

MINUTES

St. Bruno Parish Pastoral Council

The meeting took place at St. Paul in the St. Matthew Room. Fr. Dan met with us from 6:30 to 7:30 pm

Mission Statement: St. Bruno Parish is a community of people sharing a common faith in the teachings of the Catholic tradition. We come together to worship God and to spread the Good News that Jesus gave us. Through celebrating Christian unity, we provide emotional support and practice the works of mercy.

Date: Feb. 27, 2018. Meeting called by: John Hoffman, Chair

Present: John Hoffman, Cindy Maloney, Mary Pfaff, Eileen Rudnick, Kathy Galando, Steve Paquin, Fr. Dan Volkert, Pastor

Council members excused: Bob Leonard, Kelly Wiza, Jenny Harnack, Pat Seeger, Les Vertz

Time	Item	Owner
6:30 pm	Opening Prayer	Fr. Dan
.	Motion to approve Minutes from Nov. 28, 2017 and Common Meeting Night Jan 10, 2018. Motion approved	Cindy, Fr. Dan
.	Thank You Notes-	.
	Paulette Dunbar, Carol Janc – long-time Holy Dusters. Unable to continue.	Eileen
	Marni Marks, on behalf of Home and School Committee for Carnival, Father & Daughter dance, open house and other activities	John, Cindy
	Eyes and Ears:	
	“Could canned goods for the Food Pantry be brought up by children during the offertory? Let the parishioners know that there are security and safety measures being put in place.”	Kathy
	Response: With respect to an offertory canned goods collection, Fr. Dan indicated that having the food collected in the gathering place would be a better location with less confusion. More announcements re safety and security will be made to reassure parishioners as they are developed and implemented.	Fr. Dan
	“Instead of pushing to pay off the mortgage, get the sound system fixed. Other parishes advertise special events in the local papers. Why don’t we do so? Reinstate petitions from the pews; if not on Sundays, at least weekdays Where does the collection from the Hispanic mass go? What is the policy for an individual using the facilities for a private function? Status of new campaign. Need bulletin updates”	Eileen
	Response: Work has been done on the sound system. Petitions from the pews are done during week days, but not on Sundays. That is not a liturgical part of the mass. Use of the facilities for a private function are being discussed by parish staff and the finance committee. Results of the campaign will be announced when finalized.	All

Time	Item	Owner
6:45 pm	New Business	
	<p>Synod Implementation: Evangelization and the Sunday Mass.</p> <p>Action: The questionnaire was not discussed because the time for submitting the completed survey had past. Fr. Dan indicated that he had personally completed the form.</p>	Cindy, Fr. Dan
	<p>Parish Safety, Status of Safety Protocol</p> <p>Response: Fr. Dan indicated that if any parishioner wants to join the existing Safety and Security Committee they could do so after completing training. Bob Leonard will conduct the training sessions after he returns from his winter stay.</p>	Fr. Dan
	<p>Reschedule date for March PC meeting (Note: Mar. 27 date is during Holy Week)</p> <p>Response: THE MARCH PASTORAL COUNCIL MEETING, WHICH WILL BE HELD AT ST. BRUNO, WILL BE ON MARCH 20, 2018 AT 7 PM. Cindy will be absent.</p>	All
	<p>Alpha request for PC support</p> <p>Response: John will contact Mary Kral to determine a date when the Council will provide a light supper after an evening Alpha meeting.</p>	John
	<p>Date for social with St. Paul PC</p> <p>Response: John will check with St. Paul's to determine if June 26 would work as a good date to hold the social, to be preceded by a brief PC meeting.</p>	John
	<p>A brief discussion was held concerning the election of trustees and new council members. The nomination process for trustees will be announced at mass and cards made available in the gathering place for parishioners to use in nominating an individual or oneself. In the past, cards were distributed during mass and collected by the ushers when recommending someone for the Pastoral Council, after which the pastor would send an informatonal letter and council members follow up with a telephone call to those named.</p>	All
	<p>Kathy reported she had an interest in becoming a Relevant Radio Parish Ambassador and questioned whether there was any opposition to her doing so. There was none and we look forward to more information.</p>	All
	Old Business	
	<p>Status of guidelines to be used when requesting permission for Gathering Place sales and events</p> <p>Response: Fr. Dan indicated that St. Paul already has a policy in place and it is working well. The subject will be discussed at a staff meeting to be held Feb. 28. Cindy indicated that the Finance Committee addressed the issue and put a policy in place 4 or 5 years ago, and they will check their records to see what was recommended.</p>	Fr. Dan, Cindy
	<p>Committee liaisons need to contact their ministry re donation to Men Who Cook</p>	All

Response: Steve indicated that members of the Finance Committee made a cash donation to be used to purchase an item for the auction. John suggested that liaisons recommend to their committees that they do the same. Eileen reported that Prayer Shawl Ministry has already decided to donate a “movie night” basket and has so advised Michelle.

1st draft of new “Committee and Ministry Directory”

Eileen

Response: Eileen circulated a sample of a new Committee and Ministry Directory, and explained that a sheet would be inserted containing the names and contact information for individuals who were committee/ministry chairs, which would be updated as needed. We can print the directory in-house.

John Kimpel will be invited to the next PC meeting to discuss his proposal regarding a parish pictorial directory

Committee Reports: See chart below

Calendar

Easter Triduum: 3-29-18/4-1-28-18

Track Meeting: 3-6-18

Men of Christ Conference: 3-10-19

Next Pastoral Council meeting at St. Bruno, **March 20, 2018** at 7 pm. John Kimpel will be invited as a speaker to discuss a pictorial directory.

Men Who Cook Dinner & Auction: 4-21-18

8:35 pm

Closing Prayer

Committee Reports

APC: Jenny Harnack & Cindy Maloney	
Communications: Bob Leonard	
Faith Formation (1 st Monday - every month) Kelly Wiza	
Human Concerns (2 nd Tuesday – every other month)	No meeting since 11-21-17 Reported: Result of the 2017 Giving Tree: 433 items to homeless men at St. Ben’s, 375 baby/toddler items to Life’s Connection, \$477 in gift cards plus 41 items to the Hebron

<p>Eileen Rudnick</p>	<p>House. \$200 in gift cards and 15 toys to two homeless families of Family Promise and \$1175 in gift cards for our St. Vincent DePaul Society.</p>
<p>Prayer & Worship (4th Monday – every month) Kathy Galando</p>	<p>(From Jan., 2017)</p> <p>Lenten Planning</p> <ul style="list-style-type: none"> • Music – <ul style="list-style-type: none"> • silent entrance with bell • <i>Mass of Creation</i> by Marty Haugen • Mass Booklets & Little Black Books will be ordered • Art & Environment <ul style="list-style-type: none"> • Will decorate for Lent on February 13. • Mark will order palms & also 4 palm fans. • We have an ample supply of ashes and congregational candles for Easter Vigil. • Mark will order two Environment books for Anna Marie & Rebecca. • The Feast of St. Blaise is Sunday, February 3. Blessing of throats to be determined. <p>Lenten/Easter Mass times at St. Bruno</p> <ul style="list-style-type: none"> • Ash Wednesday, February 14 – Mass @ 7pm, school Mass @ 8:45am • Holy Thursday Mass will be at St. Paul @ 7pm • Good Friday Service will be at 3pm • Holy Saturday, Easter Vigil– waiting on the Arch to give us a time • Easter Sunday, April 1 – Masses @ 8am & 9:30am at St. Bruno (also 9am & 10:30am at St. Paul) <p>Railing for Steps – Update</p> <ul style="list-style-type: none"> • Building & Grounds is working on a plan. <p>Parish 2018 Calendars</p> <ul style="list-style-type: none"> • The number of calendars ordered was reduced & there are still some leftover <p>Altar Servers – had a good showing over the holidays (Christmas-Solemnity of Mary). Only had one Mass where an adult served.</p> <p>Adoration Lock Box – a new lock box has been installed in the chapel to store the keys to the tabernacle & church. The group who goes to Adoration has been given a code which will be functional Tuesdays from 1-10pm.</p> <p>Budget – Next year’s budget will be based on those items that are not one-time upgrade purchases, but instead recurring expenses that P&W incurs.</p> <p>Next meeting: February 26, 7pm @ St. Paul will be HOLY WEEK PLANNING</p> <p>Closing Prayer</p>
<p>School (2nd Monday – every month) Les Vertz</p>	<p>Submitted by: Jenny Harnack, Nov. 2017</p> <p>School committee - November meeting:</p> <ul style="list-style-type: none"> Continue to gather feedback on the school improvement plan Efforts towards building school family community – Restarted Family Movie night, first night was great success >40 children, collected donations for food pantry Dec meeting is “Open meeting” 1st Lego Robotics kit was purchased Continue to work on SCRIP optimization – offering incentives to families for enrolling in scrip program Auction planning in full force – please contact auction committee members with ideas related to auction item donations.

	<p>Feb., 2018</p> <p>Some key points to share regarding school committee bullet points: Developing an athletic committee to organize athletic program in the future</p> <p>Continue to look for ways to promote SCRIP for increasing utilization to help increase financial impact for the school</p> <p>Currently looking at options for updating curriculum-especially literacy programs and health</p> <p>School auction planning in full swing. If committees would like to donate but unsure what, they can contribute money towards a larger live or silent auction item...if several committees put funds together, we could use for auctioning a family water park resort experience or something along those lines</p>
<p>Building & Grounds Pat Seeger (2nd Tuesday every month) (Subcommittee) Safety and Security – Bob Leonard)</p>	<p>Submitted by Bob Leonard Building and Grounds Meeting Feb 13, 2108 meeting minutes</p> <p>Members present; Pat Seegers, Kurt Hendricks, Paul Kronschnabel Mike Chilson, Paul Tabat, Scott Vandenhouten, Mary Daniel</p> <p>Safety/Security issues for the St. Bruno Campus which is our number one priority</p> <p>Pat Seegers gave a recap of the security of the whole campus was set up after the new church was built. It has 3 zones, the church and the office, the school and the gym. There are grand master keys and master keys. Over the years, who has what key has sorta been lost. Steve Spiegelhoff is in the process of recapturing this information and collecting keys. Thank you, Steve.</p> <p>Kurt answered many questions regarding how the campus is used and by whom. Thank you , Kurt. Kurt also reported he put a lock on the door in the school that went to the second floor and many people have thanked him. Kurt has also been working with the locking hardware on the school entrance from Ottawa Ave. It is documented that hardware is from 1976 ish. It is worn and well over its life span. B &G is recommending and asking that to be replaced as soon as possible, the doors are good, just the hardware needs to be replaced.</p> <p>The group walked to school entrance and discussed many options regarding how that entrance is used. Buildings and Grounds recommendation is : Place another set of doors inside the school entrance just like the outside ones just before the glass window for the office, creating a space inside out of the elements for people would like to come in. That space would have a security system /buzzer to allow people access to the office , school and church. The office, school and maybe RE offices would let people in during the times the Mass in not being held. Details still being worked out. Tim Dittman has a system that would work for this and is on board with this. Pat Seegers will oversee this project with Tim Dittman. More to come on this. Church doors are locked unless there is Mass.</p>

	<p>As we walked the Church area another suggestion is being made for security purposes .</p> <p>When we have Mass, lock the outside door on the Ottawa Ave side before Mass and unlock it after Mass. It has the same system as our big Church doors. The reason for this suggestion is when we have Mass, the 3 large black doors are open to the church and by locking the outside door for Mass only, we secure that entrance. We need to get this information to the ushers and anyone who opens the doors for Mass. I briefly spoke to several people about this and they feel it is a simple way to secure an entrance when we have Mass. This suggestion came from Paul Tabat, thank you, Paul.</p> <p>Hand Rail; Pat Seegers brought the prototype and we agreed to go ahead with the simple design . Steve Spiegelhoff and Tim Dittman joined us in the church Pat Seegers will oversee this and use his resources in the building trades to create this. We do not have a date for the project to be completed as it was just approved.</p> <p>Recap: Replace the worn out hardware on the Ottawa Ave School doors as soon as possible. Security for the Campus, who will put the word out for locking the Ottawa Ave Chapel door during Mass and unlocking it after Mass? Security for whole campus, Pat Seegers and Tim Dittman . Hand rail : Pat Seegers</p> <p>Thank you everyone for what you do for our parish,</p>
<p>Stewardship Mary Pfaff</p>	<p>No January meeting other than Common Meeting Night</p>
<p>Finance Cindy Maloney</p>	<p>No January meeting other than Common Meeting Night Meeting Monday, February 19:</p> <p>Appeal Update - those that had not submitted pledges and were contacted had positive feedback in that it was simply forgotten and the families intend to contribute.</p> <p>Accounting for the Parish changed to Accrual method which requires recognition in period that activity occurs.</p> <p>Capital: 1. Gym floor deemed not immediate need. 2. Altar railing should be installed by Easter 3. Screen balance should be installed 6-8 weeks</p> <p>Discussed “vendor signup” for after Mass tables in the gathering space. It was believed that a policy was established 4-5 years ago by FC. Elizabeth and Tim will see if they can find policy.</p>

Next PC meeting: March 20, 2018 at 7 pm at St. Bruno. Fr. Dan will join us at 7:30

Respectfully submitted,

Eileen Rudnick, Secretary Pastoral Council