***St. Mary’s Parish Pastoral Council***

Minutes from Business Meeting

August 19, 2019

6:38 pm - President Alan Wieskamp called the meeting to order.

6:39 – **Opening Prayer**- The Vision Statement and 2020 prayer was read.

6:41 - **Roll Call-** June Maiers – by sign in.

Present Members: Fr. Charles Fladung, Alan Wieskamp, Marianne Harney, Jeff Geistkemper, Michel Montgomery, June Maiers, Carole Martin, Bob Huber

6:42 – **Minutes – amended:**

 **“**President’s term is one year with option for all officers to continue an additional year per the by-laws. Council can

 vote to allow an exception to the by-laws for longer term.

6:45 - **Motion to approve amended minutes**- Moved by Michel, 2nd by Jeff Geistkemper, Unanimous Approval. (6)

6:47 – **Addition to agenda:** Discussion about meeting format – Business meeting vs. work session.

6:40 – **Lightning round** - **Commission reports:**

* Faith Formation – Fr. Charles
	+ Getting ready to start classes in September
	+ Jeri Bollwitt has been hired to be the K-8 DRE
	+ Lindsey Carey is moving to handle adult faith formation
	+ Material for 5th -7th is being reviewed by Father, Chuck Brock, and Jeri.
* Social Action – Bonnie Mataliano – nothing new to report
* Helping Hands Helping Hands- Marianne Harney – met prior to this PC meeting:
	+ Preparing for Fr. Charles welcome reception
		- 09/14 after the 5 pm Mass.
		- Will have sweet and savory snacks…desserts, meet, cheese, etc.
	+ Have been asked to help wit the All Soul’s Day reception. Will be using a sign up.
	+ Donated $1000.00 for 4 students to attend the Steubenville Conference.
	+ Harvest Festival – September 29.
		- Will be handling the Country Store and Bidding barn.
		- Mark and Kelli Roskopf handling the rest of the festival.
	+ Will be taking care of the reception for the Confirmation Mass on Sunday, October 13 at 2 pm. Will purchase the food for this reception.
	+ They are sending out applications for the two $500 scholarships awarded to college sophomores.
	+ First Communion receptions will be in April.
	+ Cookie Walk will probably be December 1. Checking to see if the KC’s will be doing the Santa breakfast.
* Liturgy Commission – highlighted items discussed - June Maiers (see minutes at end.)
	+ Meeting was held on 07/22/2019.
	+ Fr. Charles’ Installation Mass and reception
	+ Confirmation Mass and reception
	+ Feast of the Blessed Assumption
	+ All Saints’ Day and All Souls’ Day.
	+ Veterans’ Day
	+ Immaculate Conception
	+ Church flowers and decorating discusses
	+ Liturgical ministries and ministry training
	+ Change to Mass ministry to add one more EMHC
* Church Life – Dwayne Klouda
	+ What is role of this commission?
		- Chili/soup suppers
		- Welcoming for new families
		- Other smaller parties and gatherings.
		- Perhaps could host something like a card tournament.
* Knights of Columbus – Alan Wieskamp
	+ Will meet in one week
	+ Kinnick Brat tent for home football games.
		- Working on getting volunteers.
		- This is the first year for involving volunteers from St. Mary in Iowa City.
		- Very good fundraiser.
		- Looking for more opportunities to do similar event.
		- Wives and kids and other volunteers also help out.
* Finance - Jeff Geistkemper
	+ Budget has been submitted to diocese.
	+ $65,000 raised so far for the cemetery fund raiser.
	+ We need to increase our tithe from the parish to various charities as our income has increased. List of charities that we tithe to is on the parish website.
	+ Staff salaries discussed.
	+ Land that parish owns behind the church:
		- Need to repair the tile.
		- Want to keep the land as an income source. It is currently rented out for farming.
	+ Maintenance budget discussed. (with a note that we are working to become more energy efficient.).

07:06 **– General Discussion**

* Stewardship
	+ Per Jeff Geistkemper: we need to be passionate about stewardship!
	+ Need someone to step up and speak from the podium in church to try to engage folks.
	+ Ask them to “find one thing they could help with and do it!”
	+ Perhaps Jeff or Mark Sovers could do that.
* Wed. nights:
	+ Would it be possible for KC’s to feed 5-8th grade students on Wed. evenings? What would that look like? Or would church life be a better group to handle that.
	+ Could we charge a couple dollars? Or is there enough money in the rel. ed. account to help pay for something like this? Father Charles thought there potentially would be.
* Cemetery Meeting update
	+ Have made modifications to the entry arch design.
	+ Have scaled back on the Columbarium
	+ No intent by city to work on road level any time soon, and we cannot complete sidewalk until road is done.
* Harvest Festival
	+ Is help needed?
	+ Marianne will ask Roskopfs if they would like PC help.
* Fish Fry
* Could we host at least one on a Friday night during Lent.
* There has been concern with stepping on toes of Legion Fish Fries.
* Could we do one together?
* Family life could handle this.
* Dwayne, Fr. Charles, and Mark Sovers can talk to Legion.
* Beef Days
	+ Could we have a booth?
	+ What would be a good seller? Smoothies suggested.
	+ Also could sell raffle tickets for Fall Festival, but would need to make certain we have proper licensing for the time frame.
	+ June will email Denise Bruck to check on possibilities.
* Lighted Sign for the front of church
	+ Would cost $12K to $16K – quite expensive
	+ Could we possibly get a grant – such as from Riverside?
	+ Fr. Charles will contact individual he knows who would have the information
	+ Amanda Stahle may be a good person to write the grant.
* Parish Council Meeting format discussion
	+ Meeting format will stay the same, so that the commission heads only need to come every other month, to the business meetings, and may attend the work sessions as well, but do not need to.
	+ Need to be clear in the meeting invitation as to which it is, and if commissions heads are expected to attend if possible.
	+ Fr. Charles will check with Lindsey about a good book we could read on as a group.

8:00 - **Father Charles’ notes**

* Met with Shutterfly representative to discuss new parish directory. (Shutterfly bought Lifetouch.) We are du for a new directory in 2020.
* Jeri Bollwitt has accepted the position of DRE for K-8.
	+ She is to start 09/01/2019.
	+ She is a convert to the faith
	+ Brings much enthusiasm and compassion to the role.

8:09 – **Next Meeting:** Monday, Septembr 16, at 6:30 PM.

8:10 – **Closing prayer** – Diocesan prayer for vocations.

8:11 – **Adjourn**

**Liturgy Commission**

**07/22/2019 Minutes**

The liturgy is not ‘the field of do-it-yourself’, but the epiphany of ecclesial communion.” – Pope Francis

1. Opening Prayer.
2. Welcome Fr. Charles!
3. Fr. Charles installation celebration – Saturday, September 14.
4. Decorations – special flowers not needed but Judy and Kathy will make sure we have at least one nice bouquet.
5. Saturday 5:00 Mass
	* Ministers will be as per schedule.
	* Would like both deacons there.
	* Would like Parish Council officers to take up Offertory
	* KC’s to process in regalia – June will ask Kevin.
6. Reception following Mass by Helping Hands
7. Confirmation Mass – Sunday - October 13 – 2 pm
	1. All ministries requested to be filled by family members first and will fill the rest with volunteers. Chuck will be working with Monica to get list of ministers from families.
	2. Will send MSP volunteer request for any open positions.
	3. Kathy will take care of getting an appropriate bouquet for the Mass.
	4. Will want the red banners put up for that Mass.
	5. Would like both ministers there.
8. Upcoming liturgy celebrations/dates:
9. Feast of Blessed Assumption – Thursday, August 15 – (Holy Day of obligation)
	* Masses will be at 7:00 AM & 6:30 PM
	* Will use the MSP system to send out emails for ministry volunteers for the 6:30 PM Mass.
	* Judy will handle readings and check with others to help with ministries for the 7 AM Mass.
	* Chuck will take care of music. (Morning Mass will have opening & closing song only.)
	* There will be no Mass at the nursing home that day.
10. 09/01/2019 – Sunday - World Day of Prayer for the Care of Creation – there are special petitions that can be used for Mass that day.
11. End of September – Annual Diocesan Appeal kickoff.
12. 11/01/2019 - (Friday) All Saints - Holy Day of Obligation
	* Masses will be at 7 AM and 6:30 PM.
	* Will need ministry volunteers for the 6:30 PM Mass. – Will send emails via MSP.
	* Deacons will take care of getting volunteers, for the morning Mass.
13. 11/02/2019 – (Sat) All Soul’s Day
	* Will have the All Soul’s observance at the 5:00 PM Saturday evening Mass.
	* Will have a reception with cookies for all who attend Mass. Kathy and Judy may ask Helping Hands to assist.
	* Kathy and Judy will take care of flowers, decorations, and candles for families.
	* Candles will be lit for each parishioner who has passed in the last year, and families will be notified by Kathy that they can get a candle.
14. 11/03/2019 - Daylight Savings Time ends
15. 11/09 & 11/10/2019 – Veteran’s Day observance at Masses.
	* Knights will take care of cookies (Saturday) and donuts (Sunday)
	* Lapel pins will be given out.
	* Veterans will be called up front and blessed at all Masses that weekend.
16. 11/24/2019 - Christ the King - Last Sunday of Liturgical Year
	* Also date of ecumenical service, if it will take place.
17. Advent switch out of Church missalettes needs to occur the last full weekend in November .
18. 12/01/2019 - First Sunday of Advent
19. 12/08/2019 – Immaculate Conception – “Since December 8, 2019, is the Second Sunday of Advent, the Solemnity of the Immaculate Conception of the Blessed Virgin Mary is transferred to Monday, December 9, 2019. The obligation to attend Mass, however, does not transfer.” (There is no Holy Day of Obligation this year, as the Holy Day falls on the weekend.)
20. Church decorations & flowers
* Niki resignation – working on finding a replacement to handle Christmas, Palm Sunday, and Easter.
* Thanks to Judy and Chuck for repotting all plants!!
* We need to find out who is watering flowers. Some are dying because of overwatering. Check with Amy to see if she knows.
* Father presented beautiful banners that we can hang up at Christmas time as well.
1. Mass ministry
2. Changes for Eucharistic ministers
	* Adding one more Eucharistic Minister to stand next to Fr.
	* Only using 2 cups
	* Carry wine up in carafe – do not fill cups. We need to order a larger carafe that can be used for weekend and larger services.
	* Would like to add 2 additional ministers for back of church when crowd is large – one each for body and blood. Holidays, K-4 gatherings, etc.
	* All EMHC and Sacristans will be emailed this information.
3. Training – need to get done next 2 or 3 weekends
	* Sacristans - Deacons will train on Sunday, August 4th between Masses.
	* Eucharistic Ministers – June will train on August 4th between Masses.
	* Lectors – June will train on July 28th between Masses
	* Ushers and Greeters – Chuck and Judy Gleason will train on July 28 between Masses.
	* June ask Amy to put training dates in bulletin/email.
	* June is working on revamping all ministry booklets. (Deacons may need to help with Sacristan booklet.)
4. Recruitment
* Could still use more sacristans especially at 10:30. June will ask Amy to put a blurb in the bulletin in the near future.
* Add note to bulletins – maybe once a month – to list Mass ministries and give email address/phone number if interested. Continue to keep in front of folks. Add descriptions of what each of the ministries entails.
1. Little Lambs Nursery – still on hold for now until we have more helpers. Less folks are asking, but it is still in the works. Megan Laing has been the individual in charge.
2. Altar servers
	* Altar servers’ excursion planned – 08/25/2019 – Kernel’s game.
3. June/Father – talk to KC’s about having some of the Knights learn to do altar serving in the event we have no servers at a Mass.
4. October:
5. Month of the Holy Rosary
* October 7 is the feast day of Our Lady of the Rosary
* June ask Kevin Hayes about getting KC’s to lead the Rosary at weekend Masses.
1. Domestic Abuse Awareness Month
2. Respect Life Month
	* There will be a meeting and meal here with St. Wenceslaus on this subject.
3. Extraordinary Mission Month
	* October 20 – World Mission Day

1. Other items/discussions?
	1. Need to get the No Parking signs set out (stored in the ushers closet) if there are SHS events going on when we have Masses or other events at the church.
2. Next meeting – October 21, 2019 – 6:30 PM.
3. Closing prayer