

St. Mary's Parish Pastoral Council
Minutes from Business Meeting
December 16, 2019

6:42 pm - President Alan Wieskamp called the meeting to order.

6:43 – **Opening Prayer**- The Vision Statement and 2020 prayer was read.

6:44 - **Roll Call**- June Maiers – by sign in.

Present Members: Fr. Charles Fladung, Alan Wieskamp, Marianne Harney, Carole Martin, Sue Schmitt, June Maiers

6:46 - **Motion to approve minutes**- Moved by Sue Schmitt, 2nd by Fr. Charles, Unanimous Approval. (5)

6:37 – **Lightning round - Commission reports:**

- Faith Formation – Fr. Charles
 - Age appropriate videos are being presented to students regarding Safe Environment. Parents are invited to attend with their students.
 - Youth group is working on various projects.
 - Have storybooks to hand out to all small children at Christmas Masses.
 - RCIA meeting steadily.
 - 8 candidates from diverse backgrounds in various formation stages (including one adolescent).
 - Full year program
 - Marty Kelchen, Father, and Deacons handle the classes, but could use more help
- Church Life
 - Office is sending out a post card with Mass times for Christmas services.
 - Considering how to get the group active again.
- Social Action
 - Put up Angel trees in the gathering space for Care Center gifts and another for mittens, gloves, etc for the Catholic Worker House.
 - 7th grade girls collected food and took to the Catholic Worker House.
- Helping Hands Helping Hands- Marianne Harney
 - Provided financial assistance of \$1070 for 2 students to attend NCYC.
 - One \$500 scholarship was awarded to Ellen Cross.
 - Cookie Walk was successful. Had a \$770 profit. Good number of folks after 8:30 Mass but not many after 10:30. Had a great variety donated. Made up \$5 boxes near end and sold them to the crowd at the breakfast. Will draft a note of thanks for the bulletin
- Liturgy Commission – highlighted items discussed - June Maiers (see minutes at end.)
 - Meeting was held on 11/25/2019.
 - Ecumenical Service recap
 - Thanksgiving Mass – Wednesday at 6:30 pm
 - Feast of Immaculate Conception – not a required Holy Day this year but Fr. will have a special service.
 - Environment sub-committee and decorating – looking for a new person to take over.
 - Christmas planning: 5 PM Christmas Eve mass will be in the SHS auditorium.
 - Christmas decorating and undecorating plans.
 - Weddings – need to have our flowers, etc put back after wedding is over.
- Family Life – no report
- Knights of Columbus – Mike & Alan
 - Breakfast - \$1500 made. Great turn out. Fewer meals made but more donated. Fewer children this year.
 - Email sent out to get help moving items to and from the SHS auditorium for 5 PM Christmas Eve Mass.

- \$2800 donated to Solon Fire Station for build of new Firehouse.
- Next breakfast will be sometime in February or March.
- Parish Nurse – no report.
 - Nancy currently working full time.

07:22 – General Discussion

- Stewardship
 - Mark Sovers unable to attend tonight but is excited to get started on Stewardship.
 - Father found information on the 4 Pillars of Stewardship and passed on to Mark. This will be used and will also be used with the confirmation class to teach them about stewardship early.
 - Mark is in the planning stages and has some ideas on how to proceed.
 - Stewardship fair is being considered. May hold one in conjunction with a meal hosted by Church Life.
- Church Wi-Fi, etc
 - Having issue getting the Wi-Fi to have reasonable connection throughout building.
 - Better systems area available. South Slope was called in to evaluate.
 - Need to have a better system, with a stronger router and repeaters to boost the signal throughout the building.
 - Plan to hire someone to come in to evaluate and set up.
 - May also hire someone to work on the church web page.
- General repairs
 - Roof repair has been completed over offices and hall entry.
 - After first of year:
 - windows will be put in all office doors.
 - Ceiling tile over hall lobby will be replaced
 - Carpet will be glued down where it needs to be
- Staff & Job Descriptions – Per Sue Schmitt
 - Sue has meet with all staff members and got information regarding their responsibilities and is working on writing up job descriptions for each position. 1st draft is complete.
 - Requests have been made by individuals to publish a list of employees and job descriptions.
 - Hope to complete publish descriptions in January
 - Considering making Nichole Wander's (office manager) job full time.
- Shared reading:
 - Will only be discussed at work sessions.
 - Read through end of Chapter 2 for next work session.
- Church land.
 - 4.7 acres of land was purchased by Alliant for a sub station at \$45k/acre.
 - Need an addition 1/5th of an acre
 - Alliant offering only \$1536 total for the land instead of the previous price.
 - Finance council will be addressing.
- Trustees
 - Jeff Geistkemper resigned his position.
 - New Trustee/Lay director will be assigned in January.

7:42 – **Next Meeting:** Monday, January 20, 2020, at 6:30 PM.

7:43 – **Closing prayer** – Diocesan prayer for vocations.

7:44 – **Adjourn**

Liturgy Commission

11/25/2019 Minutes

1. Opening Prayer – Vision 20/20
2. Mass ministry
 - A. New volunteers – will work towards this in January with new Stewardship commission, led by Mark Sovers.
 - B. High schoolers – Fr. could contact Chuck to set up time to talk with youth group in January
 - C. Still extremely short on Sacristans. Have had one new person sign up for 10:30.
3. Ecumenical Service – 11/24/2019 - recap
 - A. Not well-attended. 8 Catholics and 3 Methodist in congregation. About 10 additional in the choir from both churches.
 - B. Perhaps it was advertised incorrectly – said “Potluck for all to bring soup.” Plan was to have a few individuals make soup/chili and perhaps Helping Hands. Then other churches fill in with desserts, etc. Need to clarify when we host again and work to get volunteers/Helping Hands to make soup.
 - C. Our Lord’s Church and Jordan Creek invited, but did not reply.
 - D. Chuck did meet with Methodist choir director before hand to make plans
 - E. Those attending thought it was great and there was just enough soup.
4. Thanksgiving – 11/28/2018
 - A. Mass will be at 6:30 PM on Wednesday 11/27/2019.
 - B. Have volunteer for one needed EMHC
5. Feast of the Immaculate Conception moved to 12/09/2019 – not a Holy Day of Obligation this year as 12/08/2019 falls on Sunday. Fr. Charles is having a Mass at 8 AM on Monday 12/09, and will treat it as a daily Mass, so no additional volunteers needed.
6. Environment/Decorating
 - A. Nichole Wander has agreed to take on Christmas, Easter, and Palm Sunday decorating.
 - B. Will help and/or coordinate with Kathy Hirl and Judy Gleason for rest of church and gathering space decorating and flowers.
 - C. Additional note as of 12/13/2019. Nichole will complete the Christmas decorating, but has decided not to take on the role of being in charge after this holiday. We will need to find another person.
7. Christmas and Advent
 - A. Advent begins Sunday, 12/01/2019
 - Advent Wreath –
 - not doing the big hanging wreath.
 - Will use tilted table with wreath and candles
 - Will use some of the memorial candles as they fit perfectly.
 - Nichole and June will look at wreath used on it to see if we need new one(s).
 - Banners for behind altar will not be put up this year, but instead will be laid on the altar. We need to come up with a better method to hang the banners if we want them hung up. Perhaps put hooks on the wood so they can be hung up like the side banners. We can no longer have volunteers up on ladders. It is a safety and insurance issue.
 - Banners for side altar were taken care of by the Deacons.
 - B. Masses of anointing during Advent – will not have this year. We need to bring this up sooner so Father can get volunteer priests to come help.

- C. Eucharistic Adoration –
- Mondays: 6 -10 PM
 - Fridays: 7 AM – noon
 - Will have an additional worship & adoration service led by Father Chris and Chuck on Wednesday 12/11/2019. Confession will also be available that evening.
- D. Reconciliation dates and times during Advent:
- Saturdays 4 to 4:45 PM. (all year)
 - Mondays 5 to 6 PM
 - 12/18 – Communal Penance service
- E. Schedule communication: Need to get full schedule in bulletin for Advent & Christmas events. Also creating mailings (postcards), newspaper ad and bulletin inserts. Nichole and Jeri working on these.
- F. Daily Prayer
- Word Among US
 - i. Current subscription at 200 copies. They are always all gone. We will increase the number of copies and see if the higher number gets taken.
 - BestAdventEver.com, AdventReflections.com are options that folks can sign up for. Consider putting in bulletin next year ahead of time.
 - 2 kinds of Advent calendars are being handed out to kids.
- G. Christmas Eve 5:00 PM Mass being planned for SHS Performing Arts Center.
- Fr. Charles has copy of contract. Working on legalities, insurance, etc.
 - Decorating at SHS will be minimal.
 - Chuck and June to meet with SHS personnel after Thanksgiving to discuss dates and times to get in for setup, decorating, and rehearsals.
 - Some issues to deal with...no open flames, and no alcohol. Diocese will not allow the use of Mustum in substitution for wine. Superintendent has given us permission to use wine on the altar only.
 - Poinsettias for Christmas have been ordered. Will take some to SHS...amount depends on weather.
 - Christmas subcommittee will meet soon to go over plans for auditorium.
 - Will need to haul altar items there ahead of time and back to church after Mass. Will need help with this.
 - Will need to take chairs down in lobby and may do a quick mop/sweep of floor.
 - May need to remove snow from sidewalks at SHS that day. Adam Haluska said he would get folks rounded up to do this if necessary
 - There is some handicap parking near the entrance. May need to set aside more. June will look at this before the date.
 - May need to print out more worship aids.
- H. Christmas decorating
- Plan to decorate church on Sunday – 12/22. Email needs to be sent to Jeri and Chuck to talk to religious ed kids/families and include in emails.
 - After decorating the Church, should not need to head to the church. June and Nichole will take care of that on 12/20 or 12/23. Decorations there will be kept to a minimum. We will plan on using 2 trees previously used in the church hall, but no pencil trees. Poinsettias and banners also.
 - Lunch will be provided. Will get pizza, soda, cookies, etc for helpers. June will call Sam ahead to let him know.
 - Nichole will get in the bulletin for a couple of weeks.

- Since we are not decorating the hall, should not need additional decorations this year.
- Do we want/need any decorations in the hall for will be the weekends of 12/08 and 12/15 and will be in the bulletin ahead of time.

I. December 24 & 25 Christmas services

- A book be given out at Christmas again, with one or 2 bookmarks. One for Christ Our Life, and the other for information from our parish.
- We will not have crayons for the kids, but rather small story books.
- We will hand out candy canes.
- Chuck will look into getting carolers
- ministers will be contacted for 5 pm mass
- ministry signup sheets will be put up for other 2 Christmas services
- Music: 12/24 at 5 pm (Children, youth, and college), 12/24 at 10 pm (SMC), 12/25 at 9 am. – whoever is available to sing.
- No birthday cake for Jesus' birthday.

J. Undecorating of church will be on Jan 5. Needs to get put in 2 bulletins before that.

8. Sunday, December 29 - Feast of the Holy Family – regular services.

9. January 1 (Wednesday) – Mary Mother of God – Holy Day of Obligation.

- Masses will be on 12/31 at 6:30 PM and on 01/01 at 9 AM.
- Will have sign-up sheets for these Masses as well.
- There will not be a 12:10 Mass on 12/31.

10. Epiphany – Sunday January 5 (undecorating)

11. Weddings – Judy Gleason has requested to know when weddings will be. Décor needs to be put back after weddings. She will take pictures and make sure that flowers, etc. get put back

12. Next meeting – February 3 at 6:30 PM.

13. Closing prayer