

**Report to Parish Council from
The Administrative Services/Community Building Committee-November 2003**

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Communications Committee by Kenn Cicigoi

I. Description of Communications Committee

Main task is producing a monthly general interest parish newsletter. Also assists other parish groups if needed and human resources allow, with communication needs. An example is the school alumni group's Alumni newsletter.

1) Three biggest accomplishments in the past year

- a) Added spot color to newsletter.
- b) Tapped into substantial newsletter photo archives to supply photos for the Capital Campaign.
- c) Maintained monthly frequency of parish newsletter; assisted in the publication of three alumni newsletters.

2) Critiques from 2002 - 2003

- a) Still not top of mind among most parishioners and parish groups when it comes to them submitting story suggestions or tipping Communication Committee off to parish news. Or membership is not aware that what they are doing is newsworthy.
- b) Inability to get ahead of a "just-in-time" production schedule. Would like to work two months out vs. one month out.
- c) Unpredictable printing quality from printer makes it difficult to ensure good photo reproduction.
- d) Challenge of growing the committee. Have not been successful in interesting parishioners in serving as writers and photographers, even with the promise of minimal time commitment. Solving this would also resolve critique "b", above.

3) Goals for 2003-2004

- a) Mail June, July, and August newsletter issues vs. inserting them in bulletin. Attendance is spotty during those months, even with an air-conditioned worship space. Mailing would ensure readership.
- b) Brainstorm new ways to: 1. determine who might be a potential writer and/or photographer, and 2. invite them to become a contributor to the newsletter.
- c) Mail or email group leaders at least 2 to 3X to remind them to share parish news.

Standing Committee Format

Pro

- d) Administrative Services Community Building meetings are an opportunity for the sub-committee leaders to have a face-to-face, dynamic information sharing session, which leads to superior information sharing vs. reviewing meeting minutes from the sub-committees.

Con

- a) Not enough perceived value in communication that takes place at the 5 ASCB meetings per year. Standing committee format adds the responsibility of the 5 ASCB meetings to some of the parish's biggest contributors of time and talent, and can be seen as a burden and not a benefit.

Consider reducing the frequency of ASCB meetings to two meetings, one in September and one in February, with a portion of the spring Leadership Day reserved for an ASCB information sharing session. This would in effect give you 3 meetings a year, with only 2 additional meetings for the sub-committee leaders since they would most likely attending the Parish Leadership Day anyway.

- b) Reporting to Parish Council under the Standing Committee format can be challenging for the presenter, because they are not typically an expert on the details of the sub-committees. This limits the quality of any dialogue that would take place when reporting to Parish Council.

Stewardship Committee by Frank Wellstein

I. Description of Stewardship Committee Purpose

The Stewardship Committee is responsible for the ongoing stewardship educational efforts of the parish. Members of the committee are faith-filled individuals committed to building a community of prayer and hospitality which welcomes and affirms all gifts. This committee works closely with the other standing committees of the parish to ensure stewardship efforts are consistent and fulfill the parish mission. Developing programs for welcoming new parishioners, designing creative tools which invite all parishioners, including children to share their time, talent, and treasure, producing quality reports that communicate the generosity of the parish community and the accountable use of the parish resources are areas of focus for the Stewardship Committee.

II. Three (3) biggest accomplishments in the past year?

1. Annual Renewal of Stewardship pledging of Time, Talent, Prayer, & Treasure kicking off with the Ministry Fair.
2. Changed Welcoming Process: Staff rotates meeting with new member families & coffee and bakery with the parish after 9:30 Mass regularly five times a year.
3. Assisting with the Capital Campaign & integrate follow-up with normal operations.

III. Critiques from Last Year

1. The length of time and effort it took to get pledges in for 2003.
2. Proposal for Parish growth (by 10%): failing to gain parishioner ownership, i.e., action, towards the goal and being limited by the human resources of our very small committee.
3. Our inability to increase parishioner giving to regular financial stewardship. (We believe the parish did better than many parishes given the economy and church scandals.)

IV. Goals for 2003-2004

1. Re-invigorate the Stewardship Committee through recruitment and re-organization into 4 subcommittees: Prayer, Formation, & Education, Welcoming & Inviting, Treasure & Legacy Society, and Gift Discovery & Participation.
2. Given our new Gathering Space, re-invent the Ministry Fair through four Standing Committee mini-fairs and celebrations.
3. Strive for programming in personal Gift identification and Estate Planning education.

V. ASCB Standing Committee

Because of the small size of the Stewardship Committee, we will only have one representative plus one staff person attend the ASCB.

Building and Grounds by Alan Bronikowski

- I. **The Building and Grounds / Cemetery Board is responsible for the care and upkeep of the parish building and grounds, including the cemetery.**
 - a. During the last year we wired all the classrooms for cable TV. The B&G committee also tried to form an IT subcommittee. The effort was not successful and further work is needed as we are soon to lose our current resources that provide the IT support for the Parish and School.
 - b. With the help of B&G members, the Parish received a new survey of the property. This was necessary since there was some concern regarding the boundaries of the cemetery. During this process, Mark Zapp of B&G found that there was a triangular piece of land near the cemetery that belonged to Mark Realty. This land had no practical value to Mark Realty. Mark Zapp convinced them to deed this land to the Parish.
 - c. The B&G committee also helped with the acquisition of the property just north of the Old Hall. Committee members helped clean up and paint the inside of the house. Other work around the property was also done including a split rail fence that was installed near the back of the property.
 - d. Two regular parish workdays were held during the past year, one in spring and one in fall. The first workday involved stringing the cable as mentioned in section 'a' above, the second workday involved storing donated furniture in the little barn on the new rental property. On the same day the ceiling tiles were also removed from the Old Hall. Additional Parish work "nights" were held during the past summer and fall. Trees were cut down, more removal of tiles and insulation from the Old Hall and other work as needed around the parish.
 - e. We have worked with the Building Committee, from getting the asbestos survey done to helping with contracting for the actual removal of the asbestos. We have helped with the cafeteria project, splitting it in two with a curtain and using the east end, as a indoor gym space. The B&G committee also removed the cabinets from the old 8th grade classroom and mounted them in the Fellowship room. The committee also helped relocate the Religious Ed offices to the South Wing. Part of that effort included putting a wall up in the old copier room so that it could be divided into two offices for Ed and Shelly.
- II. From the parish leadership strategic goals, the B&G committee is looking to become more involved in social outreach. During this past year, Mark Kozlowski has organized a group of parishioners to work with Habitat for Humanity. On a monthly basis this team of 4-6 people work on a project in the inner city of Milwaukee. Mark has done a fine job of coordinating and planning this work.
- III. The standing committee format has hit a new low for the ASCB committee. At our first meeting this year so many of the attendees were either Parish Council or staff that only the 2 B&G representative could be asked to lead the committee. It is time to change this format. The standing committee should meet just twice a year, once in Spring and once in Fall. The people on the ASCB committee are all busy running other committees and doing valuable work in the parish, why are we burdening them with more meetings?
- IV. We are concerned with the small amount of money that is set aside each year for capital improvements. The budgeting process needs to change so that \$10,000 to \$25,000 each year is available for capital work on our buildings. This is a very small amount of money considering the \$1,000,000 budget of the Parish. The Parish Council should direct the Finance committee to set aside between 1% and 2.5% of the budget for capital improvements each year.

Building Committee by Jerry Hammernik

I. Description of Building Committee Purpose

1. Create a Common vision and Master Plan for Future Building needs;
2. Assess feasibility/need for/hire Capital Campaign Consultant and implement campaign;
3. Develop a phased in approach to the Master Plan within the fiscal realities of our parish;
4. Hire the architect and construction manager firm to implement Phase I.
5. Incorporate the use of in-kind services to augment the basic contract to accomplish as much as we can of Phase I given the shortfall of the parish's capital campaign.

II. Three (3) biggest accomplishments in the past year?

4. Hiring Architect, Construction Manager, and Resource Development Firm for Phase I of the Master Plan (which is a significant outcome all by itself) and the communications with parishioners about the overall project;
5. Creating a positive parish experience in the processes of the Capital Campaign;
6. Oversee the major contraction project (Phase I parameters were difficult to achieve given our resources)and improvements outside of the primary contract including approval from the Archdiocese and the purchase of the Ragoshke property, a long term objective.

III. Critiques from Last Year

4. Coming up short on the Capital Campaign due to the economy and willingness/resources of the parishioners.

IV. Goals for 2003-2004

4. Oversee the construction of Phase I including resource development.
5. As creatively as possible, implement additional components of Phase I that are needed but lacked adequate financial resources.
6. Begin planning for Phase II.

Parish Social Activities/Festival Committee by Tom Schneider

I. Description of Building Committee Purpose

Create opportunities to Build community through the development of social activities for the entire parish.

II. Three (3) biggest accomplishments in the past year?

7. Decision not to hold a Festival;
8. Creation of the St. Matthew Feast Day Funfest as a model for an event;
9. Implementation of the funfest at no cost and little financial risk to the parish.

III. Critiques from Last Year

5. To date, inability to schedule a raffle due primarily to time constraints for staff.
6. Too staff dependent--need for parishioner ownership.

IV. Goals for 2003-2004

7. Re-create another Feast Day Funfest;
8. Consider Winterfest.
9. Assure parish raffle and gain increased parishioner leadership/ownership.

V. Question: Do we even re-consider a Festival? Who and how would a decision about this get made?

Finance Committee by Mike Malicki

REPORT ON STRATEGIC PLANNING

At its meeting on October 16, 2003, the committee adopted the following plan. The committee will focus on the following strategic goals previously adopted by the parish council:

- Follow through with our building project to a successful conclusion.
- Assure that our parish priorities are reflected in resource allocation.
- Work toward fair/just wages for all parish employees.

The following one-year action plan was adopted:

Goal	Objective	Action Plan	Persons Responsible	Date Due/Completed
1. Follow through with our building project to a successful conclusion.	1. Collect capital campaign pledges when due.	1. Monitor building fund receipts and expenditures as the project progresses. 2. Maximize interest / investment returns. 3. Minimize interest expense. 4. Establish a system to actively manage our cash reserves.	Committee	Late 2004
	2. Retire construction debt in three years.			Early 2006
2. Assure that our parish priorities are reflected in resource allocation.	1. Reflect parish priorities in 2004-05 parish budget.	1. Familiarize ourselves with parish council priorities. 2. Pray for guidance. 3. Recruit competent people to serve on committee.	Committee	2004-05 Budget due April 2004; ongoing monitoring.
	2. Provide more financial information to parishioners.	Publish selected financial facts in bulletin.	Committee	Ongoing/weekly
3. Work toward fair/just wages for all parish employees	Work toward parity with public sector employees.	Collaborate and obtain input of Personnel Committee	Committee	2004-05 Budget due April 2004; ongoing monitoring.

Five-Year Action Plan

The committee's five-year plan is to pursue the same goals on an ongoing basis, with the exception that the building project will be completed, but pledges will be collected over the next three years, until our construction loans are repaid.

Personnel Committee by Tom Marciniak

Mission of the Personnel Committee:

The personnel committee's primary assignment is to work towards offering fair wages and benefits to all employees of the Parish as can be afforded. The committee: reviews salaries, benefits, and policies; makes recommendations for personnel budgets as part of the overall budget; and reviews personnel requests, questions or complaints.

The Three Biggest Accomplishments in the Past year:

1. Prepared survey to determine resource usage and utilize for Leadership Day.
2. Examined employee issues and assisted in resolution.
3. Examined several employee benefits offered (medical, etc.) and their costs.

Three Goals for Upcoming Year:

1. Examine opportunities of synergies in resources with the other parishes in our cluster
2. Continue to focus on fair and just wages for all Parish employees
3. Review Personnel Policies and update manual

Biggest Obstacle(s)

1. Budget Constraints
2. Lack of contingency plan ranking needs of parish and personnel needed

Committee meets monthly and interface with other committees such as the School Board and the Finance committee. Committee members include school administrators, Human Resource personnel, instructors and members with financial experience.