

**ST. MATTHEW PARISH COUNCIL**  
**MEETING MINUTES**  
**January 22, 2007**

**Council Members Present:** Karen James, Micki Klappa-Sullivan, Matt Knorr, Michael Kuick, John Lee, Tom Marciniak, Blanche McQuitty, Clifford Shelton, Fr. Bill Stanfield, Fr. Steve Stradinger, Sharon Tehan, Phill Unti.  
**Guests:** Anna Bissell, Alan Bronikowski, Debra Bruening, Carol Daun, Alice Hatzenbeller, Larisa Knorr, Shelly Madden, Ruth Przybylski, Carol Sagan, Tom Schneider, Maria Schulner, Judy Wargin, Mary Ann Wilkes.

**Meeting Minutes:** The December council meeting minutes were approved as written.

- 1) **Formation:** Presentations from each Parish committee were given. Committee members reviewed the key highlights/accomplishments from 2006 and goals for 2007.

**Prayer and Worship Committee – J. Wargin**

2006 Highlights

- New hymnals were purchased through donations from the parishioners. This has proven to be cost effective and efficient. Previously, the parish spent \$900 per year for copyright permission to copy the music into the Orders of Worship. Now we spend an average of less than \$245 per month.
- Adapting to the newly reconfigured worship space has gone well.
- Judy's work with the students at the school has improved each year. She has recently spent time with the 4K and 5K students to help them learn songs so that they are able to sing along during Mass. This is going very well and these younger students feel a part of the Mass. The middle-school choir is so large it has been split into two groups.
- While there are quite a few children involved in the children's choir, Judy would like to have even more children involved.
- Liturgy is becoming more vibrant and successful.

2007 Goals

- More collaboration with St. Mary's by the Lake Parish.
- Increase Mass attendance.
- Support of and involvement in Generations of Faith.

Needs Improvement

- Need to get more people involved as Ministers of Hospitality, especially greeters, Eucharistic ministers and ushers.

**(ASCB) Administrative Services/Community Building Committee – Alan Bronikowski**

**Personnel Committee**

2006 Highlights

- Achieved a 3% salary compensation average for staff in current year's budget.
- Added/replaced two new members on the committee and addressed personnel issues as they arose including the hot lunch program at the school.
- Utilized a comprehensive spreadsheet that measured the compensation package for our teachers against parity in the Oak Creek/Franklin system. Created budget assumptions/processes that integrated well with the Finance Committee and the school's budgeting processes.

2007 Goals

- Make budget/personnel recommendations that ensure our continued progress against achieving compensation market parity.
- Continue to review benefits for potential cost savings while maintaining them to be competitive in the job market.

Needs Improvement

- Budget constraints continue to keep our personnel compensation goals out of reach.
- Balancing personnel resources that keep our total parish mission in perspective.

## **Stewardship Committee**

### **2006 Highlights**

- Stewardship renewal, which included two Ministry Fairs and follow-up resulted in 415 household pledges for involvement. The capital campaign received pledges from 476 households (the 2003 campaign received 336 household pledges).
- Our welcoming processes are good and working well. Hospitality Weekends have now become part of our parish routine for all ministries.
- The special edition of “The Buzz” in September was an excellent tool to address the transparency/accountability of our funds and participation.
- Sustaining St. Matthew Feast Day Funfest and maintaining our Winter Fest are accomplishments as community building/celebration experiences.

### **2007 Goals**

- Recruit new committee members and provide committee members and parishioners the formation required to actively help the parish grow in its understanding and commitment to total parish stewardship.
- Explore additional ways to reach out to less than active members for financial stewardship and involvement in parish activities.
- Roll out education regarding the Legacy Society.

### **Needs Improvement**

- The parish census needs to be updated. Discussion took place about how to accomplish this task and accurately record who parish members are.

## **Finance Committee**

### **2006 Highlights**

- Monitored parish financial situation, which operated in the black. Addressed the integration of the Hot Lunch program and billing issues related to the Extended Care program.
- Produced a balanced 2006-07 budget.
- Increased committee’s involvement in review of parish cash management and investment activities. Most parish reserve funds are now invested in bank certificates of deposit with varying maturities. We have paid back our parish reserves and will begin investing Phase II funds in CDs and accruing interest to pay off the debt and save.

### **Challenges for 2007**

- Although we didn’t receive the pledge levels we had hoped for in the capital campaign, we have begun the process of saving for the future through payments in the Generations of Joy Campaign.
- Stewardship income is at 49.9% of budget at 50% of the year. We are monitoring other sources of revenue while keeping our attention on expenditures as well.
- The 2007-08 budget process has begun and the committee is in the process of generating assumptions. The preliminary outlook is lean.

## **Building & Grounds Committee**

### **2006 Highlights**

- Cleaned the bricks and church and painted the wall in the church. Reconfigured the worship space and built a new altar platform.
- Additional Eagle Scout projects, including the dumpster enclosures and picnic tables, have been completed.
- Completed the pavilion, which attaches to our new garages.
- Removed the two old garages.

### **Goals for 2007**

- Putting together handicap accessible bathroom on the upper level.
- Install new dividers in the restrooms on the upper level.

### **Challenges for 2007**

- The parking lot needs attention; decision needs to be made about fixing it.
- Need a better short-term and long-term plan for taking care of our grounds with adequate monies budgeted.

## **Phase II Building Committee**

### **2006 Highlights**

- Prepared the Generations of Joy capital campaign.

- Conducted the Generations of Joy Campaign by contacting hundreds of parishioners.
- Reported to the parish on the outcome of the campaign.

#### 2007 Goals

- Rolling out campaign for new parishioners and those who have not given or chose to give for 1 year.
- Maintain/increase campaign momentum by communicating with parish.

#### Challenges for 2007

- The amount of money pledged makes it difficult for us to be ready to start a new church in 5 years.

#### Discussion

- Information was shared about the recent presentation at the January Home and School meeting about a new idea to raise money to build a gym/church and in the meantime, utilize the current worship space and a convertible space for a gym and church.

### **Technology Committee**

#### 2006 Highlights

- Created 24/7 access for committee members including remote access. Replaced two existing servers. Substantially completed the upgrading process to migrate from Windows 98 to XP. Moved servers to more energy efficient location in the lower level of the gathering space and created a secure location.
- Created a “help desk” mechanism for staff to access support and troubleshooting. We are responding to almost daily requests.
- Completed back up of all data being saved on servers to address effectively disaster recovery and assisted staff in learning how to save data on servers to assure back-up capacity.
- Provided technical assistance with church audio system and installed new, wireless, Extended Care software that will enhance billing and attendance functioning.

#### 2007 Goals

- Upgrade aging hardware and roll out education to improve staff knowledge.
- Train and empower staff through support and FAQ/self-help support mechanisms.
- Improved the reliability and availability of hardware and software systems.

#### Challenges for 2007

- Maintain parish-wide information technology resources without paid IT staff.
- Balancing the technology needs of the parish functions and the parish school functions in our environment were funds and resources are limited. Identify needs with staff and communicate these needs to potential funders in the parish.
- Find enough time and talent to meet the ever-changing technology needs.

### **Communications Committee**

#### 2006 Highlights

- Produced monthly “Buzz” newsletter featuring two 6-page editions mailed to all households.
- Assisted alumni group in producing auction catalog.
- Produced DVD slide shows highlighting parish events.

#### Goals for 2007

- Grow committee membership.
- Stay “tuned into” parish events.
- Work with staff to upgrade the weekly bulletin.

#### Challenges from past year (2006)

- Limited story suggestions or requests for coverage from parish groups.

### **Ministry of Service/Social Ministry**

#### **Bereavement Ministry – Ruth Przybylski**

#### 2006 Highlights

- Mass of Remembering held on November 2, 2006.
- Prayer service in Little Brick Church on May 16, 2006.
- Holiday mailing to grieving members of St. Matthews, which included articles on “surviving the holidays”.
- There are several new members who are being trained.

- Members of the Bereavement Team offer hospitality for visitation/wakes that occur in our gathering space. This has been very well received.

#### Goals for 2007

- To extend invitations to the parishes in the Southern Cross collaborative to the Mass of Remembering and prayer service.

#### **Hospital Visitation Ministry of Care – Alice Hatzenbeller**

##### 2006 Highlights

- Due to the HIPAA regulations and the cutback in the pastoral care personnel in hospitals, it is difficult to get information about parishioners who enter a hospital. Even though we ask parishioners or their family members to call the parish office, we often don't hear about parishioners being admitted to the hospital.
- There are 1-2 parishioners who visit St. Luke's South Shore, St. Luke's Medical Center and St. Francis Hospital on a regular basis. Fr. Steve, Fr. Bill and Alice try to visit these and other hospitals weekly.

#### Goals for 2007

- Continue to recruit.
- Revise the current way of utilizing parishioners interested in this ministry.
- Look for ways to collaborate with other parishes on training.

#### **Jail Ministry by Deacon John Stodola – Alice Hatzenbeller**

##### 2006 Highlights

- Approximately 25-30 women inmates attend the 45-60 minute prayer service twice a month.
- One parishioner has shown interest in this ministry and is undergoing training.

#### Goals for 2007

- Get more people from the parish to help with the prayer/communion service, and also look for other ways the parish might become more involved in this ministry.

#### **Reaching Out Committee – Larissa Knorr**

##### 2006 Highlights

- Worked collaboratively with the St. Vincent de Paul Society and Respect Life Committee.
- Held a successful Mum Sale, which benefits the South Milwaukee/Oak Creek Interfaith for Older Adults.
- The "Fill the Ark" project during Lent/Easter was a huge success. The goal was to raise \$5,000 and the actual amount raised was \$7,054.

#### Challenges

- Donations of needed items have decreased even with the new collection box in the gathering space. Will work to have the box in a more central location to increase visibility when other events are not scheduled in the gathering space.

#### Goals for 2007

- Recruit additional committee members.

#### **Respect Life Committee – Anna Bissell**

##### 2006 Highlights

- Mother's Day Rose Sale. Over \$600 was collected and sent to the WI Right to Life. Had assistance from youth in this sale.
- Respect Life stickers were given out after each mass on Sept. 30<sup>th</sup> and Oct 1<sup>st</sup>.
- Committee members wrote bulletin articles about Respect Life each weekend in October.
- Assisted the Reaching Out Committee with the delivery of baby items to Pregnancy Help Center and Rosalie Manor.
- Respect Life items were available after masses on January 20/21, 2007 in memory of Roe vs. Wade.
- Collaborated with the Human Concerns groups from the parishes in the Southern Cross collaborative. Met twice in 2006 to learn about each other and share information.
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#### Goals for 2007

- Continue to solicit youth involvement in activities.

- As funds allow, will purchase “Care Notes” for the youth of the parish.
- Work to increase awareness for Respect Life and collaborate with Voices for Justice to educate us on Respect Life issues.
- Continue collaboration with parishes in the Southern Cross collaborative in a Respect Life prayer service during Respect Life Weekend, the first weekend of October. The next group meeting is scheduled in February 2007.
- Focusing on birth through death issues.

### **St. Vincent de Paul Society**

#### **2006 Highlights**

- 24 home visits. Provided help with rent, clothing, food, household items and utility bill assistance. Approximately \$8,000 was distributed to clients.
- Donated to the Milwaukee meal program, the needy conference fund and toward tsunami relief.
- Held the January “Souper Bowl” collection.
- Held “Bundle Sunday” collections in April and October.
- Held “Back to School” collection in July/August in association with Reaching Out.

#### **Goals for 2007**

- Continue serving at meal site.
- Continue services to the people in need in the city of Oak Creek.
- Encourage more youth participation.
- Looking at new opportunities (e.g. jail ministry and blood drives).

### **Voices for Justice – Mary Ann Wilkes**

#### **2006 Highlights**

- In order to reflect the spirit of advocacy, the name of the group was changed from Justice Education to Voices for Justice.
- Continued to collaborate with various groups who respect life issues, including war, poverty and the death penalty.
- The second collaborative meeting with the Southern Cross parishes was held at St. Stephen’s to discuss how to better work together on justice issues.
- Hosted speakers at St. Matthew in October regarding the death penalty.
- A few new people attended the general meeting in November.
- Sponsored the Fair Trade booth at the Holiday Fair. Goods were sold from Four Corners of the World shop.

#### **Goals for 2007**

- Focus on issues related to health care.
- Continue collaboration with Southern Cross parishes and the St. Matthew Social Ministry organizations to promote advocacy wherever possible.
- Collaborate with St. Vincent de Paul regarding Voices of the Poor initiatives.
- Promote the Harvest of Hope Farmer’s Market in March.

### **Interfaith for the Elderly**

#### **2006 Highlights**

- This is a collaborative project with churches in South Milwaukee and Oak Creek. People from the various congregations provide transportation, friendly phone calls and other services to older adults in need. Marie Galetka and Alice Hatzenbeller serve on the board. St. Matthew has a number of parishioners who serve on a regular basis.

### **Distribution of Parish 10% Outreach Funds & 10% of Fr. Joe Sukup Memorial**

#### **2006 Highlights**

- Our parish tithes for outreach from loose collection.
- A memorial for Fr. Joe was established during this past year and a portion of it will be distributed each year for outreach. Members of the various areas of Social Ministry are involved in discerning where the funds are sent (part local, national and international).

### **Senior Social Event**

#### **2006 Highlights**

- This is a very successful event that is held each fall. It is a holiday party for older adults from our parish and older adults who live in Oak Creek. Youth and adults share their time and talent on the day of the event.

#### Challenges/Goal for 2007

- Jeff Menz will no longer be coordinating this event so a new chairperson is needed in order to keep this event going.

#### Social Ministry Convocation

##### 2006 Highlights

- Our annual meeting was held on January 16, 2007. All active working committees were represented.

#### Challenges/Goal for 2007

- Need to improve communication with council liaisons.
- The next convocation will be held in the fall of 2007.

#### Southern Cross Collaboration

##### 2006 Highlights

- The Social Ministry/Human Concerns Committee members for the Southern Cross met in September. Good bridge building is beginning to take place.

#### Goal for 2007

- The next meeting will be held on February 13, 2007 to continue collaboration efforts.

#### Christian Formation Advisory Committee – Alice Hatzenbeller

##### Challenges

- Currently, there are only two parishioners and two staff members on the Christian Formation Advisory Committee. The committee should be comprised of a minimum of 8 non-staff members. It has been two years since this was a viable committee. Alice asked the council for help in recruiting parishioners to become involved in this committee.

#### Youth Ministry – Shelly Madden

##### 2006-2007 Highlights/Goals

- 34 confirmation students from St. Matthew, 2 students from Divine Mercy.
- Retreats to be held in February for grades 6-11.
- A mission trip to South Dakota is scheduled for June. The goal is to have 10 youths register to go.
- Would like to plan a mission trip for adults in order to form adults in mission work.

#### Child Ministry – Carol Daun

##### 2006-2007 Highlights/Goals

- 30 pre-school age children and 120 children in grades 1-5 are registered.
- There are 65 children preparing for the sacraments of reconciliation and Eucharist. These sacrament classes have changed somewhat. Parents are teaching their children from the books provided at home. This helps to educate both the parents and the children about the sacraments.
- There are 3 children preparing for initiation into the Catholic church (grades 3, 5 and 6).
- Although the Families of Faith numbers are down slightly, involvement has increased.
- Will investigate whether to offer a Vacation Bible School this summer. It was canceled last year due to lack of interest.
- Children's Liturgy of the Word has been very successful with an average of 30 children participating on Saturdays and 65 children on Sundays.
- Currently working on Catholic Education Week activities.

#### Adult Formation – Alice Hatzenbeller

##### 2006-2007 Highlights

- Small groups currently meeting include the Women's Spirituality Group, Adult Book Group and Scripture Small Group.
- Fr. Bill gave a presentation about his Adventure in Rome in September 2006.
- Adult Initiation Process – There are currently 3 adults preparing to be received into the church.
- There is one newly added adult seeking baptism.
- Parent Preparation for Baptism – there are four sets of classes presented during the year for child baptism.

#### Generations of Faith – Alice Hatzenbeller

##### 2006 Highlights

- 1000 parishes throughout the USA and Canada started this life-long faith formation program. The centerpiece of this formation is to focus on the content of the Catechesis. The GOF program has been well received at St. Matthew. In October there were 205 people who attended on Monday evening, 180 on Sunday and 56 on Friday evening. In December, there were 92 households who attended on Monday evening and 20 households on Friday evening.

### **Athletic Association – Shelly Madden**

#### 2006 Highlights

- The bylaws have been reviewed and rewritten.
- Concessions are now being offered during soccer games to raise money for the Association.

#### Challenges

- How to get the parish as a whole more involved.

#### Goals for 2007

- The process has begun for nominations and elections for officers.
- The Association is looking for additional members.

### **Liaison Report:**

#### Southern Cross Update

- St. Stephen's hopes to break ground on their new construction this spring.
- St. Louis is renting out their vacant school building.
- St. Louis is interested in participating with St. Mary's by the Lake and St. Matthew parishes in a combined Parish Council retreat next fall.

### **Chairperson's Report:**

- APC representatives are planning to attend the Southern Cross Evangelization meeting on January 31<sup>st</sup>. The Southern Cross APC representatives are putting together their report to share with the rest of the APC members at the next meeting.
- Winter Fest is Saturday, January 27<sup>th</sup>.

### **Pastor's Report:**

#### Fr. Steve:

- There is a lot of work being done with regard to a capital campaign for Catholic education throughout the archdiocese of Milwaukee. Those parishes that already have a capital campaign going on will have to make adjustments. The first year will be archdiocese-wide. The second year there will be select pilot parishes chosen. This is targeted toward Catholic education and faith formation only. Part of the money would stay with the parish and the rest would go to the archdiocese. The exact dollar amounts are unknown at this time. More information will be coming.

#### Fr. Bill:

- St. Francis Seminary has been restructured. Students will be going to class at Sacred Heart and doing formation at the St. Francis Seminary.
- The offices of the archdiocese will move from the Cousin's Center to a multiple number of sites. The administrative offices will move to part of the St. Francis Seminary buildings. The formation offices will be moving to the St. Joseph's Convent on south 27<sup>th</sup> Street. The Parish Formation departments and the Catholic Herald office are moving to the seminary property but separate from the main building. Catholic Social Services will be moving to another site as well.
- The John Paul II Center – this Center will offer programs, workshops and training for ministers in parishes relative to marriage and ongoing formation components.
- To date, there is no buyer for the Cousin's Center.

### **Discussion:**

#### Nomination Weekend

- Will be held the weekend of February 17-18, 2007.
- Karen James asked for volunteers to speak prior to each mass the weekend of February 3-4. Phil Unti and Karen James volunteered.
- The Nomination Committee will be putting inserts in the bulletin and will arrange for nomination forms to be available to parishioners the weekend of February 17-18.
- After discussion, it was determined that there will be one vacancy for Parish Trustee, as John Lee is ending his term. There will be three vacancies on the Parish Council as Phill, Cliff and Markene are all ending their terms.

- Micki will email the "Call to Serve" document to Karen James.

#### Fall Combined Parish Council Retreat

- This will be a one-day retreat with all parish councils from the Southern Cross invited to attend. An overnight retreat will be scheduled for 2008.

#### Global Email Distribution

- Phil announced that the Technology Committee has confirmed that they are able to set up a global email distribution list for the Parish Council and other standing committees, which could assist in simplifying email communications.

#### **Approval of Parish Council Bylaws:**

- Karen reviewed the minor changes made to the bylaws document. A Motion was Made, Seconded and Carried to approve the bylaws.

#### **Approval of Parish Council Constitution:**

- Karen reviewed minor changes made to the constitution document. A Motion was Made, Seconded and Carried to approve the constitution.

#### **Parish Involvement Day (March)**

- Need volunteers to work at this event. The Parish Council sponsors this event.

Respectfully Submitted by:

Blanche McQuitty  
Parish Council Secretary