (~450 books)
- iii. Middle school Edu-treat scheduled 10 April
- iv. First Communion Retreat 18 April; scheduling families for Masses first two weekends in May
- v. CGS training July this year and winter next year
- vi. will meet once per quarter (Feb/May/Aug/Nov)

d. Finance

- i. Next month will be approving budget – close to finalized
- ii. Will be submitted to PC for approval in the next month or two
- iii. Met with CFAD for investing
- iv. Reviewing savings – currently have about \$250K in savings and \$100k in checking
- v. Looking to increase return on these investments
- vi. Placed in 10yr accounts with potential to reinvest, taxa free money

- e. Liturgy – Nancy Jenson
 - i. Pleased with Monday Night Advent and Friday night Lenten attendance
 - ii. Very good turnout for later mass with devotional afterwards
 - iii. Considering having mass on Wednesday nights to have mass and family events for summer only; would eliminate early morning mass on Wednesday
 - iv. Excellent presentations during the St. Joseph Consecration devotional
 - v. Bob, Bill and Fr. Don are concerned about the numbers for Easter masses
 - 1. May use a checkerboard pattern in mass depending on where people end up
 - 2. Will try during Palm Sunday and following Sunday liturgies to test prior to Easter
 - 3. Send out in parish wide email to inform parishioners

- f. Parish Life — Kate Hartzler
 - i. Has not met

- g. Social Justice – Mike Brown
 - i. Submitted report

- h. Stewardship
 - i. Currently inactive

10. Other Business/Additional Comments:

- a. No visioning updates/meetings at this time
- b. Next staff meeting:
 - i. Bob will presenting on liturgy ideas to get families involved
 - ii. Melissa presenting on faith formation on getting families involved

11. Closing Prayer: Sly Upah led the group in a closing prayer

12. Adjourn: Lois adjourned the meeting at 8:37 pm.

Next Pastoral Council Meeting: Tuesday, April 27th, 2021 at 7pm

Prayer Leader: Kate Hertzler

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

Present: Father Don Czapl, 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

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

Agenda Items-

Follow Up from January

17. 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.
18. 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
19. 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. \$200K more than last year from School
20. 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

21. Communal Anointing on 13-14 February

- a. Not discussed

22. 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
- 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

23. 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. ~25 attending Friday evening Lenten devotional
 - iii. 40 Exodus 90

- iv. 46 prep for 1st communion
- v. 64 prep for confirmation
- d. For next month have a few of the staff to talk about the goals they are working on.

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

25. Adjourn: Lois adjourned the meeting at 8:xx pm.

Next Pastoral Council Meeting: Tuesday, March 30th, 2021 at 7pm

Prayer Leader:

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship

Draft 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 Jensen, 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

Minutes — Saint Cecilia Pastoral Council
Tuesday, November 24, 2020, 7:00pm, North Social Hall Meeting

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

Staff: Jarrett Wendt

Guests:

Notes By: E Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:02 pm.
2. **Opening Prayer:** Reno Berg led the group in the opening prayer.
3. **Agenda Changes - None**
4. **Approval of Minutes:** Pastoral Council minutes from October 27, 2020 were accepted. Kate motioned to approve; Mike Brown seconded. Motion passed.

Agenda Items-

Follow Up from October

5. Community Contact for 70+ year old members

- a. Continuing to meet with parish community, Fr. Don has made many contacts with parish community, many Anointings
- b. Will make visits to home bound during advent as always planned by Father Don
- c. Rindi working through Sara Rooney arranging for notes from school students to home bound. Trying to get in touch with Faith Formation related to notes to home bound

6. Facilities: Fr. Don, Bill Klein:

- a. HVAC programming at the church is now done with some fine-tuning continuing. Jeff Witt and Jeremy Hess are working with contractor
- b. No issues with church HVAC
- c. Jeff is continuing to monitor the system and providing feeding back for fine-tuning
- d. Electrical – lights within the entryway. One light was shorted. Shorted light disconnected and awaiting fix.
- e. Investigating why lights turnoff for short period at 8pm.
- f. Chiller ordered and no updates until spring
- g. Roof done and under budget

7. Solar Project, “SunSmart Ames”

- a. Church paid the completed pledge of \$20,400 about 3 weeks ago
- b. Fr. Don will make an additional appeal around Earth Day in spring and then move on
- c. Benefits from city based on electricity rates. Minimal with ROI around 30-40 years. Decision was around being good environmental stewards (decisions made ~3-4 years ago)
- d. We have cardboard/placard signage letting community know of investment

8. Columbarium: Fr. Don, Bill Klein

- a. Proxy to diocese for making construction drawings is approved
- b. John Lott will be the architect to do drawings. He will be paid to work through the project. John Lott will begin working on the project in January.
- c. Fr. Don will setup a group of teams to complete project
 - i. Design team
 - ii. Landscaping team
 - iii. Finance team
 - iv. Construction/installation team
- d. Complete project with mind towards any church renovations
- e. Project is designed to be self-sustaining, not cost church money,
- f. One donor pledged \$50,000
- g. Cost of niches, gifts, donations will be used for ongoing upkeep and a place of beauty and prayer
- h. Fr. Don will work with design team and architect to develop drawings, choosing columbarium and artwork on the columbarium.
- i. Use the location and walls of the Church to integrate into the columbarium
- j. Cemetery will need to be a separate corporate structure from church with fund for perpetual care

- i. Fund for building
 - ii. Fund for perpetual care with archdiocese
 - iii. Finance committee to develop fees
- k. Mockup of columbarium for support for usage
- l. Construction team for building and installation
- m. Design team and finance teams formed in December
- n. Goal is to have project completed by Summer 2021
- o. Will have a consideration for waiving fees for burying the poor. Will need permission of the trustees/lay directors
- p. Architect and Columbarium (Fr. Don) will need to present to the City of Ames for Permitting

9. Finance: Fr. Don, Sly Upah, Bill Klein

- a. PPP Loan was forgiven. \$300K came into church assets
- b. November Appeal Comments
 - i. November receipts up \$14K. Due to Fr. Don's letter
 - ii. Ended up with ~\$130K shortfall for month of November
- c. Finance committee members are taking responsibilities for different parts of budgeting (Feb/Mar timeframe).
- d. Facilities also working on budget for new year
 - i. Replace snow blower/lawn mower (\$30K)
 - ii. Camera system (\$25K) for addition cameras. Proposal started at \$40k. Proposal is good for 30 days.
 - iii. Cameras for Columbarium which will be charged to the columbarium budget
 - iv. HVAC additional costs (\$15K) - Air Handler at church for FY 2021 – budget approximately \$15K for studying the way the air handling will work. Engineering and design for needs.
 - v. Education Center HVAC - Another \$15K for another item Sly is not aware of the exact item.
 - vi. Finance committee did not have enough members for complete discussion
 - vii. \$40K raised from Gala last year (about half of normal)
 - viii. Will Gala take place – Planning for late April next year is being planned

10. New Items

- a. Strategic Planning meeting for 2021
 - i. Fr, Don did not have a chance to meet with Rick Brimeyer
 - ii. Not likely to take place in January due to not being able to meet in person
 - iii. Delay to when we can meet in-person
- b. Mary Sue – getting emails for minutes not being posted to website. Get minutes posted.
- c. Reminder - Be sure the recording secretaries are promptly sending the approved minutes to Mary Sue for posting on the parish web site.

11. Committee and Board Reports:

- a. Catholic School Board
 - i. Classes are being held using hybrid plan. In class Monday, Tuesday, off Wednesday (Deep cleaning), Thursday, Friday in person with students opting for online for individual reasons. Hybrid plan until 1st week of January.
 - ii. Number of COVID cases have been very low at the school
 - iii. 95% of students are in person
- b. Election: Reno and Matt
 - i. Membership on election committee PC (2), FFC (2), CSB (2)
 - ii. Process doesn't start until 1st of March
 - iii. Matt and Reno will meet in February
- c. Faith Formation — Sarah Mansell
 - i. Sacramental questions
 - 1. Confirmations did take place
 - 2. 1st Reconciliation took place on Saturday - Can come any Saturday as well to do reconciliation
 - 3. 1st communion is on schedule and will ramp up after new year
 - 4. Faith Formation is not meeting in person
 - 5. Jarrett report on sacramental prep
 - a. Going forward with all sacraments
 - b. Baptisms on case by case and classes are one on one via zoom

- c. Marriage Prep is going forward through zoom or if comfortable within homes
- d. RCIA is going on at 7pm Thursday via zoom with small group
- e. Faith formation is following closer to when Ames Public school in session
- 6. Youth ministry and small groups are meeting virtually for high school. Elementary school youth ministry is not meeting due to not working virtually
- 7. Jarrett has developed website for sacraments

d. Liturgy

- i. One Christmas service to be live streamed
- ii. Liturgy meeting tomorrow to discuss Christmas liturgy planning

e. Parish Life — Kate Hartzler

- i. Not meeting
- ii. Last meeting discussed social meetings. No purpose but will start back up in January

f. Social Justice – Mike Brown

- i. Change in "Giving Tree" – insert in bulletin this week

g. Stewardship – remains inactive

- i. Fr. Don will likely restructure.

12. Other Business/Additional Comments:

- a. Considering a ceremony to remember those lost during pandemic
- b. Parish life celebration once beyond pandemic. Need to look at what kind of celebration of life and those lost and the life of parish

13. Closing Prayer: Reno Berg led the group in a closing prayer – Prayer to St Joseph for the pandemic.

14. Adjourn: Lois adjourned the meeting at 8:12 pm.

Next Pastoral Council Meeting: Tuesday, January 26th, 2021 at 7pm

Prayer Leader: Matt Thatcher

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship

Saint Cecilia Pastoral Council
Tuesday, October 27, 2020, 7:00pm, North Social Hall Meeting

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

Staff: Bill Klein, Katie Patrizio, Jarrett Wendt

Guests:

Notes By: E Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:01pm.
2. **Opening Prayer:** Sarah led the group in an opening prayer.
3. **Agenda Changes**
4. **Approval of Minutes:** Pastoral Council minutes from September 22, 2020 were accepted with corrections. Nancy motioned to approve; Reno seconded. Motion passed

Agenda Items:

5. New Items

- a. Advent Meditation with St. Joseph – Katie Patrizio presentation
 - i. Rejoice video series/journal and book (trailer: https://www.youtube.com/watch?v=6r-6MGY2Zpw&feature=emb_logo)
 - ii. Initial video, 4 meditation videos, walks through imaginative prayer
 - iii. Gathering on Monday: rosary, mass then video for week/meditation and exposition of Blessed Sacrament
 - iv. Live stream as well invitation for whole parish
 - v. Christmas book for parishioners who signed up for program. Books for each member of household that signs up. Parish will order a few extras for incidental participants.
- b. Lenten Mission
 - i. Mission with Anthony Digmann (Fr. Kyle's Brother) was scheduled for last lent but cancelled due to CoVid
 - ii. 3 nights approximately 1 hour each - Why God, Why Christian, Why Catholic
 - iii. Consensus for having mission during lent this upcoming sacramental year. Offering it both virtually and in person. Ash Wednesday is 17 February 21. Based on Anthony's availability.

6. Community Contact for 70+ year old members

- a. Fr. Don – met with group of CFM'ers, and calling elderly parishioners. Giving sacrament of Sick/anointing. (Anointing over 20 people)
- b. Individual groups meeting with their members
- c. Homebound are being visited and reached out to by Eucharistic Ministers
- d. Group has done excellent job meeting with parishioners and where needed Fr. Schedules visits. Stevens Ministers are following up as well.

7. Facilities: Fr. Don, Bill Klein:

- a. Roof Update – Complete. Awaiting the final bill. Total should be less than bid/estimates
- b. Trees have been completed. Was not completed by low bidder (was a no show for doing the work). Steve Weiss reduced his bid significantly and completed the work.
- c. Chiller Update – 3 Bids \$187K – 271K range of bids. All using the same device. Budgetary estimate was \$275K. Jeff Witt talked to owner of Mechanical Comfort to ensure bid.
- d. Chiller at least 25 years old and past end of life.
- e. Will be slightly higher than the bid amount due to additional work for controls.
- f. Project will not be completed until spring of 2021 due to lead time
- g. By consensus of Pastoral Council to approve moving forward with proxy to Archdiocese of Dubuque. Once approved by Archdiocese, project will commence.

8. Solar Project, "SunSmart Ames"

- a. Recommendation of Finance Committee to pay amount pledged to City of Ames and appeal for donations from parishioners.
- b. Additional \$550 received – committed to 68 units @ \$300/unit = \$20,400 pledged by parish and have received ~\$4500 from parishioners. Parish desired to match half with parishioners' donations.

9. Columbarium: Fr. Don, Bill Klein

- a. Proxy signed and sent to Archdiocese of Dubuque.

- b. Archdiocese wants to know cost of construction drawings. Should have cost this week and will send to Archdiocese. Needing Archdiocesan approval.
- c. Columbarium architect should not need a bid. Concrete work and landscaping may need bids.
- d. City will not approve columbarium on land at Ames Municipal Cemetery.

10. Finance: Fr. Don, Sly Upah, Bill Klein

- a. November Appeal –
 - i. Reviewed, discussed and provided feedback for Fr. Don's letter to parishioners.
 - ii. Giving has increased. Need for appeal still exist and is to meet operating expenses.
 - iii. Letter will be discussed in Fr. Don's Homily during Masses the weekend of 7th/8th Nov.
- b. "Giving Church"
 - i. Fr. Don will delay this effort likely to July.
 - ii. Working on church tithing/budgeting with Social Justice Committee.
- c. TAXA Bill from Archdiocese up \$13k to \$115K based on revenue and non-archdiocesan investments. 1st half payment due end of November.
- d. Giving down \$63k and Expenses are down \$7500. Still have a shortfall \$55K at the parish level.
- e. Overall financials revenue down ~\$73,000; expenses down ~\$4,000
- f. Receiving bids for additional security cameras for parish side.

11. Committee and Board Reports:

- a. Liturgy —
 - i. Table of remembrance setup
 - ii. Planning for Thanksgiving, advent and Christmas
 - iii. Fr. Jim will do Christmas mass in Gym at 4pm to alleviate crowding in church
- b. Finance —
- c. Faith Formation —
 - i. Found out one member will be leaving for job in Dubuque. May be able to join some meetings virtually. Already down with one open seat (4 out of 6 seats). Elected member who needs to be replaced. Sarah will discuss with Fr. Don regarding replacements/situation.
- d. Catholic School Board —
 - i. Election committee members (two members – Lois checking):
 - 1. Carol Bond
 - ii. Parent Conferences
 - 1. Reaching out for catholic family's with kids in school registered in parish or STA.
- e. Parish Life — Running the life of the parish will not meet until February due to meeting in groups.
- f. Social Justice –
 - i. Giving Tree (Cyndi Brafman) – Will not be done in typical manner. Gift Cards only.
 - ii. Announced in Let's Stay Connected Email

12. Other Business/Additional Comments:

- a. Cost for Construction drawings
- b. Rick Brimeyer does for strategic planning on agenda for November meeting
- c. No meeting in July and December

13. Closing Prayer: Sarah led the group in a closing prayer.

14. Adjourn: Lois adjourned the meeting at 8:35 pm.

Next Pastoral Council Meeting: Tuesday, November 24th, 2020 at 7pm

Prayer Leader: Reno Berg

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship

Saint Cecilia Pastoral Council
Tuesday, September 22, 2020, 7:00pm, North Social Hall Meeting

Present: Father Don Czapl, Lois Lehmkuhl, Mike Brown, Kate Hartzler, Sarah Mansell, Nancy Jenson, Matt Thatcher (via Zoom), Sly Upah (Finance Council, via Zoom),
Staff: Jarrett Wendt, Bill Klein, Deacon Charles Bernard, Jeremy Hess
Guests: Jeff Witt
Notes By: E. Boylston

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:00pm.
2. **Opening Prayer:** Nancy led the group in an opening prayer.
3. **Approval of Minutes:** Pastoral Council minutes from August 25, 2020 were approved with no changes.
4. **Parish and Administrative Update:** Father Don Czapl and Bill Klein discussed several topics including:
 - a. Fr. Don Discussed strategic planning and visioning - Rick Brimeyer met with specific groups in January to do strategic planning and visioning. Fr. Don will be meeting with him week of 28 September
5. **Old Business:**
 - a. Social Justice Committee – St. Cecilia’s being a Giving Parish:
 - i. Fr. Don discussed refocusing the Black Bag collection with input from SJ and finance committees
 - ii. Avoid 2nd collections however would continue using the Black bag with highlighting the target of the giving at time of collection
 - iii. Cash to giving or specifically targeted checks
 - iv. Currently Black Bag collection is split between approximately 20 organizations
 - v. Need to refocus our stewardship and giving efforts
 - vi. Would desire 50% local and 50% international
 - vii. Include children parishioners highlight/participate in the giving effort
 - viii. Next steps - Fr. Don to work with
 1. Finance Committee to see how including giving in the parish budget will affect the parish finances
 2. Social Justice Committee to restructure how giving is accomplished and planning on the “parish tithing”
 3. Would not start until spring 2021
 - b. Facilities update from Jeff Witt:
 - i. Building Automation system:
 1. School is complete with final tuning in progress
 2. Church will be done after school tuning completed
 - ii. Running system to maximizing ventilation in school
 - iii. Air filters replaced and will be replaced twice as frequently
 - iv. Purchased air purifiers for south classrooms shipping this week
 - v. Humidity system was incorrectly setup in 1995 and is now fixed
 - vi. Mark Hansen found a way to keep windows over the alter (as opposed to new translucent windows) and repair the flashing and roofing
 - vii. Education Center chiller bids with low bid (half price of high bid) being the likely contract. Work will not be done until spring due to lead time on the chiller. Facilities putting together budget/contract together for new chiller. This contractor is well established with an excellent reputation and previously has done work for the parish.
 - viii. Facilities 3 to 5-year planning report currently being developed
 - ix. Due to recent break-in (St Claire Room and Office) will be installing additional cameras and motion lights
 - x. Facilities has the volunteers for current needs in light of Jeff Witt’s recent retirement

- xi. Solar Power Project we are currently approximately \$5500 dollars short of the parish match. Currently only a pledge without commitment.
- xii. New Quote for trimming and removal of 3 trees damaged due to Derecho. \$23,500 high bid and \$6,000+ low bid.
- c. Stewardship – Fr. Don met with Mary Staniger and Francine White:
 - 1. Discussed 4 pillars: Gratitude, Discernment, Community building, ...
 - 2. Fr. Don is contemplating the need for this committee or to disperse the tasks to other committees
 - 3. Fr. Don prefers smaller groups with core focus
 - 4. Fr. Don meeting with committees including parish life and Jarrett

6. Columbarium Update:

- a. Fr. Don met with Sue Stanton. It is not a done deal to put a columbarium at Ames Cemetery. Would need to go through the City of Ames to build columbarium. Ames is unlikely to approve a columbarium at this time. The City of Ames is currently investigating building their own columbarium. Additionally, Ames doesn't want each church in the city build one in the municipal cemetery. We do own the land within the cemetery however we can't just build without city approval. City would need specific plans (architectural drawings, etc.) prior to approval. These details are not on the official city records.
- b. Of the four concepts designs, the Wondering Path (option D) plan was chosen related to building columbarium on church property.
 - i. Monument Wall
 - ii. Secret Garden
 - iii. Memorial Walk
 - iv. *Wondering Path*
- c. Questions for proxy: How are we going to finance, how many columbaria, how is it incorporated into the church site. How, once sold out, its paid for. Needs to be self-funded. Proxy to diocese
- d. Financing needs to be budgeted for a neutral project. Need to make a decision then put cost in place and then send proxy in for approval from diocese. With the proxy we need to tell archdiocese how it will be paid.
- e. Multiple proxy's:
 - i. Initial planning proxy – general design and location
 - ii. Next proxy with specific details - Architectural drawings for archdiocesan approval
- f. Facilities pointed out spot due to lack of underground facilities
- g. Fr. Don wants columbarium to be net positive for future expenses not cost neutral
- h. Current numbers on participation:
 - i. 35 definitely wishing to be included in columbarium
 - ii. 48 definitely interested
 - iii. 3 are unsure
 - iv. A number of people interested in assisting in funding columbarium and maintenance cost
- i. Total 30 niches each x 2 columbarium with a 3rd foundation
- j. Bill Klein getting documents potential columbarium occupants would sign to purchase. Bill Klein has everything needed to file initial proxy.
- k. Next step is to file initial proxy with concept drawings and location which will initiate a decision from Archdiocese

7. New Business:

- a. November Financial appeal from Fr. Don
 - i. Financial numbers are significantly down. We can't continue at this financial pace for too long. Offertory dropped significantly over the course of COVID (beginning in April/May). Bill working on getting the PPP loan forgiveness.
 - ii. Two items Fr. Don is working on:
 - 1. Focus for October: Need to reconnect with community. Conscious effort to keep community together.
 - a. Deacons and spouses and Fr. Don communicating with St. Cecilia Parish community with the good St. Cecilia Community is doing
 - b. Introduction to new pastor - elderly initially
 - 2. Individual groups checking-in on their communities –
 - a. Marriage ministry, shut ins, Knights of Columbus, Etc
 - b. What's going on in the parish, good things going on in the parish
 - iii. Consensus for one-time appeal (envelope) for financial support is a must scheduled for November through December.
 - iv. Long term rebuilding community and bringing community back into church.
 - v. Next steps - Fr. Don will discuss during masses in November:
 - 1. Financial appeal

2. Activities going on in parish
3. More videos from Fr. Don

b. State of the parish notice will be sent out

8. Committee and Board Reports:

- a. Liturgy —
- b. Finance —
- c. Faith Formation —
- d. CSB — No representation at meeting
 - i. Still at 100% with one class hybrid due to COVID positive. Hybrid model for two weeks with Wednesday off (in 2nd week). Regular school schedule next week (29 September 20). No positives in students and teachers.
- e. Parish Life —

9. Other Business/Additional Comments:

- a. Mary Sue sending out reports. Reports need to be received by Friday for sending out
- b. Reno and Matt are assigned to Elections committee
- c. Fr. Don likes to have agenda items assigned for next meeting
 - i. Carry over updates from old business

10. Closing Prayer: Nancy led the group in a closing prayer.

11. Adjourn: Lois adjourned the meeting at 8:40pm.

Next Pastoral Council Meeting: Tuesday, October 27th, 2020 at 7pm

Prayer Leader: Sarah Mansel

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship

Draft Minutes — Saint Cecilia Pastoral Council
Tuesday, August 25th, 7:00pm, Remote (Zoom) Meeting

Present: Father Don Czapla, Lois Lehmkuhl, Reno Berg, Matt Thatcher, Sarah Mansell, Nancy Jenson, Mike Cowan (Catholic School Board), Sly Upah (Finance Council)
Staff: Jarrett Wendt, Bill Klein, Bob Hauser, Deacon Ron Smith
Guests: Mark Hanson, Jeff Witt
Notes By: Nancy Jenson and Matt Thatcher

1. **Call to Order:** Lois Lehmkuhl called the meeting to order at 7:00pm.
2. **Opening Prayer:** Lois led the group in an opening prayer.
3. **Approval of Minutes:** Pastoral Council minutes from June 2020 were approved with no changes.
4. **Parish and Administrative Update:** Father Don Czapla and Bill Klein discussed several topics including:
 - A. Roof repair will begin in September
 - B. HVAC is done at school with training on Wed, Aug 26
 - C. Derecho damage included trees and the fence.
 - D. Staff meetings this week will address which meetings can be held on campus and if food will be allowed.
 - C. Weekend Masses have returned to the regular schedule and one Mass (Sat PM) will be recorded. This will probably be continued in the future. Weekday Masses will not be recorded. (Only one request has been received for this to continue.) Volunteers clean restrooms between weekend Masses.
 - D. Funerals will continue to be livestreamed.
 - E. Fr. Don would like the Parish Council to consider the social justice initiative of being a giving parish. Our parish would set aside money for social justice needs and ask parishioners to give to these causes. Once a month a need would be highlighted and the money collected that week would go toward that cause. It would eliminate a second collection. PC will hear more from Father in the future.
5. **Columbarium Update:** Lois reported that the Committee has handed the project to Bill and Fr. Don. The Facilities committee has it on their agenda, and Lois will check with the original committee regarding costs and pricing. Fr. Don would like more information on finances of the project and the placement on the church property or the cemetery.
6. **New Business:**
 - A. **Election of Secretary:** Matt nominated Ed Boylston, seconded by Kate, with thanks and gratitude. Motion passed unanimously. Lois will ask him if he will accept the position, since he is absent.
 - B. **Chair for Stewardship Committee:** Since there is not a Stewardship committee or a Chair, the past chair will talk to Fr. Don. Lois will also submit a possible name.
 - C. **Finance and Facilities: Sly, Jeff (F Don). See August minutes Facilities Committee:** Windows in the church that face the altar have been leaking, and they cause a glare to the priest as he is facing the congregation. A tint film has helped the glare. Leaking has caused damage to the windows and also to the ceiling. The committee recommends addressing this while the roof is being repaired and would like it included in the proposal. If the windows are covered with insulation, metal and panels, the glare and leak problem will be eliminated. Yet it will cause the church to be much darker. Another option would be to use translucent panels and seal the leaks. This would keep more light in the church. In the future, sky lights can be installed. Skylights and ceiling repair would be part of the church remodel project. After discussion the PC came to a consensus to move forward with the translucent panels.
7. **Old Business:**

A. Solar Project (Sun Smart Ames)- The City of Ames has moved forward. St Cecilia has some donations but needs to raise more of its \$6500 commitment. Fr Don will address this project with the congregation in early September .

B. Facilities: Jeff Witt will outline capital funding projects and projected costs so that the Parish Council can more effectively

plan for expenses. This year we spent approximately \$200,000 for church (roof) repairs and \$300,000 for repair of the school chiller using reserve funds. Jeff will present this outline in a few months.

8. Committee and Board Reports:

A. Liturgy — Nancy: Next meeting in August 26

B. Finance — See 6.- C.

C. Faith Formation — Numbers are down as can be expected with the pandemic. Classes can be face to face or online.

D. CSB — School has had a smooth start. There are a few new students, for example, 2nd grade has 8 new students.

E. Parish Life — Parish life has not met since the shut down

9. Other Business/Additional Comments:

Get agenda items to Lois or Nancy, Matt will support Ed as new secretary, Parish Council does not usually meet in December,

so you can release that date.

10. Closing Prayer: Lois led the group in a closing prayer.

11. Adjourn: Lois adjourned the meeting at 7:40 pm.

Next Pastoral Council Meeting: Tuesday, September 22nd, 2020 at 7pm

Prayer Leader: Nancy Jenson

Visioning Update: None

Visioning Updates will resume in March 2021 with Stewardship

