Parish Pastoral Council Meeting Minutes
September 19th, 2023

Opening Prayer

Silent Roll Call

· *Parish Council:* Byron Albers, Kate Hemmelgarn, Jeff Stammen, Stacie Enneking, Steve Gruber, Amy Bergman, Derek Spieles, Emilie Winner, Ted Beckman, Fr. Ken Schnipke

· *Standing Commissions:* Kay Schmiesing, Gina Frick, Ed Jutte

· *Visitors:* Chris Niekamp, Becky Niekamp

Approval of Minutes

Derek motioned to approve and Jeff 2nd the motion to accept the August 2023 PPC meeting minutes.

Standing Commission Reports

Building & Maintenance

· Met with Woehrmeyer. They are addressing a few areas at the ramp, concrete walks, and northwest stair to get through winter without further deterioration. Replacement starts in spring.
· Contract signed with Buschur electric for lighting in church
· Buehler wrapping up cemetery project, need to discuss why they are crediting us for 2 catch basins.
· Wellman Brothers close to complete on painting. Will be wrapping up maintenance on building after painting and sealing brick.
o Also doing additional soffit and gutter repair work that Rich Larger noticed. They are providing Leslie with quote. It will prevent future issues.
o Needed to push schedule for the cemetery chapel, but will be addressed this fall.
o There are a couple areas in church that need repaired. Wellman is working with Rich Larger on this.
· Security quote will be added to budget. Need to bring to Finance Commission meeting.
· Windows on east side church, received a quote and no further action needed at this time. Grates were removed and repairs are needed on windows for the wood, stain glass, and storm windows.

Education Commission (Gina Frick)

· Education K-12 (Jacob Kleinhenz)
· Religion classes are in full swing. In the beginning of September, we found the last religion teacher that we needed for 2nd grade

· The October Coloring contest info for kids in K-4 has been sent home. The kids color a picture of Mary since October is the month of the rosary. All drawings will be hung in the Parish Center's windows during Oktoberfest weekend
· Diaper drive info will be sent home soon with the October diaper drive coming up

· Youth Ministry (Stacie Lamm)
· Sept. 27th - is the first Daring Disciples
· CYO Registration is now complete - we will have 3 teams
· Catholic Heart Registration is going on now and we are planning on going to Huntingburg, IN next summer in July
· XLT - will have around 1,300 people coming to Minster Big Gym on Oct. 4 @ 7:00PM for the Praise & Worship & Adoration with Archbishop Schnurr
· Oct. 15 @ 7:00 PM is the Pumpkin Memorial
· Gearing up for Oktoberfest and Rueben Booth

Cemetery Board (Ed Jutte)
· FINANCIAL REPORT:
o As of July 31, 2023, current assets are $165,859.49. We received $160 in dues, $920 in foundations and $200 in the opening and closing of graves. The financial reports were approved by voice vote following motions by Ed and Scott.
· SUPERINTENDENT'S REPORT:
o Jim informed Nickol he won't be pouring any foundations for them this fall. Todd Clune from St. Henry might be interested in doing this work, so we will need to figure out a long-term plan for that. Jim also noted that Bob Farno and Ken Meyer have been doing a fantastic job filling in during this absence.
· OLD BUSINESS:
o Scott followed up on a Boeke family request from earlier this year to move cremains from our cemetery to Edgerton, Ohio. Nothing more has transpired on this since our last meeting, and there is no real urgency.
o Tuck pointing on the chapel has not started yet. The company is still working on finishing up on the parish center. The catch basis and asphalt work completed at the cemetery looks great. Jacque will touch base with Brian to get a progress update from Buehler.
· NEW BUSINESS:
o A service agreement and certificate of liability insurance have both been signed for the 64-niche columbarium. The columbarium lead time will be about 8 months. Jenni will contact potential landscape designers to put together design plans for landscaping around the new columbarium and should have some options to share next month.
o Jacque noted that the lawyer for the Archdiocese has requested for Woehrmyer to also sign a certificate of liability insurance to pour the foundation for the columbarium. They aren't sure if we will be able to get the foundation in this fall due to their busy schedule.

o Submissions for the Loretta Herkenhoff Charitable Trust are due in November. Jim suggested that we request funds to straighten headstones on a few of the older headstones that are starting to sink in the middle driveway. These headstones are 100+ years old. Jenni will draft a submission for the board to review at the next meeting.
o The cemetery superintendent job position was posted on the website and was published in the bulletin. Keith drafted a full listing of the required job duties, and the board reviewed them. We will plan to leave the superintendent position listed in the bulletin for the next few weeks.
o For the columbarium, we will need to have some education around cremation and the Catholic Church before the installation. Possibly include some links in the bulletin.

Mission Commission (Kay Schmiesing)

· No meeting since they had Mass for the 50th anniversary.
· Mass was great, and so was dinner at Wooden Shoe. Loved everything from the invites to the bulleting, flowers, and bracelets. About 50 came.

Finance Commission

· Reviewed financial statements and balance sheets, the different was due to July Net income.
· Revenue 12,000 higher than prior year due to 5 Sunday deposits in 2023 compared with 4 in 2022 and an IRA donation for the Organ received in 2023.
· Expenses were just over $50,000 lower than prior year due to salary reimbursements, school grad books paid for in July last year vs. August this year, additional CYSC adoration night costs paid in 2023, maintenance lower in 2023 due to playground mulch paid in 2022, July general assessment not recorded in July, 2023 land and buildings spend of $3.5k vs. $25.9k in July 2022.
· Operating Income: Current Month Net Income of $20.9k vs. Prior Year Net Loss of $38.3k.
· Business from previous meeting
o All organ pipes installed; tuning 50% complete.
o NW8 visioning update: next meeting. Sept. 9
· New business:
o Archdiocesan Review/Audit: 3 new findings
§ Business manager check dual signed
§ Missing 5 vendor W9s and 4 vendor worker's comp forms
§ Need to move to ParishSoft, but having issues with moving
o 3 observations:
§ Should update documentation of religious art
§ Should update signage at cemetery
§ Organ lessons should be paid to St. Augustine
o Commission position changes:
§ Major accepted chairman role, Clif accepted secretary role

§ Need to fill 3 positions in 2024
§ Looking at staggering rollover stature so not so much turnover at once in future
· Capital expenditures in discussion or in progress:
o Tuckpointing, columbarium, cemetery asphalt, and church lighting

PPC Committees
Organ Refurbishment Committee — Included with Finance
· Archdiocese was coming today, the Director of Music, to check the sound and sign off. Then, if everything is good, we can make final payments and close the book

CIC – Parish Ministry Committee (Jeff Stammen)
· Working on Ministry Fair – Oct 14, 15, sending out a note to see who will be coming
· By the 29th, if there are not enough people to take part, we will not have the fair
· If we do have enough, we will plan it and meet in the rectory basement or meet outside if it's nice out
· Ideas to bring more people:
o Coffee and donuts, pictures and booth signage research to show ministry leaders, template for a trifold or poster and also handouts, signup to get names and numbers at the table right away for those looking for new members, OR check box: I would like to hear more information, rather than a sign up, to grab their information, and could put them in the pews
o Have the Deacon talk that weekend about stewardship in the homily
· Continuing website maintenance and review
· Quo Vadis, Schoenstatt, and Regnum Christi — come up with how the parish is sponsoring it, who is running the ministry, etc, background, and approval process to put them on the website
· Has anyone spoken about a leader of adult faith formation? There's a staff member at Sidney who does some of this.

CIC – EAP/ASP Committee (Ted Beckman)
· Looked at 3 items for safety that need to be done in church, and they would like to pursue them. Next, they are going to the finance committee. Automatic door locks, cameras, and panic button
· Had a thumb drive presentation the police department came up with. Need to personalize an in-person presentation for parish center. The run, hide, fight video was too graphic. Perhaps it's something we could put on the website and do training by the police department for teachers, ushers, and personnel, and open invitation for anyone else. 2 different times.
· Steve and Ted are meeting with police dept. this Thursday
· Have the police look at current plans and give recommendations for a place to meet during an evacuation
· Will work on an active shooter situation in the future as well
· Botkins has a locking system. They sweep the church every night and then the doors lock

New Business
Book on the Eucharist (Derek Spieles)

· From the formation committee, wondering if the Parish Council would consider offer from Dynamic Catholic for a book on the Eucharist. A $1 special. An easy read yet powerful read. Father has heard of 3 different books, one by Bishop Barron.

· Reach out to Cindy and say we're looking at this book, and what are the next steps. She can ask what the other parishes in the family are doing to coordinate the books.

· There was a vision meeting retreat with the other parishes, and it was a wonderful, smooth meeting. The focus was the Eucharist. Coming together as large congregation in November

Next Meeting Date: 11/21/23

Closing Prayer

Adjournment

Executive Session
Beacons of Light Discussion

October 17th Meeting Discussion

Approval:_____
Chairperson, Byron Albers Date

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Secretary, Emilie Winner Date