

Pastorate Office Meeting Minutes

Meeting: August 19, 2026

Attendees: Fr. Zac Povis, Jim Dittmann, Debbie Buenniger, Scott Gabrian, Marie Strong, Chris Auchly, Diana Parker, Victoria Scalzitti (absent)

Topic of Business	Discussion	Decisions	Action Items
Prayer	Fr. Zac opened our meeting with a prayer		
Parish Council Goal	To determine how to help parishioners better live our Mission to Know, Love and Serve Christ.		
New Website	Jill Witte is creating a new website for Our Lady through eCatholic. She already completed SH's, and it looks professional and easy to navigate		
Agenda & Minutes	Father will try to get Adendas out prior to the meeting. Once websites are up, we will share minutes on each parish website.		
Stewardship Sunday	Parish Profiles are being completed and will include sacraments, financials, projects, life of the parish The Spiritual Gifts Inventory is too long, but a shorter version may be better. We could create an online option for parishioners to take. Once completed, the parish office and the parishioner would receive results. The parish office would share with the ministries that fit the		Diana will include the shorter version with the meeting minutes for the council to review.

	inventory and they will directly contact the parishioner with an invitation.		
Alpha	Alpha is a non-threatening setting that allows people to either ask questions about life, faith or encounter Jesus for the first time.	The parish goal is to bring Jesus to those unchurched and to build confidence among our current parishioners to share the good news. Ultimately, this will be a small-group home ministry, but for now it will be parish-led to give people an opportunity to experience it.	
OCIA	The OL/SH OCIA has outgrown the 1970's Cave aka the parish office meeting room. It has been moved over to the SH annex classroom. There are close to 30 registered for this year.		Please pray for our team, catechumens, candidates, and sponsors.
Festus Sidewalk Project	The City of Festus is extending a sidewalk from the High School through St. Mary's Lane. The sidewalk will run along the school grounds up until the parking lot entry. The prolife sign and marquee will have to be removed. The city's documents note that the marquee is to be	A digital marquee replacement would be ideal but may not be feasible. At the very least, a sign with the parish name and Mass times will be installed. Sacred Heart's two-sided marquee cost \$46k - the cost was partially covered by a grant.	

	removed and replaced. At the time of the meeting, there was no clarification of the monetary amount.		
Our Lady School	School enrollment is up. Dinner Auction is the largest fundraiser for the school. Chris Auchly explained in detail the current setup of the boiler HVAC system. He also detailed the two replacement options. The first option would include a pair of high-efficiency boilers and is estimated to cost \$110k The second option would be rooftop units to service the main hall classrooms, gym, old convent hall, office, and lobby, and is estimated to cost \$453k. The current energy bill for the listed area is over \$3k/mo.	There are financing options, including an Archdiocesan Loan and phased payments.	
Church Projects			
Church Basement	Parish Council/Parishioner thoughts: Why are we doing this? Originally it was to be finished for funeral luncheons, but we don't do those anymore. Our parish needs have changed.	There will be storage space for all the remaining storage items currently located there.	The basement demo is scheduled to start in September. Current ministries and organizations that use the church basement are in the process of "moving out" and relocating. Many to

	Finish the church worship area first. Parishioners don't care what you do; just do something. There have been multiple projects bid out and worked up, and then nothing happens. Some parishioners who gave money to the basement will not give any more to any projects until the basement is complete. OL needs a common area for gatherings after Mass, ministry or organization meetings or for party rentals. OL also needs more meeting room space. There are pink envelopes in the OSV mailings for capital campaigns. Parishioners would like to know what is going on.	Unfortunately, this project has been in a holding pattern for longer than anticipated, so there hasn't been any concrete data to share. Now that the plans/ permits are finalized and approved, Fr. Zac will share more information. Possibly a letter insert in the bulletin.	the parish office meeting room. The Church basement remodel will include a reconfiguration of the bathrooms, a large gathering space, one classroom, and a caterer's kitchen with a freezer, sink, proofing oven, counter space with plenty of outlets, and supporting electrical.
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Additional Church Projects	There are three major church projects: • Replacing the 50-ton AC unit (\$300k+) • Church Main Level Face Lift • Parking Lot Extension (\$240k) Fr. Zac wanted opinions of how to broach the subject with Parishioners. Does he just pick one? Do we ask parishioners what they think? Do we do 3 individual campaigns or one big one? Before working on the main level of the church, we need confirmation that all leaks have been repaired. There is money from the 2024 Christmas gift letter restricted for an update to the parish office meeting room and basement.	The council unanimously chose to roll all three into a single large campaign, with the understanding that it would be completed on a phased, as-needed basis determined by financial support. This will be communicated in the bulletin, through pulpit talks, letter insert, possible town hall meeting Parish Council will help to gather feedback. New caulking seems to have stopped window leaks in church, but waiting on an Eastern Storm to roll through.	
Handicap push buttons	The church needs four more handicap push buttons. One for each main-level bathroom and one for each basement bathroom.	OL will apply for a safety grant for buttons.	

Parish Office Basement			Lights will be replaced; fresh paint, new flooring. There are already new tables and chairs in place.
Christmas Gift	Would a letter for a Christmas Gift be a good idea?	This is still up for discussion.	
Three Parish Event	June 19, 2026 11a-11p at St. Pius X Rides needed: \$100k in sales or 3-5 days. Activities: Bounce Village, "Taste of JeffCo", band, bingo, bags tourney, 4pm outside mass, laser tag Work in progress	The event will not include rides this year, but have a lead on a company that may work out in 2028 if next year is successful	