

PARISH COUNCIL MEETING MINUTES – November 12, 2025

In attendance - Father Michael, Deacon Eric, Deacon Ken, Deacon Mike, Jim Carey, Pat and Lenice Nagle, Maria Lopez, Meg Maas, Duc Nguyen, Jared Houchin, Shelly Bohrmann, Wynona Vaz

Guests: Pat Gardner, Trish Feeney

October minutes were approved.

Review of Action Items – Father Michael to write something in bulletin with regards to the importance of registering with the parish, this is to be carried over. Prayers regarding direction on fence and sidewalk projects. Possible curved sidewalk would have no impact on a PUD box in that area.

St. Vincent de Paul – Pat Gardner – Thank you to the Council for the generous support over the last fiscal year that ended October 31, 2025.

Liturgical Ministries Committee – Trish Feeney

In her role as Mass scheduler, Trish sees the need to have some sort of group or point people to assist with the organization and staffing of our Sunday Masses and special Masses. We need something like a “Parish Ministerial Group” that can lead when it comes to keeping our Liturgies organized and staffed with the appropriate people. We need someone responsible for all slide operators/videographers and standard slide preparation (to maintain accuracy and consistency). We have a leader for refreshments, but not a leader or group to oversee the rest of hospitality – the ushers and greeters. We do have someone to oversee the altar servers and Father and the Deacons are the best fit to oversee Lectors and Eucharistic Ministers. Trish can pull from her roster and organize all these different roles on the schedule for each weekend, but it becomes more challenging when we have multiple people with multiple ministries, lack of volunteers at specific Mass, directing specific inquiries, trying to recruit new volunteers, or educating and re-training. We need solid, clear guidelines for all ministries so that they can be given to new volunteers and used in periodic re-training. We need either a group of people or a single individual for each group that can answer questions or work with new volunteers. After these things are in place, we will have a better structure from which recruit new volunteers and keep everyone on the same page. To begin this overhaul: we need to find and/or create guidelines for each ministry involved in our Sunday Liturgy and we need to designate people to be responsible for each ministry.

****ACTION ITEM: Jared will obtain usher guidelines from Deacon Ken.**

****ACTION ITEM: Jared will obtain slide operator/videographer guidelines from Robin Rego/Bill Retterer.**

****ACTION ITEM:** Jared and Trish will communicate together about the creation of a “Parish Ministerial Group” and consider possible leadership for this team. They will determine which liturgical ministries are to be a part of this group. They will help determine key people to lead the groups without any leader. They will also help to obtain existing guidelines, determine guidelines needing review/updating, and the appropriate people to work on these guidelines. They will also determine how to organize and format the guidelines and ministerial leadership contact information for easy access for new and old volunteers (possibly on our website).

****ACTION ITEM:** Deacon Ken will look to see what ministry guidelines he can find and when they were most recently updated.

****ACTION ITEM:** Deacon Ken will look for a copy of the most recent Stewardship booklet.

****ACTION ITEM:** Pat and Lenice will communicate with ministry heads and update the most current list of active parish ministries/their leaders and pass this information to the “Parish Ministerial Group” to use in the creation of a leadership team and liturgical ministry leaders where needed.

Report on Projects – Deacon Ken

Church Roof – Work on the roof to begin on December 8th.

Painting of the Church – The door casings are the last things that need to be painted. All other exterior painting is done. Due to back order of paint, this work will be completed in the spring.

Fencing Project – The Bishop has given permission for this project, but it is not priority now. Still waiting to get a hold of the owner of Bella’s Office Furniture to move this project forward.

Renter Lease Agreement – Father and Deacon Ken are still considering the lease agreement for our renters.

Damaged Ceiling tiles in church – Project on hold until roof is replaced.

Gas Company Right of Way Request – Ground bed request from the gas company is approved. This will be a permanent right of way. The gas company will send the Diocesan lawyers and the Bishop the paperwork after the surveying is done. As stated before, we will benefit through preemptive maintenance on a gas line that our church uses, one-time compensation of \$1/square feet, and the ground will be returned to its previous state once maintenance is completed.

Up-coming project - the Church floor – We put in the new church floor about 18 months ago at the cost of ~\$23,000. The floor is already starting to have big issues through normal use, especially in the classrooms. The company was called back to site and they told us that customers are starting to go away from using the type of flooring we chose. We are going to look into the warranty on the floor and see if we can recoup anything from that install. Considering

going with a new company who would buff out the floor and simply stain the concrete to finish it or use an epoxy finish. Entertaining ideas on what to do about the flooring.

****ACTION ITEM: Consider ideas on how to re-finish the Church building floor.**

Fall grounds cleanup – is this coming weekend.

The sidewalk project – Discussion continued on the possibilities for this project. Deacon Mike suggested a larger vision of beautifying the “side” or West entrance to create a second “main entrance” concept. Possible targets for improvement are the AC unit fenced area, the courtyard, upgrading the entrance doors, a curved sidewalk along the PCC parking lot. Jim and Terrance Casey measured the distance between the curb and the electrical box and determined that we could still have a side walk. If we do a larger beautification project and alter the side entrance structure of the building, will that trigger code compliance? Something costly to consider. Continued prayer and investigation of possibilities is needed. Project is tabled until the spring.

Tithe – \$1000 October 2025

This is the working amount agreed upon while Bianca is on maternity leave.

\$200 – Meals on Wheels

\$300 – St. Vincent de Paul

\$250 – Soul Soup

\$250 – Food Bank

Round the Table –

Wynona: Seeking permission for the annual Baby Bottle Drive for Hope Medical in January. Father Michael granted permission.

Pat Nagle: Parish celebration will be May 30th after the 4pm Mass.

Name Tag Sunday is November 22-23.

Meg Maas: Prayer of petition from November 10th regarding growing in love and esteem for our community would be nice for Sunday Mass.

****ACTION ITEM: Father Michael will include the prayer of petition from November 10th regarding growing in love and esteem for our community for Sunday Mass.**

Shelly Bohrmann: Principal Shelby Gamache from St. Joseph’s wondered if we would be the “Charleston Sponsor” for the February 7, 2026 Art & Wine 20s themed event “Glitz and Giving.” Would also like us to have a presence at the event. The sponsorship includes table seating for 8 at \$500. Father said the office has been approached about this, and he agreed to the sponsorship. Father permitted event ticket sales before and after Masses in the upcoming months.

Jared Houchin: Provided suggestions for new Finance Council members. Father will consider.

Linda Garner: Noted it is hard to find people willing to volunteer and commit to ministries.

Jim Carey: We will have our annual council self-assessment at the December meeting. Look for lines of inquiry to consider prior to the meeting in your inbox.

Overall Action Items:

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****ACTION ITEM:** The Council Members will continue to pray and investigate possibilities for the sidewalk enhancement/beautification ideas.

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NEXT MEETING: December 10, 2025 at 6pm