

MEETING MINUTES

St. Bruno Parish Pastoral Council

Parish Meeting Room

MISSION STATEMENT: St. Bruno Parish is a community of people sharing a common faith in the teachings of the Catholic tradition. We come together to worship God and to spread the Good News that Jesus gave us. Through celebrating Christian unity, we provide emotional support and practice the works of mercy.

Date Tuesday, May 21, 2019 | *time* 7:00-9:00 PM | *Meeting called by* John Hoffman

Council Members Present: Fr. Dan Volkert, John Hoffman, Eileen Rudnick, Cindy Maloney, Kelly Wiza, Michelle Michel, Kathy Galando, Pat Seegers, Steve Paquin, and Britney Fowler

Excused: Mary Pfaff

Time	Item	Owner
7:00-7:05PM	Opening Prayer/Approval of April Meeting Minutes	John/Britney
7:05-7:10PM	Introduction of the Nominees <ol style="list-style-type: none">1. Kathy Huiras Brunner2. Lynn Dreist3. Samantha Wyman-Davis4. Kristi Habanek (not able to attend)	John
	Brief description from John on the PC meetings and how they are run	
7:10-7:30PM	Finance Committee Update by Tim Dittman <ul style="list-style-type: none">- Submitting a balanced budget- Started this year about trending into a deficit budget- Looking at \$100K-\$120K deficit this year for a number of reasons<ul style="list-style-type: none">o 1st was a school<ul style="list-style-type: none">▪ Previous principle projected incorrect number of students for this year so budget was built for higher attendance.o Parish support trending down for the last decadeo Hit hard this year<ul style="list-style-type: none">▪ Loosing pace setter donors▪ 3yr appeal down▪ The number of families contributing trending downo Staff is doing wonderful job with controllable expenseso SCHOOL<ul style="list-style-type: none">▪ 92 students enrolled for next year▪ K3 and K4 has changed at since the budget was done<ul style="list-style-type: none">• At this point K3 and K4 combined	John/Tim

Time	Item	Owner
	<ul style="list-style-type: none"> ▪ Cut additional aid in lower grades ▪ Special Spanish was cut to 5-8 instead of whole school ○ PARISH SUPPORT <ul style="list-style-type: none"> ▪ Without additional effort the trend will continue ▪ Not having the pace setting donors left us low ▪ It is important to have a continual message of Stewardship at all parish levels 	
7:30-7:45PM	<p data-bbox="297 533 532 562">Fr. Dan's Report</p> <ul style="list-style-type: none"> - Issue most pending is the financial status of the parish - News from Diocese <ul style="list-style-type: none"> ○ Wants to start another capital campaign ○ Going to have listening sessions (regional) ○ Pat, and Fr. Dan are going to this to find out how much we are responsible for. This is going to be a listening session and give our opinion ○ Assessment began to increase at 0.5% every year for 5 yrs ○ Going to be hard for a lot of the parishes ○ A lot of parishes are running deficits - New security doors are up and running and paid for by a grant from the state <ul style="list-style-type: none"> ○ Screens are located in school office and Parish office allow entrance for people 	Fr. Dan
7:45-8:00PM	<p data-bbox="297 1220 483 1249">Old Business</p> <ol style="list-style-type: none"> 1. 2nd interview for new position of Evangelization and Faith Formation 2. Safety and Security Update <ol style="list-style-type: none"> a. Bob Leonard back from AZ and is going to meet with Mike Johnson at St. Paul's b. Purchasing collars that slides over hinges to prevent the door from being open. c. Trained ushers d. Would like to train catechists, teachers, staff in the event of an emergency e. Coordinating with Waukesha Sherriff's dept. f. Hoping to have an officer come in and teach us on how to prevent children from finding things online and keeping kids safe <ol style="list-style-type: none"> i. Parish and staff 3. Update on Parish-wide letter regarding finances 	John

Time	Item	Owner
	4. Reminder to Liaisons to verify information their committee has in the "Committee and Ministry Booklet"	
8:00-8:15PM	New Business	John
	1. Fall Retreat Update	
	- Sept 7. Working on retreat and format	
	o Beginning in the AM and ending in early afternoon	All
	o Based on article of Belong, Believe, Behave	
	o Kelly and Michelle are going to help Fr. Dan plan details as it gets closer	John
8:15-8:20PM	2. Men Who Cook Auction Dinner	
	- Net is \$71,000 budgeted \$60K	
8:20-8:30PM	Thank you notes	
	1. Tim Dittman - Budget	
	2. Bridge Family for painting the church for the diocese	
	Eyes and Ears	
	- Kathy as a lector that people like the spirit mass and people smile more during mass	
	- Eileen wants a second holy water font on the other side	
	o Passed on to building and grounds and will happen	
	- Human concerns – people were disappointed that there weren't flowers on Mother's Day	
8:30-8:50PM	Committee Reports	All
	APC	
	- Attended Deanery meeting	
	- Notes were given to the committee ahead of time to read	
	- St. Anthony had talk on Opioids and Child Sexual abuse	
	o Many people in the community attended beyond the parishioners	
	- New Parishioners introduced during Mass so people could see them	
	- 7 days of service	
	o We should all be coming up with ideas for what each committee could be doing during the week in September for the 175 anniversary	
	o Liaisons should look at this for our committee	

Time	Item	Owner
	<ul style="list-style-type: none"> - Church security - Catechesis of the good shepherd - Safety committee should look at what we can do to reduce liability insurance - Eileen recommended that the APC should commit to going more than once a year 	
	HUMAN CONCERNS	
	<ul style="list-style-type: none"> - Bereavement sessions starting in June - Guatemala ministry all those people are being notified with their options - No new parish mission at this point - Flowers money to be held for going forward projects. - Rice bowl at \$2,000 - 1st meal for family promise - Kathy will reach out to prolife group to write letter to governor 	
	Kathy	
	<ul style="list-style-type: none"> - One foot was washed on Holy Thursday - NEED MORE SERVERS <ul style="list-style-type: none"> o Fr. Dan needs to challenge the parents to bring the kids! - PC Needs to write a letter to the parents asking for servers (Eddie) <ul style="list-style-type: none"> o John and Karen to write and send out to PC for approval and thoughts - RE kids should also be invited to serve (Amy Golden) - May 2020 will have stewardship fair 	
	FAITH FORMATION	
	<ul style="list-style-type: none"> - Want Pastoral council to help them find volunteers 	
8:50-8:55PM	Calendar of Events	All
8:55-9:00PM	Closing Prayer	Fr. Dan

Committee Reports

Committee:	Report:
APC: Eileen Rudnick	Attended by: Cindy Maloney and Eileen Rudnick Summary:

& Cindy Maloney

Archdiocese of Milwaukee Human Concerns Summit was April 5, 2019. No one from St. Bruno or St. Paul attended.

340 people, representing 130 parishes, attended the 2-2-19 Parish Councils Congress. Only one person from St. Bruno attended, 3 people from St. Paul. There were programs for trustees, finance councils and pastoral councils. A stronger emphasis on participation should be encouraged for future programs of this sort.

SEVEN DAYS OF SERVICE is a 175th Anniversary Archdiocese event “wherein parishes are invited to participate in service opportunities as an archdiocesan effort of reaching out to others and highlighting the Catholic Church’s presence in our communities”. A copy of the flyer regarding the event was distributed. All parishes have received an e-mail copy.

Another Anniversary event that is planned, and occurring this weekend on May 4, 2019, is a celebration of the day the first Bishop of Milwaukee arrived in 1844. The celebration starts in Pere Marquette Park with Archbishop ListECKI arriving by boat, activities in Cathedral Square, mass at the cathedral, and from 12:30 to 3:30 pm Cathedral tours, including the crypts.

*On May 2, 2019 I asked Jan Lamparski to send out a Flocknote with information on the May 4 event.

The “Church Security and Crisis Planning Guidelines” from the Archdiocese was distributed.

We were asked for an item we would like brought to the attention of the Archdiocese. I requested they publish the result of the voting done on changes to the “Parish Pastoral Council Norms” in time to have them distributed to the new council members who will assume their duties in August, 2019. Note: The highest rated response from participants at the Parish Councils Congress was for more training for council members; more video training, a refresher session for existing members, and a training module for council candidates.

What some of the parishes attending the Deanery meeting showcased as a parish activity:

1. “Sacred Seniors”. A program offering activities for seniors.
2. Amazing Parish core team meeting weekly, and regularly with their Pastoral Council. Director of Evangelization hired to a full-time position.
3. In 2018 one parish wrote a Parish Covenant that they asked parishioners to sign. They used the book “Building Bridges” as an aide in drafting the Covenant. A copy of the Covenant will be made available to the Council.
4. A parish offered two social justice programs open to the community. “Opioids” and “Sex Trafficking”. 800 people attended the latter, with 150 being parishioners.
5. New parishioners are introduced at mass, which has been very effective, with follow-up contacts being scheduled.
6. Another social justice program is a successful baby shower, with proceeds donated to Life’s Connection.
7. One parish is formulating plans to combine their 3 yearly fund raisers into one event.

	<p>8. 50 parishioners from one parish have completed training in a stewardship program: "Unlocking gifts. How can you help the church?"</p> <p>9. St. Bruno's Catechesis of the Good Shepherd, that has as a goal bringing young children into full participation at Mass, and into a deeper relationship with God; also mentioned, approval for a Director of Faith Formation & Evangelization position and our continued work to migrate to a Belong, Believe, Behave theory behind Stewardship and how parishioners are communicated with once they join.</p> <p>The Spring 2019 Synod Implementation update was distributed.</p> <p>After a prayer-filled discernment process, David Grunwald of St. Anthony parish, was affirmed as the new Deanery APC member.</p> <p>The next meetings of the Deanery Assembly of Parishes are Oct. 29, 2019 and March 31, 2020, from 6:30 to 8:30 at the Schoenstatt Center, Waukesha.</p> <p>In summary, a lot can be learned about what other parishes are doing and their challenges, along with hearing about what is happening in the archdiocese. There are only two annual deanery meetings. To maximize the effectiveness of council members who represent St. Bruno, it would be helpful if the same council members were liaisons for more than one year.</p> <p>Eileen Rudnick</p> <p>Attachments:</p> <ul style="list-style-type: none"> 7 Days of Service St. Anthony of the Lake Parish Covenant Church Security and Crisis Planning Guidelines Spring 2019 Synod Implementation update Catechesis of the Good Shepherd
<p>Communications: John Hoffman</p>	<p>Did not meet.</p>
<p>Faith Formation (1st Monday - every month) Eileen Rudnick</p>	<p>At the May Faith Formation meeting I asked Jennifer, Mary, Amy and Karen, "If you were to tell us about one goal that Faith Formation accomplished in the last year of which you are the proudest, what would that be?" They were then asked to describe the program they ran so that the Council could have a better understanding of their programs. Lastly they were asked "How can the Pastoral Council be of help to you?" Their responses:</p> <p>Jennifer Geisler:</p> <p><i>The High School Program is still standing and ran smoothly through the end of the year. We had 55 students Confirmed, our students provided over 2,000 hours of service program wide, we have had increased class attendance and we have made improvements in communicating with students, families and catechists.</i></p> <p>1. The High School had four catechists at St. Bruno (one on loan from St. Paul).</p>

2. *Some of our catechists are teachers by profession. We held a catechist training session and they spent a couple hours with Kathie Amidie. Some have also attended small group training sessions provided by the archdiocese.*

- *How can the Pastoral Council be of help to you? The hardest part of our job is finding catechists. We need help finding people, encouraging people to consider this opportunity to pass on our faith.*

Mary Kral,

One goal accomplished in the last year: Fruits of Alpha: two small groups who have continued to meet and share faith.

How can Pastoral Council be of help? Continue to talk about our personal faith, our experience of God working in our lives. Talk about Alpha, invite others to an Alpha course, come and see Alpha for yourself. Alpha is a wonderful way to get people talking about faith through their questions and sharing with others. We need to share our stories with each other, to keep talking about our faith and what our Lord has done for us. If we do not, we are indeed one generation from our faith becoming extinct. We must talk to others about faith, talk to our families, our co-workers, our neighbors, our relatives. Share the Good News that Jesus died for my sins, for YOUR sins.

Amy Golden

*Grades K and 1: **Catechesis of the Good Shepherd**: Montessori based method, goals: full participation at Mass, and building relationship with Jesus*

2 certified CGS leaders

2 adult helpers

*Second Grade: **Encounter with Christ**, Preparation for Reconciliation and Eucharist*

One of the catechists is a teacher by trade, one is our former Pastoral Associate

*Grades 3-5: **We Believe** series by publisher Sadlier*

Each grade has one catechist, and this year grade 3 had an aide.

*Grades 6-8: **EDGE**: This is a middle school arm of LIFE TEEN--which is a program we subscribe to. Classes are "youth group" style. They start with an ice breaker, have the main teaching, get into small groups for discussion/activities, and close with a group prayer.*

There is a team of catechists for EDGE. The lead teacher has a degree in education, and the team consists of a paraprofessional at the Middle School, a substitute teacher, and a professional at GE Medical.

	<p>ALL Catechists have been Safe-Guarded, and have attended training sessions held at St. Bruno. First Year Catechists get a one on one training session, to help them plan lessons, find creative resources to use in their lessons, and get guidance as needed.</p> <p>I am very proud of the work done in the Atrium with our little ones! It's such a place of wonder and awe!</p> <p>What do we need from the council? Continue to support our efforts and communicate concerns.</p> <p>Karen Farrell</p> <table border="1" data-bbox="435 615 1498 1654"> <tr> <td data-bbox="435 615 771 961"> <p>Catechesis of the Good Shepherd: Finished the Apostles for the Last Supper</p> </td> <td data-bbox="771 615 1498 961"> <p>Trained:</p> <ul style="list-style-type: none"> . 2 fully trained (in CGS and . 2 adult helpers . 2 young people helpers <p>Catechesis based on Sofia Caveletti and Maria Montessori</p> <p>Materials called Works</p> </td> </tr> <tr> <td data-bbox="435 961 771 1350"> <p>Grades 1-5:</p> <p>Some very, very reliable small group leaders helped make the year successful</p> </td> <td data-bbox="771 961 1498 1350"> <p>Catechists – none are staff</p> <p>Varies in training; all are Safeguarded and receive a background check</p> <p>We use a home grown curricula (written and developed by other children’s ministers and myself); Large group/small group format</p> <p>To see materials/curricula check out: https://kfarrell6wixsite.com/childandfamilymin/awaken-year-one</p> </td> </tr> <tr> <td data-bbox="435 1350 771 1654"> <p>Middle School Grades 6-8:</p> <p>Implemented a beginning of the year retreat that was very successful; powerful journal entries</p> </td> <td data-bbox="771 1350 1498 1654"> <p>Catechists – I do the main teaching; small group leaders lead small groups (this group is rather well formed; often through their own spiritual life)</p> <p>All are safeguarded and have done a background check</p> <p>We use the Edge which is the middle school arm of Life Teen; we are looking at ways to improve the delivery of the content this coming year</p> </td> </tr> </table>	<p>Catechesis of the Good Shepherd: Finished the Apostles for the Last Supper</p>	<p>Trained:</p> <ul style="list-style-type: none"> . 2 fully trained (in CGS and . 2 adult helpers . 2 young people helpers <p>Catechesis based on Sofia Caveletti and Maria Montessori</p> <p>Materials called Works</p>	<p>Grades 1-5:</p> <p>Some very, very reliable small group leaders helped make the year successful</p>	<p>Catechists – none are staff</p> <p>Varies in training; all are Safeguarded and receive a background check</p> <p>We use a home grown curricula (written and developed by other children’s ministers and myself); Large group/small group format</p> <p>To see materials/curricula check out: https://kfarrell6wixsite.com/childandfamilymin/awaken-year-one</p>	<p>Middle School Grades 6-8:</p> <p>Implemented a beginning of the year retreat that was very successful; powerful journal entries</p>	<p>Catechists – I do the main teaching; small group leaders lead small groups (this group is rather well formed; often through their own spiritual life)</p> <p>All are safeguarded and have done a background check</p> <p>We use the Edge which is the middle school arm of Life Teen; we are looking at ways to improve the delivery of the content this coming year</p>
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<p>Human Concerns (2nd Tuesday – every other month) Michelle Michel</p>	<p>The Human Concerns Committee met on Tuesday May 14, 2019.</p> <ul style="list-style-type: none"> • Old Business <ul style="list-style-type: none"> ○ Bereavement (Circle of Life): Announcements for the Bereavement Support Group have been in the bulletin for several weeks. The information has been shared with regional parishes, newspapers, and the archdiocese. Sessions will be held on Tuesday evenings from 6:30-8:30 pm from June 4 – July 30. In addition, sessions will be held one 						

	<p>evening per month, August-October, followed by the Mass of Remembrance to be held at St. Paul's in November.</p> <ul style="list-style-type: none"> ○ Former Guatemalan Ministry Status: Notifications to prior donors are ongoing and they have been given options for designating previously donated monies. There are currently no plans for going forward with a different/new sister parish. The Spring Flower Sale concluded on April 14 and plants were available for pick up on May 19. Proceeds will be held by the HCC for use by the ministries as there is no current designated Mission/Sister Parish. ○ Men Who Cook Dinner: The auction items donated by the HCC were well received and the event was a success. ○ Rice Bowls were available throughout Lent and continue to be collected. Contributions were generous with over \$2000 collected by Holy Thursday. The total amount collected is pending. ○ The HCC prepared a meal for families at the Dousman UCC through Family Promise on April 16, 2019. There was abundant food and the families enjoyed everything. The HCC plans to continue providing a meal each quarter. ○ St. Vincent de Paul: A truck was available for collections after masses the weekend of April 27th. ○ Respect Life: Thank you from Kris Crawley, Executive Director of Life's Connection, was posted in the April 28th bulletin. The Baby Bottle Boomerang raised \$2231.88 ○ Prayer Shawl: All is well. Nothing to Report. ○ Health Ministry: All is well. Nothing to Report. ○ St. Ben's ministry: All is well. Nothing to Report. ● New Business <ul style="list-style-type: none"> ○ Updates were made to the Committee and Ministry Booklet and the contact list. ○ Information for the Archdiocese "Seven Days of Service" event in September was distributed to committee members. The group will generate ideas for projects during that week. ○ Several parishioners were disappointed by the absence of flowers being distributed at Mother's Day. Perhaps this could be a budget item going forward? Would the HCC or a different committee be in charge of this? Should something also be done on Father's Day? ● Next meeting will be Tuesday July 16, 2019 at 7:15 pm.
<p>Prayer & Worship (4th Monday – every month) Kathy Galando</p>	<p>Will provide after meeting.</p>
<p>School (2nd Monday – every month) Britney Fowler</p>	<p>Open School Meeting May 13, 2019</p> <p>ACHIEVEMENT UPDATE: Goal is to achieve academic excellence by having students meet or exceed grade level expectations.</p>

1. All Students grades 3-8 took the Iowa Basic Skills Test in March 2019. Major subject areas include reading, English Language Arts and Math. The core composite is an indicator of overall achievement in these areas. In comparison to grade level peers across the US, 69% of St. Bruno students performed at or above the 50th percentile.
2. In addition to the IOWA test, teachers assess mastery of our curriculum in reading, written language, and math.
3. We use running records to determine each student's reading level. Running records measure word accuracy, reading fluency, and comprehension.
4. Our math program includes administration of periodic tests from the Saxon math series.
5. Current levels of achievement establish a base for individual goal setting. By knowing what a student's achievement level IS< we can set a GOAL for their growth.

ENROLLMENT UPDATE for 2019-2020

- Below are the most up to date enrollment numbers

PRESCHOOL (3K and 4K) – 16 enrolled (5 waitlisted and one additional prospect)

- 3K – 3 students + 4 waitlisted + 1 prospect
- 4K – 13 students + 1 waitlisted

K5 – 8 students

1st – 9 students

2nd – 9*

3rd – 5*

4th – 7**

5th – 5**

6th – 13

7th – 12

8th – 14

*Grades 2 and 3 will be combined in one class for a total of 13

**Grades 4 and 5 will be combined in one class for a total of 12

Enrollment total 102 including those waitlisted but not the prospect.

Faculty for 2019-2020 as of May 13, 2019

- 3K-4K: Mrs. Juanita Gutbrod
- K5: Mrs. Peggy Machacek
- 1st – Mrs. Paula Curry
- 2nd – 3rd: Position posted
- 4th – 5th: Position posted
- Grade 6 homeroom, 6-7-8 Social Studies, Science: Ms. Erin Mulligan
- Grade 7 homeroom, 6-7-8 English Language Arts: Ms. Kim Scanlan
- Grade 8 homeroom, 6-7-8 Religion, Math: Mr. Eddie Phillips

A lot of faculty changes, but all for good reasons.

- Mrs. Freres – retiring to be with family
- Mr. Birch – Moving South
- Mr. Szczygiel - retiring
- Mrs. Brandtjen – fulltime closer to parents

	<ul style="list-style-type: none"> - Restructuring Music and Spanish classes <p>Standards Based grading Meeting</p> <ul style="list-style-type: none"> - Meeting at St Jerome - Introduction on how to grade. Parents can better see how students are understanding information. Much more specific to each - Next year will be an introductory year before completely transitioning - Starts at Grade 1
<p>Building & Grounds Pat Seegers</p>	<p>Building and Grounds Meeting, May 14, 2019 Pat Seegers, Paul Kronschnabel, Mary Daniel</p> <p>Sending reports, Kurt Hendricks, Mike Chilson</p> <p>Meeting was held in the parking lot on the tailgate of Pat's truck. It was nice evening, no snow, no rain and temperatures were pleasing</p> <p>Kurt sent update for the security doors for the school entrance. Doors are in place, screens in place, a few parts missing. Tim Dittman is the lead of the installation. Reminder to all, all other doors need to be locked during the week day. Main entrance to the church is often open and more people need to be directed to go thru the new double doors at the parish office entrance</p> <p>Mike and Paul have plans to spray weeds as soon as temps are above 50 and the sun shines. (update, this is now complete) Tops of Karl Forester grass will be removed by Mike. Mike and Paul have a title, Weed Ministry.</p> <p>Scupper on the west wall of the kitchen needs to be replaced, we have an estimate from Nations Roof, this is necessary to prevent the ice build-up on the roof in the winter and hopefully prevent the whole roof from needing to be replaced. Mary will contact Tim D. to see if paperwork needs to be completed with Finance.</p> <p>Pat will get another bid for painting and repair of the gathering place walls and the other small rooms. The walls continue to receive abuse. The proper forms will need to be submitted.</p> <p>Spring cleanup will be minimum. Some trees will need pruning. Some bushes in the parking lot islands are struggling from the winter, we will wait and see. We need to replace 6 roses and 6 sedum plants in the front of the church. Mary will contact Seasonal Services to see if we can get replacement.</p> <p>Bea Chilson is the person in charge of that planting bed. I am told she has special powers.</p>

	<p>The wetlands are moving in to the parking lot in the north east corner, Mary or Pat will contact Jim Siepmann for his help when it dries out back there.</p> <p>The approach to the rectory garage has broken concrete and slopes in the wrong direction. Pat has a plan, stay tuned.</p> <p>There will not be a meeting in June or July.</p>
<p>Stewardship John Hoffman</p>	<p>Did not meet this month.</p>
<p>Finance Cindy Maloney & Kelly Wiza</p>	<p>Finance Committee meeting minutes - May 20, 2019</p> <p><u>Review of April Financial Statements</u></p> <ul style="list-style-type: none"> • April giving exceeded budget • May & June tend to be lower months for parish giving <p><u>Presentation & Approval of the 2019-2020 Budget</u></p> <ul style="list-style-type: none"> • We have a \$302 surplus slated for the 2019-2020 budget <p><u>Capital Expenditures</u></p> <ol style="list-style-type: none"> 1. Gym Floor / Heating – have 2 proposals, waiting on a 3rd proposal for heat 2. Gathering Space, Other Rooms – awaiting 2nd proposal 3. Secured Entrance & Security system – almost complete, need power in the wall and need outlet in school office. Door tested and is functioning properly. 4. Long Jump Pit – pending <p><u>Fund Raising Request Forms</u></p> <p style="padding-left: 40px;">We do not have the request forms completed due to working on the budget. Forms will be completed by next meeting.</p> <p><u>Open items</u></p> <ul style="list-style-type: none"> • We would like some detail on 2-3 of the auction line items,; we will review at the next FC meeting. • The parish received responses from 43% of donors to the Guatemala Fund on where they would like to have their prior donations allocated. • We would like to get information on the parish demographic in order to provide targeted information for those parishioners 70 ½ and above to provide information on pre-tax parish giving from retirement accounts.

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