

Sheboygan North Catholic Parishes
Pastoral Council Meeting held virtually via Zoom
Minutes 8-24-20
Approved: 9-28-20

Pastoral Council Members Present: Fr. Mark Brandl, Fr. Norberto Sandoval, Vern Baus, Jeanne Bitkers, Brad Bulkow, Tom Clarke, Mary Dalhaimer, Tom Dinolfo, Brett Goebel, Laura Graney, Mary Greeneway, Steve Heun, Don Holmes, Michael Johnson, Michele Konrad, Kym Leibham, Kate Nienhuis, Mary Petrie, Chris Roenitz, Rebecca Rupnick, Kevin Sander and Anne Skowlund

Excused Council Members: Rosa Flores, Bob Mair, Steve Scharrer, Oscar Valdez and Bea Van Geffen

Guest: Jacqueline Guilbeault

Opening Prayer: Jeanne Bitkers

Welcome: Chair Michele Konrad welcomed Council members and called the meeting to order at 6:37 PM.

Mission Statement: Read aloud by Don Holmes

Vision Statement: Read aloud by Fr. Norberto Sandoval

Welcome to New Council Members: Michele Konrad

- Kevin Sander (HNJ) - New member to parish (approximately 1 year), active cleaning crew volunteer, very interested in the role of the Church in the marriage covenant
- Michael Johnson (HNJ) - Member of parish for approximately 10 years, active volunteer for Maintenance & Building and Grounds committees at HNJ, St. Vincent de Paul, Prison Ministry and Knights of Columbus organizations
- Rebecca Rupnick (SD) - Convert to Catholicism (RCIA) approximately 4-5 years ago, lector at SD, native Sheboyganite, Detective with Sheboygan Police Department, loves camping
- Bob Mair (SD) - Lector at SD, active with Youth Football
- Brett Goebel (SD) - New Trustee—Treasurer with SD, entering 4th term as Trustee with SD, active member of Finance Council at SD

Acknowledgment of Outgoing Members: Michele Konrad

- Bea Van Geffen (HNJ) - Lector at HNJ, Liaison to Seton School Board
- Steve Heun (HNJ) - Entering the Diaconate program (4 year commitment)
- Don Holmes (SD) - Was on Pastoral Council for 6 Years, actively involved in recruiting new Council members
- Kate Nienhuis (SD) - Grateful for having been a Council member, actively involved in Faith Formation/Evangelization committee
- Steve Scharrer (SD)

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Pastor Report: Fr. Mark Brandl

Main messages - Take care of each other; welcome parishioners back to Mass at our Sheboygan North Catholic parishes; and be careful (safe). Our Sheboygan South parishes were almost filled to capacity last weekend. For the next couple of weeks, lay Eucharistic Ministers (2) will need to hand out Communion at Masses, at each parish. Upcoming pastoral duties include 2 funerals and one wedding. He feels grateful, for having "gotten off easy" in regards to contracting the coronavirus. He is now trying to rest and build up his stamina. Special thanks was extended to Tom Dinolfo and Mary Petrie for "assisting" him during this difficult time.

Associate Pastor Report: Fr. Norberto Sandoval

Main messages: Take care of yourself; value your life and your health. Fr. Norbie stated that he feels "normal" now; feels "alive again". An expression of gratitude was extended to Mary Petrie for her "assistance" during this difficult time.

Pastoral Council Roles and Responsibilities: Jeanne Bitkers

There are two documents that delineate the roles and responsibilities of the Pastoral Council - 1) The Parish Pastoral Council Norms and 2) The Parish Pastoral Council Appendix. The Parish Pastoral Council Norms are directives to the parishes from the Archdiocese of Milwaukee. Only the Archbishop can change the "norms". The Parish Pastoral Council Appendix are the rules developed by the parishes for implementing the norms. The Appendix can be modified at the local level by the parishes. The current Norms and Appendix (2018) that we (SNCP) are operating under are attached to this document.

*Note: Our SNCP Pastoral Council will need to look at updating our Appendix this year. Add as a future agenda item. Updated Norms and Appendix templates can be found via the following link: <https://www.archmil.org/offices/finance-pastoral-council-implementation>.

**Note: Each parish Finance Council will need to look at updating their respective Finance Council Appendix as well, this year.

Our Pastoral Council serves as an advisory group to Fr. Mark. As Pastor, Fr. Mark is the only one who has authority to make "final" decisions. Also, as a Pastoral Council, we are a "visionary" planning group. The "work" that needs to be done, is done by our committees. We send a representative from the Council (liaison) to each committee, to ensure that our

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vision is carried out by our committees, and that there is good two-way communication between our Council and our committees.

We presently have five standing committees:

- Prayer and Worship
- Stewardship
- Human Concerns
- Faith Formation/Evangelization
- Seton School Board

Some committees are a joint effort, such as Stewardship. And, some committees are operated separately at each parish, but occasionally may collaborate on joint projects, such as Human Concerns.

The Pastoral Council does not deal directly with finances. Financial matters are handled by Finance Councils at each parish. We have one united Pastoral Council, but three separate Finance Councils. As a Pastoral Council member, you should be receiving a financial report from one of your parish representatives on a regular basis. You will not be receiving a financial report from each parish, only the one that you are a member of.

The Executive Council consists of the Chair, Vice-Chair, Secretary and Pastor.

New Business:

- a. Pastoral Council Officers 2020/2021: Steve Heun
Steve announced that he needed to resign from the Council, as he is entering the diaconate program (4 years). Because of the workload associated with his studies, he does not have the time to devote to being Chair of the Council. Michele Konrad has agreed to continue in the role of Chair for another year. But, we will need to fill the position of Vice Chair. Steve suggested that an "existing" Council member discern the possibility to serve in this capacity. The duties of the Vice Chair consist of serving on the Executive Council - help plan the agenda for the next meeting and learn the duties of the Chair position, as he/she will move up to Chair in one year. Please send a message to Michele if you feel that you have been "called" to serve the Council as Vice Chair. Or, feel free to make an announcement at our next meeting in September, after you have had a chance to discern whether this leadership position is right for you. Another option is to nominate a fellow Council member that you feel would make a good Vice Chair. Pass his/her name along to Michele, prior to our next meeting. If you have the opportunity, please talk with your nominee prior to our September

[Type here]

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meeting, and let them know why you think they would make a great Vice Chair. This is usually accepted better, than a "surprise" nomination. Plus, it gives him/her a chance to "think it over". At our September meeting, we would like to make a final decision (vote) on the Vice Chair position. Laura Graney has agreed to serve as Recording Secretary for one more year. Please refer to the Parish Pastoral Council Norms for the job descriptions of the Chair, Vice Chair and Secretary. Since Steve is leaving the Pastoral Council, another Council member from HNJ also needs to be found, to replace his position on the Finance Council.

- b. Pastoral Council Membership Roster: Laura Graney
All Council members should have received a 2020-21 membership roster from Laura via email previously. If you have not already done so, please look it over and let Laura know of any corrections/additions. Fr. Mark provided Laura with his preferred contact phone number. So, all information pertaining to email addresses and phone numbers on Council members has been obtained. Laura mentioned that outgoing Council members have been deleted and incoming Council members have been added to the roster. Once all officers and liaisons have been identified, this information will be added to or updated on the roster. The Membership roster also contains information regarding the Committees and known Chairs/Co-chairs for our committees. This information needs verification. Laura will send out an updated Membership Roster along with the minutes from tonight's meeting. See attachment.

- c. Committee Liaison Selection: Michele Konrad
 1. Continue current roles. All Council members that presently serve in a liaison position, are asked to continue in this capacity, until at least October.
 2. October - complete roster. Hopefully, by October 2020, we will have a complete, updated liaison roster.Refer to the Parish Pastoral Council Norms for a description of the standing committees, and role of the liaison. Please discern what liaison position you may be "called" to serve in.

- d. Concerns/Needs of the Parishes discussion: Michele Konrad.
 1. Staff responses: Michele complimented our SNCP staff on their fantastic responses and quick turnaround! See attachment for compilation of responses.
 - a. Communication -- Additional comments provided by Tom: The categories of "Technical Support" and "Communication/Outreach" can probably be looked at and dealt with jointly. A special thank you goes to Jacqueline

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Guilbeault for picking up the "lion's share" of communication presently! There is an immediate need for assistance with this overwhelming and time consuming task! Our first priority, should be finding someone (or a couple of people) to help with Mass recording and editing. Please refer to attachment for other technology, communication and outreach topics that need to be addressed. Ultimately, we need to develop a long term structure of staff and volunteers to manage communications of all forms.

- b. Liturgy - How to safely "Comeback to Church" during Covid? Look at ways to maintain and grow the music ministry during the current situation where public choral singing is not possible. We could use more volunteers to sanitize church after Masses, funerals, baptisms and weddings. We could also use more volunteers to fill other volunteer ministry spots such as media, servers, sacristans, lectors, cantors, and Eucharistic ministers.
 - c. Information from Anna Stankewitz, ECHO student
Interested in starting the formation of small groups to address topics such as life & faith issues, and reflection on the Scriptures. Maybe, she can look at modifying the present structure of our Bible study groups. It is recommended that she touch base with John Lacke, Grace Durette & Emily Hamel
2. Council responses: Due to time constraints, this topic was not explored in depth. But, Council members were encouraged to relay responses to Michele Konrad, Chair, if not already addressed via staff responses. Michael Johnson indicated that he is actively involved with prison ministry and would like to see this topic addressed, especially post Covid.
 3. Pastor's Needs: Fr. Mark needs help getting acclimated to each of our three parishes. Each of our three parishes operates differently in terms of our Liturgical preparation. It is the "little things", such as how is the Altar set up? Where to find the vestments? Etc. Fr. Mark also mentioned that he could use help updating his technological skills, such as how to read and respond to emails.
 4. Plan of Action:
 - a. Formation of a Communication/Outreach Committee
Comprised of the following Council/Staff members - Kym Leibham, Tom Dinolfo, Kevin Sander, Brad Bulkow, Jeanne Bitkers, Michele Konrad, Kate Nienhuis and Jacqueline Guilbeault.
 1. Goal of this committee is to have the first correspondence with each other within the next day or two.
 - b. Pastor and Associate Pastor to make an announcement following each Mass to recruit volunteers to sanitize our Churches. All Council members

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should encourage parishioners to utilize "Signup Genius" if possible, when signing up.

- c. Consider having small committee meetings (less than or equal to 10 people & respecting social distancing guidelines) at our parishes, to "meet & greet" Fr. Mark, in order that he can become familiar with some of our various ministries.
- d. Find two lay Eucharistic Ministers per each weekend Mass (for the next two weekends) to distribute Communion. Fr. Mark and Fr. Norbie will consecrate the hosts, but would like lay Eucharistic Ministers to distribute Communion. Mary Petrie is working with key contact people at each parish to accomplish this task.

Parish Events:

1. St. Dominic Feast Day: Laura reported that the Feast Day of St. Dominic was celebrated at St. Dominic Church on Saturday, August 8th. This date also coincided with the first Mass celebrated at our Northside parishes by Fr. Mark. A note of thanks was extended to Fr. Norbie for doing the majority of decorating at St. Dominic Church for celebration of the Feast Day. Although the typical ice cream social could not be held this year, because of the pandemic, Laura noted that the parishioners were very appreciative of the ice cream sandwiches handed out after Mass. Just goes to prove, that, "It's the little things that matter!" Thank you to the Kate Nienhuis family and Don & Jan Holmes for volunteering to hand out the ice cream sandwiches following Mass. It ended up that enough ice cream sandwiches were left over to "treat" the parishioners following the 10:30 AM Mass on Sunday.
2. The 175th Anniversary of Holy Name of Jesus Parish: Mary Petrie and Michele Konrad reported that the "celebration" of this milestone will be stretched out over the course of a year. Special "thematic" events will occur on a quarterly basis. The first quarterly theme is "historical". Joe Leonard is taking the lead on this particular topic. You will note that there are banners posted at the parish site. On August 24th, the bells at HNJ rang for 17-1/2 minutes - a sound to behold! Due to the pandemic, a "soft" launch was initiated. But, the committee members (approximately 8) plan to have the celebration end on a bigger note next August 2021. Stay tuned for future notices of planned events.

Next Meeting: Monday, September 28th, at 6:30 PM. Location: TBD.

Committee Reports: Due by the 15th of the month. Email to Laura at: Laura9326@charter.net.

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Closing Prayer: Steve Heun

Meeting ended at 8:43 PM.

Minutes respectfully submitted by Laura Graney, SNCP Recording Secretary

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