



CHURCH OF THE ANNUNCIATION

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Parish Pastoral Council (PPC) Meeting Minutes

March 3, 2026 – 6:00 – 7:00 p.m. Parish Hall

Call to Order: Marthann Schulte

Opening Prayer

Roll Call / Attendees:

Marthann Schulte, Darlene Pumper, Mike Wallin, Christina Nelsen, Father Justus, Joe Pumper, Steve Zastara, Jennifer Malecha (Office Coordinator), and Deb Becker (remote).

Not Present: Fr. Scott Carl

Reading and Approval of Minutes

- The minutes for **January 2026** were previously approved via email and distributed to all council members. No additional changes were noted.

Reports

Father Justus

- **Youth Ministry Update:** Youth meetings continue to build momentum, with steady participation and new faces joining regularly. It's encouraging to see the group growing not only in numbers but also in connection — friendships are forming, and a strong sense of community is developing. Additional activities and gatherings are currently being planned to keep that energy moving forward and provide even more opportunities for engagement.
- **Lord Renew Your Church Campaign:** The *Lord, Renew Your Church* campaign is progressing exceptionally well. We have surpassed our original goal and have now reached approximately 154% of our target — an incredible testament to the generosity and commitment of our parish community. As a result, we are now at the point where 90% of all additional pledged funds will remain within our parish, directly supporting our local ministries and future initiatives.

Parish Office Coordinator

- **Procedures (AUP) Audit:** The AUP audit has been completed, and we are awaiting the final draft report. Three areas were identified for attention. First, general ledger processes — the Archdiocese offers financial training, and Jennifer has strengthened internal review procedures to improve accuracy and consistency. Second, a discrepancy in the CD accounts due to missing banking information has been corrected, and the accounts are now fully balanced. Third, the Finance Council should ensure that all checks require two authorized signatures to maintain proper financial controls and accountability.

- **Trustees**

- **Capital Projects Update** Several projects are currently in review, with bids being gathered and evaluated. One of the key items under review is the parking lot. Once proposals are received, the project details — including scope, timing, and cost — will be brought to both the Parish and Finance Councils for discussion. Together, we will evaluate the most responsible and effective approach to managing and funding the project, ensuring it aligns with our long-term planning and financial stewardship goals.

Other Committees / Ministries

- We are seeking a new Cemetery Council member and will schedule a meeting to discuss next steps.
- Terry Gardner has been making repairs to several pews.
- **Faith Formation**
 - On **March 15**, Father will meet with the Confirmation students and we will have the Faith Formation Breakfast.
 - On **April 12**, First Communion and Confirmation students will participate in Confession.
 - On **April 18**, Confirmation will be celebrated.
 - On **April 19**, Donuts with Confirmation students
 - On **April 26**, Faith Formation will conclude for the year.

Unfinished Business

- **Defibrillator (AED):** Rice County has donated an AED to our church. It requires new pads. Training is available through the county — either a free basic equipment training or a more comprehensive CPR session for a fee. This will be revisited at the next meeting.
- **Parish Directory:** The parish directory project is moving forward as planned. Watch the bulletin for additional information over the coming weeks.
- **Inactive Parishioner Outreach:** A letter will be prepared and mailed to inactive parishioners outlining the many ministries, programs, and opportunities our parish currently offers, along with a warm invitation to reconnect and return to the community. The letter will clearly communicate that we would love to hear from them. If no response or communication is received within two months of mailing, their parish registration will be respectfully deactivated.

Festival Updates:

- Festival promotion materials and raffle cards have been started and are in development for review.
- All required permits have been submitted, and raffle tickets are being ordered.
- We are checking with the KC members regarding use of the food truck.
- The band Underdogs may be available again; discussions are ongoing.
- April 19, after confirmation donuts we will have the next Festival planning meeting.

New Business

- **March 18** – Plans are underway to host the Southwest Deanery meeting and luncheon for the participants here at Annunciation.
- **March 22** – A Liturgical Meeting will be held to prepare for Holy Week and Easter, ensuring that all details for the upcoming celebrations are thoughtfully planned and coordinated.

- **March 25** – Annunciation Feast Day will be celebrated with Mass at 6:00 p.m., followed by a parish potluck. All are invited to join in honoring our patronal feast and sharing fellowship together.
 - **April 29** – Father Justus will celebrate his 25th Jubilee. A dinner is being planned in his honor, and RSVPs will be required to assist with meal planning and ordering.
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Announcements

- **Next Meetings:**
 - **April 7 at 6:30 PM**
 - **May 5 at 6:00 PM**

Closing Prayer

Adjournment: Motion made and seconded.

Respectfully submitted by: Christina Nelsen, PPC Secretary, 3/3/2026