

St. Clare Pastoral Council
Blessed Are the Peacemakers/Come Holy Spirit
Meeting Minutes – November 11, 2025
6:00-7:30 pm



✓	Fr. Don Gutmann	✓	Paul Sherbo	✓	James Krueger	✓	David Villegas	✓	Maria Clemente	✓	Matt Boileau
✓	Kim Zea	✓	Paddy O'Brien	✓	Dolly Specht	✓	LeAnn Spencer	✓	Debbi Monahan	✓	Guest: Debbie H.

6:30 Opening Prayer, Fr. Don

6:35 Pastor's Report (Fr. Don)

- Our new Business Manager (Santo) is quickly learning all the details pertaining to the position. He will be a guest at one of our future meetings, when time permits.
- We are getting resumes for the 10:45 Lead Choir position, a decision will be made soon.
- The church finances are at \$300K, Fr. Don would like to see it at \$500K – his response when asked what he would feel comfortable with.
- Giving Tuesday has kicked off, more on that in the Committee report out below.
- The parish office is extremely busy with all the activities – several funerals, baptisms, Adult groups, Children' groups, and upcoming holiday planning.
- Archbishop Sample addressed his concern for immigrants recently in this YouTube video <https://www.youtube.com/watch?v=hL-FSkoUTnl>
- The first St. Clare Men's ACTS Group occurring November 13-16th, a few Pastoral Council members are involved in it. There's 17 men going as retreatants.

6:50 Pastoral Associate (Kim)

- The next Dinner Talk is November 20th, David will be speaking about the Holy Spirit.
- Advent activities are starting up soon. The book study group will start November 20th with a new book called "Illuminate The Light", meeting Wednesdays at 9am and Thursdays at 9:30am. On December 13th we will have a morning of reflection and mini retreat "In the Steps of Saint Joseph" in the Parish Hall, 8:30am – Noon (because it's an outside presenter, there is a \$20 suggested donation for costs).

7:20 Committee Reports

Education (Maria): The school is undergoing the accreditation process that occurs every 6 years. The Kindergarten Information night was November 12. The 8th graders are actively in the process of selecting what high school they'll move on to next year. The book fair went well.

Education (Maria): (cont'd) The Preschool is doing it's annual coat and food drive this whole month.

Outreach (Paul): *SVdP* for the month of October, 25 families served-- 102 people total. There will be about 25 Thanksgiving food boxes put together for some of our recurring clients that reached out to Mary Bunday.

St. Andre has seen an increase – they served 100 plates in October. There's a Thanksgiving dinner being served November 21st, many are showing interest in helping.

Prison Ministry at Coffee Creek had 5 people attend, same as last time. Unfortunately, none of those that signed up to help with this ministry panned out. It is a good size commitment – a lot of training throughout the year that is required.

Community Life (LeAnn): There's a couple that might be interested in bringing back the monthly Saturday night Social. We have the usual Community Life events occurring as we get closer to Christmas (Caroling, Christmas Bazaar, Cocoa with Santa). We are hoping to plan another pilgrimage, just need to have a Deacon or another Priest that could join us and lead us at mass, Fr. Don enjoyed it but needs to slow down. Let LeAnn know if you know a Priest or Deacon that would be interested.

Liturgy (Kim): We have about 12 new Alter Servers currently getting trained, as well as 3 new readers.

Finance (Jim): The Giving Tuesday campaign for St. Clare started on November 11th. Donations were unfortunately requested by the school the same week, not ideal. The team has a professional fund raiser that is doing a great job guiding the campaign (Michelle Crimmins).

8:00 Old Business

- Council meetings for the rest of the year will move to the 1st Wednesday of each month due to meeting space conflicts the 2nd Wednesday. No meeting in December due to the many activities already scheduled.
- Debbie Henkelman joined us as a guest, she is the Children's Faith Formation Coordinator for St. Clare. She gave us a brief summary of what all she does. She would love more chaperones for the Jr. High Class – 31 participants.
- Succession Planning for Fr. Don needs to be updated to Transition Planning. It was brought up that someone should contact the Archdiocese to find out how to get involved in the selection process.
- A new St. Clare directory would be super helpful in aiding our future priest. Dolly said she would look into OSV software for creating an online church directory.

8:15 New Business

- Interviews of Parish Members (Paul), after doing 2 (the Beam's and the Zweber's) Paul pulled so common statements that he wanted to share:
 - o Suggest holding hands for the Our Father prayer
 - o Suggest we try and bring back shaking hands at sign of peace
 - o Try and bring more young people into the church serving positions
 - o Keep up the weekly homework Fr. Don assigns
 - o Readers introduce themselves to make it more welcoming
 - o Meet and pray with other churches in our area
- Book for Pastoral Council (Kim), all members are asked to first read from "Christendom to Apostolic Mission" written by James Patrick Shea if you haven't already. Then be ready to start reading the next book from that author called "The Religion of the Day".

8:35 Meeting adjourned.

NEXT MEETING: January 7th 6:30 – 8:00 PM, Parish Fireside Room

Follow up items: **TASK 1 (unassigned)** contact the Archdiocese to find out how to get involved in the selection process.

TASK 2 (Dolly) look into OSV software for creating an online church directory and let the committee know if you would be comfortable owning this project.