

**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, November 1, 2017
5:30 pm
St. Edmond Library**

1. Opening Prayer
2. Approval of Previous Minutes, approved by email.
3. Reports – Committee Liaison to report
 - a. Administrative/Parish Life Parish Life Director Report
 - i. Music Ad Hoc Report
 - b. Finance
 - c. Parish Life & Stewardship
 - d. Facilities
 - e. Spiritual Life
 - f. School Board
 - g. Hispanic Ministry
4. New members/ Council reps to committees
5. No meeting in December
6. Other
7. Adjournment

Next Meeting – January 3, 2018, 5:30 PM., St. Edmond Library

HOLY TRINITY PARISH

Pastoral Council Meeting

Date: October 4, 2017

Time: 5:30 pm

Place: SE Library

Present: Holly Aljets, Todd Baker, Arlyn Goraczowski, Joe Hora, Beth Lawler, Msgr. Kevin McCoy, Dave Prebeck, Hiedi Touney, Kira Wirtz

Excused: Carol Barber, Fr. Patrick Behm, Ray Crouse, Abby Landwehr, Pat Leiting,

	Topics Discussed	Recommendation	Action
Call to Order			Holly Aljets called the meeting to order.
Opening prayer			Msgr. Kevin McCoy led prayer.
Introduction of Fr. Randy Schon			Fr. Randy was not able to attend the meeting; however, Msgr. Kevin explained that Fr. Randy will be here recuperating from some health issues perhaps until July. It will depend on the needs of the Diocese. When you see him, please introduce yourself.
Approval of Minutes	Approved via email.		
Reports			
Administrative/Parish Life Director Report	<p>Hiedi Touney went over her report.</p> <p>Msgr. Kevin shared that he and the architects for the new church met with the Diocese on September 11. The Diocese has given approval for a \$10,000,000 building. At this time, with the gift mentioned below, we have \$9,200,000 pledged. We are looking at a finance option through the Diocese for the remainder needed to cover costs.</p> <p>The Parish Foundation has pledged \$800,000 to the new church from a memorial gift that had no restrictions on its use putting the money on hand over \$5,800,000- enough to begin construction.</p> <p>We will be sending out a letter to parishioners updating them as to where we are at in the process.</p> <p>At this time we are no longer soliciting pledges. We will be getting the committee back together to see if there are people that need to be contacted again.</p> <p>The Diocese is very excited with the design plan.</p>		
Finance Council	Revenues are down compared to the budget; however we are very close to last year's numbers on giving.		
Parish Life & Stewardship Comm.	Joe Hora went over the minutes of their last meeting. The committee is trying to find the talents of people in the parish.		
Facilities	<p>Msgr. Kevin met with parishioners who had been attending Mass at Christ the King. He wanted to share with them that someone is interested in purchasing the church for their business. He said that some of the people attending were disappointed but hated to see the building not being used as well.</p> <p>They also discussed the cemetery there. The Parish Cemetery Board wanted to see if they would be open to approaching the Board of Supervisors about giving the extra land that the church owns to the city cemetery with the agreement that they take perpetual care of all of it. There will be a call made to County Supervisor Mark Campbell to proceed.</p>		

	The Marian Home has invited parishioners from the Clare area to discuss using some of the stained glass windows from the church in their chapel. It would be a way of preserving their heritage. At this time we are not heating St. Matthew Church this winter, it cost \$10,000 last year to keep the temperature at 55 degrees.		
Spiritual Life Committee	They are looking at ways to promote Formed.org. We will be getting new missilettes beginning with the new church year. OCP is discontinuing the one we use now. The new one is less expensive however we will need to learn new music for the Responsorial Psalm. There main goal this next year will be educating parishioner on how to make the sacred liturgy and the Eucharist more reverent.		
School Board Report	Todd Baker went over their report. There have been some changes made to the dress code. Enrollment is down by 46 students from last year. There needs to be an exit interview/survey to see why families are leaving. It is known that many families have not been contacted. Todd will bring it up at their next meeting.		
Hispanic Ministry	Nothing to add to the report.		
Lumen Christi Award	Hiedi asked if this award was to be a "Live Time Achievement" award or if it could go to new people getting involved in the parish. It was determined that that was not the intent when created. An idea of having different categories might be good with multiple awards given.		An adhoc committee will be developed to look at the award.
New members/ representatives to committees/ co- chair			Joe Hora was approved to be co-chair. Holly Aljets will go to Finance as the council rep. Will ask Carol Barber to see if she would be a rep to one of the other committees. Holly will reach out to the person that was suggested for the open Council position.
Other	Nothing to add.		
Visitor Comments	There was no comment from the visitor.		

Arlyn Goraczowski moved to adjourn the meeting, Beth Lawler seconded. Meeting adjourned at 6:20 pm. Next meeting – November 1, 2017, 5:30 pm, SE Library

Parish Life Director Report – November 2017

Capital Campaign Update -

Pledges made - \$8,356,288

Cash on Hand - \$5,091,837

WELCOME Retreat – retreat ministries have been discerned and marketing of the retreats has begun.

Formation Ministries (Rock Climbers, EDGE and One: Eight Confirmation) -

Faith Formation Team attended Excellence in Catechesis in Sioux City. Srs. Esther Mary Nickels and Madelaine Miller were the presenters. The evening focused on classroom behavior, lesson plans and forming our youth and parishioners in knowing Catholic liturgy.

1st Reconciliation Parent Meeting – high percentage attended. They will be having their reflection night at the end of November, with First Reconciliation occurring December 3rd.

*struggles – Parents are pulling students out of Faith Formation to allow them to attend sporting, music and/or theatre activities vs. attending Rock Climbers and EDGE. Wednesday nights as a “church night” seems to no longer exist.

RCIA – will celebrate Rite of Acceptance and Welcoming November 5th

Ministry Scheduler Pro - Pastoral staff, that works with MSP, spent hands on learning time with a nearby parish’s staff member, who is well versed in MSP on October 27th. They will meet again with this individual as we move towards phase two. Phase two, which is having parishioners sign in to MSP, provide input regarding their availability and allowing them to request switches will begin in February 2018 with the April through June 2018 schedule being the first schedule out for phase two.

Stewardship Renewal - Commitment weekend has occurred and the information is beginning to be input into our data system, Servant Keeper. We plan to have a full report at the January 2018 parish council meeting.

JAM (Jesus and Music) – Four of our liturgical music choirs/groups showcased their talent and music on October 8th and 11th. This was a trial experience in doing such an event. A post review was held and it was decided by the leaders of those groups to hold such an event twice a year, the beginning of an academic year and at the end of an academic year. Additionally holding only one showcase performance they believe is enough. They have scheduled the next J.A.M. for Sunday, April 15, 2018.

College Night – A group of young adults have formed to work on both Theology on Tap, for young adults 19-39 years of age, and the creation of an outreach to college students, most specifically Iowa Central students. They will now be hosting a College Night the second Sunday of each month following the 7:30 pm Mass. It will be held at Corpus Christi Center. The first College Night hosted 11 students, with three of these becoming involved with the EDGE ministry.

The Catholic Globe Subscriptions – Upon the recommendation of the finance council I have reached out to the editor of The Catholic Globe to request statistics of which parishes have greater than 50% household participation in subscriptions to The Catholic Globe. I will then connect with these parishes to learn what strategies they are utilizing to have higher rates of participation. Currently only about 25% of our households have subscribed. At this point we anticipate just over \$20,000 bill for the next fiscal year to cover unpaid households.

Social Justice and Outreach -

The Social Justice and Outreach team will be working to have pre-Mass speakers the weekend of November 18th/19th to increase the knowledge and awareness of our F.O.O.D. Project. In addition they will be preparing for the parish to host the December 9, 2017 Community Manna Meal that is held at First United Methodist Church.

HT/SE Finance Council Minutes

Present: Hiedi Touney Mike Engler Beth Lawler Marissa Crimmins Holly Aljets Pat Leiting Barb O’Conner Doug Smith Rick McCarville Matt Reynoso Mark Steinberg	Not Present: Mary Gibb Mike Johnson – Chairman Msgr. Kevin McCoy		Date 10/17/17
	Topics Discussed	Recommendation	Action
Called to Order/Opening Prayer			12:05 Our Father
Review of Minutes			Approved via Email
Financial Statements	<ul style="list-style-type: none"> • Review of Holy Trinity Checks over \$1,000 • Review of Holy Trinity Income Statement and Balance Sheet <ul style="list-style-type: none"> ○ Globe update, Holy Trinity owes approx. \$21,000 for unpaid subscriptions – Options Discussed ○ DAA collection about the same as last year so far • Review of St Edmond’s Checks over \$1,000 • Review of St Edmond’s Income Statement and Balance Sheet <ul style="list-style-type: none"> ○ \$50,000 Restricted Gift for Technology discussed ○ Over Budget items discussed ○ Scrip growth reviewed 	<p>Motion by M Engler to approve Holy Trinity’s Checks over \$1,000 second by B Lawler</p> <p>Motion by M Engler approve Holy Trinity’s Financial Statements second by D Smith</p> <p>Motion by R McCarville to approve St Edmond’s Checks over \$1,000 second by M Engler</p> <p>Motion by D Smith to approve St Edmond’s Financial Statements second by M Reynoso</p>	<p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p>
HT Campaign Update	Current Cash on hand \$5,043,079.		
Adjourn 12:50			Next meeting 11/21/17

Parish Life and Stewardship
Minutes October 23, 2017

Members Present: Liz Flattery, Joe Perry, Joyce Lennon, Jason Hamilton and Michelle Woodruff

Liz opened the meeting in prayer.

There was no Pastoral Council report.

Those in attendance thought that the lay witness talks were delivered very nicely this fall.

It was decided that Michelle will help with the 4:15 Mass this weekend, Liz with the 5:00. Sunday's helpers will be Greg (7:30AM) Laura (9:30) Joe Hora(10:30) and either Joe Perry or Jason/Adrian at 7:30 PM.

Joyce shared that Servant Keeper is the database used for tracking Renewal information. Postcards will be mailed to those who don't return them.

Trivia Night will be put on by the Rome Pilgrimage trip group in November.

We discussed having the coffee and donuts start at 8:30 and going until 12. Thoughts were it would be worth a try.

Our next meeting will be November 20th at 5:30.

Facilities Committee Minutes

Holy Trinity Parish / St. Edmond Catholic School

October 11, 2017

Present: Msgr. Kevin McCoy, Fr. Patrick Behm, Todd Lee, Mark Steinberg, Todd Baker, Nick Drzycimski, Christina Rosch and Barb O'Connor

Opening Prayer

Maintenance Report:

1. Annual Maintenance Schedule

Status Report by Todd Lee attached

Old Business:

1. SE roof moisture – Grell says next step is core samples;
2. Bus Barn site – site plan submitted and variance rough draft completed;
3. Arena track field work – quote given to Tom Miklo for financing;
4. BVH Architects meeting on 10/12/17; Msgr. Kevin to ask about space for football field and track 270' wide x 500' long;
5. Football field scoreboard status of install at Arena;
6. Football locker room added to church site plan;
7. New Church design – estimate plans ready by Jan 2018; playground to remain as is;
8. Arena fencing to protect track – Midwest Fence recommends 4" & 6" bollards; discussed installing if track work is funded;
9. Arena chairlift – Schumacher recommended two companies to get quotes from because they don't do that type of work now; said it might be cheaper to install new chair; 2nd floor not in use at present; Todd Lee to contact Travis Filloon; Todd Baker confirmed chair has power; discussed pursuing state license once operational;
10. Oratory sites – Dayton appraisal received; HTP has an interested buyer; Msgr. Kevin met with Dayton parishioners about building and cemetery and with Mark Campbell re meeting with township about gifting HTP cemetery to City in exchange for perpetual care agreement.

New Business:

1. Moorland church elevator repaired;
2. Moorland Church and basement needs cleaning;
3. Need to move piano from Clare church; building not heated this winter;
4. Moorland needs to have water split between house and church; septic agreement will be needed if house sold to new owner;
5. Nick suggested a Saturday morning walk-through at SE; date will be set for a January 2018 walk-through at November meeting.

Next meeting – November 8, 2017 at 5:15 pm, Business Office

HTP/SE Facilities Committee MTG.

October 9, 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

OCTOBER

Date Completed

HS/MS Boilers

Reassembled & filled w/water & chemical mix;

Chemical injection pumps ck/tested;

Makeup water tank float tested;

Cooling tower/water lines drained;

Fan bearings greased/belts adjusted;

Chemical injection pumps flushed/unplugged

2 HS condensate pumps

checked

Auditorium air filters

changed/adjusted/bearings greased

Business Office

filters changed

10/3/2017

Elem upper mechanical

outside air coils cleaned

June

Wrestling Room

heat pump filters changed

Elem hall heat pumps

filter changed

HS Choir Room

filter changed

HS Band Room

filter changed

HS Computer Lab

filter changed

ICN Room

AC filter changed

Server Room

filter changed

Elem Computer Lab

filter changed

Elem Playground

move woodchips under swings/slides

HP 13 lower Elem

filter changed/belts tightened or replaced

HP 12 upper Elem Mech

filter changed/belts tightened or replaced

Spiritual Life Minutes from Oct. 19, 2017

Those in attendance were: Fr. Patrick, Hiedi, Jason, Sheila, Dave Flattery, Pat H., Kathy Kaputska, Beth Lawler, Wynn Touney, Kate Schelle, Dorothy Telshaw.

Parish Life Report: Hiedi talked of the capitol campaign. We have 5 million, cash on hand. There is an estate that brings our pledges to approx. 9.1 million.

The Welcome groups are underway with planning their retreats. We have a couple of college students that have volunteered for helping in Edge. Minister scheduler pro training will take place in Jan.

Stewardship renewal has gone out.

JAM was the 8th and 11th of Oct. We will have another in the spring, with just one date and more advertisement.

Leslie Lein is leading the young adults. Theology on Tap had an estimated 30 participants and college night had about ten. She is also starting a Young Adult web page for our parish.

Fr. Patrick has trained 10 students to be extraordinary ministers of the Holy Eucharist. The Junior class had their service day on Oct. 18 and it went well. The 7th grade had a retreat on the 18th.

Old Bus.

Kate is working with a team on how to promote Formed.org.

Lit. Music: Jason talked about moving from the companion missal and how it isn't all that much different than what we have. It will have all 3 cycles in it. It is not our choice but saves money. It will begin the first Sunday of Advent Dec. 3.

Jam: All 4 choirs were represented. 30-40 on Sunday and about 15 people on Wed, to listen. Next time there will be an MC and Jason

S. will fill this role. It is planned for April 15. Communication will be worked on.

New Bus.

Fr. Patrick Advent Chants will be in Latin for Advent/Lent. In the second Vatican Council it states that 1. Latin language will be preserved in our Masses. 2. The faithful should know the “commons” in Latin. IN this way all languages will recognize the official language of our church.

Strategies regarding: Parishioner Knowledge: who are we targeting do they know/should be taught our “Catholic” language?

We need people to work on Adoration Team. Dave Flattery will lead this group with a meeting at Availa Bank on Oct. 26 at 6 pm. Please go to the North East entrance of the bank.

Reminder there is no meeting in December.

St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: Oct. 25, 2017 Time: 5:15 pm

Place: St Edmond Library

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

ADMINISTRATORS & STAFF: Mary Gibb, Jen Kinney, Tom Miklo, Linda Mitchell, Steve Neuberger, Mark Steinberg,

ABSENT:

AGENDA ITEM	DISCUSSION
Call to Order:	Barb O'Connor
Opening Prayer:	Barb O'Connor
Board Discussion	Welcomed student guests. Introduced Mark Steinberg as the new Business Manager.
Inservice: Strategic Plan Updates-	<p>Academics:</p> <ul style="list-style-type: none"> - Computer laptop carts were upgraded for the classes starting in the 6th grade. Goal is to continue to add more IPAD's to the Elementary classes. - Science labs as looking at being updated. John Hanson from ICCC has been contacted to evaluate and give suggestions. - Evaluating more offerings for the high school students. Examples would be Sports History class, Internships/job shadowing, having more college classes on campus. <p>Catholic Identity:</p> <ul style="list-style-type: none"> - Inviting parents/grandparents to Masses - Offer opportunities for parents to deepen their faith such as Play Like a Champion, monthly e-mails. - Encouraging parents to volunteer at the school. - Added 2 students to the committee. <p>Facilities:</p> <ul style="list-style-type: none"> - Will report next month
STANDING REPORTS:	
Presidents Report- Mary Gibb	Attended the West Des Moines Alumni Reception on Oct. 18 with good attendance from the alumni in the area. Also, we have the new SE App, which will be a great feature for our families.
K-12 Principal- Linda Mitchell	Nothing to Add
Asst. Principal/Activities Director- Steve	Nothing to Add

Neuberger	
Development Director- Tom Miklo	Nothing to Add
Director of Marketing- Jen Kinney	Nothing to Add.
Business Manager-	Nothing to Add
Holy Trinity Parish Representative- Holly Aljets	Nothing to Add
QWT/Committee Reports	<p>Academics/Technology: -Looking at continuing to expand our STEM opportunities. -Goal is to get more faculty and staff at the QWT meetings. -PSAT is optional in the handbook but all 10th graders were required to take it. Want to look into other test options that would be a better fit to help prepare the students for future test like the ACT or other options they made pursue.</p> <p>Catholic Identity: -The Rosary is before or after Mass two times a month. -ISU alumni students talked with the Jr. class at their retreat about their faith and adjusting to college. -The service students will be sharing their faith to their service class.</p> <p>Enrollment Management: Nothing to Add</p> <p>Building and Grounds/Safety: -Looking into the moisture issues on the roof. -Helping with the design and build of the new church.</p> <p>Finance: -The budget continues to be a priority.</p> <p>Policy Committee: -Nothing to add.</p> <p>Executive Committee: -Steve Neuberger has been hired as the new girls basketball coach.</p>
Old Business	The ¼ zip uniform pullover will be the charcoal grey for K-5 and the multicolor for 6-12. They will be ordered ASAP and sold.

New Business	<p>-Policy of Cyber Threats – the school will be secured with a lockdown and the local police will be notified.</p> <p>-Spotify – it was brought to the attention of administration that students can attach pictures and change title content to be inappropriate items and then send to other students. Discussion was to look into it more but to always use situations like this as a teaching moment to students about values and using technology correctly.</p> <p>-Parking lot – There has been some issues with non-St. Ed’s students using our parking lot for inappropriate activities. Discussed options to help with this, curfew, cameras, police patrolling lot more. We will look into new cameras for the lot and encourage students to make the administration aware of situation that should not be occurring for the student’s safety.</p> <p>-St. Edmond received a technology gift of \$50,000. Looking at using part of those funds to update and expand camera system.</p> <p>- Choir director and Music booster president approached administration about looking at options for Show Choir next year due to the lack of boys that went out this year, the lack of choirs to compete against in this category.</p> <p>- Family Directory – should the whole directory be sent out to all families or should it be done class by class.</p>
Closed Session	No closed session was held.
Adjournment	Ann Feser made a motion to adjourn. The motion was seconded by Ben Crimmins and all approved. The meeting was adjourned at 6:10 PM.