

**Blessed Trinity Parish**  
**Pastoral Council Meeting Minutes**  
**Thursday, August 24, 2017 7:00-9:35 PM**

**Present:** Fr. Joe Dominic, Deb Hasler, Kitty Klich, Jim O’Neill, Ruth Pedroni, Kris Raeder, Terry Rotter, John Russell, and Suzy Schmidtke/Sandy Jordan (Minutes)

**Excused:** Peggy Heili, John O’Dell and Amy O’Rourke

**Parishioner Attendee:** Liz Holtz

**Opening Prayer:** Jim O’Neill

**Approval of Agenda** (Jim O’Neill):

Deb Hasler motioned to approve the agenda. Ruth Pedroni seconded the motion. Agenda approved.

**Approval of July 27, 2017 Pastoral Council Meeting Minutes** (Jim O’Neill): Suzy Schmidtke motioned to approve the meeting minutes. Kitty Klich seconded the motion. Meeting Minutes approved.

**Commission/Committee Reports—Highlights:**

- **Evangelization & Formation:**
  - **Evangelization:** No Report
  - **Religious Education (RE):** John O’Dell was not at the meeting. He said the meeting minutes are complete.
  - **Youth & Young Adult Ministry** (Peggy Heili): No Report
  - **Catholic Life Center** (Terry Rotter): No meeting in August—update coming in September
- **Human Concerns** (Jim O’Neill): Jim sent an email to council members about the St. Vincent de Paul Walk for the Poor that will be held on Saturday, September 30 at the Sheboygan South High School. It is a 2-mile walk and 5K run. Please sign up—it’s for a good cause.
- **Liturgy** (Kitty Klich):
  - Next meeting in September.
  - Statues Update: Julie Minter looked at the statues (Sacred Heart Jesus, Mary and St. Joseph holding a young Jesus) and said there was no safe place in the Catholic Life Center for them. It was suggested that 2 of the statues (Sacred Heart Jesus and Mary) are placed sideways in the stained-glass window wells without registers. The church proper is a good place for the statues. The statues will not distract from the church décor. It was also suggested that the statue of St. Joseph holding a young Jesus be placed in the church hall near the Children’s Liturgy of the Word area. The statues are 3 feet tall with a sturdy base. Kitty will refurbish the statues at her own expense. Fr. Joe had no objection. The Pastoral Council approved the location of the statues.
- **Stewardship/Community Building** (Deb Hasler):
  - The next Stewardship Commission meeting with Barb Vite will be on Wednesday, September 13. At the July meeting, Barb gave homework to the commission members to bring back to the September meeting. Other agenda items: discern a chair or co-chairs and secretary, goals and objectives of the Parish Stewardship Assessment, move towards a plan, and schedule monthly meetings.
  - Financial Stewardship: Late July, Sandy Jordan sent the second financial stewardship mailing out to 483 parishioners (who did not respond to the first mailing). Sandy received 63 pledges and “thank you letters” were sent out.
  - Deb asked the council if she should bring anything else up at the meeting. Discussion on the Meet & Greet: It was decided that the council will handle this area. Also, see discussion under the Finance Council report about the Endowment Fund proceeds dinner and program committee.
- **Finance Council** (Kris Raeder):
  - Investment policy/changes: An Investment Policy was created per the Archdiocese of Milwaukee’s requirements. We will continue to work with Wisconsin Bank & Trust and Catholic Community Foundation. Our current 5-year CDs will be converted to 18 months for a better rate.

- Fundraising: three names were given to Fr. Joe. Fr. Joe will contact these people and look for three young people. The experienced people will train the young people.
- July Financials: Lynn Walvoort is working on year end and updating the new year budget.
- Endowment Fund: Fr. Joe recommended using the 2016 endowment proceeds for a meal and speaker for the parishioners. A suggested date for this event is Sunday evening, November 5. The Finance Council will partner with the Stewardship and Human Concerns Commissions. The commissions will give two volunteer names to Kris or Amy for this special committee. The volunteers will help plan, meal prep or cater, and provide child care for this special event. If you have any speaker ideas (educational, technology and/or family life), please contact Kris. Fr. Joe will contact the archdiocese for speakers.
- Annual Parish Meeting: Saturday, October 7 after the 4 PM Mass. After the meeting, a social will be held. Kris is working on the agenda and committee booklet items. Dianne Gatzke is in charge of the social planning.
- Kris is looking for a Finance Council member to attend the *Spirituality of Stewardship Conference for Leaders* to be held on November 3 and 4.
- **Archdiocese Planning/Deanery** (Jim O’Neill):
  - The Deanery meeting is in October.
  - *Spirituality of Stewardship Conference for Leaders* will be held on November 3 and 4 at the Archbishop Cousins Catholic Center in Milwaukee. Jim is registered on November 4 and is willing to carpool with other members. Jim would like three to four Pastoral Council members and one to two Stewardship Commission members attend this conference. There are four workshops. Each council member should attend a different workshop. If interested, please sign up on the archdiocesan website. Kitty said she would sign up. Fr. Joe said the parish will reimburse your mileage expense.

### OLD Business

- **Meet & Greet/Committee Witness at Church** (Jim O’Neill/Terry Rotter):
  - Council members talked to parishioners. Some parishioners didn’t like the Meet & Greet.
  - We need to do weekly community building.
  - Witnesses: share faith stories or life event and share with parish family
  - 25<sup>th</sup>, 50<sup>th</sup> plus Wedding Anniversary couples (once a month): share highlights and brokenness of married life
  - Youth: share At Home Mission Week info and Mission Trip witness
  - Knights of Columbus: share what they are doing for the parish and community
  - Add variety to Meet & Greet
  - Welcome—so happy you can be with us today.
  - Some form of welcoming is needed. We need to welcome the parish community.
  - Fr. Joe likes the Meet & Greet.
  - It was decided to add the “Saint of the Week” to the Meet & Greet. Fr. Joe will get this info to Sandy.
  - Meet & Greet verbiage: Greeting, Introduce Yourself, Any special Announcement, “Saint of the Week”, and Welcome everyone
  - Sandy will inform the August 26 & 27 greeters with the change in verbiage.

### NEW Business

- **Three Thoughts/Ideas on Ways to Improve Blessed Trinity Parish** (Pastoral Council members & Trustees):
  - The Blessed Trinity Pastoral Council would seriously engage the St. John Evangelist Pastoral Council in talks, the subject of which would be the eventual merging of our two Pastoral Councils into one.

- Implement an “At Home Mission” program once/month, year-round. Open to all members, not just student. Could be light household repairs, running errands, etc.
- Implement new member visits or dinner at existing parish member’s home for new members...think Welcome Wagon.
- **REALLY** get behind the Stewardship Commission and support them as they start to define and implement an action plan to get parish members more involved in parish life. It can’t just fall to Deb as the liaison.
- Put at least 1, preferably 2, young people on the Pastoral Council. They would have to be at least 14 years old, but not yet have celebrated their 18th birthday. They would be allowed to voice opinions, as any council member is, but they would not be allowed to vote.
- Open House
- Go Door to Door – parishioners that left parish
- Sharing our Faith – Catholic books, pass it on
- The Pastoral Council host two community-building events each year:
  - The 1st would be a parish festival. Target date for the initial event would be May 20, 2018, the Sunday between Mother's Day and Memorial Day weekends.
  - The 2nd would be a more formal affair: a buffet-style, sit-down dinner to be held at The Village at 170. Target date for the initial event would be October or November 2018.
- A welcome back campaign to encourage members to return and experience our new spirit.
- A pre-kindergarten class beginning in the fall of 2018
- Sponsor a group of young adults to National Catholic Youth Conference, either this year in November, or next year
- Along the lines with everyone else, we need to bring people together at a couple of events, whether free or under the scope of Fundraising, it doesn’t matter to me.
- Out of the 867 letters that went out, 534 did not respond. Perhaps we get a list of those (or whatever list you used to collect the responses), and each Pastoral Council member commits to reach out to X number of people, letting them know what’s new, talk about Fr. Joe, invite them back, and try to get some intel as to why they might not be actively participating at this time.
- Something small, but could make a difference. Related to my situation with a non-Catholic spouse. Right now, any mailings to my home are addressed to me only. Subtle reminder that Keith is NOT Catholic. Weird, I know, but if he feels that way, there might be others. Perhaps one small step would be to change to “The Raeder Family” or the more traditional Mr. & Mrs. Keith Raeder, regardless of who is Catholic and who is not. That’s why I asked if it was an Archdiocese thing, that only confirmed Catholics could be in the records or something like that.
- More direction for non-Catholics before the Eucharist.
- Make the Facebook link more noticeable on the bulletin.
- Put the enrollment code for Scrip in the bulletin.
- Station a person at the front door of the church to welcome and hold the door for everyone as they enter, especially the handicapped and elderly that need assistance to enter church.
- For each of us to make every attempt to instill a calm and peace filled persona; by never taking part in gossip, or any conversation that is not a positive and reaffirming one especially on church grounds.
- Try to raise or find the funds to update, and refurbish the church hall, so that it is a more welcoming space. Some ambiance down there is sorely needed.
- Gathering area built in the front of church
- More big "events" for parishioners
- Coordinate more events with St. John's to draw larger crowds.
- Start holding rolling-sponsor social events again (for example, Valentine’s Day Dinner)
- Need Fundraising Committee
- Hold 2-3 fundraisers and then a Parish Fun Day that would be free

- Support parent training for young families: mentor system, experienced parents helping young parents, volunteer to be a mentor
- Outside Mass
- Fall Festival (on parish grounds)
- Parish Excursion (for example, bus to Brewers game)
- Improve Parish Advertising/marketing—very poor, not in The Sun newspaper about last festival
- Put the weekly Church Bulletin on the website, possibly printing only one per month
- Liz Holtz’s suggestions: make the altar and building handicap accessible, visit new members and introduce new members to the congregation once a month.
- Stewardship is more than money and ministry. We need to help people to want to be a part of this congregation.
- Fr. Joe: Excellent ideas—next step is how to implement one by one. We need to share the Good News to all people.
- Please email your 3 thoughts/ideas to Sandy by September 1. Sandy will compile a master list and email it to Jim O’Neill. Jim will email the master list to all members and ask them to respond by September 15 with their 10 thoughts/ideas to work on the next 2 years. In September, we’ll start working on the ideas that were chosen.
- **Formation of Evangelization Committee (Jim O’Neill):**
  - Jim contacted Rich Harter, Director of the St. John Paul II Office for the New Evangelization at the archdiocese.
  - The first step we should take is to identify a chairperson for the committee. Once we have a chairperson, then we should strive to fill out the committee through the talent stewardship appeal. When we have a committee consisting of several people, then we should contact St. John Evangelist regarding combining the two Evangelization Committees into a joint committee. Rich will work with the committee.
  - What does the Evangelization Committee do: review what the other committees are doing, discipleship, and involved with everything that happens in the parish.
  - We need more research on the committee and find potential candidates.
  - It was decided to table the Evangelization Committee for now.
- **Evangelization Resources (Jim O’Neill):**
  - Jim distributed free evangelization resources (*The Post-Game Review* and *One % Challenge*) from Rich Harter.
  - Jim ordered 500 of each evangelization resource. He will talk to Eileen Haulotte about attaching these resources to the bulletin.
- **Jerry Ziegler Lifetime Achievement Award (Jim O’Neill):**
  - This award will be handed out at the Annual Parish Meeting.
  - The plaque lists the people’s names and guidelines. The plaque is in church.
  - Pastoral Council members and Trustees cannot receive the award though they can recommend names to Fr. Joe.
  - All Pastoral Council members will canvas parishioners.
  - Names and attributes of the person(s) need to be given to Fr. Joe.
  - Suzy Schmidtke and Deb Hasler will work on this project and give names and attributes to Jim O’Neill and Fr. Joe by September 15.
- **Password-Protection of Pastoral & Joint Pastoral Council Meeting Minutes AND Finance Council’s Annual Parish Meeting Documents (Jim O’Neill/Terry Rotter):**
  - The Pastoral Council did not want everyone on the web to know what is going on with the parish.
  - Files requiring password-protection include those that may contain long-range planning information that is not developed to the point where it can be published to the public.
  - Jim wants our minutes and documents to be transparent and accessible to the parishioners.

- Fr. Joe will talk to the Archdiocese of Milwaukee regarding the password-protection and get back to us at the next meeting.
- **Meet & Greet Volunteers for Labor Day Weekend** (Sandy Jordan): Saturday, Jim O’Neill and Sunday, Ruth Pedroni
- **Social Sunday (September 10)** (Jim O’Neill): Ruth and John—please plan to attend and introduce yourselves to the parishioners. Jim will get the food. Pastoral Council members—please plan to help.
- **Pastoral Council/Trustee Name Badges:** Wear your name badges to Mass.

**Administrator’s Report:**

- Fr. Joe attended the Sheboygan-Fond du Lac Priests’ Deanery meeting. At the meeting:
  - The priests mentioned urns are being stolen from the cemeteries. Cemeteries/churches could be sued by family members. Once you bury the urn, there is no responsibility on the cemetery/church.
  - Also, at the meeting talked about Mortified Green Burial: the urn is made up of a bamboo natural wood. When you place the bamboo urn in the ground, the ashes are being absorbed by the earth.
  - Sandy informed John McCabe (Cemetery Committee) about the items above. John will be updating our Cemetery Guidelines and giving a copy to Fr. Joe to review before it is published and distributed.
- Christmas Eve/Day Mass Suggestions: On Christmas Eve day, the regular Masses will be held. Fr. Joe asked about attendance at the Christmas Eve/Day Masses. Christmas Eve: 4 PM at Blessed Trinity (church is full) and 4:30 & 10 PM at St. John’s (Fr. Joe will check with Carol Benishek on attendance). Fr. Joe can’t do 5 Masses in one day. If needed, he will get a substitute priest to help with the Masses. Fr. Joe will talk to St. John’s and update us at the next meeting.
- Advent Wreath—Lighting of the Candles: Fr. Joe would like a family to light the candle on the wreath on Saturdays & Sundays. We need to pick out families to do this. Kitty will bring up this item to the next meeting of the Liturgy, Worship & Environment Committee.
- 25<sup>th</sup>, 50<sup>th</sup> plus Wedding Anniversary Blessings: Fr. Joe will ask the anniversary couple(s) to share their highlights and brokenness to the parishioners before he blesses them.

**Closing Prayer:** “Our Father”

**Adjournment:** Meeting adjourned at 9:35 PM.

**Important Dates:**

- Next Pastoral Council Meeting – Thursday, September 28, 2017 at 6:30 PM in the Parish Office-Meeting Room
  - Opening Prayer & Gospel Reading – Terry Rotter
  - Standing Committee: Eileen Haulotte (Technology & Communications)
- Social Sunday/Bulletin Article:
  - September 10, 2017 – Pastoral Council – Meet new PC Members – Jim O’Neill
  - August 21, 2017 – Bulletin article due to Eileen Haulotte (eileen@btsje.org)
- Meet and Greet Schedule: Refer to monthly Lay Ministry Schedule ([www.btsje.org](http://www.btsje.org) > Blessed Trinity > Lay Ministries)