

St. Matthew Parish

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October 24, 2009

To: Parish Council

From: Administrative Services/Community Building Committee

Re: Full Report for October 24, 2009 Town Hall Meeting

Below you will find the subcommittee reports that you requested from the following committees: (You requested that Finance present separately)

- Personnel
- Stewardship
- Communication
- Technology
- Building & Grounds

Personnel Committee

October 24, 2009

To: Parish Council via ASCB Standing Committee

From: Personnel Committee, Dan Duchniak, Chair, Fr. Patrick O'Loughlin, Michael Hoffman, Cathy Cramer, and staff: Tom Schneider

The primary mission of the committee is to develop practices and policies that promote fair wages and benefits for all employees within Parish budget constraints. The committee reviews and establishes policies for employees and assists Parish administration with establishing and practicing sound hiring and employment practices, and makes recommendations for personnel compensation assumptions as part of the development of the Parish's overall budget. The committee also serves as a grievance committee for employees of the parish.

The Personnel Committee also is working towards progress on the Parish's Strategic Plan. The following goals guide the committee's work during the year:

- ◇ Plan for a time when St. Matthew's had less ordained priestly service;
- ◇ Assure that our parish priorities are reflected in resource allocation;
- ◇ Work toward fair and just wages for all parish employees.

The committee spends the majority of its time on preparing its assumptions and recommendations for employee compensation as part of the development of the Parish's budget. Particularly in the past two years, with financial stewardship not increasing at the

same pace as inflationary expense increases, the committee spends many hours discussing the application of fair and just compensation with limited funds.

Over the past six months, the committee has worked on a number of issues related to accomplishing our goals. The committee work includes the following: reviewed the revisions to the employee handbook proposed by Fr. Pat; provided recommendations to finance regarding employee compensation for the current fiscal year; worked to revise the teacher pay schedule to develop a schedule more currently related to public practices; and conducted an exit interview with departing staff. We regret to inform you that Al Hobbs, chair, has resigned from the committee. We are grateful for the committed service Al provided to this committee. His input will be greatly missed. Dan Duchniak was appointed the interim chair by Fr. Pat. We are currently working to propose the draft personnel budget assumptions for the Finance Committee which are due by November 24th.

Strategic Vision

We help build community through professional human resource management that values our staff. We strive for fair and just wages for all parish employees and strive to assure that parish priorities are reflected in personnel allocation to prioritized ministries.

Stewardship Committee

To: **Parish Council via ASCB Committee**

Date: **October, 2009**

From: **Stewardship Committee**, Beth Ruthmansdorfer, Chair, Larisa Knorr, Christie Parr, Kristin Fields and staff: Tom Schneider

Re: Report on Goals

Description of Stewardship Committee Purpose

The Stewardship Committee is responsible for the ongoing stewardship formation efforts of the parish promoting “Stewardship as a Way of Life.” 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.

Areas of focus for the Stewardship Committee:

- Developing a variety welcoming processes for new parishioners;
- Designing creative tools which invite all parishioners to share their time, talent, and treasure;
- Expressing gratitude in many ways including our bulletin, Buzz stories, quarterly financial stewardship/building/memorial contribution letters, etc. is a pattern we strive to fulfill.

- Indirectly, assist staff with some community building/social activities in conjunction with the Stewardship Committee (St. Matthew Feastday Funfest, Winterfest, Parishioner Appreciation).

Four (4) biggest accomplishments since March?

1. Parish's 2010 Stewardship Renewal: Sept. Weekend, Directory, Ministry Fair, Lay Witness Talk, enrollment forms and promotion of involvement.
2. Our welcoming processes are good and working well. New Member Social is Dec. 5th. Hosted an "Old Member Social ("Seasoned Members) inviting 98 of our oldest member households on March 28th. Hospitality Weekends with quarterly "Welcome Sunday" now have become part of our "routines" for the year for all ministries.
3. Completed Parish Pictorial Directory & implemented Ministry of the Month display on kiosk.
4. Hosted Legal Seminar for Parents of Minors.

Challenges & Goals Ahead

1. Concerned about the impact of opening of St. Stephen's Church—loss of membership and revenue when we need to be growing in numbers.
2. Declining Financial Stewardship—behind last year and significantly below budget.
3. Plan to host "Newer Member Focus Group" to evaluate our welcoming and engagement processes & promote involvement.
4. Need staff & leaders at all levels to promote involvement—we fear loss of Alice causes a gap in promotion and involvement in social ministry and adult formation.

Communication Committee Report

To: Parish Council via ASCB Committee

Date: October 24, 2009

From: Communication Committee, Robert Tabern, Chair, Angela Kornacki, Rick Barribeau, Kenn & Amy Cicigoi, Carol Tenner, and staff: Tom Schneider

- We are so grateful for the contributions and leadership of Kenn and Amy Cicigoi over the last 9 years—they have been the driving force behind our Buzz Newsletter and have decided to step aside from their leadership roles.
- We have not produced a Buzz since December, 2008 due to time constraints and need for more help/writers, etc. We want to continue to produce 4 to 6 page monthly (mostly monthly) parish newsletter.
- Expansion of weekly church bulletin to include photos has made producing unique content for the newsletter more challenging. Between the bulletin and the newsletter, the newsletter was formerly the only printed piece with photography. We don't want to repeat bulletin coverage, which reduces the "pool" of potential newsletter content.
- Assisting the Parish pages design of the **Picture Directory, School Auction** in production of the catalogue, and **Faith in Our Future campaign**. We hope to assist in some brochure and postcard production in the near future.

Primary Goal: Recruit new contributors and produce an attractive monthly Buzz newsletter that shares parish ministry information and affirms and recognizes the people behind the ministries.

Technology Committee Report

To: Parish Council via ASCB Committee
2009

Date: October 24,

From: St. Matthew Technology Committee, Brian Kucharski, Chair, Dave Johnson,
Gary & Aaron Hay, Gary Marifke, Greg Wheatley, Roger
Janquart, , Will Karpinski, A.J. Wagner, Mike Nuss, Gerry
Reed, and staff: Tom Schneider

Re: Update Report to Parish Council via ASCB Standing Committee

I. Purpose of Committee:

Our parish-wide technology committee provides consultation, vision, and technical assistance in the design and implementation of hardware and software configuration, network training and technology system support and maintenance as well as web page management. Knowledge and skills in this ever-changing environment can enhance staff and parishioner capacities to communicate, grow, and serve God's people.

II. Major accomplishments:

- a) We've prepared for a new school year which requires major transfer of data, training new teachers, etc. All technology needs to be disassembled while the classrooms/lab is cleaned and then reassembled. We've repaired the poster printer and replaced several other small printers and large printer in the parish office and maintained security and upgrades. We changed security software to Open DNS to filter web content. One member is adding the cemetery design on to CAD software for us.
- b) We've changed webhosts in order to improve functionality and reduce problems.
- c) With the help of Building & Grounds, we have installed a classroom Smart Board and white boards to compliment this change in the 7th grade with funds from 2008 auction as well as B & G put white boards in K5 and 1st Grade. Plans include to work with B & G to install white boards and another Smart Board in Grade 3 on Nov. 12th and the weekend following.
- d) Many, many hours go into routine support and helpdesk activities—especially every Monday and Tuesday evening. Users we switched from Outlook Express to Outlook for email on PC's.

III. Challenges of past year:

- a) Maintaining parish-wide information technology resources including a network with 80+ PC's without paid IT staff. We receive daily helpdesk requests. We are accomplishing extraordinary support with no paid IT staff.

- b) Balancing the technology needs of the parish functions and the parish school functions in our environment where funds and resources are limited. We prioritize and achieve what our resources can provide.
- c) Finding enough time & talent to meet the ever-changing technology needs without burdening “the few.”

IV. Strategic Vision

Professional and timely communication is essential for comprehensive, quality stewardship and evangelization. Every ministry and staff member at St. Matthew’s is supported with technology which is a major investment in the infrastructure of the parish. The parish is thoroughly dependant and can be fully functioning only if updated technology is used widely. Staff members need to become more self-reliant in handling simple technology tasks.

Building & Grounds Report to Parish Council

PURPOSE: The Building and Grounds / Cemetery Board is responsible for the care and upkeep of the parish building and grounds, including the cemetery.

Biggest accomplishments since March, 2009:

1. Removed old ceiling tiles, added insulation, put in new ceiling tiles, rewired, and painted, South Wing offices in a way where the ceilings won’t need to be replaced if/when the space is converted in the future. Includes offices for Prayer & Worship, Child & Family formation, Youth ministry, support staff work room, Good Shepherd room, and hospitality kitchen and corridor.
2. Added lights to the steeple of the Little Brick church, to enhance our exposure on Highway 32. Caulked and weatherized the current worship space’s southern exposure. Contracted the repainting/caulking of the steeple on Little Brick church.
3. Positively maintained (planted, watered, and weeded) the grounds for flowers and other landscape enhancements.
4. Making improvements to documentation of database of our cemetery.
5. Preparing to install security systems in main building and others.
6. While routine, cleaning and preparing the building for a new school/ministry year is a major undertaking over the summer months.
7. Succession planning worked successful on the B&G committee. Alan Bronikowski became a parish council member, Tom Ruthmansdorfer stepped up to become chairman of the committee.

Challenges and Plans

Parish Leadership removed the Capital Improvements for Buildings (\$11,000) from the budget along with the Contingency account (\$7,000).

1. We received approval to use up to \$5,000 on security system improvements for the main building and are making decisions to move our building into “lock down mode” for after hours as well as other improvements.

2. On Nov. 30th/Dec. 1st, we will begin the removal of “backrooms-south wing” ceilings for insulation, new ceiling and lights, and improved storage as we create a ceiling that should not need to be adjusted if the space is converted in the future. This includes youth room 4 youth conference rooms, liturgical environment storage rooms, 4 bathrooms (3 will be taken out of service) and all walls lowered so a common ceiling can be installed throughout.
3. Eagle Scout project that will improve landscaping around our drainage ditch on the southwest part of our property.
4. We are again bringing forward our proposal to replace one of the old, inefficient boilers with money saving, more efficient models. It could save \$16,000 in the first year and probably take almost 7-8 years to pay back our reserves if we use this strategy.
5. Update the cemetery data and link to Archdiocesan Catholic Cemeteries to make genealogical searches more convenient and accessible to families.
6. Collaborate with Religious Formation/GIFT program’s Service Day on November 14th by providing parish work day/work site projects and supervision for many families including south wing preparation transfer of contents of rooms; spreading mulch; cemetery clean up; washing cafeteria furnishings, etc.
7. Replacing washroom plumbing fixtures in the main building.
8. In the near future, addressing the ceiling work and lighting in the lower level classrooms and hallways that will not need insulation.
9. Longer term—address problems of the parking lot deficiencies.
10. Longer term—address the HVAC system in the main building and the single pane windows used throughout the main building.

Assuring that our buildings and grounds are well taken care of is a statement about stewardship. It is an important dimension of hospitality and welcoming. While our “church” is not a building, being good stewards of these gifts will be the infrastructure of the ministries we offer. We continue to promote and utilized many, many gifts of time and talent of our parishioners which is excellent—and that in itself requires many hours of planning, communication, motivation and relationship building which together, builds community.