

St. Peter Congregation
Pastoral Council Minutes
Convener of Collaboration for the Common Good
December 13, 2016

Members at large: Ken Schuh, Mark Kusek, Mike Desmond, Cheryl Wachtel, Bob Sprinkman, Mark Duellman, David Grant, Mike Duley. Ex Officio Members: Fr. Rick Stoffel (Excused), Sherry Schaefer. Staff: Cheryl Jaeger, Paul Rogers.

1. Call to order: Chairperson called the meeting to order at 7:15 pm.
2. Opening prayer and mission statement were read.
3. Pastoral Council minutes: November 15, 2016 were reviewed M/S/C Mike D./Ken S.
4. Public Hearings: None
5. Presentations: None
6. Standing Committees & Strategic Plan Reports (For detail, see minutes of each)
 - a. Prayer and Worship Committee: (Mark Duellman– Liaison) M/S/C Mark D./Paul R.
 - b. Christian Formation/Evangelization: (Mike Desmond – Liaison)
No December meeting / minutes
 - c. Human Concerns: (Mark Kusek – Liaison) No minutes
Health Ministry & Bereavement
 - d. Stewardship: (Cheryl Wachtel – Liaison) M/S/C Cheryl W./Mark K. Information
Technology: (Paul Rogers – Liaison)
 - e. School Advisory Committee: (Ken Schuh – Liaison) M/S/C Ken S./Cheryl W.
 - f. Buildings and grounds (Bob Sprinkman – Liaison) No minutes
7. Finance Council Communication: (Mike Duley – Liaison)
8. Old Business:
 - a. Possible purchase of contiguous property: A motion was carried and passed (5-1-1) in favor of Pastoral Council's approval of the Finance Committee's forward progression toward purchasing the contiguous property between the Church parking lot and Smiley's BP.
9. New business: a.
Mark Duellman volunteered and Father will ask Donna (Parish Secretary) to be data keepers for Mission/In-site Program. Workshop is at the Cousins Center from 9am to 12:30pm on February
10. Communications/comments:
11. Good of the Parish: None
12. Adjournment – Chairperson M/S/C Cheryl W. / Paul R.
13. Closing Prayer - Group

**ST. PETER CONGREGATION
PRAYER AND WORSHIP MINUTES
JANUARY 3, 2017**

Happy New Year!! We welcomed in the New Year at St. Clare. Meeting started at & 7:15 sharp. Members present: Andy Smith, Rita Kuhaupt, Ginni Ripple, Cindy Thomas, Mark Duellman, Fr. Rick & Vicki Milkus. Absent: Roberta Paquette

December Minutes were accepted and we moved on to Old Business. MUCH discussion about Christmas and how things may change next year. Mass times should be able to be cut down: tentatively 4pm & 8pm Christmas Eve and 8am & 10am Christmas Day. There will be more discussion as we get closer – 2 factors will be considered 1) Christmas is on a Monday and 2) attendance during the year. We liked that the children were involved in decorating so we plan to continue that next year. Vicki will contact Rita Bills to take down nativity. (Jan. 10th)

As of this meeting the Thank You dinner is set for March 18th after 5pm Mass. Cindy will call Ann Hayden to see if she is available to run the show. (If that date doesn't work we may skip this year.) There will not be a speaker and no agenda – just come and enjoy fellowship!

Ministry training date is set for Feb. 25th. Ministry chairs: Ushers – Bob Manning, Greeters – Liz Illnicke, Lectors – Deacon Bob & Servers – Roberta & Vicki have been contacted by Vicki. This is to give groups an opportunity to get acquainted with where everything is before we are up and running.

Ginni talked about her ministry training. In a nutshell: 1) Greeters and Ushers should arrive 20 minutes before each Mass – ready to help new families and parishioners find their way around church. Name tags suggested to be more welcoming and approachable. Father Rick will be reminding us as to the proper way to receive communion (during homily).

The Archbishop is set to visit April 22nd for the 5pm Mass. There will not be an 8pm Mass planned for that date. Deacon Bob and seminarians will be invited to participate. Invitations to Resurrection and St. Lawrence choirs and officials will be made. How about chili in a commemorative mug?! We agreed that would be a great way to serve the anticipated meal. Ann Hayden's services will again be called upon.

Budget Brief's: Raise organist fees to \$70 per fill-in – total amount \$1,400. Combine organ/piano tuning & Repairs to one category: Instrumental Maintenance.

Pastors Comments: 1) Building Inspection – Jan. 15th 2) Statues in at the end of Jan. 3) received new week day vestments 4) cabinetry should be clearly labeled as to what's inside 5) Feb. 22nd – last Mass in the gym for St. Peter School children. After Mass time capsule will be paraded over to church and installed. Children will get an official tour 6) arched door, now unused, will be repurposed (adding wingy poohs) to be used in the reconciliation chapel 7) First Mass in renovated church – Ash Wednesday 8) Father Rick has been extended! His term will run an extra year (maybe more)

Our next meeting is set for February 7, 2017

CHRISTIAN FORMATION COMMITTEE MEETING MINUTES

Date: Tuesday, January 3, 2017
Time: 7:00pm,
Location: CLARE HALL
Called by: PASTORAL COUNCIL

I. Attendees: Eileen Belongea, Mike Desmond, Cheryl Piefer-Wachtel, Paul Rogers

II. Agenda Topics

A. Religious Education

1. 2016/2017 School Year

High School / Middle School

- Confirmation Service Project – Christmas Caroling in the neighborhood
Believes it has run its course and come up with something else for Confirmation Class and perhaps make this an evangelization project with Middle School
- Confirmation Sponsor Luncheon being held at Resurrection – January 14, 2017
- Preparation for Passion Play – Request for the Confirmation Class to make this their Service Project and “own” the play (for 2017/2018 year)
- Blanket Project – Great Success – “Over the Top” Response...46 blankets made – needed 28

Elementary

- Christmas Program – December 18, 2016 in conjunction w/mass
Slinger Elementary School – great success – large turnout
Many positive comments

Summer Mission Trips

- Mission Trip St. Louis, MS (June 18-24)
- Have 10 spots open
- Cost \$50 to reserve your spot - \$490/student non parish member
- March 1, 2017 to register

B. Adult Formation

1. Untold Blessings – Bishop Barons
 - Begins February 9, 2017
 - 8 week program
2. Book Study – “Resisting Happiness” – Started January 3, 2017
 - Tuesdays at Noon with Eileen
 - Currently 14 people attending
3. “Drawing your Child Back To Church” – Rich Harter
 - Thursday, March 16, 2017 – 7pm in Church Hall
4. One% Challenge to Get to Know Jesus
 - Kicking off Ash Wednesday
5. Tri-Parish – Silent Weekend Preached Retreat for Men
 - February 17-19, 2017
 - Redemptive Retreat Center
6. Adult Retreat – 2017 (on-site – church dependent)
 - Table discussion until fall

C. Young Adult Formation

1. College Care Packages – to be mailed last week of February

D. New/Ongoing Business

1. - Parish Mission – March 27-29, 2017 (4th week of lent)
 - Abbott Nicholas – Holy Resurrection Monastery (Eastern Rite Monk)
 - Mystery of the Jesus Prayer and additional topics
 - St. Lawrence to host

2. Evangelization
 - Pornography Discussion
 - Eileen has provided information regarding speaker and Paul will follow-up
 - Ongoing discussion – looking at fall

3. Scrip
 - Table until return of Religious Ed Secretary

- 4.. Religious Ed program is looking into a new texting application to use to notify families of closing/schedule changes, etc. Will review application and report back to committee
 - Table until return of Religious Ed Secretary

5. Budget Review (Due January 6, 2017)
 - Trimmed \$655 out of the budget

6. Home School Families and the Sacraments
 - Recommendation to discuss at the District 6 DRE Meeting at Holy Angels on January 4, 2017

7. Rummage Sale
 - Ask Cindy Rogers to Chair
 - August 18 & 19, 2017

Meeting Adjourned (9:13 pm) - closed with prayer

TECHNOLOGY MINUTES - DRAFT

January 9, 2017

Meeting started at 6:30 pm

Present: Jon Fehring, Cheryl Jaeger, Paul Rogers, Melissa Smith, Colleen Waech

Excused: Terry Strupp

Absent:

Everyone read minutes from last month, made corrections and approved them.

Old items:

Cabling – Brenton gave an update as to the current wiring. We are looking at completing at the end of January – if possible.

The run from the school to the church was completed by the end of the year per request of the builder. It took 3 man days to install the cable do to all of the corners and tight spaces that had to be contended with.

Special note of thanks to Mike Kaczmarek who worked on wiring the church with the phone wires.

New/ongoing business:

Cabling – Terry, Brenton, Jon continue to work on the wires in the church. Paul put in a connection in one of the cabinets. Connections for wireless are all that remain to be cabled. After that, ends and punching of the cables into the patch panel need to be done. We have left than 10 wires that need to be run. Then, all the wires will need to be terminated and tested. Does anyone have room names/numbers? We used 3 new spools. We also will be reusing cable that was pulled back prior to construction. Paul suggested that we run cable for speaker wire – tbd.

Clayton is the new person in charge of Maintenance.

Chromebooks – We have 2 that do not work unless plugged into power. Terry will get the part numbers to Jon for order. Jon did not get this information as of yet.

The printer issue from last month was corrected by allowing a folder full permission. This was a per user setting.

The guest wireless network was changed on December 24th - gotomass

Colleen made new placards for display.

Jon will check for Cheryl were the following machines are:

SPC-S08-4-2015

SPC-S09-4-2015

SPC-S12-4-2015

The machines are in the computer server room not being used.

New Items:

Chromecast is being investigated by Brenton.

We finished worked on budget items.

Our upkeep to stay in line with the Archdiocesan 5 year plan for accreditation is:

\$222,500 for 5 years which breaks down to \$44,500 per year.

Our base expense is \$8,300.

This will just keep what we have running. This would NOT include ANY new hardware for ANY staff member.

We are currently estimating our total expenditures will be \$36,200 per year for hardware.

That consists of the following:

Future technology – if needed \$5,000.

We are now behind by 2 years on hardware replacements. Some of the computers that staff is using is 6-7 years old.

We are not asking to catch-up on hardware replacement, just begin augment the current plan.

Attachments to be included.

Things to think about – Budget for next year – finishing up.

Terry – part items numbers for new Chrome books to replace & what about the 5 new devices that Cheryl got.

The power cart was moved for the iPads. This has helped with the devices being in 2 different places instead of just one.

Our meeting ended at ??????pm

School Advisory Meeting Minutes

January 4th, 2017

Present: Cheryl Jaeger (Principal), Dan Weber (Chair), Dennis Wolf (Vice-Chair), Jess Wiedmeyer (Secretary), and Amy Bretz

Not Present: Nancy Dornacker, Mary Yauck, Karen Meyer, Cindy Wolf, Ken Schuh, and Troy Zagal

Meeting called to order 6:39 pm

Prayer and Mission Statement read.

December meeting minutes approved as written.

Open floor: No one present

Guests: none

Sub Committee Reports

Teacher/Principal

- Parish hired new maintenance employee started 1/3/17 Clayton Carroll
- Colleen Waech resigned, last day beginning of February
- Compliments to SPCS staff and students for Christmas season decorations in hallway and throughout school

Pastoral Council/Liaison Report

- No report

Finance Council

- Pending 2017/18 Budget
- Council questioned what local districts fees are and are they included in their tuition amounts. - Cheryl collected information and forwarded to Finance Council
- Questioned the number of parishioner/ non-parishioner families and students attending school - Cheryl forwarded requested information to Finance Council

Technology

- Worked on budget for 2017/2018
- Wrote 5 year plan
- Discussed ongoing needs for church once renovations are completed

Home and School

- Next meeting Tuesday, January 10th Meeting @ 6:30 pm
- Present Board and Brush painting fundraiser tentatively scheduled for Feb. 4th
- Working of different Catholic Schools Week activities
- Fish Fry currently scheduled for Friday, March 3rd
- Movie night scheduled for Friday, Jan 6th- Finding Dory
 - More non-school families present from the Tri-Parish

Old Business (Also discussed under Marketing)

- Exterior front of building sign
 - Discussed local examples of silver vs black colored signs
 - SAC voted for black signage
 - Building and Grounds requested quote for backlit LED signage

New Business

- **Catholic Schools Week**
 - Starts Sunday, January 29th
 - Families/Students/Alumni to speak at each mass
 - Large postcards mailed out and stuffed in bulletin advertising for Catholic School's Week
 - Several activities planned throughout the week
- **Replacement/Interim Member**
 - Connie Pestka resigned December 2016 meeting
 - Cheryl to look at bylaws on correct process for interim member
 - Previous 2016/2016 SAC running mate Eric Berglund to be contacted, and if interested, to fill vacancy

Fundraisers Updates and Reports

- Annual Fund- to-date \$14,582 donated
- Soles for Education: \$135 raised
- An anonymous donation of \$5,000 was donated to the Tuition Assistance Fund, currently able to help 2-3 families this current school year
- Golf Outing: \$6,727.80 raised
 - Next Golf Outing scheduled for September 16, 2017
 - Needs Chairperson
- Fish Fry March 3rd
- Spaghetti Dinner 50/50 Raffle
 - Combined with Knights of Columbus
 - April 8th, 2017
- Big Money Raffle
 - Scheduled for Thursday, April 27, 2017
 - Ticket printing end of February
 - Sell tickets March-April
 - Location to be determined
 - Possible silent auction
- St. Peter's Festival
 - Sunday, June 26th, 2017
- Fun Night
 - Jason Miller stepped down as Chairperson
 - Postponed for 2017
- Discussed various raffle ideas
 - Including calendar raffle and a raffle St. Lawrence uses during their parish fest

- Scrip
 - Successful Christmas Season
 - Scrip sales year-to-date
 - \$491,436, total rebate \$30,949.96
 - Sales down \$22,320, rebates increased \$469.65
 - Trends- people purchasing “wiser” higher rebate cards
 - 3K/4K families starting purchasing more Scrip during Christmas season
 - Families that left SPCS or graduated are purchasing less scrip or no Scrip
 - Discussion took place regarding different Scrip advertising
 - Advertising for Scripnow and presto pay
 - Also discussed Religious Education joining the Scrip program
- Fundraising needs discussed for the different fundraisers

Closing Prayer Read

Next Meeting Feb 1, 2017

Meeting Adjourned 8:32 pm

ST. PETER CONGREGATION
FINANCE COUNCIL MINUTES
DECEMBER 13, 2016

The meeting opened with a prayer at 7:15. Members present: Fr. Rick, Dick Heesen, Mike Duley and Rita Kuhaupt. Sherry Schaefer (who was also attending the Pastoral Council meeting) joined us later during the meeting. Due to family commitment, Rick Gundrum did not join us until the meeting was over. Murph Hiller, Tory Zagel and Bob Sprinkman were excused. The November minutes were reviewed and approved with a motion by Dick and a second by Mike. The November Financial Reports were reviewed and approved with a motion by Dick and a second by Mike.

OLD BUSINESS:

CAPITAL CAMPAIGN AND RENOVATION:

Fr. Rick updated the committee on the project. Donations continue to come in.

DEPT. OF LABOR:

The new Labor Law is on hold.

TUITION REDUCTION FOR EMPLOYEES:

Since we did not have a quorum during this portion of the meeting, this item is on hold.

SCHOOL TUITION 2017 – 2018:

Since we did not have a quorum during this portion of the meeting, this item is on hold.

DEBT REDUCTION ENVELOPE:

On Hold.

HEAD OF MAINTENANCE POSITION:

The committee (Ken Leeson, Sherry Schaefer and Tim Roskopf) have interviewed and offered the position. The candidate is praying on the offer.

NEW BUSINESS:

HEALTH INSURANCE:

We have been informed that there will be no premium due for the month of January. Effective January (for the February premium), there will be a 10% discount in the premium in effect thru June 2017.

BUDGET 2017 – 2018:

Rita will provide committees with budget information for Fiscal Year 2017 – 2018. We will start reviewing budgets at our January meeting. Representatives from School, Christian Formation and B & G will be invited to attend our February meeting.

Respectfully submitted,

Rita Kuhaupt

Next meeting: Tuesday – January 10, 2017 – 7:30 – Clare Hall

St. Peter Catholic Church
Building and Grounds Committee

Minutes January 5, 2017

6:00 P.M

Opening

Meeting called to order at 6:00 PM by Ken Leeson

Members in attendance: Ken Lesson, Ryan Bretz, Bob Sprinkman, Mark Tennies, Darrell Wiedmeyer, Bob Wolf, Maury Strupp, Tony Haddad, Dave Wolbrink, and Clayton Carroll

Absent was Matt Hughes.

Ken opened the meeting with a prayer; following the prayer the mission statement was read.

A motion was made to accept the minutes from last months meeting, the motion carried.

Old Business:

Budget for 2-16-2017: Ken briefly discussed the proposed budget numbers for the 2016 – 2017 budget. Ken and Tim both did the budget planning for next year, and Ken and Clayton will present those numbers to the Finance Council on February 14.

Snow removal: Ryan Bretz has been doing the snow removal so far this winter season. Ryan will instruct Clayton on the use of our equipment the week of January 9, at which time Clayton will assume those responsibilities.

Lighted sign for school: Mark Tennies and Darrell Wiedmeyer are putting together two different quotes for a lighted sign for the exterior of our school. We expect those quotes to be available for Cheryl and our school board next month.

New Ideas for better use of school facility: Yes, our committee did survey the school staff for their ideas of how best to utilize the school building, and other ideas they might have to make the school more efficient, and possibly safer. We have a list of those ideas, and we will present that list to our Finance Council and Pastoral Council. No names of those that participated in the survey will be included.

School Gym acoustics: Ryan and Darrell will visit St Paul Lutheran church in Grafton to examine how they solved their acoustic problems in their stage performance area. We believe we can make our own panels based on their design.

Prepare church for cleaning supplies and equipment: Ken and our Maintenance staff have completed a review of the supplies that will be required to service the bathrooms, and also the cleaning needs for the building. Most of the supplies have been ordered and received. We will require a stackable washer and drier for the church. The utilities were provided during construction

for both the washer and drier, and we have determined the cost to be around \$2,100 to purchase and install the washer and drier. Our committee voted unanimously to approve the purchase. Ken and Clayton will work with representatives from Nassco the week of January 16 to determine whether or not we will require a compact floor scrubber to clean our hard surface floors in both the upper and lower church levels to include the kitchen. If we will require a scrubber we estimate the cost to be around \$2,500 to \$3,000. Our committee fully understands the need to control all costs at this time, and will be very careful with our evaluation of our cleaning equipment and material needs.

HVAC system: The heating unit in Rita's office in Clare Hall has been repaired and is working well (no more frost on Rita's toenails).

Ken and Mike Kuepper serviced both air-conditioners in the church attic (above the ceiling). One of the air-conditioners will also require a new recirculation pump which we will install the second week of January.

Louvers in church tower: We have received two cost estimates and are expecting a third for repairing or providing protective covering for the badly peeling louvers in the church bell tower. The two estimates received to date range from \$12,700 to \$14,500 to do the repair.

Pot holes in the Old Cemetery gravel road: Ryan will fill in several pot holes in the gravel portion of our Old Cemetery road in the Spring.

New business:

New compressor: A small and **very low cost** compressor will be purchased for our maintenance department.

Storage space: We understand the purchase of adjoining property has not yet been completed, however, Ryan will do a cost estimate to improve the appearance of the Kletti barn, and to perhaps enhance the usability of the building. We will also ask Mike Stroik to do a quick environmental evaluation of the property to include the structural soundness of the adjoining retaining wall.

New Maintenance Supervisor: It would be impossible to explain how much we miss Tim as our maintenance supervisor and close friend; I wouldn't know where to start. You need to know that, even on his worst day, Tim has been supporting our transitional effort in bringing Clayton Carroll on board. Tim has agreed to work with us for as long as we need to get Clayton up to speed. Pray for Tim.

Ken closed the meeting with a prayer at 7:25 P.M

Respectfully submitted,

Ken Leeson

Next Meeting is scheduled for Thursday, February 2, 2017