

# Our Lady of Lourdes Parish Management Team Meeting

(Parish Council and Parish Staff Management Team)



**DRAFT**  
**2/23/09**

**FEBRUARY 23, 2009 7:00PM TO 9:00PM**

**ST. ROBERT HALL**

MEETING CALLED BY	President Jackie Neumann
TYPE OF MEETING	Parish Management Team Monthly Meeting
FACILITATOR	President Jackie Neumann
NOTE TAKER	Secretary Linda Shore
TIMEKEEPER	Secretary Linda Shore
ATTENDEES	President: Jackie Neumann; Past President: Bill Maly, Vice President: Mick Owens, Secretary: Linda Shore; Worship Staff Representative: Carol Clark; Worship Representatives: Steve Tapogna; Social Outreach Staff Representative: Sr. Maria Hill; School Staff Representative: Karen Rusche; School Representative s: Joe Cappanari, Marcia Kluesener; Fellowship & Involvement Staff Representative: Sue Broerman; Fellowship Representatives: Conrad Norby, Mark Telles; Catechetical & Evangelization Staff Representative: Carol Greulich; Finance Representative: Jim Zeller; Parish Administrator: Jim Frede; Pastor: Fr. Dave Sunberg.

## Agenda topics

**5 MINUTES**

**OPENING PRAYER  
ATTENDANCE  
APPROVAL OF JANUARY 26, 2009 MINUTES**

**FR. DAVE SUNBERG  
LINDA SHORE**

MINUTES		REPORT FROM THE PASTOR	
DISCUSSION	Fr. Dave yielded his time to other agenda items.		
CONCLUSIONS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**40 MINUTES**

**REPORT FROM FINANCE  
COMMISSION/STEWARDSHIP CAMPAIGN**

**JIM FREDE/JIM ZELLER/DEACON TOM  
WESTERFIELD**

DISCUSSION	Stewardship Campaign Update: Our Faith, Our Parish, Our Future: No report
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**Budget:** Jim Zeller reported that the finance committee is in the process of setting the budget. No changes are anticipated in income for the next fiscal year. Currently, revenue is down 16,000 against budget. In order to meet expenses and budget \$17,000 needs to be collected weekly. The budget is planned with no room for error. Projected deficit of \$60,000 – \$70,000 for the year. Tuition income is up against last year by \$10,000, but still behind budget and is putting a strain on the cash flow of the parish. Enrollment has decreased for the past years, so for this year budgeting will project a decrease or flat enrollment at best. This year, the registration fee will be \$150.00 for 1<sup>st</sup> through 8<sup>th</sup> grade and \$50.00 for Kindergarten. Registration deadline is May 1<sup>st</sup>. The Finance Committee will recommend a \$100.00 increase in tuition. A 5% discount for upfront payment by June 19<sup>th</sup> will be offered for in parish and out of parish children. The parish budget will be finalized by the end of February and will be reported at the March meeting. If the registration fee is not obtained by May 1<sup>st</sup>, then the parents will be told their child is not registered.

The Church roof is being inspected again by the insurance carrier. However, the parish will move ahead with the roof repairs using monies from the dept reduction program.

The bell tower needs to be repaired and bids will be taken over the next few months. Weathering has resulted in some rust and general repair.

Don Keller has agreed to head up the 1927 committee. The 1927 Club is a way for parishioners to remember OLL in their wills.

The Parish was contacted by a former parishioner to open up a Montessori Preschool. A tour was provided of Bernadette Hall, but no contacts or decisions have been made.

Tuition Aid is granted at the sum of \$70,000 with \$50,000 coming from Sand O. and Dotty W. fund. Jim would like to revamp the form for tuition aid using one similar to the Catholic School Tuition Form which is used at area high schools.

Complete report attached.

<b>CONCLUSIONS</b>		
None		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		

**MINUTES**

**ASSEMBLY REPORTS DISCUSSION**

**VARIOUS**

<b>DISCUSSION</b>		
<p><b>Worship Commission:</b> None submitted.  <b>Social Action:</b> None submitted.  <b>School:</b> None submitted.  <b>Fellowship:</b> None submitted.  <b>Catechetical &amp; Evangelization:</b> None submitted.</p>		
<b>CONCLUSIONS</b>		
None		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

**50 MINUTES**

**OLD BUSINESS**

**VARIOUS**

<b>DISCUSSION</b>
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**Volunteer of the Week:** Nominated

**Lourdes Feast Day:** Jackie Neumann reported that the refreshments and the entire weekend were successful. More people will be needed in the future to buy, set up, and serve the refreshments.

**Year of the Mass:** Liturgy on tap was successful. Full report attached.

**Youth Ministry Discussion:** Conrad Norby reported that he has received questions from Sr. Maria and Mick Owens. Conrad contacted Bill Tonnis for a response. Q: Does Bill have support from other Youth Ministers? R: No. Q: Does he recruit from the schools? R: No, youth recruit other youth. Q: Where do the youth come from? R: Primarily Visitation, however Bill does have a relationship with Elder HS. Q: How does Bill recruit youth once out of Grade School? R: He encourages the youth to Social Action. Q: Is there adult support? R: Parents or college kids. Q: Is there a budget? R: Nothing formal; he goes to the Social Action committee when in need of money.

Conrad's questions: Are we moving ahead? Do we have the money to finance the program? Need a job description, budget, hiring plan, and a means to integrate with church, school and social action.

Mick Owens responded that the program is needed, but financing is the problem. Fr. Dave reported that the finance committee feels that at this time the budget will not allow for a youth minister salary. Bill Maly stated that there are many youth involved in the parish today on a regular basis; choir, lectors, distributors etc. Discussion ensued about how youth can be involved in the Social Action Group as well as how youth can be involved in the already existing ministries? In regards to the youth minister salary, Conrad Norby and others will meet to formulate a plan of new ideas to raise money.

**Change to Mass Schedule:** Jackie Neumann reported that more information is needed from the reps. The process seems premature at this point, but that the 7:30, 9:30, and 11:30 mass times may be the best to consider based on what has been reported so far. A recommendation was made to send out a parish email to solicit opinions. Marcia Kluesener asked why we continue to address the problem, when we have not yet decided if we want to reduce the number of masses. Sr. Maria requested that we hear from all the assembly reps.

**Nominating Committee Chair:** Need a chair for the committee. No volunteers.

#### CONCLUSIONS

None

#### ACTION ITEMS

#### PERSON RESPONSIBLE

#### DEADLINE

How can the youth of the parish be integrated into our already existing ministries?

Assembly Reps. to discuss with their groups.

March meeting

Youth Minister Salary

Conrad Norby et al to meet and formulate ideas

March meeting

Reports form Parish Groups concerning the Mass Schedule Changes

Assembly Reps.

March meeting

#### 20 MINUTES

#### NEW BUSINESS

#### VARIOUS

#### DISCUSSION

**Implementation of Ed- Choice Vouchers:** Jackie Neumann reported that she was surprised by the letter inserted into the bulletin, yet after speaking with Fr. Dave she felt that the process would work. Marcia K. reported that the Ed. Commission did discuss Ed Choice Vouchers.

**Singles' Group Ministry:** Amanda Boehmer was not present. Item delayed until the March meeting.

**PMT Assembly Rep Reports:** None received.

**New Core Issues:** Item postponed until March meeting due to time constraints.

Sister Maria is resigning as Pastoral Minister as of June 30<sup>th</sup>.

Karen Rusche is resigning as School Principal at the end of the current school year.

#### CONCLUSIONS

None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
CLOSING PRAYER BY FATHER DAVE		

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	Assembly reports submitted are attached below.

**YEAR OF THE MASS CORE TEAM  
Wednesday, February 11, 2009  
POC Library  
MINUTES**

**Present:** Bonnie Perrino Badinghaus, Paul Conway, Sr. Maria Hill, Shari Kessler, Jackie Neumann

**Prayer:** Sister Maria led the group in the Year of the Mass Prayer.

**Year of Mass Activities**

Jackie Neumann updated the Master Activities List and formatted it into seven columns (Action, Suggested By, Group Responsible, Person Responsible, Constituency Reached, Message and Comments). After reviewing the list there were some revisions; *Jackie* will revise the list again.

The areas of Welcoming and Reaching Non-Attendees need attention by the Core Team. Becca Morra, volunteer marketing consultant from the parish, may have some ideas. It was decided that at the next meeting we will go through the non-implemented, brainstormed ideas to determine which ones we might like to implement, making note of those that would reach out to non-attendees. When that task is completed we will "put to bed" the brainstormed ideas not chosen.

**Eucharistic Adoration**

The Eucharistic Adoration activities that are completed are the Spiritual Bouquet cards, the Tri-fold and the Way of the Cross booklet, all on the sign-up table in the Gathering Space, the December 14 Bulletin article, the January 2009 Newsletter article, the tri-fold insert in the February 1 bulletin, and the Liturgy on Tap commercial on the Sun Rise Morning Show. In process is the commercial on the Sacred Heart Radio Morning Show for 30-hour adoration time the second weekend each month.

**Web-site**

Bonnie shared that her brother-in-law has done a superb job updating Angel's Touch web-site. angelstouchnursing.com still needs more work, but when they are finished someone from her staff will be able to offer time to updating OLL's web-site. Bonnie wants to be sure that in the process all those from OLL involved in the web-site decisions are in the loop, so as not to offend anyone.

**Marketing**

Becca Morra, an OLL parishioner who works in marketing at Children's Hospital, met with Bonnie, Jackie and Paul Conway of the YOM Core Team. They gave her all the information necessary to understand our mission, goals, activities and concerns. She will work on ideas for involving non-attendees. Two of the target groups might be those newly registered and parents of the newly baptized. New ways of using the Newsletter and distributing a survey to non-attendees were two ideas that could be developed.

**Master List for Hosting**

All members received the first draft of the Master List for Hosting created by Bonnie. Any additions and suggested changes can be sent to *Jackie*, who will revise the list.

We wondered if there was a similar list for providing Sunday refreshments, including amounts to purchase, etc. *Jackie* will see if someone has already created such a list.

**Plans for Next Year**

Without Mick Owens being present no one wanted to move forward on determining a tag line for 2009-2010 from the list of those brainstormed. Paul Conway thought it was premature to do so at this time.

Jackie indicated that Dee Fagedes would be happy to discuss the possible revision of the logo.

#### **Next Meeting**

The next meeting is Wednesday, March 25, at 7:00 p.m. in the POC Library. One agenda item will be to determine which brainstormed activities from the 80 listed we wish to implement, knowing that we cannot follow through on all of them.

Respectfully submitted,

Maria Hill, csj

### **Finance Meeting February 16, 2009**

- Income for the parish remains a concern as Offerings are down \$16,000 against budget, and almost \$33,000 against last year through the same time frame. As mentioned previously, the economic conditions are certainly playing a part. However, the weekly budget requirement of \$17,100 is what we need to average over a month in order to meet our obligations. Expenses continue to remain in line with budget.
- School tuition income remains up against last year by \$10,000; however it remains behind against budget. This continues to put a strain on our cash flow as a parish and it will remain a focus to get caught up. As on the parish side, school expenses remain in line with budget.
- Sr. Maria will be leaving us sometime this summer so a search for her replacement will begin soon.
- Karen Rusche will be completing her last year as our principal, and a search for her replacement will begin soon.
- The budget for the upcoming year dominated the discussion. After weighing all the available information, the Finance Committee agreed to recommend keeping the registration fee for the 2009/2010 school year at \$150 due by May 1. In addition, the committee recommends an increase in the tuition for the same school year to be \$2600. As in the past, there will be multi student discounts as well as a 5% discount to those families that pay the entire year tuition in full prior to the start of the school year.
- The budget for the rest of the parish and school will continue to be evaluated and should be complete for review and recommendation in March.
- The Church roof will be receiving a second review by the insurance inspector, but this will not delay the repairs that are due to start at any time weather permitting.
- A new repair issue is the bell tower. Time and weather have taken its toll, and the bells in the tower are going to need some upkeep in the very near future. Bids will be consider over the next several months.
- Don Keller is working on an executive committee made up of 4-5 people to revitalize the 1927 society.
- Next meeting is March 16.

