

**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, May 2, 2018
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
 - b. Finance
 - c. Parish Life & Stewardship
 - d. Facilities
 - e. Spiritual Life - Minutes not approved at this time.
 - f. School Board
 - g. Hispanic Ministry
4. New rental policy for Corpus Christi Center
5. Other
6. Adjournment

Next Meeting – June 6, 2018, 5:30 PM., St. Edmond Library

HOLY TRINITY PARISH

Pastoral Council Meeting

Date: April 4, 2018

Time: 5:30 pm

Place: SE Library

Present: Fr. Patrick Behm, Arlyn Gorackowski, Joe Hora, Beth Lawler, Abby Landwehr, Msgr. Kevin McCoy, Craig Schlien, Mark Steinberg, Hiedi Touney, Kara Wirtz

Excused: Holly Aljets, Todd Baker, Carol Barber, Pat Leiting

	Topics Discussed	Recommendation	Action
Call to Order			Arlyn Gorackowski called the meeting to order. Read Visitor Statement
Opening Prayer			Fr. Patrick Behm led prayer.
Approval of Minutes	Approved via email.		
Reports			
Administrative/Parish Life Director Report	Hiedi Touney went over her report.		
Finance Council	Nothing to add to the report.		
Parish Life & Stewardship Comm.	Joe Hora went over the minutes of the meeting. Summer Spirit will be August 18 at St. Edmond 2-4 pm will be the SE Back to School Bash 4:30 pm Mass in the gym 5-7:30 pm Celebration with dinner and other activities.		
Facilities	Nothing to add to the report.		
Spiritual Life Committee	The committee did a SWOT analysis to determine their priorities going forward.		
School Board Report	Nothing to add to the report.		
Hispanic Ministry	Fr. Patrick reported that attendance numbers are going up at the Mass in Spanish.		
Other	Nothing at this time.		
Closed Session			The Council went into closed session at 5:40 pm. Council came out of closed session. Meeting adjourned.

Next meeting – May 2, 2018, 5:30 pm, SE Library

Parish Life Director Report – May 2018

Capital Campaign Update – 5/2/18

Pledges made - \$ 9,265,454.93

Cash on Hand - \$ 6,271,205.55

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

Faith Formation celebrated their last session on April 25, 2018. The Faith Formation team will now begin to do post reviews with the parents and catechists so as to implement any necessary changes and begin preparation for the 2018-19 Faith Formation year.

Solemnity and Procession of the Most Holy Body and Blood of Christ (Corpus Christi) – we have received approval from both the Bishop and the City of Fort Dodge to hold a Corpus Christi procession on Sunday, June 3, 2018. The 7:30 p.m. Mass at Corpus Christi Church will be moved to 5:00 p.m. that day. While there are details to work out, we know that Mass will be celebrated at Corpus Christi Church at 5:00 p.m. followed by a procession through the downtown streets of Fort Dodge to Sacred Heart Church. Fr. Patrick will carry the Blessed Sacrament in a monstrance leading the procession. Once at Sacred Heart Church there will be a time for adoration, prayers and benediction.

Calendar for 2-18-19 Staff has been working with St. Edmond to set schedules for 2018-19 fiscal year.

Pastoral Staff Reflection/Planning Day is set for May 9th.

Pastoral Staff and Volunteer Training:

Aaron will be taking a few volunteers with him to a Life Teen training in June.

Hiedi will be attending FORMED.org Leadership Conference in June.

Hiedi, Deacon Rick and Mary Salocker will be attending an evangelization conference/camp in August.

Deacon Ed and Brian McClain will be attending a prison ministry conference in October.

*Several of these opportunities are being made possible due to assistance for the Diocese – which comes from DAA monies.

*The pastoral staff will be considering other possible areas in which further training is needed outside of the parish for our volunteers.

Holy Trinity Parish and St Edmond Catholic Schools
Finance Minutes

<p>Present: Hiedi Touney Fr. Patrick Behm Mike Johnson Rick McCarville Mary Gibb Beth Lawler Doug Smith Mark Steinberg Matt Reynoso</p> <p>Bob Heidenreich-staff Tonya Lawler-staff</p>	<p>Not Present: Mike Engler Barb O’Conner Msgr. Kevin McCoy Pat Leiting Marissa Crimmins Holly Aljets</p>		<p>Date 4/17/2018</p>
<p>Called to Order/Opening Prayer</p>	<p>Topics Discussed</p>	<p>Recommendation</p>	<p>Action 12:00 Our Father</p>
<p>Review of Minutes</p>			<p>Approved via Email</p>
<p>Financial Statements</p>	<ul style="list-style-type: none"> • Review of St Edmond Checks over \$1,000 • Review of St Edmond Income Statement and Balance Sheet for January • Review of Holy Trinity’s Checks over \$1,000 <ul style="list-style-type: none"> ○ Working on Analysis of Giving & changes in parishioners ○ Discussed options for generating revenue • Review of Holy Trinity’s Income Statement and Balance Sheet for January 	<p>Motion by B Lawler to approve St Edmond’s Checks over \$1,000 second by M Reynoso</p> <p>Motion by Fr. Patrick approve St Edmond’s Financial Statements second by R McCarville</p> <p>Motion by D Smith to approve Holy Trinity’s Checks over \$1,000 second M Reynoso</p> <p>Motion by B Lawler to approve Holy Trinity’s Financial Statements second by D Smith</p>	<p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p>
<p>New Business</p>	<ul style="list-style-type: none"> • TADs documentation discussed, Mark to check with Diocese on handling 		
<p>Adjourn 1:05</p>			<p>Next Regular Meeting</p>

Summer Spirit Update 5.2.18

Purpose: To engage and involve entire parish community

Preliminary Agenda / Timeline

Date: Saturday, August 18th

Location: St Edmond School

Estimated Attendance: 400-650

Schedule:

2:00- 4:00PM – Back to School Bash (Tours)

4:15-5:15PM – Evening Mass in St Edmond School Gym

5:30- 9:00PM – Dinner and Social Activities (East Parking Lot or 6th Ave North / Marian Home)

- **Need to confirm end Time and Location**

Dinner / Beverages:

Pork Burger or Hot dog, Chips, Cookie – Free will donation – **Need to confirm Grillers and Food Items**

Water, lemonade, Beer, wine & wine coolers – **Need to confirm 3rd party vendor (Boston's / other)**

- **3rd party needs to have appropriate insurance and licensing**
- **Alcohol will be 3rd party resale price**

Activities:

Music (DJ), Bean Bag Toss Tourney, Bouncy House, Scavenger Hunt, Photo Booth

Volunteer / Logistic Needs

20 total Volunteers Needed (Food & Alcohol, DJ, Event Coordination)

3 portable lavatories / Hand washing stations / Trash

Eating arrangements (indoor and outdoor)

Marketing:

Promotion - Event Logo Needed / Invite (Facebook, Email, Website, Announcements & Newsletter)

Volunteer Promoters – target entire parish community (surrounding towns near FD)

Follow Up Items:

- **Potential Name Change**
- **3rd Party Vendor (alcohol) Insurance**
- **Beer (alcohol) garden requirements**
- **Confirm Food items and preparation logistics**
- **Potential street closing / city ordinance**
- **Confirm volunteers, portable lavatories, hand washing stations & trash**
- **Other -**

FACILITIES COMMITTEE MINUTES

Holy Trinity Parish / St. Edmond Catholic School

April 11, 2018

Present: Msgr. Kevin McCoy, Mark Steinberg, Todd Lee, Todd Baker, Nick Drzycimski, Jamie Bemrich, Christina Rosch and HTP Rep. Beth Lawler

Opening Prayer

Maintenance Report:

1. *Annual Maintenance Schedule*
Status Report by Todd Lee attached

Old Business:

1. *SE roof moisture – core samples planned for summer;*
2. *Arena track/field/fencing discussed;*
3. *New Church design – weekly conference calls continue;*
4. *Oratory sites – Dayton: meeting with cemetery committee continues;*
Moorland: survey work continues; have an interested buyer for house;
Clare: City ready to buy parking lot and ball diamond once HTP vacates property;
5. *Todd Baker to check on list of building maintenance priorities;*
6. *Administration to address loss of SE locker room and heated shop once church construction begins;*
7. *Corpus Christi Center grease trap cleaned out.*

New Business:

1. *Parishioner's concerns regarding Sacred Heart were discussed;*
HTP Administration and Maintenance Staff will continue to address day-to-day maintenance and safety issues as they occur;
2. *Todd Lee to check on Arena lighting;*
3. *Mark to request City to fill potholes off 5th Avenue North/9th Street and Sacred Heart alley;*
4. *Sacred Heart hall lighting discussed.*

Next Meeting: May 9, 2018

HTP/SE Facilities Committee MTG. - April 11, 2018

All Sites: Snow/ice removal ongoing as needed

HTP

CC:

1. Ceiling on south side starting to flake

SH:

1. Ceiling cracking

Clare:

1. No issues water lines drained Boiler drained

Moorland:

1. No issues

Dayton:

1. No issues

Cemeteries:

1. No issues

SE Facilities:

1. Ceiling painting put on hold until funds are available
2. ***Two leaks spotted in Elementary; will keep an eye on; believe snow was blown into vents near elevator shaft and now melting***
3. ***Heat pump filters changed 2/27/18***
4. Pickup low mileage vehicle serviced 3/15/2018

Auditorium air filters	changed/adjusted/bearings greased	4/10/2018
Elem hall heat pumps	filter changed	4/10/2018
HS Choir Room	filter changed	4/10/2018
HS Band Room	filter changed	4/10/2018
HS Computer Lab	filter changed	4/10/2018
ICN Room	AC filter changed	4/10/2018
Server Room	filter changed	4/10/2018
Elem Computer Lab	filter changed	4/10/2018
Elem Playground	Inspect equipment; move woodchips under swings/slides	4/4/2018
HP 13 lower Elem	filter changed/belts tightened or replaced	4/10/2018
HP 12 upper Elem	filter changed/belts tightened or replaced	4/10/2018

St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: April 25, 2018 Time: 5:15 pm

Place: St Edmond Library

PRESENT: Todd Baker, Ben Crimmins, Mike Johnson, Barb O'Connor, Ann Schulte, Doug Smith, Holly Aljets , Mark Crimmins, Ann Feser

ADMINISTRATORS & STAFF Mary Gibb, Jennifer Kinney, Linda Mitchell, Steve Neuberger, Mark Steinberg, Msgr. Kevin McCoy, Fr. Patrick Behm, Tom Miklo

ABSENT: Dan Kinney

AGENDA ITEM	DISCUSSION
Call to Order:	Barb O'Connor
Opening Prayer:	Barb O'Connor
Board In-service	<p>-There were 8 high school students in attendance.</p> <p>Academics</p> <ul style="list-style-type: none">- Strategic plan is current with the exception of the science room renovations. <p>Catholic Identity</p> <ul style="list-style-type: none">- Invite parents and grandparents to Mass. Ask teachers to continue to invite parents to Mass but to also share where to sit and any other information that would make them more comfortable attending. This information could be shared on the teacher's website and class Facebook page.- Looking at hosting a parents overnighter to help connect them to the church.- Highlight volunteers on Social Media to encourage others to help.- Fr. Sent out a Lenten newsletter to families.- Senior Service Students now have to do a faith sharing with their class as part of their grade.- Looking at having Alumni share their experiences with the classes.
Presidents Report- Mary Gibb	Nothing to add
K-12 Principal- Linda Mitchell	Nothing to add
Asst. Principal/Activities Director- Steve Neuberger	Nothing to add
Development Director- Tom Miklo	<p>Reminder that Drive 4 UR School is Saturday, April 28 from 10-4 in the Elementary Commons parking lot (Southeast Lot)</p> <p>Car Raffle tickets are for sale. The Ball is May 5.</p>
Director of Marketing- Jen Kinney	Nothing to add
Business Manager- Mark Steinberg	Nothing to add.

Holy Trinity Parish Representative- Holly Aljets	Nothing to add.
QWT/Committee Reports	<p>Academics/Technology: Nothing to add.</p> <p>Buildings and Grounds/Safety: Nothing to add.</p> <p>Finance: Nothing to add.</p> <p>Policy Committee: Nothing to add.</p> <p>Executive Committee: Nothing to add.</p> <p>Student Life/Services: Nothing to add.</p> <p>Enrollment Management: The Open House will be with the Summer Spirit, Saturday, Aug. 18 from 2:00-4:00 Open House, 4:15 Mass, 5:30-7:00 Food and Games.</p>
Old Business	<p>The 2018-19 calendar was presented for approval. Doug Smith made a motion to approve the calendar, Mark Crimmins seconded it. Motion passed.</p> <p>Applications for School Board are located on the website and due May 11.</p> <p>Discussed the lunch account minimum balance.</p>
New Business	<p>Taher Food Service will renew their contract with the school.</p> <p>There will be no June Board Meeting.</p> <p>Reminder the School Board High School Recognition night will be held after the board meeting in the auditorium with a reception in the courtyard for students and parents.</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 5:45 PM.

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NEW CORPUS CHRISTI CENTER RENTAL POLICY

Beginning June 1, 2018

All events (except wedding receptions)- \$200 rental fee- need to conclude by 8 p.m., the Center must be cleaned up and returned to original condition by 9 p.m. that evening.

Wedding receptions– the wedding must take place in one of our worship sites- \$550 rental fee. Reception needs to conclude by 11 p.m. Dining room and kitchen must be returned to original condition that evening, the multipurpose room by 9:00 a.m. the following day.

There is a key/cleaning/damage deposit of \$200. If there is no damage and the Center is cleaned appropriately the full amount is returned to you after the key is returned.