

Tri-Parish Pastoral Council Meeting Minutes

June 16th, 2026

6:30-8:00PM

St. Joseph Parish Center

Minutes recorded by Mackenzie Hewitt

Attendance: Fr. Sergio (P), Magali Barajas (NP)

Trustees: Mary Henningfield (P), Don Siehoff (P), Barb Bakshis (NP), Alison Pedone (P), Bob O'Neill (NP), John Gabaldo (NP)

Pastoral Council Members: Maddy Miller (P), Mackenzie Hewitt (P), Megan Cash (P), Julie Mermal (P), Michelle Pederson (NP), Janna Tichenor (P), Joe Dedick (P), Holly Reesman (P), Laura Freeburn (NP), Jackie Schneider (P), Ben Robers (P), Tara Kowalski (P)

Guests: none

- Maddy Miller opened the meeting, prayer read by all, followed by spontaneous prayer by all.
- Mission Statement read by all.
- Quick introduction of the members.

Approval of May minutes: Approved with no edits

Standing Committee Reports:

(Reminder to Liaisons to inform their committee secretaries to send the approved meeting minutes to each parish so they can post them on their websites.)

Liaisons need to report only significant information that needs feedback from the Council.

***Send your minutes to Secretary (Mackenzie) so they can be sent out and viewed by PC members prior to our meeting

Worship/Liturgy liaison Michelle Pederson:

- No meeting

Human Concerns liaison Holly Reesman:

- Continued the discussion on which committees have similar goals and agendas and can come together as one group in the tri-parish (Ex: Helping Hands and Caring Connections). There may be some difficulty combining two different groups that do things in their own way. Is this something that the Pastoral Council needs to be involved in? Table this issue at the moment and revisit it in 6 months once Fr. Sergio has a chance to get settled

- Combining Rose Sale (Mother's Day)- can we do a tri-parish organization so it is all united and cohesive?

Evangelization and Formation Liaison Megan Cash:

- REP: Calendars and Registration will be on the website soon. Five students on the Love Begins Here Mission Trip (middle school). VBS is August 3rd-7th. There is enough adult help and families are encouraged to sign up soon (limit of 60 students).
- OCIA: Discussion of marriage situations, sponsor choices, and calendars. We will use Symbolon again this year but are reviewing Ascension's program
- Come and See: This Saturday, we have the last one at St. Joseph Parish Center at 10am. Discussion on how to get more people to attend. The May event went well and a couple new people attended.
- Hispanic Ministry: Pentecost confirmations went well. Laura Flores started a Tuesday women's group called Emmaus Women (they have formation and then go to help community members).
- Adoration Schedule: No schedule yet. CC is moving some events to Tuesdays and those might impact the schedule starting in the fall.
- Pamphlets/materials: The St. Mary Parish Library has been sorted by Fr Ryan. Ellie will leave two open book shelves for groups that meet in the St. Sebastian room to store supplies. Parishioners are welcome to borrow books but there will be no system. The plan is to slowly give books away in the 'free' shelves at the church entrance and keep a small selection for the "read and return" shelves. All future book donations should go to St. Charles (Jackie Heiligenthal) for that Parish Library.
- Features of our Faith: Discussed offering church tours around a certain theme. The previous idea was Holy Water. This initiative is paused for now and we will discuss it with our new committee members.
- Discussion of College Ministry with Christopher Naber (UW Madison): Groups for men and women meet regularly for study and then large group worship and fellowship events. He has started a men's bible study for this summer and will invite parishioners to join. We recognize that young adult ministry is a strong need in our parishes
- Lenten Mission dates will be February 28, March 1 and 2. There is no 5pm mass scheduled.
- Update for UW Whitewater Warhawk Ministry: Campus Chaplain will be Father Redmond Tuttle. Fr Tuttle has helped us here and will have a positive impact on their program.

Stewardship/Parish Life liaison Julie Mermal:

- **Mission Objectives and Personal Pledges- Retreat Review:**
 - Julie explained the retreat we've had in the past at St. Benedict Abbey. She invited Fr. Sergio and Fr. Timothy. At the retreat, we have discussed how to improve our communication as a Pastoral Council, how to bring unity, and how to bring out our mission as a council

- Decided at the end of the meeting: we are going to postpone the retreat until further notice due Fr. Sergio's installation mass being the weekend before
- Time and Talent forms- this is supposed to be the job of the council to send these surveys out and see who is interested. The information gathered will then be given to the committee chairs of each committee
- Everyone on the Pastoral Council should create a checklist of all the jobs of your role (ex: what your job looks like as a particular committee liaison) so the new member taking over knows what to expect and how to jump in and get involved
- Julie will get her checklist out to Laura and Tara
- There is a lot of information and resources on the Arch website, do we need to create a committee down the road?

Burlington Catholic School Board of Directors liaison Maddy Miller:

- Staffing changes: hired a new 4th grade teacher and PE teacher for St. Charles Campus. The K3 teacher retired but one of their aides is taking over. Cheryl Naber (assistant principal) is leaving for a great opportunity
- 425 students currently enrolled
- Budget is final, waiting for the Arch approval
- Bathroom renovations are in full swing, hopefully done by end of summer
- Interviews for Assistant Principal are happening

Finance:

St. Charles liaison Laura Freeburn:

- Bob O'Neill's term is up for trustee and he has agreed to serve another term. St. Joseph has an opening for Trustee.
- Getting the residence at the St. Mary Campus ready for Fr. Sergio who arrives June 16th. Associate priest Fr. Wysocki arrives in July
- B&G: Pump for the school boiler is on route. School windows leak when there is rain. Bauer Glass will be repairing the cracks and silicone seals on both the Conkey Street and Parking Lot side. The folding-in vent church windows will be glazed and painted by Mike Nice and Laird Hintz. To be addressed: arch window in front of the church, the church basement windows, fire escape doors, and back sacristy entrance.
- The Parish House has been vacated. Bob O'Neill will be meeting with Peter Scherrer of PSG, to determine options of what could be done with that building. Mike is stepping down as chairman of Building & Grounds this fall. Bob O'Neill is meeting with Fox River Property Management {Brad Lois and Kyle Scott} regarding their services to oversee the St. Charles campus.
- BCS Service Agreement: Jenny has had discussions with legal personnel at School Choice. Discussion about accessible income and eligible expenses.
- Finance Reports: The Balance Sheet was accepted as submitted
- Budget numbers were distributed. Revenue and income numbers for the 2026-2027 budget were discussed and documented.

St. Joseph liaison Janna Tichenor:

- Renovations on rectory, finished rekeying the doors
- Chicken dinner was successful, do not have final numbers yet
- 11 students given scholarships for BCS and CC
- Budget was fine, got approval from the Archdiocese

St. Mary liaison Joe Dedick:

- Budget is on track
- B&G: working on parapet wall, concrete work proposals, rectory carpeting
- Handicap parking and accessible parking- working on bringing some signs in for handicap spots (permanent), do we know how many? Hopefully as many as possible, need to get approval from insurance companies
- Discussed facility use charge at St. Charles and St. Mary

Hispanic Committee Report- Magali:

- No report

Deanery Report (Michelle Pederson/Holly Reesman)

- No update

Catholic Community Events: (including Hispanic Community events)

September 26 & 27: St. Charles Fall Festival

November 13, 14, & 15: St. Mary Festival

Pastors' Comments -Fr. Sergio:

- Sisters moving out was an idea from the Archdiocese. Our new Pastor and Associate Pastor both speak spanish so there wasn't a need at the tri-parish for more spanish speakers. There will be a part time position to help Ellie prepare for first communion, confirmation, etc.
- Mass schedule: Father Tim is coming July 1st, will start right away that weekend. Fr. Sergio will cover all the masses until Fr. Tim comes
- Holy Sacrament: New tabernacle. In the middle is the sacred heart, the last person who leaves will close the doors so the priest doesn't have to be there to close it. This can be an idea for the future. Megan commented- how can we get people to sign up, it is hard with Sign up genius, but a lot of elderly people do not know how to use it online, can we have a book in the back to sign up for adoration? The schools are excited about learning about adoration. Don mentioned it can be discussed at tomorrow's meeting

- Mass schedules: 5:30pm Saturday mass at St. Charles, Fr. Sergio wants more present at the mass
- Fr. Tim will live at St. Joseph and Fr. Sergio at St. Mary
- Lots of movement around the Archdiocese. Fr. Sergio is involved in 12 groups around the area- retreats, prayer retreats, healing masses, etc. Fr. Sergio said his top priority is the Tri-parish

Old Business:

- none

New Business:

- **Event Requests:**
 - St. Mary Festival- Holly and Loretta are helping run it, November 13, 14, 15. Have talked to CC to see if their gym can be used (do not want it outside in case it's too cold)- APPROVED
- July 18th- There will be a Tri-Parish mass at St. Mary at 5pm to welcome Fr. Sergio and Fr. Timothy. We are looking to plan a small reception (cookies, cake, coffee, milk, juice) after mass in Heim Hall. We need someone to plan this reception. We can talk with Dianne Fraiser who helps plan the St. Mary funeral luncheons (keep Anna involved). Possibly create a sign-up sheet to have every council member fill each area to volunteer. Can we ask the Knights to help out, if so, they would need to know soon
- August 15th - Archbishop Grob will be here for Fr. Sergio's installation mass. There will be a Tri-Parish mass at St. Mary at 5pm. Also looking to have a reception afterwards in Heim Hall. This event is going to be more of a meal.
 - First step is to contact Dianne
 - What kind of budget do we have to spend on food? Budget can be split between all 3 parishes
 - All the pastoral council and pastoral staff need to be present for this mass because they will be called forward during mass
- Mackenzie will contact Dianne about these two events, include everyone, CC them, send any receipts to the secretaries
- **Membership Terms for Pastoral Council Starting in July 2026**
 - St. Joseph
 - Janna Tichenor - 1 year remaining
 - Joe Dedick - 2 years remaining
 - Jackie Schneider - 3 years remaining
 - St. Mary
 - Michelle Pederson - 1 year remaining
 - Holly Reesman - 2 years remaining
 - Ben Robers - 3 years remaining

- St. Charles
 - Mackenzie Hewitt - 1 year remaining
 - Laura Freeburn - 2 years remaining
 - Tara Kowalski - 3 years remaining
- Election of 2026-2027 Officers
 - Chair (Current Maddy Miller) Holly nominates Janna, Mackenzie seconds, Janna accepts
 - Vice-Chair (Current Janna Tichenor) Holly nominates Michelle, Ben seconds, Michelle accepts
 - Secretary (Current Mackenzie Hewitt) Janna nominates Mackenzie, Holly seconds, Mackenzie accepts
- Assignment of Committee Liaisons (current liaisons given 1st choice for the position)
 - Worship/Liturgy - (current Michelle Pederson) Michelle Pederson
 - Human Concerns - (current Holly Reesman) Holly Reesman
 - Evangelization and Faith Formation - (current Megan Cash) Laura Freeburn
 - Stewardship/Parish Life - (current Julie Mermal) Laura Freeburn with Tara Kowalski and Holly Reesman assisting
 - Finance St. Charles - (current Laura Freeburn) Ben Robers
 - Finance St. Joseph - (current Janna Tichenor) Jackie Schneider
 - Finance St. Mary - (current Joe Dedick) Joe Dedick
 - Burlington Catholic School - (current Maddy Miller) Tara Kowalski
- If you were the old liaison, notify the chair of the committee of the change, include the new liaison's email address
- Deanery: we can discuss the deanery next time

Voice of the People: (opportunity for parish member input)

- Stewardship and Parish life: Holly is willing to help assist Laura and Tara
- Ways to get families of the school more involved and attend mass, it is an issue at all parishes, Fr. Sergio mentioned St. Agnes had school family mass and the families were required to come to mass 3 times a year

Next Meeting: Tuesday, August 18th, 2026 St. Mary Heim Hall

Need volunteer for August Closing Prayer: Janna Tichenor

Closing Prayer: Julie Mermal

Meeting Adjourned: Maddy Miller