



St. Luke's Parish Pastoral Council
Thursday, May 9th, 2019
7:00 PM Conference Room

Attendees: Father Adam Westphal, Deacon Fred Cornwall, Tonya Althaus, Dana Bastian, Teresa Busch, Andy Cink, Mary Johnson, John McPherson, Gary Olson, Shani Wahl, Brian Werner

Guest: Susan Gresbach

Not Present: Deacon Matt Halbach, Deacon Don Shannon

- A. Opening Prayer
- B. Discuss Co-Event planners and Co- Volunteers with Vicki Gilloley, Growth Coordinator for St. Lukes.
 - a. Postponed to June meeting as Vicki was unable to attend.
 - b. Parish Pastoral Council Secretary position is posted in this week's parish email and bulletin
- C. Pastoral transition assistance by Tom Green, director of Gateway Pastoral Services. From Bishop Pates' meeting on April 30, 2019 at St. Lukes it was suggested that we use Tom Green's services.
-- Fr Adam
 - a. Possible survey for Tri-Council and staff, then follow-up discussion
- D. Need Event Planners on board to manage transition of Priests (Fr Adam/Fr Ken) events.
 - a. Father Adam's going away party (June 29th & 30th)
 - i. John and Jean McPherson are interested in planning if it's June 29th & 30th
 - 1. Brian Werner can help.
 - b. Father Ken's welcome (July) and installation as pastor (TBD by Bishop's schedule?)
 - i. Andy and Joyce Cink possibly
- E. Discuss and update on progress on refocus of our ministries and committee's ---Dana
 - a. Reviewed handout drafts on ministries and committees to be posted online somehow
 - b. Various training guides are being drafted that can be combined into an online guide
 - c. Can use online ministry scheduling for other activities like leading the Mass rosary
- F. Business Manager and Principal hiring updates for St. Luke's---Fr Adam.
 - a. Business Manager: offering part-time bookkeeper position tomorrow; aspire to having a business manager in the future
 - i. Business manager position originally was 75% bookkeeper, 25% was what would be wanted/desired like ADA, capital campaign etc. Most immediate need is bookkeeper.
 - b. Principal: interview begin tomorrow, 3 scheduled
- G. St. Luke the Evangelist Wedding Policy and Marriage Preparation Guidelines: John and Deacon Fred.
 - a. Used St Francis's policy as a starting place which matches many of our current practices that are documented in different locations
 - b. Currently must be parishioner(s), parents are parishioners, or some connection to St. Luke's
 - c. Current fees are \$300, could have an increased fee for non-parishioners
 - d. Review policy and guidelines draft #2 for a vote at June's meeting



- i. Deacon Fred will email to Teresa and she will send it out
- H. Survey on Parishioners who have left St. Luke's: John
 - a. Any value in exit interviews? Yes. Currently an informal call from Father if Parish Soft software indicates that addresses aren't moving out of the area.
 - i. Parish Growth Coordinator (Vicki) could send the exit interview.
 - ii. Results should be shared monthly (rolling average?) with the parish council to determine if more actions are needed.
- I. Any Actions for Parish Council from Tri-Council meeting May 8th. The Tri-Council meeting is centered around the School and Capital Campaign going forward.
 - a. Brief re-cap and discussion (notes from Tri-Council May 8th sent via e-mail)
 - b. A web link, handout guide or volunteer parent counselor (like filling out the FAFSA) could help school families to find scholarships (CTO, etc.). Parish council needs to offer support to the School Board and be the bridge between Finance and School Board.
 - c. Messaging/Communicating to our parish
 - d. Re-start praying our capital campaign prayer
 - e. Visual ideas:
 - i. Anna's infographic
 - ii. Capital campaign tree and 3 people with a baby for Plus 1
 - iii. 3 bucket/triangle image: tithing, capital campaign, ADA
 - f. Reviewed some actions from the past 2 Tri-Councils
- J. EOP—On hold until June meeting; Invite Fr Ken to June PC meeting.
- K. Oxtoberfest update from Teresa and Andy
 - a. First organizational meeting held, steps moving forward are being discussed. May change the date slightly. Fr Ken believes we need to continue this event.
 - i. Send Father email with Announce in the email header for emailing about joining the planning committee
- L. Update on Parish Directory from Brian on any updates to have our own digital directory.
 - a. Demo for next meeting
- M. Liturgy committee Update sent via email
- N. Additional topics:
 - a. Nice church website ministry example that Dana referenced during the meeting:
<http://www.sthenrycatholic.info/Ministries>
- O. Closing prayer

Respectfully submitted by Teresa Busch, parish pastoral council secretary

Meeting Summary for the bulletin

The parish pastoral council May meeting began and ended in prayer. Topics covered included some new volunteer positions including a non-voting secretary for parish council, co-event planners, co-volunteer coordinators. Upcoming events include a goodbye for Father Adam, a welcome for Father Ken, and Oxtoberfest. The bookkeeper and new principal hiring updates were discussed along with a refocusing of ministries. A draft of a wedding policy for St. Luke's was presented. Tri-council follow ups were discussed. Some business was moved to June with updates.

