

**ST. MATTHEW PARISH COUNCIL**  
**MEETING MINUTES**  
**March 26, 2007**

**Council Members Present:** Karen James, Micki Klappa-Sullivan, Matt Knorr, Michael Kuick, Tom Marciniak, Blanche McQuitty, Clifford Shelton, Fr. Bill Stanfield, Fr. Steve Stradinger, Sharon Tehan, Phill Unti.

**Guests:** Alice Hatzenbeller; Mike Hoffman, Barry Johnstone, Maria Schulner.

**Meeting Minutes:** The February council meeting minutes were approved.

**Discussion: Phase II Visioning for Parish**

The group discussed how to apply resources toward growing our parish. 20% of the parish has been here for 4 years or less. 50% of the parishioners have been here for 4 or more years. Fr. Bill explained that while we average 100 new families per year, we also lose approximately 90 parishioners each year because Oak Creek is a transient community with many families relocating due to their jobs.

A member felt we have been operating in a manner geared toward maintaining our parish for several years. A shift toward growing the parish needs to be made. One of the ways this can be accomplished is through evangelization. It was announced that T. Schneider is putting together a post card with information about our parish and it will be mailed out to the community after Easter. The following ideas were shared for growing the parish:

- A concern was expressed that it appears stewardship (time, talent and treasure) has been on a decline over the past few years. A suggestion was brought forth to contact the long-term parishioners to inquire how they are doing and to see if they have any needs that any of the ministries at St. Matthew can assist them with.
- Put more resources into trying to attract people to become more involved in the ministries of the parish.
- A strategy used at St. James parish was shared. Their parish council members receive a list of five parishioners to follow up with every few months.
- Provide more opportunity for the community to utilize our meeting rooms.
- Consider holding listening sessions in the neighborhoods around our parish.
- Parish council members to become more involved with evangelizing our faith.
- Develop a list of resources the community can use that identifies services offered by St. Matthew parish, the parishes in the Southern Cross collaboration, and within the community at large.
- A recommendation was made to have the staff, parish council members, as well as the members of all parish committees complete a SWOT analysis to identify the perceived strengths, weaknesses, opportunities and threats of our parish. B. McQuitty volunteered to assist A. Hatzenbeller as a liaison to Social Ministry.
- Information gleaned from the SWOT analysis could be used to guide the strategic planning effort.

**Liaison Reports:**

Southern Cross Update

- C. Shelton will be the new liaison. M. Klappa-Sullivan will forward the meeting dates to Cliff.
- The cluster will be pursuing an advent mailing to include information about all parishes in the Southern Cross collaboration.

Update on Focus Group for Archdiocese Capital Campaign

- The archdiocese held a fact-finding meeting about the proposed campaign, which is earmarked specifically for Catholic education and faith formation. A decision has not been made about whether the archdiocese will proceed with the campaign. However, if the campaign does move forward, all parishes will be required to participate.
- Information from the fact-finding meeting was distributed to the council. Contact K. James with any questions.

**Chairperson's Report:**

- The APC meeting was held and an update was given regarding the larger planning commission.
- The St. Matthew parishioner appreciation dinner will be held after the 5 p.m. mass on Saturday, April 28<sup>th</sup>.
- A thank you card from the 7<sup>th</sup> grade students for supporting Catholic education was distributed to the council.

**Pastor's Report:**

Fr. Steve:

- The Principal Search Committee reviewed all of the resumes that have been received. Six candidates have been selected for the interview process, which will begin in the next few days.

**Proposed 2007-08 Budget Summary**

The proposed 2007-08 operational budget, capital improvement budget and financial stewardship history and assumptions were reviewed in detail. Key areas affecting the 2007-08 budget include:

- A new principal and K4 teacher will be hired for the 2007-08 school year. This could have a significant impact on the budget.
- School families' financial stewardship will remain the same – a minimum of \$20 per week in order to be eligible to request the discounted tuition rate.
- There will be a tuition increase of 7.6% totaling \$34,590 (assumption is 226 students K5-8, which is an increase of 6 students compared to last year's budget).
- Health and dental insurance plan costs won't be known until May.
- Assumption that there will be no increase in financial stewardship given the history over the last 5 years.

**Other Discussion**

- A concern was raised about the recent communication in the weekly school newsletter about the 35 families who are in arrears in their tuition payment totaling \$45,922.45. Of these 35 families, 18 have applied for hardship waivers. A recommendation was made to enforce the policy that exists regarding tuition payments, to review tuition payments each quarter, and ensure issues are reported to the council in a timely manner in the future.
- A question was raised regarding whether money could be budgeted on an annual basis, for a set number of years, and designated for the purchase of books for the school. M. Kuick to take this question to the Finance Committee for discussion.

Respectfully Submitted by:

Blanche McQuitty  
Parish Council Secretary