

# Our Lady of Lourdes Parish Management Team Meeting

(Parish Council and Parish Staff Management Team)



**DRAFT  
5/18/09**

**MAY 18, 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; Vice President: Mick Owens, Secretary: Linda Shore; Worship Staff Representative: Carol Clark; Social Outreach Staff Representative: Sr. Maria Hill; School Representative: Joe Capparari; Fellowship & Involvement Staff Representative: Sue Broerman; Fellowship Representatives: Mark Telles, Conrad Norby; Catechetical & Evangelization Staff Representative: Carol Greulich; Finance Representative: Jim Zeller; Parish Administrator: Jim Frede; Pastor: Fr. Dave Sunberg.

## Agenda topics

<b>5 MINUTES</b>	<b>OPENING PRAYER ATTENDANCE APPROVAL OF APRIL 27, 2009 MINUTES</b>	<b>FR. DAVE SUNBERG LINDA SHORE CONRAD NORBY</b>
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MINUTES		REPORT FROM THE PASTOR	
DISCUSSION	Fr. Dave waved his time to the remainder of the agenda.		
CONCLUSIONS	None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

<b>30 MINUTES</b>	<b>REPORT FROM FINANCE COMMISSION/STEWARDSHIP CAMPAIGN</b>	<b>JIM FREDE/JIM ZELLER</b>
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DISCUSSION	<p><b>Stewardship Campaign Update: Our Faith, Our Parish, Our Future:</b> No report</p> <p><b>Budget:</b> Jim Zeller reported that the Finance Committee has completed the 2010 budget that projects a \$95,000 deficit. The Finance Committee is receptive to suggestions for revenue generation and strongly urged the PMT to do so. The PMT approved the budget with the understanding that the PMT generate ways to raise revenue. The PMT also recommended that FR. Dave communicate the need to the</p>
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parishioners to increase weakly giving. The 2009 deficit is approx. \$54,000. The recommendation was also made to inform the parish of the 2009 deficit.

CONCLUSIONS		
2010 Parish Budget Approval		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revenue Generation to offset parish debt	PMT	09/10

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

DISCUSSION		
<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.  <b>Finance:</b> Report submitted.</p>		
CONCLUSIONS		
None		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

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

DISCUSSION		
<p><b>Volunteer of the Week:</b> Nominated</p> <p><b>Year of the Mass:</b> June Meeting Minutes attached.</p> <p><b>Youth Ministry Discussion:</b> Conrad Norby reported the committee has discussed ways to raise money to support a parish youth minister with the following suggestions: Bingo, Monte Carlo, car raffle, reverse raffle. He mentioned the need for more than 1 fund raiser per year to finance the position. His committee will continue to organize plan for the next meeting.</p> <p><b>PMT Election Results:</b> The newly elected PMT members are: Jerry Cappel, Dale Davidson, Peggy Edwards, Lora Harley, Dave Morris; Secretary: Pattie Bauer; Vice President/President Elect: Conrad Norby.  The newly elected Education Commission members are: Barb Adams, Terri Brown, Teri Burwinkel, and Scott Liesch.</p> <p><b>09/10 PMT Core Issues and Plan:</b> Mick Owens presented ideas on how to restructure the PMT to increase productivity. All members of the PMT would participate in 1 task force (mass participation, youth, parish debt, school enrollment), elect a chairman, and seek outside members that would enhance the efficiency of the group. Mick would like to move forward with the task force idea before the August meeting. He presented ideas on how the task force would be organized – number of members, frequency of meetings, communication between task force groups.</p>		

<b>CONCLUSIONS</b>		
PMT Elections		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Continue Search for Fund Raising for Youth Minister	Conrad Norby	June
PMT Structure	Mick Owens	August
<b>30 MINUTES</b>	<b>NEW BUSINESS</b>	<b>VARIOUS</b>

<b>DISCUSSION</b>		
<b>Singles' Group Ministry:</b> Amanda Boehmer absent. Item deferred.		
<b>Welcome to New PMT Members:</b> Jackie Neumann welcomed Peggy Edwards.		
<p><b>Strength Finder:</b> Brian Doyle of the Chancery's Stewardship staff presented the Strength Finder Program. He referred to the book "Living Your Strengths" by Albert Winseman et al. which is gaining strength across the country. It was researched by Gallop and focuses on people's strengths, not weaknesses for determining success. The program involves an assessment that can be completed individually or in a small group and generates a computer print out of an individual's strengths and an explanation of each. The purpose of the presentation was educational and discussed the importance of directing volunteers within the parish to volunteer in their area of strength so they are more productive and ultimately more engaged within the parish. Forty years of research within Catholic Parishes revealed that 16% of parishioners are engaged, 49% not engaged or somewhat engaged, and 35% actively disengaged.</p>		
<b>CONCLUSIONS</b>		
None		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		
<b>CLOSING PRAYER BY FATHER DAVE</b>		

<b>OBSERVERS</b>	None
<b>RESOURCE PERSONS</b>	None
<b>SPECIAL NOTES</b>	Assembly reports submitted are attached below.

**YEAR OF THE MASS CORE TEAM  
Wednesday, June 11, 2009  
Conference Call  
MINUTES**

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

**Prayer:** The meeting began with praying together the Year of the Mass Prayer for the last time. Sunday, June 14 is Corpus Christi Sunday and the end of the Year of the Mass.

**Living Your Strengths**

When **Paul Conway** gets the material back from Roger Adams he will be able to complete the first draft of the recommendation on Living Your Strengths to Fr. Dave and the PMT, hopefully at the August 24 meeting. It will be presented for approval first to the Year of the Mass Core Team at their August meeting, the date of which is still to be determined.

**New Members**

Gil McLean agreed to be a member of the YOM Core Team. **Maria Hill** will contact him to find out when he would be unable to be attend a meeting during the month of August.

**Shari Kessler** will ask her daughter Ellen to represent the youth on the Core Team. She will ask her to invite a teenage boy whom she thinks would be a good addition to the Team. Shari will also ask them when they would not be able to meet during the month of August.

The Pastoral Associate will be invited to be a member of the YOM Core Team as the liaison between the staff and the team.

#### **Welcoming Activities**

Jackie Neumann talked with Mark Madden, Chair of the Evangelization Team, to ask if that group would be willing to coordinate the welcoming activities for 2009-2010. He had intended to bring up the issue at their last meeting, but he was unable to be present because of his job demands. He feels he will need to step down from his role as Chair. When they choose a new chairperson, Mark will let Jackie know who that is.

#### **YOM Prayer**

Maria asked Fr. Dave his preference regarding leaving the Year of the Mass prayer in the back of the Gather books. He said we could leave it there and use the new Year of the Mass Prayer, with its emphasis on "The Mass is never ended," internally, i.e. at the Year of the Mass meetings. **Jackie** will ask Bill Maly if he could print up cards with the new prayer, enough to give them to the Year of the Mass Core Team and the PMT.

#### **Banner for Festival**

There will be no banner publicizing The Year of the Mass at the Festival, since it will be over by that time.

#### **Next Meetings**

- There will be no meeting in July.
- Those present for the conference call gave the dates they would be unable to meet in August. Those not present will be asked to do the same. As soon as **Jackie** has everyone's dates a time for the "On-Boarding" Session will be set and communicated. **All first-year members of the YOM Core Team** are asked to offer suggestions to Jackie for the content of the "On-Boarding" Session so that the program can be designed.

Respectfully submitted,

**Maria Hill, csj**