

Our Lady of Lourdes Parish Management Team Meeting

(Parish Council and Parish Staff Management Team)



DRAFT
3/23/09

MARCH 23, 2009

7:00PM TO 8:30PM

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, Mary Niehaus; Social Outreach Staff Representative: Sr. Maria Hill; Social Outreach Representative: Mike Brunsman; School Representative : Joe Cappanari; 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 FEBRUARY 23, 2009 MINUTES	FR. DAVE SUNBERG LINDA SHORE BILL MALY
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MINUTES		REPORT FROM THE PASTOR	
DISCUSSION	Fr. Dave yielded his time to the remainder of the agenda.		
CONCLUSIONS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

15 MINUTES	REPORT FROM FINANCE COMMISSION/STEWARDSHIP CAMPAIGN	JIM FREDE/JIM ZELLER
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DISCUSSION	<p>Stewardship Campaign Update: Our Faith, Our Parish, Our Future: Jim Frede reported the parish has \$21,000 in reserve. Budget: Jim Zeller reported that the finance committee has not finalized the budget; however, it will be ready for approval by the April meeting. He stated that the parish continues to not meet the designated weekly budget requirements of \$17,000.00 and that school revenue is</p>
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down \$29,000 from last year. State reimbursement has helped with the cash flow. In regards to Ed Choice Vouchers, there have been 37 applicants of which approximately 50% are current parishioners. The finance committee is reviewing ways to decrease the amount of subsidy from the parish to the school so the parish funds can be used for parish activities instead of school needs.

Complete report attached.

CONCLUSIONS		
None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

MINUTES **ASSMBLY REPORTS DISCUSSION** **VARIOUS**

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

60 MINUTES **OLD BUSINESS** **VARIOUS**

DISCUSSION		
<p>Volunteer of the Week: Nominated Year of the Mass: Jackie Neumann reported that the Core Team is discussing how to reach out to parishioners that do not volunteer, support the parish financially or attend Mass. Mick Owens suggested a survey to parishioners asking why they do or do not participate. Carol Clark suggested expanding the survey to inform parishioners about what is offered at OLL. Mary Niehaus suggested a 3 day mission where active parishioners invite a parishioner that does not participate. March minutes attached. Youth Ministry Discussion: Conrad Norby reported that he has put together some guidelines for the job description and salary for a youth minister. Jim Frede suggested that the parish needs to fund raise for the money first and then hire the youth minister as the position would need to fund itself. The PMT would like to plan for hiring a youth minister next year. Jackie suggested recruiting people to head the fundraisers and further develop the plan for next month. Until a youth minister is hired, the PMT would like the youth of the parish integrated into as many existing ministries as possible. Carol Greulich reported that youth are already involved in the Evangelization and Worship Assemblies. Change to Mass Schedule: Jackie Neumann reported that the PMT first needs to make a decision if the change of mass times is needed and then decide what times the masses should be scheduled. She reiterated the pros and cons of changing the times. Pros: more time for welcoming, build community, plan ahead for priest shortage. Cons: adversely affect mass attendance, 7am only one on west side, impact on mass ministers, change is unsettling, impact on religious education. A motion was initiated by Bill Maly and seconded by May Niehaus to keep the mass schedule as it currently stands. The PMT voted with 9 in favor of keeping the current schedule and 2 opposed. Fr. Dave recommended putting the information in the bulletin to inform the parish of the outcome.</p>		

Nominating Committee Chair: Amanda Boehmer and Missy Van Dulman were not in attendance. Jackie Neumann reported that about 50 nominations were received. A list of candidates will be available by the April meeting. Carol Greulich suggested emailing group heads to ask their members for nominees.

CONCLUSIONS

The mass schedule will not be changed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Fundraising Committee for hiring of Youth Minister	Conrad Norby	April meeting

15 MINUTES

NEW BUSINESS

VARIOUS

DISCUSSION

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

PMT Assembly Reps: Success Stories- deferred to next meeting.

New Core Issues: Jim Frede reported that there are financial and spiritual core issues. Now that debt is no longer a core issue, he strongly urged the parish not to go back into debt. The next core issue is that the school operates on a budget the parish can afford. The current cost to educate each student is \$4,280.00 per year of which \$2,650.00 is obtained from tuition. The balance of \$1,630.00 per student is subsidized by the parish. Jim believes the parish needs to be aware of this subsidy. He stated that increased enrollment would drive the cost per student down. Currently the school uses the majority of the parish revenue.

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.

**Finance Committee Meeting
March 2009
Submitted by Jim Zeller**

- Revenues from Sunday collections continue to lag behind L.Y. actual by \$46,000 and against budget by \$24,000. As previously stated, there is no wiggle room in the budget and we must hit the \$17,100 number that has been presented repeatedly for us to make our budgeted numbers. Revenue from school tuition is now down \$29,000 compared with L.Y. at this time. We have received another portion of our state reimbursement which has helped a bit with our cash flow. In addition, we do have several families that have promised to pay up their tuition accounts with tax refunds so we expect an influx of another \$40,000-\$50,000 by the end of April.
- Expenses on both the Parish side and the school side remain in line at a level to provide all the necessary services.
- The School has reported that we currently have 37 voucher applicants for the coming school year, with the vast majority made up of current parishioners and many in the kindergarten grade. We may have the first year in the last 6 that we do not have a declining enrollment.
- Finance committee is reviewing the current breakdown of subsidies from the parish to the school. We are looking into ways that we can reduce the amount used from the parish to the school in order to free up more funds for parish centered needs. (One example may be a youth director). More to follow as we discuss this at future meetings.
- Due to several issues, the remainder of the budget outside of setting school tuition, and registration fees, has yet to be completed. However we should have it in time for the April meeting.

**YEAR OF THE MASS CORE TEAM
Thursday, March 26, 2009
POC Chapel
MINUTES**

Present: Bonnie Perrino Badinghaus, Paul Conway, Maria Hill, Bill Maly, Becca Morra, Jackie Neumann, Mick Owens.

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

Marketing

Becca Morra brought a list of her brainstorming thoughts regarding marketing The Year of the Mass. Her list consists of four columns: Challenge, Solution/Idea, Measuring Success, and Implementation. There were many creative ideas for consideration, some of which overlapped with the parish's previous brainstorming ideas.

Becca agreed to reformat the list and e-mail the new version to the committee members. Much gratitude was expressed for her innovative ideas presented with enthusiasm.

Ideas Not Yet Addressed

We reviewed the Year of the Mass Activities Not Yet Addressed in order to eliminate those we already do and those that we are not likely to do in the near future. We also noted several that can be merged into one idea. Even though Shari Kessler was not able to be present at the meeting, she had pre-sent her ideas which we included in our discussion. **Jackie** will revise the list with the above discussion in mind.

Bill offered to bring the following idea to Jim Frede for discussion and a determination of whether the idea should be left on our list or removed: consider holding envelopes in the back of church for pick-up instead of mailing them to homes.

Paul will do a first draft of an article for the Newsletter including the following ideas:

- Promote more reverence and involvement at Mass (appropriate dress, genuflection, no gum chewing, etc.)
- Remind parishioners that Mass attendance is a serious obligation, along with the reason for the value of Sunday worship at Mass.

Jackie will talk with Mark Madden, Chair of the Evangelization Team, to see if that committee would be willing to monitor the welcoming activities suggested as activities for the Year of the Mass, as well as those already agreed upon by committees. The E Team already holds a Welcoming Mass four times a year to orientate the new members of the parish. In addition they initiated the Christ Renews His Parish (CRHP) program.

Liturgy on Tap

Jackie talked with Dave Roettker, Chair of the Adult Faith Formation Team, to ask if the process for Liturgy on Tap could include questions from the presenter for small group conversation in order that those present could learn more from the presentation, by internalizing the ideas presented and sharing them with others. Dave thought it was a good idea and will offer it to AFFT if they decide to continue Liturgy on Tap in the fall of the year.

Next Meeting

The next meeting is Wednesday, April 22, at 7:00 p.m. in the POC Library. **Jackie** may initiate a phone meeting prior to that date to cover some topics we were unable to get to during tonight's meeting, e.g. web-site, master list for parish dinners and receptions, plans for next fiscal year including branding ideas, tag lines and logo.

Respectfully submitted,

Maria Hill, csj

