

St. Bernard Parish Council Meeting Minutes

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ST BERNARD PASTORAL COUNCIL
Tuesday, September 20, 2016 – 7:00 pm
Bishop Hall

Fr. Mark started the meeting with prayer. Attendees included Fr. Mark, Ginny Gigot, Scott Kanning, Mary Busch, Doug LaFrombois, Bev Van Lieshout, Sean Smith, Lori Ann Keisic, Donna Chaudoir, Nancy Fictum, Scott Watzka

- **Father Mark**

- Led us in prayer
- Welcomed new members Bev VanLieshout, Sean Smith, Lori Ann Keisic
- Gave the council a summary as to what he would like to see the Council move forward with.
- Fr Mark has created a Finance Committee so the Council will be given a summary of the finances however finances will no longer be one of their main focuses.
- The council will be advisory to Fr Mark – what is the vision for the parish
- Are we meeting the needs of our parishioners – spiritually, building of the community, other concerns parishioners may express can be brought to the council.
- How do we move forward promoting Discipleship in the parish.
- We will look at a new program the Diocese is encouraging all parishes to participate in – ALPHA

Other Discussion

Council members would like a photo of the group displayed in the Narthex

There will be a collaboration meeting with school families and parish members to work at creating events with the 2 groups

How do we create a reflective atmosphere before mass?

Better organization for people waiting for confessions on Saturday evenings.

- **Fr. Mark led us in closing prayer; meeting adjourned at 8:15 p.m.**

Next Meeting – Tuesday October 18 – 7:00 – Bishop Hall

Respectfully submitted,

Ginny Gigot

ST BERNARD PASTORAL COUNCIL Meeting Minutes

Tuesday, October 18, 2016 7:00pm

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1. Opening Prayer –
 - a. NANCY /FICTUM Led us in prayer
 2. No additions to tonight's agenda.
 3. Review of Minutes
 - a. No adjustments/corrections to minutes as distributed
 4. Review of Financials – Ginny
 - a. Discussion regarding Ginny having access to the scrip program now.
 - b. Guidelines to be drafted by February.
 - c. Scott Kanning stated July/January credits are based on scrip sales
 1. School and parish working closely on this; great discussions lead to good decisions
 - d. Joyful giving is about \$14,000 down
 1. Pat mentioned that the average family attends mass twice each month / discussion about the listing of each week's revenue. Ginny will send sample listing to council members; a stewardship box was suggested.
 - e. Stewardship Sunday...proposed possible use of self-scoring, self-critiquing stewardship inventory for parishioners to complete on their own. Great discussion followed. Father Mark will present the topic from his perspective...just what is stewardship?
 5. Alpha Update
 - a. All priests of diocese participate; leaders will finish in May. Fr. Mark will train leaders here; will know more in spring. Adam is seeking passwords so the videos can be viewed
 6. Mass/Church Experience How Can We Make it Better?
 - a. Fr. Proposed (starting in Advent) after communion, before announcements, after homily. Take 15 seconds, 1 minute for a small prayer...or silence.
 - b. After homily and communion is the time to hear God "speak" to us.
 - c. Fr has small books that he will provide to members for Advent
 - d. Lori Ann asked where do people line up and where do they sit for confessions? Fr. Mark and Lori will work on the Confession sign.
 - e. Possibility of a silent time before mass was discussed. 10 minutes. Could we leave doors to church closed for that time? Cultivate an "attitude of quiet"
 - f. Research on cost of missalettes was discussed.
 7. Annual Meeting Date/Attendance
 - a. November 15, 2016 will be published in bulletin
 - b. Regular meeting follows; council photo will be taken after meeting(s).
 8. Bishop's Appeal Leaders Needed—Fr. Mark
 - a. Pat will gladly "shepherd" another member as an assistant; Scott Kanning agreed to help. Scott will serve under Pat, understanding that he will take over when Pat leaves.
 9. Parish Items/Suggestions/Concerns
 - a. Checking in with parishioners on a regular basis...follow up with 3 questions. Other parishes say it is a complaint box. Consider for new year or quarterly?
 10. Closing prayer ...Fr. Mark led us in the Glory Be
- No meeting in December; next is January 17, 2017; The group will celebrate at a non-holiday time. Meeting adjourned at 8:10 p.m.
- Respectfully submitted, Shelley McDermid

ST BERNARD PASTORAL COUNCIL MEETING MINUTES

Tuesday, November 15, 2016 /.7:00pm

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Attendees were Fr. Mark, Scott Kanning, Mary Busch; Phil Busch, Doug LaFrombois, Ginny Gigot, Shelley McDermid, Donna Chaudoir, Pat Mongin, Lori Ann Keisic, Sean Smith, Bev VanLieshout, Scott Watzka

11. Opening Prayer

- a. Pat Mongin led us in prayer

12. No agenda additions/questions/revisions

3. Review of PC Minutes

- a. Discussion focused on the 3 questions idea for feedback on the parish
- b. Fr. Mark will facilitate “town hall” sessions after mass to request feedback; dates TBD
- c. Doug moved; Scott W. seconded; minutes approved as noted.

4. Highlights of Financials – Ginny

- a. Ginny needs quorum of parish council members to approve her working with financial data regarding the parish and its business. (document attached)
- b. Proposal in spring for council members; we need a capital maintenance fund...transforming second collection for debt retirement; details being worked out
- c. Scrip being handled in the parish office; successful thus far
- d. Letter to GRACE; they pay rent on portion of school for preschool
- e. Good group of individuals; working well together; business and industry members
- f. Budget prep 2017-2018 in spring

5. Mass/Church Experience – Advent, Fr. Mark

- a. Advent books will be in church for parishioners; first Sunday at each mass. Fr. Mark will mention it during homily at masses. We received 900 copies as donation
- b. During Advent Fr. Mark will lead quiet time (30 seconds) after homily; penitential rite; invitation to take a moment to give thanks.
- c. Focus on what’s done for adult education; something very basic for those who have just started; Adam is doing training for adult Catholics required for catechists. Maybe Adam would be willing to do this training for interested parish members. Catechism of Catholic Church for Adults; something for consideration.

6. Ongoing Stewardship Fr. Mark

- a. Families could possibly be lectors as families or read intentions; possibly help parents become more involved. Suggestion made by Phil Busch. Good idea to get parents involved. Can school choir sing, can students read? School Sunday...sing, read, usher, collections, etc.

7. Parish Items/Discussion

- a. Scott K. made mention “Theology on Tap” that is offered through the diocese.

8. **Next Meeting Date** / January 17, 2017

9. **Closing prayer** / Pat led us in the Hail Mary,

Council members had picture taken to be posted in Narthex

Respectfully submitted,

Shelley McDermid

ST BERNARD Annual PASTORAL COUNCIL MEETING MINUTES

Tuesday, November 15, 2016 /.7:00pm

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Attendees were Fr. Mark, Scott Kanning, Mary Busch; Phil Busch, Doug LaFrombois, Ginny Gigot, Shelley McDermid, Donna Chadoir, Pat Mongin, Lori Ann Keisic, Sean Smith, Bev VanLieshout, Scott Watzka

Annual Meeting

- a. Opening Prayer
 - i. Pat Mongin led us in prayer
- b. Approval of Minutes of December 2015
 - i. Motion to approve minutes with correction from Phil **Rusch** to Phil **Busch** made by Scott Kanning and seconded by Scott Watzka.
- c. Attendance
 - i. Trustee Nancy Fictum is out with injury
 - ii. 12 council members in attendance
- d. Review of Annual Report
 - i. Finance Council is being re-established; successful thus far.
 - ii. Will propose visions for remaining debt in the spring.
 - iii. Pamphlets will be in church pews for masses 11/20 & 11/27.
- e. Discussion
 - i. Subject of online giving discussed; form available on website.
- f. Motion to Close the Meeting
 - i. Scott W. moved; Scott Kanning seconded; meeting adjourned at 6:35 p.m.
- g. Closing Prayer
 - i. Father Mark led us in the Glory Be

Respectfully submitted,

Shelley McDermid

St. Bernard Parish Council Meeting Minutes - 1/31/17 | 7:00pm | Bishop Hall [INDEX](#)

Present: Lori Ann K., Mary B, Bev V., Scott K, Nancy F, Fr. Mark, Sean, Doug L., Donna C., Scott W., Pat M.

1. Opening Prayer – Fr. Mark
2. Agenda Additions / Questions – none
3. Review of Minutes – 11/15/17 - approved
4. Confessions – Sunday night before Mass? VIRTUS
Reintroduce evening Reconciliation. Did it last year during Lent. Start again 2nd week of Lent. 530pm
Before the 630pm Mass.
Concern with music – those that may take advantage of it may stay for Mass.
Re-evaluate in one year after trial run.

Concern for small space (VIRTUS) in present Confessional. Reconstruct space/additional room to include screen with sliding window. Eliminate being in the same room for confession with priest. Parishioners can slide screen if they choose to go face to face.
5. Parish Event / Picnic 2017

? Feast Day – August 20th – but outside of fiscal cycle
? Corpus Christi – June 17th -
? Pentecost – June 4th -
? Honoring graduates
? Community golf outing
? Chili dump
? Catered by Renard's
✓ Decisions in favor of: ON-SITE | MEAL | HONORING THEME | CASH RAFFLE

Plan at next month's agenda item
Will solicit persons interested in taking part/ elevate a CHAIR from this group.
6. News magazine

Taking the place of the newsletter - monthly
Fr. Mark meets with representative from Lighthouse Catholic Media on 2/1/17
Parish staff
7. Loan Proposal Review

Debt @ \$96,000
Educational Endowment fund @ \$563,000 – school and multi-purpose room expansion
Proposal → Use the Endowment to pay off debt then repay/make payments back to fund or consider the gift complete.
Discussion of new school reality since emergence of GRACE since endowment created.
The 2nd collection for debt would change to capital maintenance
Naming/Honoring area for contributions considered.
8. Town Hall Review / Schedule (2x/year) – HOLD UNTIL FEBRUARY
9. Mass/Church Experience

Like the quiet time
Add a Note for visiting priests to do this also.
Pause before sitting – such as reflecting at Tabernacle
10. Faith Formation (FORMED)
“Catholic Netflix”
Access for the parish
Weekly prayer journals
Discuss again in February
11. Bishop's Appeal Update – Pat Mongin, Scott Kanning – Select Weekends

Goal went down this year ☺ \$96,209 after school discounts
DVD features Prison ministry / Ecumenical Center UWGB
Show at the very start of Mass Time
Suggested use of our website – Scott to check with Callie
Weeks
1 – Fr. Mark
2 – Video at start of Mass TIME
Pat to coordinate set-up/take-down
3 - Crozier (St. Bernard has 3rd largest number from parish – 75 families!) (cont →)

January 2017 Minutes continued....

Fr. Mark to contact persons

4 – Closing

12. Other Business

Reliquary – build where Holy water is now and the Tabernacle used to be

Military Remembrance – list above Prayer Intentions - military names – how do we know whether these persons are still active? Could we add name and parish relationship and year added – keep on record at Parish office – yearly check

13. Closing Prayer

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Present: Mary, Phil, Doug, Bev, Lori Ann, Pat, Donna, Nancy, Ginny, Scott W, Scott K, Fr. Mark

- Opening prayer – Fr. Mark
- Loan update
 - Boundaries were established (correction from last month)
 - Principle of endowment to stay intact
 - \$100,000 into BMO Savings – currently at \$78,000
 - Proposed to take the \$78,000 to pay the debt.... Until boilers went ☹
 - Last year paid \$20,000 in repairs
 - Replacements would be ~\$300,000
 - Propose loan from Catholic Life for \$350,000
 - \$300,000 boiler
 - \$50,000 towards debt
 - \$50K from \$78K towards debt
 - Establish capital maintenance fund with \$28K
 - Donations for specific maintenance (windows, roof, etc.)
 - Discussion about different heating/cooling system?
 - Solar? Thermal? Other?
 - Acquisition costs? Longevity?
 - Pledge drive to raise \$3800/month?
 - Follow up via email with council for any discussions, unless directed otherwise.
 - Keep 2nd collection
 - MAY – Mass, town hall meeting, bulletin, mailing, finance councils available after Mass
- Minutes approved from 1/31/17
- Parish Event/Picnic
 - Important for cash flow, as budgeted as \$0 for this year
 - June 4 ☺
 - Last day of school is June 6
 - Love Beings Here starts on June 11
 - Revenue Generators?
 - Corporate sponsors on placemats?
 - Cash Raffle?
 - Fr. Mark announce at Mass AND sit after Mass to take names – March 4-5
 - Schedule meeting from there
- News magazines – no updates
- Bishop's Appeal
 - 3 minutes before Mass & Fr. Mark to introduce
 - On-track with totals with 122 members contributing so far
 - Monies above goal is split 50/50 with diocese
- Confessional
 - \$1000 current proposal but we have to paint ☺
 - Adding 5:30pm Sunday evenings for Lent
 - Music? Too busy for this parish
- Military / Active Duty / Prayer List
 - Name + branch + year added
 - Parishioner relation to be kept in the office
- Reliquary
 - Bert VandenLangenberg making it with lock and movable shelves
 - Location will be where old Tabernacle was located in chapel
 - Currently have ~12
- ALPHA
 - Train the trainers starting fall 2017
- FORMED
 - "Catholic Netflix" (continued →)

February 2017 minutes continued....

- \$1800 membership
- Possibility to connect with Facebook: Adult Faith Formation @ St. Bernard GB
- Sponsor between a few groups – KC, Altar Rosary, etc.
- Collect money towards membership instead of paying for raw materials
- Duplex
 - ½ inhabited currently and stairs make it difficult for older priests
 - Potential to sell duplex and purchase home in area
 - Proposal to check out appraisals
- Closing prayer – Pat
- Next meeting – March 21st

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Present: Fr. Mark, Pat Mongin, Bev VanLieshout, Doug LaFrombois, Lori Ann Keisic Grillo, Ginny Gigot, Nancy Fictum

- Prayer
- Agenda
 - Add Adult Faith Formation Updates
- Review of Minutes – accepted
- Parish Event
 - Luncheon after 10am Mass
 - Fr. Mark collected names after Mass
 - Time to print cash raffle?
 - Yes – Ginny sent in raffle license 4 weeks ago
 - Usually sell the most the 2 weeks prior
 - No Silent Auction
 - Suggested “bucket/can” raffle
 - Scheduling meeting for Wednesday 3/29/17 @ 5:30pm
 - **OFFICE TO CALL STAFF**
 - **COUCIL MEMBERS INVITED**
- News Magazine Updates
 - Fr. Mark met with Leslie this week
- Bishop’s Appeal
 - Goal of \$96,000 and currently at \$75,000
 - End date? Fall through diocese but falls off mid-year naturally
 - Crozier Society recognition
 - Last year was end of June
 - **NEED TO SCHEDULE 2017**
- Confessional
 - Tried new set up last weekend from donation
 - Increased number
 - **MAKE A WELCOME SIGN (Lori Ann)**
- Ecumenical Housing Project (EPH)
 - Jan Hess – social justice committee
 - Transitional housing for poverty line to build toward independence
 - Guidelines in place
 - **OPEN HOUSE THURSDAY MARCH 23 6-7pm @ 2507 Mary Jo Drive**
 - June 10-11th EPH @ Masses
- Adult Faith Formation updates
 - Book Fair this weekend – March 25-26 in conjunction with Cathedral Bookstore and AFF gets 10% of sales
 - FORMED – discussed rolling out with Alpha. Bookmarks and postcards available as administrative membership. Full movies available along with bible studies and sacrament preparation courses.
- Duplex
 - Fr. Mark presented to Bishop and will go to a board at end of April
 - Fr. Mark to present to Parish first weekend of April
 - Why? Half is empty and double cost.
 - If rented, then have to be landlords and lose tax exempt status
 - Purchase a home within the boundaries of Parish with possibility of 2nd Priest / Associate
- Loan Update / Capital Maintenance Fund
 - Call out to Parish
 - Parish Finance Council available in the library after Masses
 - Loan from CatholicLife – depends on budget – rolls out July 1st
- Facts on growth of Parish
- Town Hall Meeting

(continued →)

March minutes continued.....

- To be scheduled
- Next Meeting – **TUESDAY APRIL 18 –PARISH OFFICE BASEMENT**
- Closing Prayer

Council Members terms:

Each member can be on the council for a total of 6 years – so a term is either 2 or 3 years

Phil & Mary Busch	7/1/13 – 9/1/17 (Phil - Trustee to GRACE)
Donna Chaudoir	7/1/13 – 9/1/19
Scott Kanning	7/1/13 – 9/1/17
Lori Keisic	7/1/16 – 9/1/19 (Secretary)
Pat Mongin	7/1/13 – 9/1/19 (President)
Sean Smith	7/1/16 – 9/1/19
Bev VanLieshout	7/1/16 – 9/1/18
Scott Watzka	7/1/13 – 9/1/17

Trustees – 2 year terms – vote by congregation

Nancy Fictum	7/1/2014 – 9/1/2018 (Secretary)
Doug LaFrombois	7/1/2015 – 9/1/2017 (Treasurer)

Finance Committee

Trustees

Pat Ellis	7/1/16 – 9/1/18
Todd Robinson	7/1/16 – 9/1/18

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Father Mark, Mary Busch, Phil Busch, Donna Chaudoir, Nancy Fictum, Ginny Gigot, ~~Scott Kanning~~, Lori Ann Keisic, Doug LaFrombois, Pat Mongin, Sean Smith, Bev VanLieshout, Scott Watzka

TOPIC	DISCUSSION	ACTION
Opening Prayer	Fr. Mark	
Additions to Agenda	+ Adult Faith Formation + Boiler + Grace	
Minutes Review	Term updates	Ginny to update
Parish Event / Picnic	JUNE 4 th ☺ 10am Mass +Recognition of Charter Members + recognize long-term societies 20+ years (boy scouts, SAC/PTO, Knights of Columbus, Altar Rosary, Athletic Club, etc.) + 3 teachers > 25 years + Sister Caroline THEME: Pentecost and how the Holy Spirit has worked in the parish Meal in Commons / Bishop Hall Sarah Johanski chicken (Renards) & ribs (grill that day). Pot luck desserts. Beer/wine/soda Limited silent auction ~15 baskets Cash Raffle @ 1:30pm - Tickets ordered Light musical entertainment?	Lori to email staff with email name and password from last year
Magazine	No updates	
Bishop's Appeal - Pat	\$90,482 with goal of \$96,000 More contributors last year but more collected per person this year Crozier Society – currently at 66 (last year at 77 but multiple deaths from parish this year)	Pat to send Fr. Mark a reminder for date of – July 9 th
Altar Candles	Private donor for replacing candles – going to move forward with this. Use the old ones in the chapel?	Fr. Mark to complete
Chapel	Adjusted orientation – trial on Holy Thursday Keep it the same? YES – it was the original design and room for reliquary. Try it new orientation for 6 months. Plans to move facing main alter for holidays for overflow. Discussion about Communion distribution and need for Eucharistic Ministers if chapel is closed.	Keep it for 6 months.
Adult Faith Formation - Lori	Book Sale successful Mention of library project with Altar Rosary Society.	Fill out forms for Ginny for all projects related to parish.

Boiler	<p>All proposals went to diocese regarding boiler, duplex, etc. should be approved this week.</p> <p>Meetings went well after Masses. Received 3rd proposal. Moving forward and should start installation in June for completion by September.</p> <p>Is GRACE going to help out?</p>	
Duplex	<p>New home to accommodate</p> <ul style="list-style-type: none"> - Parish Priest - Associate pastor - Seminarian - Host meetings <p>Waiting for diocesan approval. Likely to be approved this week along with boiler and loan.</p>	
GRACE	<p>Sending out letter to school to reflect on good standing</p> <ul style="list-style-type: none"> -active financial offerings -active volunteer and service -weekly Mass attendance -other_____ <p>Will be asked to check 2 of 3 and mail it back.</p>	
Confession	<p>Wall sign/handouts</p> <p>Signs like “reserved for confession” hanging on pews</p> <p>Priest responsible for hanging.</p>	Lori and Fr. Mark to meet to finalize flow
Veterans Sign	<p>Names, Family Parish Member, Date Listed</p> <p>Not operation for parish staff – needs service organization</p>	Pat to discuss with Knights under Patriotism – this Thursday. Connect with Donna and Bev.
Next meeting	Next meeting in September.	Emails to council for any pressing matters.
Closing Prayer	Fr. Mark	

