

St. Matthew Parish

Administrative Services/Community Building Committee

Meeting Report

Date: May 9, 2002

Present: Bill Ahlstrom, Alan Bronikowski, Rob Chalhoub, Kenn Cicigoi, Skip Dziedzic, Al Hobbs, Dave Johnson, Mark Kozlowski, Mike Kuick, Leary Peterson, Tom Schneider, Fr. Bill Stanfield, Roberta Zapp

Unable to

Attend: Erv Nowak, Stan Urbaniak

Specific Agenda Items

1) Parish Leadership Day

- a) All committee chairs have been given a questionnaire that should be used as a discussion tool at each committee's next meeting. The information to be discerned is what the committee feels should be the parish goals and priorities. Committees are being asked to gather this information in preparation for the larger discussion to take place during the Parish Leadership Day on June 1.
- b) This information may be used to help set priorities if finances/spending need to be reexamined.

2) Administrative Services/Community Building Committee (ASCB) Review

- a) Group agreed that ASCB role is to facilitate communication between committees, that the information exchange is important.
- b) ASCB is a good forum, especially to discuss topics that affect all committees
- c) Meeting format was revised for 2002-2003. No more assigned topics, meeting agenda will be committee reports/information sharing

Committee Reviews

1) Personnel

- a) Three major accomplishments were hiring of a Director of Administrative Services (Rob Chalhoub) and a Director of Stewardship (Tom Schneider). Also prepared the budget for 2002-2003. Bulk of the Personnel's committee is spent on budget items.
- b) Biggest disappointment was the fact that St. Matthew is not gaining on the wage parity issue. We have not lost ground, but we are not gaining, either.
- c) Biggest challenge is to get a handle on the health care cost crisis

2) Stewardship

- a) Main priority is planning the Ministry Fair. Looking to tap into Tom Schneider's expertise. Tom plans to implement new approaches. (See attached report).

3) Finance

- a) Biggest disappointments were stewardship results and investment performance...
- b) Challenges for the coming year include focusing Stewardship meetings on big issues, less on minutia; increase investment results; look for ways to change the budget process.
- c) The size of the committee is fine, however the committee could benefit by adding more (members with) financial expertise.

4) Building and Grounds

- a) Major accomplishments were moving the parish sign to a more visible location in front of the church. The fluorescent light ballast replacement project is nearly complete.
- b) Disappointment is the lack of volunteers for Parish Workdays. No new faces joining the crew.
- c) Challenges are the lack of volunteers. Also, getting the Building & Grounds Committee to be more self-managed via subcommittees, rather than depending on leadership solely from the chairperson.
- d) Opportunities include social action projects such as Habitat for Humanity, or general outreach.
- e) Parish could use a Technology Committee (the school has one). The Ministry Fair could be an opportunity to enlist parishioners to serve on such a committee. Dave Johnson currently serves as the parish network administrator.
- f) An ongoing challenge for Building & Grounds is how to remedy a problem with the sidewalk adjacent to the handicap driveway area (near the church entrance). Water collects on this sidewalk and turns to ice in the winter. This is a hazard for those using that parking area. Building & Grounds will wait until September to choose a solution based whatever decisions/recommendations the Building Committee reaches.
- g) The drive by the Little Brick Church is sometimes mistaken for the entrance to St. Matthew. Signage to mark the church entrance and a chain to block the Little Brick Church drive is being discussed.
- h) The south electrical service pole may be pushed to capacity during the festival: In case of an overload, a Building & Grounds Committee member will be on hand during the festival to change the fuse.

5) Communications

- a) The committee doubled in size (two new members) thanks to new volunteers via the Ministry Fair and Newcomer's brunch.
- b) Published an issue each month with just two people producing the newsletter. Also provided support for school, producing a brochure.
- c) Challenges: Newsletter has been published since May 2000, yet committees/parish groups/parish at large rarely submit news items or suggestions for story ideas, or request coverage of their activities.
- d) Limited feedback makes it a challenge to determine direction. Addition of Tom Schneider as Pastoral Staff liaison should help on this point and the one above.
- e) Opportunities: Grow committee, keep newsletter content fresh.

6) Parish Council

- a) Markene Kaminski was discerned Parish Council chairperson. She did an excellent job keeping things moving. Parish Council never missed a step.
- b) Goal is to get final approval for constitution and by-law changes.
- c) A challenge is to get more youth involvement in the parish.

7) Building Committee

- a) Interviewing three firms about fundraising in support of a building project.
- b) A request for quotation letter has been draft for architectural firms. Using a Quality Based Selection process that involves formatted communication between architects.

8) Festival

- a) Festival will feature new attractions such as inflated midway “rides” and a car show.
- b) A bracelet or ticket system is being considered to manage the point of sale and consolidate cash handling.

ASCB Committee Meeting Dates 2002 - 2003
Thursday, September 12, 2002
Thursday, November 14, 2002
Thursday, January 9, 2003
Thursday, March 13, 2003
Thursday, May 8, 2003
All meetings at 7 p.m. in the Fellowship Room

Submitted by Kenn Cicigoi, Chairperson, September 4, 2002

Stewardship Committee Report To Adm. Serv/Community Building Cmt.

May 9, 2002

I. Three (4) biggest accomplishments in the past year?

1. Ministry Fair: A small group such as our committee, without the help of subcommittees, planned a fair for all ages of our Parish.
2. Documentation of the Ministry Fair (how many people volunteered and for what groups, etc.) and successful follow up with parishioners.
3. Streamlining and consolidation of the process of documentation of monthly financial stewardship, i.e., standardized reporting format.
4. Development of a job description for Director of Stewardship, assisting with the search process for this position, and hiring a Director of Stewardship.

II. Three biggest disappointments in the past year?

1. The length of time it took to get all of the pledges in this year.
2. The amount of time spent on selecting the financial budget numbers for the year. (Our committee feels we should be focusing on time, talent and treasure and per the Archdiocese recommendation, not over-emphasize finance). Our role with finance should be limited to reporting our monthly stewardship and stepping up efforts if we are falling behind. We have lost committee members and wasted precious time due to the time and frustration we have spent with these numbers.
3. Lack of clerical support when it is needed to accomplish our tasks due to other priorities.

III. Three (4) biggest challenges for the coming year and what will be our criteria of success in impacting those challenges? How do we measure our success?

1. Establishment of the Legacy Society; (Enrollment, Leadership identified, educational opportunities offered).
2. Educating Parishioners on Stewardship (Time, Talent and Treasure: Ministry Fair, identification of multiple means of education including enrollment of new members and outreach);
3. Increasing Membership to Parish; (reviewing past trends and reasons parishioners have left, increase strategies of outreach; improving hospitality and welcoming parish-wide).
4. Development of an Action Plan with the new Director of Stewardship. (Written plan will be developed in context of the work of our pastoral staff, Parish Council, Stewardship Cmt., and needs of our parish).

The method for measuring success in any Stewardship Program within the Parish is by measuring and increasing the numbers of parishioners and service hours participating in programs, helping out with committees, and being a general part of the community. Documenting hours of service as a contribution will be a significant challenge. Community building and developing relationships within this parish is the key to our success and the only way we will achieve financial success. People want to give to something they feel they are a part of and have a stake in the outcome. Money will be a natural end result of community building.

Update on Ministry Fair (per Parish Council Request)

- I. Scheduled for Weekend of September 14th-15th.
- II. All committee and ministry group chairs will be receiving a letter shortly requesting that they update the descriptions in the "Parish Involvement" booklet.
- III. We will evaluate additional processes designed to engage parishioners in the annual time, talent, and treasure enrollment process.
- IV. We will be looking to increase parishioner involvement in planning and implementation of the enrollment process.