

# St. Bernard Parish Council Meeting Minutes

*Please click on a date to be redirected to the report*

## INDEX:

[September 2017](#)

[October 2017](#)

[December 2017](#)

[Annual Meeting – January 2018](#)

[February 2018](#)

March 2018

April 2018

Present: Fr. Mark, Pat Mongin, Scott Watzka, Bev VanLieshout, Doug LaFrombois, Lori Ann Keisic Grillo, Nancy Fictum, Donna Chaudoir, Ginny Gigot, Terry Misfeldt

Absent: Mary Busch, Phil Busch, Scott Kanning, Sean Smith

TOPIC	DISCUSSION	ACTION
Prayer	Fr. Mark	
Minutes	+ Firepit + Communication emails	
ALPHA	<p>Organized through the diocese. Tiered through parish leadership. Joanne Griesbach present to discuss flow. Parish leadership to go through a training. Saturdays throughout the diocese or Tuesday 10/24/17. Leadership → Teachers/Groups in Spring → Full parish in the Fall 2018.</p> <p>Primary orientated towards people to introduce them to Jesus. Scheduled dates starting in October through mid-December. Monday evenings 6-7:30pm in Bishop Hall OR Thursdays 11am-12:30pm in Parish youth room.</p> <p>Also one Saturday “day away” on November 11<sup>th</sup>. Table hosts volunteer to assist with set up and facilitate the discussion (questions laid out).</p> <p>Involves meal, video and/or live talk, table/group discussions. Monday – parish will start first dinner and then possibly pot luck sign ups from there. Thursday – Bring your own lunch.</p>	<p>Please register for a date that works for you.</p> <p>You and spouse Invited to attend either time period Mondays or Thursdays plus the “day away”</p>
Rectory	Rectory transition by end of September. Fr. Mark to announce to the parish at that time.	
Loan Update	\$39 leftover loan + \$285 boiler + misc. = Total loan @ \$370,000. 5.1% fixed over 10 years. Monthly payments less than what was budgeted. Switching envelopes to a different company and will include a “capital maintenance” fund	
Boiler	Heat added into the gym and kitchen and other areas that were missed in the past. On schedule to be up and running by the time of the frost.	
Parish Event – June 2018	<p>June 3<sup>rd</sup> – Corpus Christi</p> <p>Body of Christ – processional &amp; Body of Christ with parish members.</p> <p>Short window to prepare this past year so maybe get a sooner start with a committee. – November – to start conversation so can move on it at turn of the year.</p>	
Firepit	Boy Scouts with Eagle Scout projects (like the picnic table outside the school, bench in front of Mary). Idea for this year – suggestion for firepit in grassy area across from Bishop Hall entrance.	

(continues on next pg)

	<p>Potential Issues:</p> <ul style="list-style-type: none"> <li>• Fire codes – Scott checked with fire codes. Possibly need to pull some trees near the air conditioner.</li> <li>• Kids using it – locked cover then who has the key?</li> <li>• Insurance</li> <li>• Wood supply</li> </ul>	
Military Prayer	<p>Bev/Donna Announcement from parish and collected through Ann Kauffmann (parish nurse). Currently meeting the parish needs and requests. Mounted on the post above the prayer request books. Possibly more permanent appearance in the future.</p> <p>Recognize veterans for Memorial Day, Veteran's Day, etc. Suggestion to have branches represented at a Mass.</p>	Run advertisement again for collection of names in bulletin and potentially quarterly (Bev)
Email communication	<p>Donna Noticed that that we could not see rest of the SENT list and cannot reply to all. Ginny – any more than 10 on a list has to go through ConstantContact.</p>	<p>Ginny will look into this.</p> <p>Nancy Fictum is assisting with IT switch.</p>
Respect for Life Memorial	<p>Knights of Columbus – currently KC member prays a weekly prayer and lights a candle. Suggestion of permanent monument to offer weekly prayers for human life. Located in the narthex.</p> <ul style="list-style-type: none"> <li>• Concern – wheels locked since candle burning?</li> </ul>	
Vocation recognition	<p>Pat Mongin in discussion with Fr. Patrick Beno and he is a St. Bernard graduate. Vocations through St. Bernard recognized.</p>	
St. Bernard sign	<p>Concern with no signage with Mass times. There is a sign on the south entrance. Additional signage?</p>	
Communication	<p>Ginny – envelopes come through company. Only communication currently is website or bulletin. (Magazine unable to get funding). Thoughts on communication: ? Quarterly newsletter ? Fliers within envelopes ? Articles / informational ? Outside of the office for publishing ? Witness articles from groups and people of the parish</p>	
Bulletin Count	<p>2x this year the 6:30 Mass ran out</p>	
SCRIP	<p>Scott W. brought up scrip availability and running out. Possibly losing people. Nancy looks at inventory – more regular availability and then others online. Separate boxes at parish and school.</p>	<p>Need more available in the box itself.</p> <p>(continues on next pg) <a href="#">INDEX</a></p>

	Reviews of contributions 2x per year currently for school families. Would like choice once met family goal to give to parish.	
	Per Nancy, audit starts next week.	
November	Will need to change – communicate via email.	
Next Meeting	October 3 <sup>rd</sup>	

Respectfully submitted by Lori Ann Keisic Grillo

[INDEX](#)

Present: Fr. Mark, Pat Mongin, Bev VanLieshout, Nancy Fictum, Donna Chaudoir, Ginny Gigot, Sean Smith, Mary Busch, Phil Busch

Absent: Scott Kanning, Scott Watzka, Terry Misfeldt, Doug LaFrombois, Lori Ann Keisic Grillo,

TOPIC	DISCUSSION	ACTION
Prayer	Fr. Mark	
Minutes		
SAC	SAC Vice Chair Sarah Johanski joined us to let us know what was SAC (Parent advisory committee to the Principal & School) is doing and encouraging the parish members to attend events held by SAC – November Holiday Shopping Extravaganza	
ALPHA	Fr Mark thanked the leadership members who have signed up to participate in the program on Monday evenings or Thursday noon. There were positive comments from those who attended on Monday.	
Rectory	Fr Mark has moved to 555 Sunrise Circle – he is looking forward to having the ability to host parish events at the new rectory	
Boiler	The manufacturer of the boiler will be here next week to start up it up.	
Usher training	There will be training for ushers for the Sunday 6:30 pm mass on October 29 <sup>th</sup> .	
Parish Event – June 2018	June 3 <sup>rd</sup> – Corpus Christi Body of Christ – processional & Body of Christ with parish members. Short window to prepare this past year so maybe get a sooner start with a committee. – November – to start conversation so can move on it at turn of the year.	Appeal for chairperson for the event will be on November 4 & 5.
Firepit	Moving forward as scheduled	
TV donation	A 77 inch curved Smart TV was donated in April – it was decided the best way to auction the donation was to use Massart Auctioners and have them do an online auction for the TV.	
Email communication	Ongoing investigation	Ginny will look into this.  Nancy Fictum is assisting with IT switch.
Respect for Life Memorial	Knights of Columbus – currently KC member prays a weekly prayer and lights a candle. Suggestion of permanent monument to offer weekly prayers for human life. Located in the narthex. <ul style="list-style-type: none"><li>Concern – wheels locked since candle burning?</li></ul>	Continued project
St. Bernard sign	Sign out front has a plaster front	
Communication	Ginny – envelopes come through company. Only communication currently is website or bulletin. (Magazine unable to get funding). Thoughts on communication: ? Quarterly newsletter ? Fliers within envelopes	Will meet with envelope vendors the  (continues on next pg)

	? Articles / informational ? Outside of the office for publishing ? Witness articles from groups and people of the parish	
SCRIP	Discussion on selling on the weekend	Will discuss after audit from the diocese
Next Meeting	<b>November – no Council meeting</b>	

Respectfully submitted by Ginny Gigot

[INDEX](#)

Present: Fr. Mark, Pat Mongin, Bev VanLieshout, Nancy Fictum, Sean Smith, Mary Busch, Phil Busch, Doug LaFrombois, Lori Ann Keisic Grillo, Terry Misfeldt, Scott Kanning

Absent: Scott Watzka, Donna Chadoir, Ginny Gigot

TOPIC	DISCUSSION		ACTION
Prayer	Fr. Mark		
Agenda	Accepted		
Minutes	Accepted		
Parish Event	One person has stepped forward but looking for a co-chair.		Fr. Mark to request for volunteer(s) at Mass December 16-17
2018 Bishop's Appeal	<p>Looking for a 4-week push to get on the calendar. Pat Mongin and Scott Kanning last year. Agreed that Scott would take over this year and will need a vice chair. TerryMisfeldt volunteered ☺</p> <p>Kickoff through diocese to get materials with 2-3 hour commitment (1/9 Antigo: &amp; 1/11 Appleton; 1/17 Green Bay).</p> <p>Week #1: February 3-4<sup>th</sup> is Kickoff – Fr. Mark                      Week #2: Speaker                      Week #3: Crozier Society speaker                      Week #4: Wrap-up / Speaker</p>		
General Parish Stewardship	<p>Losing members contributing to parish on a regular basis. And also losing members to the next life.</p> <p>Idea: Challenge parishioners to increase giving from \$1 to \$5 in loose collection.                      Discussion:</p> <ul style="list-style-type: none"> <li>• Weave into homilies versus separate announcement</li> <li>• Kids coming forward to put money in the basket</li> <li>• Publish in bulletin loose collection of Masses</li> <li>• Electronic contributions</li> <li>• Automatic contributions forms printed for Masses</li> <li>• QR Codes</li> <li>• State what purpose without making it into funeral?</li> <li>• Liked Ginny's "Did you know" in quarterly</li> <li>• Loose change versus consistent giving? Both looking to increase.</li> <li>• Compare Baptism/Marriage to Funeral contributions</li> </ul>		<p>Make stewardship topic quarterly into homilies</p> <p>"Give your first hour to God"</p> <p>Scott Kanning to research electronic options</p>
Reliquary/Cups Candles/Gifts	<p>Completed cabinet in Chapel. Bert and Vicki V. donations.</p> <p>Cups are beautiful!</p>		<p>Blessing of the gifts upcoming.</p> <p>(Continues on next pg)</p>

	<p>Candles are scheduled to arrive. Current candles may be used for the gym.</p> <p>New Monstrance scheduled to arrive – donation.</p> <p>Received large donation for new Stations of the Cross through a member's estate.</p> <p>Request for specific items to contribute to – looking for items for church / school. (See Drew from parish in Howard)</p>		Fr. Mark to put a “wish list” together for those that may want to contribute towards something specific.
Service Men/Women Prayer Intentions	Bev. List to also include “those that keep us safe and free” – fire, police, etc. Second plaque for this area. Also working on name plate for Bishop's Hall. Altar Rosary Society to pitch in with plaque for Bishop Hall.		Bev to forward mock-up to Fr. Mark.
Usher Training	Successful! ☺ 15-20 additional members.		
ALPHA	<p>THANK YOU from Fr. Mark for participation.</p> <p>Bev – gets back to roots and building relationship with Christ out of love. Likes the questions.</p> <p>Scott K – likes the format of video and short discussion.</p> <p>Doug – How to continue group discussions? Quarterly meetings??</p> <p>Compliments to Joanne for organization.</p>		
Firepit	More work than anticipated since rocks were donated and sizing differs.		
TV Auction	Took in \$3700 and then Massarts increased donation to \$4000.		
Painted Crosses on the wall in Hall	Painted over to use the wall for projection. Thought of having some religious iconography.		
Next Meeting	<p>January 9<sup>th</sup>, 2018 @ 5:00pm</p> <p><b>**NOTE DATE AND TIME CHANGE</b></p>		<p>Parish staff to be sure room is reserved</p> <p>Annual meeting – invite to parish via bulletin</p>

Respectfully submitted by Lori Ann Keisic Grillo

[INDEX](#)



Present: Fr. Mark, Pat Mongin, Bev VanLieshout, Sean Smith, Mary Busch, Doug LaFrombois, , Terry Misfeldt, Scott Kanning, Scott Watzka, Donna Chaudoir, Ginny Gigot

Absent: Nancy Fictum, Phil Busch, Lori Ann Keisic Grillo

TOPIC	DISCUSSION	ACTION
Prayer	Fr. Mark	
<b>2016-17 ANNUAL MEETING</b>		
Agenda	Accepted	
There were not any guests at the Annual Meeting		
2015-2016 Annual Meeting	Meeting Minutes were approved by Scott Kanning & Scott Watzka – all approved	
Annual Report	Fr Mark reported we did not receive any comments from parishioners. The loan on the building was refinanced during the 2016-17 fiscal year therefore lowering our payment. Families who do not contribute at all to the parish increased slightly from 2015-16 – how do we provide stewardship opportunities to those families? Mass attendance has increased slightly over the past year.	Report was approved by Terry Misfeldt and seconded by Pat Mongin – all approved.  Meeting was adjourned Doug LaFrombois, seconded by Terry Misfeldt all approved
<b>JANUARY 2017 MONTHLY MEETING</b>		
Agenda	Accepted	
December Minutes	Accepted	Doug La Frombois , Terry Misfeldt
Parish Event	One person has stepped forward but looking for a co-chair.	Fr Mark is going to form a committee to work on the event – possibly a procession and light lunch after
2018 Bishop’s Appeal	Scott Kanning & Terry Misfeldt Goal for 2018 is \$92,800. We reached our goal for 2017 and received a check for \$6,700 which is ½ of the overage that was collected.  Week #1: February 3-4 <sup>th</sup> is Kickoff – Fr. Mark Week #2: Speaker Art Gerstner or Dennis Kozlovsky – in the Deaconate program Week #3: Crozier Society speaker Week #4: Wrap-up / Speaker Ginny will send a list of the crozier members to Scott and Terry	Scott & Terry will work on getting speakers for week 2 & 3.
Our Sunday Visitor – Online Giving	Scott Kanning – currently the Cathedral and Nativity are using online giving through Our Sunday Visitor. It would be a positive for parishioners to have the opportunity to give online. Most families age 25-50 do most of their transactions through their phone. We would like to be able to give them the	Scott Kanning will contact Our Sunday Visitor for costs, etc  (Continues on next pg)

	opportunity to donate at their convenience.	
Reliquary	Completed cabinet in Chapel. Bert and Vicki V. donations.	Blessing of the gifts upcoming.
Vision Plan	Discussion on a 5 year vision plan. We would call together a group of parishioners to look create a vision for the parish over the next 5 years. Items we would look at would be demographics of the area, building needs, school growth, evangelization, vision from the Diocese – would need key leaders in the group to have a vested interest in the vision to make it work	Fr Mark will look for a facilitator and come up with a time frame
Next Meeting	February 6, 2018 5:30 School Library	

Respectfully submitted by Ginny Gigot

[INDEX](#)

Present: Fr. Mark, Nancy Fictum, Scott Watzka, Lori Keisic Grillo, Mary Busch, Doug LaFrombois, Terry Misfeldt, Pat Mongin, Scott Kanning, Ginny Gigot, Phil Busch, Donna Chaudoir, Sam Schultz  
 Absent: Bev VanLeishout, Sean Smith

DATA	DISCUSSION	ACTION
1. Prayer	Fr. Mark	
2. Agenda	(+) Budget Committee	
3. Review of minutes	Approved	
4. Budget Committee	<p>\$30,000 behind in general offering. Need a plan and purpose for stewardship for 5 year plan.</p> <p>What does the appeal look like? Dollar amounts look like?                      What does committee look like?                      Long term plan for giving? Run similar to Bishop's Appeal? Need visuals for parishioners.</p> <p>Jack Rouse + Doug LaFrombois (finance committee)                      Pat Ellis (SCRIP) already volunteered</p> <p>Multiple meetings for March-April-May to implement and approach systematically.</p> <p>Suggestion for longer than 1-1.5 hour meetings.</p> <p>Use a facilitator who has experience to assist longer-term with outside perspective.                      Discussed using seasoned pastor.</p>	<p>Scott Kanning                      Jake                      Doug LaFrombois                      Terry Misfeldt                      Pat Mogin                      Phil Busch                      Lori Keisic Grillo                      Fr. Mark</p> <p>Fr. Mark to reach out to St. Mary's (his old parish) to request copy/insight of their plan.</p> <p>Fr. Mark reaching out to pastors for facilitator role</p> <p>Date to meet = Saturday potential.</p>
5. Parish Event	<p>2 stepped up but not able to Chair.                      Discussed to gather those already noted.</p> <p>Procession                      Lunch                      Financial Element (raising money / auctions)</p>	<p>Appeal at Masses weekend of February 10-11 with meeting planned for February 25<sup>th</sup> between Masses.</p>
6. Bishop's Appeal	<p>Scott Kanning: 3 Masses went well with video. Currently at \$19,000.                      Lori (parish office) working on thermometer to display in the Narthex                      Art Gertsner &amp; Dennis (Deaconate formation) to speak next week – February 10-11</p>	<p>Terry lining up Crozier society members to speak February 17-18</p>
7. Eagle Scout Projects	<p>Josh @ Notre Dame proposed give-a-book / take-a-book library on church property. Concerned with censorship. Check with others that have one to see if any issues?                      Are locations of other stations online?                      Bring it inside to the Narthex? Inside would limit to Masses for exchanges.</p> <p>Adult Faith Formation recently discussed</p>	<p>Fr. Mark to reach back out to Josh with request for more details and/or request another project.                      Ellen @ St. Norbert's College may have ideas.</p> <p>Nancy will reach out to Botanical Gardens for other ideas.</p>
8. Time Capsule	<p>Manilla envelope... Bishop is collecting envelopes from each parish to be buried for 50 years. What do we put in our envelope??</p>	<p>Ginny to investigate possibility of past photos.</p>

	<p>Ideas: Ornament from 50<sup>th</sup> anniversary. Pictures. Minutes from 1<sup>st</sup> meeting. Need something current? Reliquary. Monstranch. Picture of complex – before / after. Directory.</p> <p>Chair? Ann Bonham as a thought since she did so well with Parish Directory.</p>	<p>Lori to ask friend photography as back-up.</p> <p>DUE MARCH! ☺</p> <p>Pat to reach out to Ann Bonham.</p>
9. Financial Chart	<p>Will be put in bulletins at Masses February 10-11<sup>th</sup>.</p> <p>Send home in brown envelope for school families?</p>	
10. Sunday Visitor	<p>Scott K. chatting with Our Sunday Visitor about electronic transfer funds.</p> <p>Decreased fees with increased percentage. \$0.33 per batch fee per day. \$0.37 credit card.</p> <p>0% for checking/savings   2.99% credit cards Visa/MC and higher fees for AmEx or Discover @ 3.39%.</p> <p>\$200 set up fee + \$20 per month for tech support. \$200 fee waived with other programs utilized. 7-step promotional process established. Set up under a week.</p> <p>Potentially phase out current system, as over 200 people use this system.</p> <p>There is an app! Cathedral has this set up and Scott tried it. Took under 2 minutes to complete on his phone.</p> <p>Website: \$50 per month. Full site \$80 per month. With 10 email addresses (staff) additional address \$10. More template options with full site. \$500 set up fees and half off if other options.</p>	<p>Scott will forward sample sites to Fr. Mark and Ginny and parish council.</p> <p>Add to budget committee agenda.</p>
11. Next Meeting	March 6 <sup>th</sup> in School Library	
12. Closing Prayer	Sam Schultz	