

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

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, Michael Johnson, Michele Konrad, Kym Leibham, Bob Mair, Mary Petrie, Chris Roenitz, Rebecca Rupnick, Kevin Sander and Anne Skowlund

Excused Council Members: Mary Greeneway and Oscar Valdez

Welcome: Chair Michele Konrad welcomed Council members and called the meeting to order at 6:30 PM.

Opening Prayer: Vern Baus

*Laura explained to Council members that opening and closing prayer leaders were selected according to last names (alphabetical order).

Mission and Vision Statements: Read aloud by Council members

Consent Agenda:

- a. Minutes from August 24, 2020 - Motion made by Rebecca Rupnick to approve. Seconded by Tom Clarke. Unanimously approved.

- b. Committee Reports (Verbal):
 1. Prayer & Worship: Mary Petrie
Highlights from September 14, 2020 Meeting:
 - a. Theme for Advent: "We Never Give Up..."
Week 1 -- Hope
Week 2 -- Peace
Week 3 -- Joy
Week 4 - Love
 - b. Tree of Hope: Collections
Week 1 - Nursing Homes
*Question was raised regarding whether or not nursing home residents could receive "Home Communion"? Response: Not at this time.
Week 2 - Northside Christian Food Pantry
Week 3 - Mary's Room
Week 4 - Refugees and Immigrants
 - c. Advent Reflection Book will be the Magnificat. Since this book is not available in Spanish, the Little Blue Book will be utilized in our Hispanic community.
 - d. RCIA Sacraments of Initiation for SNCP - Mass held at HNJ on September 26, 2020. One adult was baptized, two adults were welcomed fully into the

[Type here]

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

Catholic faith coming from other faith backgrounds, and nine adults were confirmed.

- e. October - Respect Life Month. The Rosary will be led by members of our Elizabeth Ministries at HNJ and SD on the four Sundays of October, one-half hour prior to the 7:30 AM and 10:30 AM Mass at HNJ; one-half hour before the 10:30 AM Mass at SD. *Note: Members of the St. Anne Society will assist the Elizabeth Ministry members at HNJ in leading recitation of the Rosary.
 - f. Commemoration of All the Faithful - Memorial Celebrations. Names of the deceased will be read on Saturday, October 31st at the 4 PM Mass at HNJ and the 5 PM Mass at SD; Sunday, November 1st at the 9 AM Mass at SC and the 12:15 PM Mass (Spanish) at HNJ. Due to the pandemic, family members will not be lighting the candles of their deceased family members. If candles are lit, in conjunction with reading the name of the deceased, this will be done by the Altar Server or one other parishioner only.
 - g. Confirmation - Due to the large number of Confirmation students this year (60), two Masses will be held at HNJ; one on November 1st and one on November 8th. Auxiliary Bishop Schuerman will officiate at both Masses.
 - h. Novena to Our Lady of Guadalupe. To be held in Spanish at HNJ from December 3rd through December 11th. Fr. Norbie is checking into the possibility of live-streaming this event on our SNCP Facebook page.
 - i. **No** Posadas this year, because of food and social distancing restrictions associated with the pandemic.
 - j. Advent Citywide Reconciliation Services - unknown at this time.
 - k. Christmas Eve and Christmas Day Masses - need to be "fine-tuned". Many things are subject to change, due to pandemic. We are awaiting further directives from the Archdiocese.
2. Faith Formation: Jeanne Bitkers
Last meeting was held on August 25th. Next meeting will be held next week. Dramatic changes have occurred this year, due to the pandemic. Jeanne gave a brief review of how Faith Formation to elementary and middle school children, was delivered in the past. Classes were held "on-site" at the Faith Formation Center at SD. Now, the emphasis is "family focused" - activities that can be conducted as a family, in the "home". Our Faith Formation staff worked diligently throughout the summer, to prepare "packets" of Faith Formation materials. A common "theme" was interwoven throughout the materials, so that the information is applicable, whether there are elementary or middle-school aged children in the family. Families have started "picking up" these materials. In terms of sacramental preparation, some face-to-face classes will take place

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

in the future, related to First Reconciliation and First Eucharist. Jacqueline Guilbeault, SNCP Youth Minister, is working with students preparing for Confirmation in a couple years.

- c. Financial Reports: Finance Councils (SD and HNJ/SC) recently met. Tom Dinolfo will send out to each Council member, their respective parish financial report.

Finance Council Trustees: SD - Jeanne Bitkers and Brett Goebel
SC - Vern Baus and Mary Dalhaimer
HNJ - Tom Clarke and Mary Greeneway

Pastoral Council Liaisons to Finance Council: SD - Brad Bulkow
SC - Anne Skowlund
HNJ -- *Needs to be filled

Our Finance Councils operate separately from our Pastoral Council. The Building and Grounds Committee reports to the Finance Council.

Pastor Report: Fr. Mark Brandl

Main messages - It has been difficult finding a "retired" priest that can assist with celebrating Christmas Eve/Christmas Day Masses at our Northside parishes. This is due in part to potential "safety" issues (pandemic related) that are faced by our retired priests. Maybe Archbishop ListECKI will allow an extra 3 PM and 5 PM Mass to be added on Christmas Eve? Waiting for response from the Archbishop. Fr. Mark stated that he is worried about the increasing Covid numbers in our State (and Sheboygan area). "Let's continue to be on our toes, to keep our Churches safe". Speaking of keeping our Churches safe, although no cases have been noted locally, there have been increasing incidences of vandalism noted across the US, in terms of desecration to some of our Cathedrals. Fr. Mark will be meeting with Olivia O'Keefe soon, to discuss the possibility of holding Archbishop ListECKI's Lenten Luncheon again next year. Fr. Mark was recently asked to become involved with our SNCP Men's Bible Study. Fr. Mark has been spending several hours per week at Seton Catholic School; biggest "challenge" has been learning the names of students. Overall comment, "I enjoy being here with our Sheboygan North Catholic Parishes!"

Questions from Pastoral Council:

- 1) "How is your acclimation to our Sheboygan North Catholic Parishes going? How can we help?" Fr. Mark remarked, "Overall, things are going well! Things that need to be

[Type here]

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

improved upon, have nothing to do with the parishioners. Going from one parish (St. Agnes in Butler) to three parishes, it is hard to keep things straight."

2) When is your day off? Response - Thursday.

Associate Pastor Report: Fr. Norberto Sandoval

Main messages: A fall Deanery meeting has been slated for October 24, 2020 via Zoom.
*Note: Jeanne Bitkers provided Council members with a description of what the Deanery is, and what is expected of a Deanery Rep. A link to the Archdiocesan website is attached here, if you desire further information on this topic -- <https://www.archmil.org/Offices--Services/Parish-Councils/APC/APC---FDLSH.htm>. Fr. Norbie announced that Rosa Flores (SC) recently resigned from the Pastoral Council due to the increased demands of caring for her family. Fr. Norbie will be donating yard signs promoting the 175th Anniversary of HNJ. The signs will be English on one side and Spanish on the other side. The yard sign will depict the 175th Anniversary of HNJ logo, along with the verbiage, "Upon This Rock, I Will Build My Church":

- . . . Loving
- . . . Praying
- . . . Worshipping
- . . . Evangelizing

Members of the 175th Anniversary of HNJ Celebration Planning Committee include: Michele Konrad, Mary Petrie, Joe Leonard, Julie Engman, Frank Trcka, Liz Werner and Jacqueline Guilbeault (as schedule allows).

Fr. Norbie is working with Tom Dinolfo on a couple of potential projects: 1) Once the old school building is torn down at SC, there is the possibility of erecting a Shrine to Our Lady of Guadalupe, and 2) Some money was bequeathed to SD, to erect a statue of St. Dominic; will probably be placed outside near the West Atrium (22nd Street) entrance.

Question from Pastoral Council: When is your day off? Response: Wednesday.

Pastoral Council Officers 2020/21: Still in need of a Vice Chair. Any self nominations? Any nominations from current Council membership by fellow Council member(s)?

Question: What are the duties of the Vice Chair? Responses: 1) Help plan the agendas for upcoming Pastoral Council Meetings, 2) Deanery Rep. from their respective parish, and 3) Succeed to Chair position in one year.

[Type here]

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

After discernment, Kevin Sander and Michael Johnson agreed to be considered for the position of Vice Chair. Council members were asked to cast their vote (via writing) to determine which candidate would become the new Vice Chair. Tom Dinolfo and Mary Petrie tallied the ballots. *Note: They did not vote, since they are Staff. Result: Kevin Sander was declared the winner. Michael was thanked for his willingness to run for this position, and encouraged to consider serving in this position for 2021-22. He was also asked to consider serving as the liaison to the Human Concerns Committee at HNJ/SC, as he is very passionate about the Knights of Columbus and the Knights of Columbus Auxiliary; possible collaboration could ensue between these two entities.

A motion was made by Rebecca Rupnick and seconded by Chris Roenitz that the following Council members serve as our Officers for 2020-21:

Michele Konrad - Chair
Kevin Sander - Vice Chair
Laura Graney - Recording Secretary

Motion passed unanimously.

Committee Liaison Selection:

- a. Continue current roles - Are there any Council members willing to continue serving as the liaison for the committee(s) they represented last year? Or, do they wish to switch to another committee? If you are a new Council member, what committee might you consider being a liaison to?

Question: What is a liaison? Response: You are the "conduit" of communication between the Pastoral Council and the committee that you represent. If the Council feels that there is a particular issue that is best addressed by the committee that you represent, you relay this information to your committee. And, if the committee that you represent has particular questions or concerns regarding an issue, you bring that back to the Council to address. As the liaison, you report back to the Council on the projects that your committee is pursuing, related to the overall goals of the Council. You do not necessarily have to do the work. That is the role of the committee members.

Question: Is there a description of the committees and the duties of committee members? Response: We are not aware of any specific committee descriptions other than what is mentioned in the Archdiocesan "Norms" and our SNCP response (Appendix) on how the "Norms" will be addressed. For some committees, such as Human Concerns, there is a separate committee existing at each parish. And, for

[Type here]

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

other committees, such as Stewardship, there is one committee consisting of representatives from each of our three parishes. Sorry that we cannot provide a more "concrete" answer. A good way to understand the roles of our committees is to read the minutes that are provided. As the liaison, it is your responsibility to make sure that our Recording Secretary (Laura) receives a copy of the minutes from the committee that you represent on a regular basis. You do not have to be the recorder, just make sure that a copy of the minutes is sent to our Recording Secretary.

- b. October - Complete roster. Based on our discussion this evening, Michele has started a rough "draft" of our Committee Liaisons for 2020/21. There are only a few areas that need a volunteer yet. If you have not already volunteered to be a liaison, please give thoughtful discernment regarding where you could possibly serve. Thank you to Council members who have already said, "Yes!" to being a liaison.

Old Business:

- a. Concerns/Needs of the Parishes Update:

1. Communications Committee - Kym Leibham

Please refer to detailed notes from September 17th. Kym is presently facilitating this workgroup, along with taking the minutes. This newly formed committee reports to the Pastoral Council, just like other committees. This committee definitely intends to be a "working" committee. One segment of this workgroup is working on communication via social media outlets. And, another segment of this workgroup, under the guidance of Jeanne Bitkers, is working on written communication. They are trying to look at how to "connect" with people who are not being reached via social media. So far, members of this workgroup consist of Council members and staff. This workgroup is interested in adding non-Council members to help "balance" its composition. Please let Kym Leibham know of any other parishioners that may be interested in joining this committee.

Accomplishments to date:

1. A couple of parishioners have stepped forward to learn how to record the "Sunday" Mass, including Council member Brad Bulkow. Thank you Brad!
*Note: The "Sunday" Mass is actually recorded on Saturday, but available for parishioners to view, starting on Sunday.
2. Investigating the purchase of a camera for video recording, so that we do not have to continue utilizing Jacqueline Guilbeault's personal camera.
3. Starting to identify ways to reach our "demographics".

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

We would like to extend a thank you to our newly formed Communications Committee for taking a "step forward" in addressing an identified need of many of our parishioners!

2. **Cleaning Volunteers: Promoting at Masses**

Overall consensus was to continue making an announcement at our weekend Masses regarding the need for parishioners to assist with cleaning Church following the end of Mass (if warranted). Although it is great to have SignUpGenius as an option, most people want to be asked. They tend to come forward, if they receive an "invitation".

On another note, members of our Staff, would like to know how to deal with the issue of parishioners "gathering" after Mass has ended. They either do not leave Church right away, or they tend to congregate on the sidewalk outside of Church. Council members recommended that an announcement be made towards the end of Mass, reminding parishioners of the importance of leaving Church immediately following the conclusion of Mass, and if they plan on gathering outside, they should observe "safe" social distancing guidelines. A suggestion was made to open up all three doors at SC following Mass, in order to expedite parishioners quickly.

3. **Volunteer Coordination Overall** - in lieu of time constraints, tabled until next month.

b. **Remaining Council responses to be addressed:**

1. What do I, as a Council member, see as the top 3 needs for our parishioners?
2. What can I do to ease/accomplish these?
3. Thoughts on how it could be done . . .

In lieu of time constraints, tabled until next month. But, we should keep our eyes and ears open at each of our respective parishes, to note observations and/or comments made. Ultimately, we need to address the following question - "Where do we go from here?"

New Business:

1. **Develop Plan of Action: Circle Time** - "What hope do I have for our parishes during this Council year?" - In lieu of time constraints, tabled until next month.
2. **175th Anniversary Celebration of HNJ**
 - a. Working on a book.

[Type here]

Sheboygan North Catholic Parishes
Pastoral Council Meeting held at SC - Dominican Hall
Minutes 9-28-20
Approved on 10-26-20

- b. Every quarter, a different theme will be featured. Presently, the theme is "historical". Another theme being planned is "musical".
 - c. Banners are up around HNJ.
 - d. Fr. Norbie will be donating money to have yard signs printed.
3. **General Overview of Financial Outlook for the Parishes - Tom Dinolfo**
The Annual Financial Statement will be posted on our SNCP website in the next 2 weeks. Overall, the year was "OK" for each of our parishes. The budgets for 2020-21 are prepared; basically kept line items at the same level as last year, or maybe a little lower, in a few areas. The Fall Festival was cancelled at SD, due to the pandemic; major fundraiser for the parish. Looking at possibly offering this event in the spring of 2021. The Payment Protection Loan (\$104,000) should be forgiven. In the first two months of the "new fiscal year", 50% of SD parishioners utilized Faith Direct. As compared to the same time period in 2019, this represents an increase of 10%. In terms of HNJ/SC, 35% of parishioners utilized Faith Direct, during the first two months of the "new fiscal year". It should be noted that Faith Direct is a relatively new payment method for HNJ/SC, whereas SD has had Faith Direct for a number of years. It is anticipated that all three parishes will incur expenses related to repairs, such as the bell towers at SC, boiler control at SD, and routine maintenance at Seton. Tom mentioned that he is grateful for the many people at each of our parishes that are so willing to help!
4. Update Appendix to the Norms - looking for a few Council members to volunteer to work on this committee. The "Appendix" is due to the Archdiocese by the end of December 2020.

Next Meeting: Monday, October 26th, at 6:30 PM. Location: TBD.

Committee Reports: Due by the 15th of the month. Email to Laura at: Laura9326@charter.net. Please contact Laura if you need an extension on this timeline.

Closing Prayer: Brad Bulkow

Meeting ended at 8:23 PM.

Minutes respectfully submitted by Laura Graney, SNCP Recording Secretary

[Type here]