

**Minutes of the 475th Meeting
Saint Stephen Cathedral Parish Pastoral Council**

May 9, 2019

Members Present: Fr. Jerry Riney, Pat Serey, LaWanna Brand, Mark Heinz, David Hemingway, Kelsey Rhodes, Steven Roby, Kathryn Wimsatt, Brenda Clark, Russell Vaughn, Nick Warren

Members Absent: Samantha Kaai, Peggy Bellew

Parish Team: Donna Tarantino, Eddy McFarland, Donna Murphy, Rick Rhodes

I. Welcome and Call to Order

Pat Serey, chair, opened the meeting at 6:05 PM.

II. Approval of Minutes

The minutes were approved as written for the April 10, 2019 meeting.

III. Scripture – *At Home with the Word*

PPC members read and discussed the Scripture Readings for May 12, 2019.

IV. Liaison Reports – Pat Serey for Samantha Kaai

A. Parish Finance Committee – Mark Heinz/Eddy McFarland

Eddy McFarland presented the financial report (actual vs. budget to date). At 10 months into the fiscal year, the parish is \$12,000 ahead in collections. The revenues over expenses amount is \$58,000 to date; revenues are within \$1,500. Eddy presented the budget for the 2019-2020 fiscal year (copy attached). He noted that there are more than 100 families signed up for WeShare (electronic giving) and that 1/3 of collections is given through WeShare. This helps offset the often slow collection period between May-July. He also noted that the parish Finance Council has approved this budget and, if Pastoral Council approves, it will be considered final. Steven Roby asked why expenses were down. Father explained that Donna Murphy has been working around 10 hours per week and that since her retirement, a replacement had not been found. He added that Rick Rhodes and Hannah Bland have been hired, both part-time, to take on those duties. Ellen Aud has been serving as Faith Formation K-8 coordinator for a small stipend. Eddy added that Father Sinoj had been budgeted for a vehicle allowance but is using (per diocesan policy) a diocesan car, so that amounted to savings for the parish. Eddy called attention to 1) the school subsidy cost is based on a 5-year moving total of students. This avoids spikes in the subsidy due to increased enrollment in a certain year. 2) Diocesan assessments, based on collections minus deductions, is currently 14%. As Disciples Response Fund increases, assessments are lowered. 3) Eddy pointed out another assessment of \$5,110 to support the hospital ministry (Fr. Cash); this assessment is paid by all parishes in Daviess County. Eddy has proposed a small increase in the budgeted collections, less than 2%. He indicated the Dedication Anniversary amount is a best guess, since there has been no planning to date for 2019 event. Pat asked about the amount for rental/leases. Eddy answered this is regarding leases on the copier and postage machines; the leases were up and reviewed. We got rid of the postage machine b/c we do not regularly have large in-house mailings. A new copier was purchased rather than leased. Pat asked about the rental property expenses. Eddy replied that 4 structures are occupied; this year, expenses won't be as much, and in the past several years there has been a profit. There is \$45,000 in a savings account for rental income. Russell asked where the funds came from for the purchase of the temporary restrooms, and what the plan is for the restroom trailer. Eddy said the funds came from the Capital Campaign account. The plan is to sell the trailer, which was purchased for \$27,000, and the proceeds will go back to the campaign account. He reminded the council that the high cost of renting a facility was the reasoning for purchasing it. It is currently parked on the Hartz lot and there is a potential buyer at this time. Pat noted that the Dedication anniversary line item might fluctuate and that the money brought in is due to charitable gaming (raffle). Pat and the council thanked Eddy for his work to prepare the budget. Pat asked if the group would agree to approve the budget; members reached consensus and approved the budget as submitted.

Pat made a motion to approve the budget; members approved and the budget has been approved.

B. Liturgy and Worship – Brenda Clark

Brenda reported that it had been a busy season, including Easter, First Holy Communion (4/28/19), Brescia University Baccalaureate (5/4/19), Mary Crowning (5/5/19), and the OCHS Baccalaureate (5/5/19). She reported that a meeting is upcoming for Liturgy/Worship long-range planning.

C. Social Concerns – Peggy Bellew

Pat reported that Peggy could not be present due to her recent illness. No new report available. Father reported that Lenten outreach collections seemed down a little but that recipient groups were very appreciative, and that he is proud of our parish outreach ministries. The question was asked about any ministries needing volunteers. Donna T responded that St. Benedict's still needs volunteer groups to provide a meal quarterly (meal for 60). Mark Heinz said that it has been suggested that a ministry be started for people to visit nursing home residents who have no family/friends who visit. Discussion followed; Father suggested that the effort start small, perhaps with one of the nursing homes for which our parish is responsible. Also said it needs a coordinator. Sheila Howard (retired ombudsman for nursing homes) may be interested to help but not necessarily coordinate. Needs to be further discussed for the idea to develop. Brenda commented that it is often difficult to find volunteers for Homebound Communion visits (separate ministry). Donna M suggested that families could 'sponsor' or 'adopt' a resident and that the idea could be suggested at the deanery level.

D. Education and Formation/Spiritual Enrichment – LaWanna Brand

There are 6 people in the RCIA process, 5 inquiring. There were 5 attendees at the first "Welcome Back" meeting, as reported by Rick Rhodes. A BBQ will be held for the That Man Is You group on May 23; Aaron Carrico has said he will not be leading the group next year. Father asked whether it will continue or whether the program has ended. It was suggested that Dick Murphy may be willing to lead. Regarding Faith Formation 1-8, Ellen Aud reported to LaWanna that more time is needed for FF classes and that catechists and students often arrive late and/or leave early. She suggested either extending the time or changing the day of the week. VBS scheduled for June 17-20 and will be in the evening, 6:15-8:00. Volunteers needed. Pam Weafer submitted that a manager has been hired for the After School Care program. Enrollment is down. Graduations taking place this week.

E. Youth – Nick Warren

Youth has been busy. On 4/14 service day, students cleaned windows and worked in the Youth House. Nick suggested visiting the Youth House to see how it's been changed and improved. He noted that Crissy (Stevenson) has been frequently visiting the kids at schools. May 13 is a Donato's "Doughnation" fundraiser day to benefit NCYC (Indianapolis, November 21-23). Cost for NCYC is \$400 per person; students asked to pay \$100 each toward cost. Fundraisers will be planned to help offset. Two students participated in the field trip to the Passionist Monastery in Whitesville. Ten students attended a trip to Elite Air (grades 5-12) on May 5. Confirmation has been moved (per Bishop's schedule) to Pentecost eve at the 5:00 pm Mass; 15 students to receive Confirmation. Confirmation retreat scheduled for Saturday 5/18 at the Clark lake house. Youth will meet during summer but not on Sundays, will meet at times during the week. Crissy is working to create small group sessions for freshmen in the fall; leaders are needed.

F. Buildings and Grounds – Russell Vaughn

Russell reported that the Spring Cleanup Day on 4/13 went well and that a lot was accomplished. The back porch on the Youth House is being worked on to repair and upgrade. Regarding the church front porch, there are a few small things yet to be finished. During May, the Mary grotto will be relocated from its current location to the grassy area between the church and parish offices. It is hoped it will be completed by the end of May.

G. Marketing and Communications - David Hemingway

David reported that there were 15-20 new donors as a result of the Arts at the Cathedral mailing. Randy Clemens has worked on the making of the Christmas ornament for this year. The image of the Good Shepherd

(over confessional) will be featured. Taylor West has created new promotional material which will be used for distribution from Owensboro/Daviess County Tourism Bureau; cards almost ready. An ad for the Cathedral will be placed in the Owensboro Relocation Guide; cost approx. \$1,300. A date needs to be chosen for the ribbon cutting for the new porch (conducted by Chamber of Commerce).

H. Capital Campaign/Porch Renovation – Steven Roby

The stucco (on walls leading from porch to downstairs) needs to be removed and replaced; dependent on weather. Two new light posts have been installed (either side of porch) but need to be finished. The porch surface needs to be sealed; also weather dependent, needs a forecast for week with no rain. During that time the front porch will be closed from Monday through Friday of that week.

I. Community and Family Enrichment – Kelsey Rhodes and Kathryn Wimsatt

Recognition of parish high school graduations will be held at 5:00 pm Mass on 5/11, with reception following in Community Center. The after-Christm Mass reception was well attended, 45 people in attendance. At the Holy Thursday luncheon for priests, 14 priests attended. The Easter Vigil reception, held after Mass, went well. Approximately 50 people attended. Discussion was held regarding the Dedication Anniversary celebration, specifically whether plans would proceed including the date (September 21) dinner, raffle, bbq, and burgoo. Donna T and Kathryn Wimsatt coordinated the raffle and dinner last year, with help from Samantha Kaai and Kelsey Rhodes. New coordinators needed this year. Father suggested that the raffle needs someone to ‘champion’ it and work to beef it up. Kathryn and Donna reported that both the raffle and dinner involved many hours of work and many volunteers including for the cooking of chickens and burgoo (there are not dedicated teams in place, though several of the same people have helped Glenn Thompson and Todd Johnson in the past with the cooking). Also involves preparation, cutting of the chickens, transport, selling the burgoo at the event, and packaging up leftover chicken). Suggestions for volunteers included John Kurtz, the finance committee members, involving newer families, Jim Murphy, and Jim Ivey. Donna T said she would follow up with those suggestions. Raffle chair and dinner chair can be 2 separate efforts.

V. Long Range Planning - Donna Tarantino

Donna distributed copies of an update which had been recently emailed to participants and PC members (see attached). She reported that the next step was individual meetings of ‘theme groups’ to work on creating draft goals. Those goals will then be submitted to the pastor for review. If approved, groups will then recruit parishioners as needed to proceed with achieving the goals. Donna reported that Father has asked Donna M to take the baton on the process from here and continue contact with groups and follow up on progress. Donna M will also serve on the Pastor’s group. Discussion held on the appropriate length for the process (number of years). Most agreed that a 3-year plan made sense, and that 5 years seemed too long. Pat expressed concern that staff members were not initiating the meetings. Donna T said that staff members are each assigned as liaisons; Pat felt that staff members needed to be the ones to set up the meetings. Donna said she would ask staff members to set up the meetings.

VI. New Business

Father Jerry asked Rick Rhodes, who has recently joined the Pastoral Team as Director of Adult Ministries, to introduce himself. Rick told the PC about his family and background, and also talked about the Welcome Back program as well as his plans for initiating small group studies for the parish. He plans to conduct a survey of the parish in June/July timeframe which will provide feedback regarding parishioners’ thoughts about small group studies. See attached.

VII. Unfinished Business

Father briefly discussed that a plan for upgraded security as well as streaming capabilities is underway. The security upgrades are part of the Keeping Safe & Secure campaign. Streaming in the vestibule may be implemented to help with parents who need to step out with infants during Mass.

Russell suggested that nametags be purchased for Pastoral Council and Pastoral Team members to wear during Mass, to help parishioners identify members in case they wish to ask questions or need assistance. Rick said that nametags were used at his previous parish and agreed they are beneficial. PC members agreed this is a good idea.

VIII. Pastor's Report – Father Jerry

Father stressed importance of the Welcome Back effort, and encouraged all to invite people back to church. He mentioned plans for the annual PC retreat in perhaps July or August. He suggested that Tracy Welliver of LPi could be a possible facilitator and asked for suggestions. A suggestion was made that Ben Warrell, Gaspar River retreat leader, was excellent and a good possibility. A Pastoral Team retreat day also needs to be planned. Father reported that Pat & Alison Serey are moving to Louisville, and thanked them both for their participation and involvement in our parish, and that they will be missed. Father has asked Samantha to assume the PC Chair position, and she has accepted. David Hemingway has accepted the role of Vice Chair and will still serve as Marketing/Communication liaison. Father Sinoj is on vacation and visiting family in India; returning June 3. Seminarian Martin Ling will be joining us at the Cathedral for 10 weeks, beginning at the end of May. Father asked the PC's input on whether we should begin referring to Saint Stephen Cathedral as Cathedral of Saint Stephen. He noted that, when attending cathedral conferences, many of them use this format for their cathedrals. Pat suggested that regardless of which wording is used, people will still say "Saint Stephen's".

IX. Birthdays, Anniversaries, Ordinations, etc.

Council extended birthday wishes to Donna Tarantino, whose birthday is May 9. Anniversary wishes were extended to Steven and Haley Robey, whose anniversary is May 14, and to David and Sarah Hemingway, whose anniversary is May 28.

X. Next Meeting

The date of the next meeting is June 13.

XI. Adjournment

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Donna M. Tarantino