

**Holy Trinity Parish of Webster County  
proclaims the Good News of Jesus Christ  
by promoting spiritual enrichment for  
all Catholics through our discipleship,  
worship, stewardship, and living  
Christ's love.**

**Pastoral Council Meeting Agenda  
Wednesday, October 4, 2017  
5:30 pm  
St. Edmond Library**

1. Opening Prayer
2. Introduction of Fr. Randy Schon, representatives from committees
3. Approval of Previous Minutes, approved by email.
4. Reports – Committee Liaison to report
  - a. Administrative/Parish Life Parish Life Director Report
  - b. Finance
  - c. Parish Life & Stewardship
  - d. Facilities
  - e. Spiritual Life
  - f. School Board
  - g. Hispanic Ministry
5. Lumen Christi Award
6. New members/ representatives to committees/ co chair
7. Other
8. Adjournment

**Next Meeting – November 1, 2017, 5:30 PM., St. Edmond Library**

# HOLY TRINITY PARISH

## Pastoral Council Meeting

**Date:** September 6, 2017

**Time:** 5:30 pm

**Place:** SE Library

**Present:** Holly Aljets, Todd Baker, Carol Barber, Fr. Patrick Behm, Joe Hora, Msgr. Kevin McCoy, Dave Prebeck, Hiedi Touney, Kira Wirtz

**Excused:** Ray Crouse, Beth Lawler, Abby Landwehr, Pat Leiting,

	Topics Discussed	Recommendation	Action
<b>Call to Order</b>			Holly Aljets called the meeting to order. Read Visitor Statement
<b>Opening Prayer</b>			Msgr. Kevin McCoy led prayer.
<b>Approval of Minutes</b>	Approved via email.		
<b>Reports</b>			
<b>Administrative/Parish Life Director Report</b>	Hiedi Touney handed out her report and went over the details. She continues to work with the Capital Campaign for the new church building. At this time they may ask those who gave a one-time gift if they would like to do it again.  The Stewardship Renewal form has been revamped with a fresh look. The renewal will be in October.		
<b>Finance Council</b>	Dave Prebeck shared that there are still year-end figures coming in. The council is getting ready for the audit.		
<b>Parish Life &amp; Stewardship Comm.</b>	Joe Hora went over the report. The committee continues to look for new ways to get younger people involved in the church.		
<b>Facilities</b>	Todd Baker added to the report that due to the Disabilities Act there may be updates needed as remodeling takes place.		
<b>Spiritual Life Committee</b>	Fr. Patrick went over the report. This year we are asking all catechists to fill out an application to make sure they are in good standing with the church.		
<b>School Board Report</b>	Todd will make sure the school board minutes are sent to the council secretary so they can be added to the packet.  He did share that Barb O'Connor is the chair, Mark Crimmins vice chair and he is the secretary of the board.  The Finance Council will be making adjustments to the budget now that the number of students has been determined.  Marissa Crimmins will continue to work one day a week in the business office with her CPA expertise. With that, the new business manager will not need those skills and that opens the job up to more candidates. Interviews are taking place.		
<b>Hispanic Ministry</b>	Nothing to report.		
<b>New members needed</b>	Representatives from committees: Finance- Dave Prebeck Parish Life and Stewardship- Joe Hora Facilities- Open at this time. Spiritual Life- Kira Wirtz School Board- Todd Baker Hispanic Ministry- Open at this time.  Arlyn Goraczkowski offered to become a member of the council.		Todd Baker will talk with the other members of the Facilities Committee to see if someone would like to be the representative, if not, he will represent that committee as well as the school board.  Dave Prebeck moved to approve Arlyn Goraczkowski to a three year term as a member

	<p>One more member is needed to fill all open spots.</p> <p>Next meeting a vice chair will be chosen as well as representatives to the committees will be assigned.</p>		of the Council, Fr. Patrick seconded. Approved unanimously.
<b>Other</b>	Msgr. Kevin will be meeting with the architects and diocesan design representatives on Monday to discuss the interior design of the church.		
<b>Visitor Comments</b>			Marcene Vaske had no comment.

**Fr. Patrick moved to adjourn the meeting, Joe Hora seconded. Meeting adjourned at 5:55 pm.  
Next meeting – October 4, 2017, 5:30 pm, SE Library**

## Parish Life Director Report – October 2017

### Capital Campaign Update -

Pledges made - \$8,357,738

Cash on Hand - \$5,003,596

**WELCOME Retreat** – Both men and women's groups will be discerning their retreat ministries this month.

**Formation Ministries (Rock Climbers, EDGE and One: Eight Confirmation)** - Faith formation has been off to a great start with student numbers up slightly. The response from families getting involved in volunteer or participation in the September 27<sup>th</sup> Mass at Corpus Christi Church has been an increase also and a very welcome addition to the program. EDGE and Rock Climbers are still in need of a few more adult and high school helpers.

October 4<sup>th</sup>, 2017 will be a parent meeting for students in the First Reconciliation/First Eucharist program this year.

**Ministry Scheduler Pro** - 4<sup>th</sup> quarter liturgical schedules were mailed out. We've received a few phone calls regarding feedback and seven responses, to date, on the on-line feedback found on the parish website. Work will now begin to utilize the feedback given and then move to phase two of implementation which will include forming parishioners how to provide their preferences via on-line.

**Stewardship Renewal** - The following will be the schedule for the renewal

October 7/8 – Stewardship preaching request to the deacons

October 14/15 – Stewardship preaching request to the priests

October 17 – Stewardship renewal forms mailed out

October 21/22 – Stewardship lay witness talks prior to the beginning of parish Masses

October 28/29 – Commitment weekend (renewal forms are due in – we'll provide forms/pencils in pews for those parishioners for those who forgot to bring theirs – time will be given in Mass)

**JAM (Jesus and Music)** – October 8<sup>th</sup> and 11<sup>th</sup> – all choirs/groups of parish – Corpus Christi Center – one hour of music – goal to create unity within the music ministries, fellowship for the parish and an opportunity for parishioners to become a part of one of these groups.

**College Night** – October 8<sup>th</sup> following 7:30pm Mass at CC Center – opportunity to meet with college students over pizza and activities, learn more about what their needs and wants are.

**Women's Discernment Day** – October 28<sup>th</sup> – Diocesan sponsored at CC Center

## HT/SE Finance Meeting Minutes

<b>Present:</b> Mike Johnson – Chairman Msgr. Kevin McCoy Hiedi Touney Mike Engler Beth Lawler Mary Gibb Marissa Crimmins Dave Prebeck Pat Leiting Father Patrick Behm Barb O’Conner Doug Smith	<b>Not Present:</b> Rick McCarville Matt Reynoso		Date 9/19/17
	<b>Topics Discussed</b>	<b>Recommendation</b>	<b>Action</b>
<b>Called to Order/Opening Prayer</b>			12:00 Our Father
<b>Review of Minutes</b>			Approved via Email
<b>Financial Statements</b>	<ul style="list-style-type: none"> <li>• Review of St Edmond Checks over \$1,000</li>   <li>• Review of St Edmond Income Statement and Balance Sheet</li>   <li>• Review of Holy Trinity Parish’s Checks over \$1,000</li>   <li>• Review of Holy Trinity Income Statement and Balance Sheet</li> </ul>	Motion by M Engler to approve St Edmond Checks over \$1,000 second by B Lawler  Motion by B Lawler approve St Edmond Financial Statements second by M Engler  Motion by M Engler to approve Holy Trinity Checks over \$1,000 second by B Lawler  Motion by B Lawler to approve Holy Trinity Parish Financial Statements second by M Engler	Motion approved  Motion approved  Motion approved  Motion approved
<b>HT Campaign Update</b>	Current Cash on hand \$4,984,601 with an additional \$452,200 expected by 12/31/17. Discussed options such as loan and/or using Foundation Funds or a combination of both for moving forward. Msgr. Kevin and Marissa will meet with Holy Trinity Foundation for their recommendation.		
<b>Budget</b>	Enrollment at 593. Down 46 Current budget shortfall of \$107,152 which is an offset of decreased enrollment & changes in expenditures.  Cameras in school are not functioning approx. cost for replacement/upgrade \$30,000  Arena Track in need of gravel now for use next spring approx. cost \$11,000		
<b>Adjourn 1:00</b>			Next meeting 10/17/17

Holy Trinity Parish Life and Stewardship Minutes  
September 18, 2017

Members present: Joe Horn Greg Horn, Angela Croonquist, Joe Perry, Hiedi Touney, Alex Doyle, Michelle Woodruff

Joe Hora opened the meeting in prayer.

Joe attended the Parish Council meeting and hopes to gain a bit more input from them. He reported we are concentrating on encouraging growth between the 19-40 population.

We are still finalizing lay witness talks for October 22nd Masses.

Representatives from our committee will be needed on Commitment Sunday October 29 to help facilitate with directions and logistics.

Donuts and Coffee had approximately 30 people attend in September. Ideas were discussed with changing the time and offering at Sacred Heart as well.

An idea of a fall social was discussed. Possibly a trivia night November 14th. BYOB and appetizers were discussed. Joe Perry will gather some information from Bill Patz, Jimmy Lawler and Terry Lawler as they do this as a fundraiser in Clare. Joe Hora will visit with someone at Amigos as they have a trivia night as well.

Hiedi gave her Spiritual Director report.

Our next meeting will be October 18th at 5:30.

Michelle Woodruff

## FACILITIES COMMITTEE MINUTES

# Holy Trinity Parish / St. Edmond Catholic School

September 13, 2017

**Present: Msgr. Kevin McCoy, Mary Gibb, Todd Lee, Keith Kolacia, Nick Drzycimski, Jamie Bemrich, Todd Baker, Christina Rosch, Barb O'Connor and Beth Lawler HTPC Rep**

### **Opening Prayer**

### **Maintenance Report:**

1. Annual Maintenance Schedule & Reports attached

### **Old Business:**

1. SE roof moisture – Todd to request spot repair quote from Grell;
2. Bus Barn site – next action site plan review by City;
3. Arena field work quote received; Mary to submit to Finance committee for fall work before winter weather;
4. BVH Architects – 9/11/17 Diocese approved design and functionality;
5. Football field scoreboard back-ordered; to be installed at Arena;
6. Football locker room will be added to the church site plan;
7. New Church design process started; estimate plans ready by Jan. 2018; playground to remain as is;
8. Arena fencing status to protect track – Todd to get quote for 4' fence, bollards, and cable 8' spacing;
9. Arena chairlift – Schumacher says lift was decommissioned; need \$500 permit, weight test – Todd to get quote;
10. Football goal posts painted;
11. Oratory sites – Dayton property has potential buyer; need appraisal;
12. Elem gym ceiling painting and sound panels discussed.

**New Business: None**

**Next meeting October 11, 2017 at 5:15 p.m. Business Office**

# HTP/SE Facilities Committee MTG. September 13, 2017

HTP

CC:

1. Ceiling on south side starting to flake.

SH:

1. Ceiling cracking

Clare:

1. No issues

Moorland:

1. No issues

Dayton:

1. No issues

Cemeteries:

1. No issues

SE Facilities

1. Elem gym ceiling painting put on hold until funds are available

## **SEPTEMBER**

Mowing/trimming/spraying grounds	Ongoing
Trees/Bushes/Shrubs trimmed every other year	PICA
Roof Ventilators checked; 2 Kitchen; 3 Elem; 5 HS	9/6/17
Roof drains cleaned	9/6/17
Sump pumps checked; 2 HS; 3 Elem; 1 Aud; 1 Business Office	9/11/17
Sewage pumps checked; 1 football locker; 1 Business Office	9/6/17



## Holy Trinity Spiritual Life Committee Minutes- September 21, 2017

Present: Hiedi Touney, Beth Lawler, Fred Kesten, Sheila Huebsch, Kara Wirtz, Pat Hassett, Wynn Touney, Fr. Patrick Behm, Arlyn Gorackowski, Lori Algoe, Katie Schelle, Jason Swedlund

- Fr. Behm led opening prayer.
- Reports
  - Parish Council- Kara Wirtz
    - nothing to report
  - Parish Life Director- Hiedi Touney
    - Capital Campaign update- almost \$5,000,000 cash on hand
    - Welcome Retreat- teams are in place and well on their way
    - Faith Formation- did online registration for the first time this year- a few minor tweaks will be made for next year
    - VBS- good attendance, feedback from parents suggests the morning time of day works well, feedback form from volunteers will be used for planning next year
    - EMHC Commissioning and Recommissioning- completed over the summer
    - Stewardship Renewal- will mobilize during the month of October
    - Catholic Connection- October 8<sup>th</sup> after 7:30 pm Mass- will have taco bar and a chance for college students to develop based on their wants and needs, transportation provided
    - Women's Discernment Days- October 28- sponsored by the diocese- will have Sisters from a couple communities presenting
  - Faith Formation- Hiedi
    - Kick off was September 13<sup>th</sup> with a potluck for all levels of formation- very well attended
    - Large first grade class- somewhat due to older students who may not have previously attended formation and a need to assure they have appropriate formation before 2<sup>nd</sup> grade
    - There is still a need for adult helpers
    - September 27<sup>th</sup> all of Formation will meet at Mass celebrating St. Vincent DePaul and then touring food pantry (bring donation) and ice cream social
  - SE Catholic Identity QWT- Fr. Patrick
    - Began discussion on modesty and ways to address through the dress code
    - Talked about use of Sundays and how it isn't only church and school happening on that day
- Old Business
  - Update on Ministry Pro-Scheduler- Hiedi
    - A letter introducing the program will go out September 22<sup>nd</sup> which will include a link to the form to get started
    - By November parishioners will be able to go online and start signing up for themselves for the upcoming 1<sup>st</sup> Quarter

- EHMC Team Captains- efforts will be made to pair those experienced with new so there isn't an instance where two new people are together and no one is sure of what to do
    - Clean up procedures (vessels) worked on and videos will be available to watch and learn
  - Formed.org
    - Need to work on a group that can promote and market the program to get greater use and benefits
      - Katie Schelle and Lori Algoe will work to create a committee
      - Hiedi will share a list of those already using to get names for potential members
  - Liturgical Music Update- Hiedi
    - J.A.M. – an hour for musicians to get together for fellowship and camaraderie- all are invited, serves as an open call
  - Director for Holy Trinity Choir- Curtis Klein has approached the parish- will meet with Hiedi and Jason
  - Youth and Liturgy Subcommittee
    - Disbanded after August meeting due to lack of interest and declined attendance
    - Net take away- desire to get more youth involvement in the liturgy
      - 10 youth EMHC nominations have been sent to the diocese
      - Fr. Patrick plans to go to SE band, choirs, and English classes to invite students to be musicians and lectors
      - As always- if there are suggestions of students that can share their talents let Fr. Patrick know
- New Business
  - Companion Missal
    - OCP informed us that they were discontinuing our version of the companion Missal
    - Viable alternative was found after looking over many options- Sunday's Word
    - Sunday's Word is used at Cathedral as well
    - The average person in the pew won't notice much difference outside of book quality and feel
    - Parish musicians will notice a difference because the responsorial psalms and gospel acclamations are entirely new
    - Pastoral decision was that the material being sung should be the same as that printed in the pew
    - Pianists will be presented material in October and cantors in November
    - There will be books and recordings available for purchase to facilitate better preparation
    - The book was received well by the committee
    - The decision was made to begin introducing the book and the reasons for the change around the first of November

- Dynamic Catholic has a new book coming out this year
  - The parish will not be purchasing books for the holidays- the focus should remain on Formed.org
- Develop strategies in relation to one of the goals
  - Committee is actively working towards the goal of developing strategies in relation to the findings of the liturgical ad hoc committee- continue working on current initiatives
  - After discussion the group decided to combine the other goals into one because one begets the other
  - Goals is: Increase parishioners' knowledge and reverence of the Blessed Sacrament through Adoration and the Sacred Liturgy
- Assignment for next meeting- Bring one suggestion for something that can help us work towards this goal
- Adjourned- 7:30pm
- Next meeting October 19<sup>th</sup> at 6:30- Business Office

# St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: Sept. 26, 2017 Time: 5:15 pm

Place: St Edmond Library

PRESENT: Holly Aljets, Todd Baker, Ben Crimmins, Barb O'Connor, Doug Smith, Ann Feser, Mike Johnson, Tom Miklo, Msgr. Kevin McCoy, Fr. Patrick Behm

ADMINISTRATORS & STAFF: Mary Gibb, Jen Kinney, Linda Mitchell, and Steve Neuberger

ABSENT: Marissa Crimmins, Mark Crimmins, Dan Kinney, Ann Schulte

AGENDA ITEM	DISCUSSION
<b>Call to Order:</b>	Barb O'Connor
<b>Opening Prayer:</b>	Barb O'Connor
<b>Board Discussion</b>	
<b>STANDING REPORTS:</b>	
<b>Presidents Report- Mary Gibb</b>	Reported this has continued to be a good year. Has meet with the faculty and staff and received good comments from them evaluating what changes can be made and how to better communicate with the faculty and staff. Customer service training will be held at the retreat we are hosting. A Business Manager has been hired.
<b>K-12 Principal- Linda Mitchell</b>	No additions to report.
<b>Asst. Principal/Activities Director- Steve Neuberger</b>	Fall sports are going well. We will be making an offer for the Baseball and Wrestling coaching positions.
<b>Development Director- Tom Miklo</b>	Partners in the Spirit Campaign is underway and looking for 100% participation. Had good response to Marissa's video and will have that posted again.
<b>Director of Marketing- Jen Kinney</b>	Gave update of homecoming tailgate. The Messenger had an article about the 5 <sup>th</sup> grade STEM grants and Active Learning Classroom.
<b>Business Manager-</b>	We have a possible 5 new students coming. SE phone app will have a pay lunch option, which should help with the excessive lunch notifications on the campus portal.
<b>Holy Trinity Parish Representative- Holly Aljets</b>	No report.
<b>QWT/Committee Reports</b>	<b>Academics/Technology:</b> Oct. 9 meeting for goal setting to improve programming.

	<p><b>Catholic Identity:</b> No report.</p> <p><b>Enrollment Management:</b> Nothing to add.</p> <p><b>Facilities:</b> Nothing to add.</p> <p><b>Finance:</b> Nothing to add.</p> <p><b>Policy Committee:</b> No report.</p> <p><b>Executive Committee:</b> No report.</p>
<p><b>Old Business</b></p>	<p>None</p>
<p><b>New Business</b></p>	<p>ACT update: our students that took the ACT have a composite score of 24, which is an increase. 68% of our students took the ACT from the 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades. Kevin McCarville will be offering the ACT Prep course again.</p> <p>Dress code: Shorts will change from fingertip to 7-inch inseam in the Fall 2018. Looking at offering ¼ zip in dark grey to elem. and MS students with grey and black for HS students this year as another option to the sweatshirt.</p>
<p><b>Closed Session</b></p>	<p>No closed session was held.</p>
<p><b>Adjournment</b></p>	<p>Ann Feser made a motion to adjourn. The motion was seconded by Todd Baker and all approved. The meeting was adjourned at 6:00 PM.</p>

## Agenda—Hispanic Committee Meeting—September 20, 2017

- I. Opening Prayer
- II. New Business
  - A. Day of the Dead
    1. Phil Gunderson—Mary Avelleyra—will contact
    2. Mass November 5 at 12:00 in CC
    3. Celebration is afterwards in CC Center—Mary Avelleyra will contact
    4. Will prepare the Center at 8:00 on Saturday, November 4
  - B. Our Lady of Guadalupe
    1. Mass on 12-12-17 at 6:00 P.M. in CC? **Check with Msgr. McCoy**
    2. Dinner to follow in CC Center—Mary Avelleyra
  - C. Consistent date/time for committee meetings—Sunday when Fr. Patrick has Mass
  - D. Someone to serve on pastoral council—Eduardo will try to go, will find a sub if can't make it
  - E. Liturgical ministries
    1. They will provide a list for me to put a schedule together, which will appear in the bulletin
    2. Invite Spanish 4 students to read at Mass, participate in the liturgy
  - F. Items for evangelization
    1. Baptism classes
      - a) October 15—Check with Rhonda
    2. Opportunities for catechesis and evangelization
    3. Marriage prep
    4. Religious education
      - a) Fr. Patrick will celebrate Spanish Mass six weeks in a row in order to catechize on the importance of the sacraments and sacramental preparation
      - b) Practice in Mexico is to have classes on Sunday and only on Sundays
- III. Closing Prayer

### **Rhonda, are the following available?**

- Is it ok to move Mass on November 5 from SH to CC for Day of the Dead?
- Is the CC Center free for the Day of the Dead celebration after 12:00 Mass on November 5?
- Can we have Mass for Our Lady of Guadalupe on December 12 at 6:00 P.M. at CC?
- They would like to have dinner following Mass in the Center
- Baptism Class in the CC Center on October 15

### **Other Items of Note**

- They would like to start putting a schedule of liturgical ministers in the bulletin. I said that in order to do that, we need a list of all ministers and if I have that, I can put a schedule together.
- I'm going to check with Leah Applebee to see about Spanish 4 students serving in some of these roles
- Eduardo is going to come to the pastoral council meetings. If he has to work, he'll get someone to sub for him. I'd prefer someone besides Eduardo simply because he already does everything and I'd like some others to take some of the initiative on this, but perhaps we can build to that later. For now, I'm just happy to get somebody sitting at the table.