



**Pastoral Council Regular Meeting
St. Elizabeth Room
February 19, 2019**

Present: Fr. Dan Sanders, Fr. Matthew Jacob, Susan Arensmeier, Doug Borys, Mary Elise Cervelli, John Clark, Jim Karolewicz, Jim Kochan, David Kriete, Cathy Liska, Monica Misey, Joe Russell, Ken Sosnowski

Guest: Drew Braaten

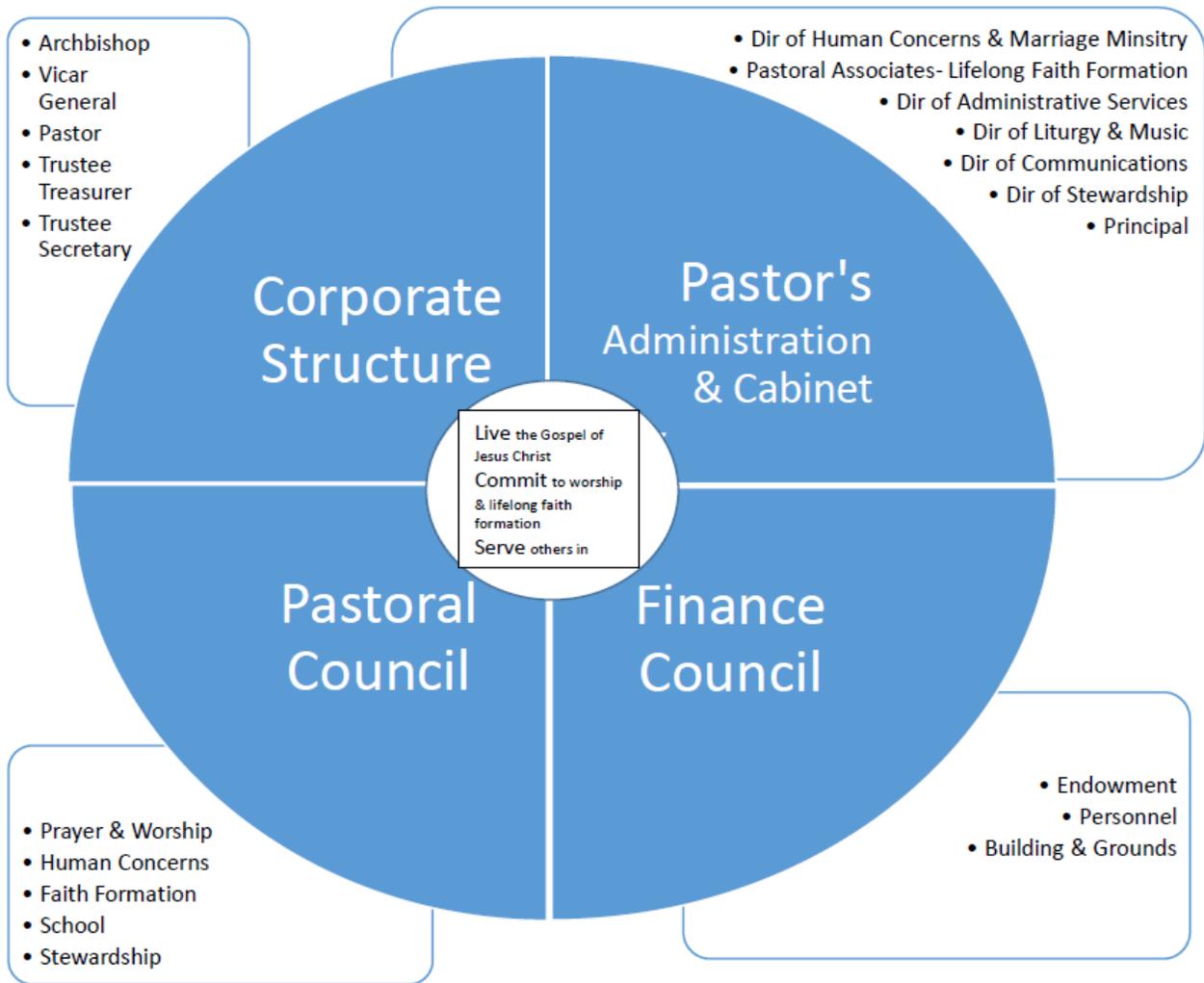
- I. Meeting opened at 7:05 PM with a reading by Monica of the upcoming Sunday's gospel, followed by reflection and personal sharing.
- II. Housekeeping Items
 - a. Approval of January 15, 2019 Meeting Minutes – the January minutes were unanimously approved by a motion by Doug, seconded by Mary Elise.
 - b. Pastoral Council and/or Staff Membership Updates
 - i. Drew Braaten was introduced as the new youth representative on Pastoral Council. David Hession had resigned from the Council due to a change in professional role requiring him to relocate to Philadelphia. Fr. Dan asked Council members to help identify new members to replace vacant positions.
 - ii. Catherine Orr has been hired as the Pastoral Associate, replacing the role previously held by Bob Pauly.
 - c. March Meeting is Joint with Finance Council on March 26th at 5:30 PM.
 - d. No Parish Life Night in March. Next scheduled date is May 14th. Commissions are encouraged to meet as needed.
- III. Commission Liaison Reports and Actions – see attached.
- IV. Pastor Update and Miscellaneous Items:
 - a. Update on Parish Councils Congress
 - i. Approximately 250 attendees. Terms for Finance Council participants to be increased from two to three years. The plan for Pastoral Council is to retain the current membership through the end of 2019 to ensure continuity through phase 2 of the building project. Ken reviewed the sample parish organizational chart (see attached).
 - b. Pastoral Council Retreat – confirmed for March 9th from 10AM to 4PM.
 - i. Focus of retreat will be a facilitated discussion of how Pastoral Council fits into the framework outlined for the Amazing Parish.
 - c. Upcoming Archdiocese Capital Campaign
 - i. An upcoming capital campaign is anticipated. All parishes have been requested to cease other capital campaigns for 2019.
 - d. Planning for the Future of Catholic Schools Conference – will be held on March 29th from 8:30AM to 1PM at the Cousins Center.
 - e. Parish Banner for 175th Anniversary of the Archdiocese – Lumen Christi will fund the cost of participation in the celebration on May 4th.
 - f. Fr. Dan suggested Council members review the attached article by David Brooks - [A Nation of Weavers](#)
 - g. Soup & Substance – the schedule for Lenten sessions was distributed (see attached) and will be included in the Sunday bulletin in the coming weeks.
 - h. Fr. Dan distributed a document titled 'The Preamble to Every Ministry Description' (see attached). He reminded us that each member of the parish is called to be a disciple of Jesus Christ.



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The meeting closed at 8:35 PM with vespers.
Respectfully submitted by Jim Karolewicz

SAMPLE PARISH ORGANIZATIONAL CHART



Commission Liaison Updates for Pastoral Council Meeting on 2/19/2019

Stewardship (MaryElise Cervelli)

- Did not meet due to weather.

School (Joe Russell & Doug Borys)

- Shamrock 2019 is March 16th at The Wisconsin Club's Country Club, 6200 W Good Hope Rd. Shamrock 2019 Auction/Ticket/Donation website is <https://e.givesmart.com/events/7M1/>.
- Snow Days & Cold Days: The Wisconsin Department of Instruction Administrative Code states that students need to be in school for a minimum number of hours not days. At this point, we have enough hours built into our calendar so that it is not necessary to make up the time that was missed.
- Catholic Schools Week: Because of snow/cold days, Principal Fyfe will be working with the teachers to look at how we can recreate some of the fun events that were planned for CSW.
- 2019-2020 School Year & Trimesters: The move to trimesters aligns with what the Catholic schools in our Deanery have transitioned to as well as our public schools. The move to trimesters allows more time during the grading terms for deeper learning to occur, as well as more time for teachers to identify and address areas of concern.
- This Month's Saint Trait: During the month of February our school's theme is RESPECT.

Human Concerns (Monica Misey and Cathy Liska)

- Lenten alms giving themes are:
 - Capuchin hygiene kits for homeless in Milwaukee. Parish staff will distribute the Homeless Hygiene bags to parish children March 2 & 3. The hygiene bags will be available in the church for all parishioners to pick up March 2 & 3. The bags are to be returned during the offertory at all Lenten masses. There may be a need for some of us to help move the bags to a secure location after mass. More to come on this.
 - Deanery support for Marcel Koutsimouka & Collette Bayinissa continuation of care. Parish staff will organize alms collections to support the continuation of care for this couple who are undocumented and required to stay in Milwaukee to care for their comatose son. Catholic Charities and Anne Haines, Milwaukee Archdiocese, will work with our parish to collect funds to support this continuation of care.
- Fr. Dan and I invited Judge Laura Crivello and Jeanne Geraci, Executive Director of the Benedict Center, to speak at our next meeting on Monday March 11 from 6:30-8PM on the topic of human trafficking.
- Fr. Dan identified a parishioner who is interested in working with Mike and Mary Cesarz to prepare for the Missionaries of the Fraternity of Mary visit and fund raising, Summer 2019.
- Janine Geske's Restorative Justice presentation is scheduled April 9.
- Human Concerns Summit on April 6, 2019, 9 am – noon, at the Cousins Center, 3501 S. Lake Dr., St Francis.
- [Catholic Day at the Capitol is April 30, 2019](#)

Building Items (Doug Borys, Susan Arensmeier)

- Need to discuss parking lot or confirm that this is already being planned.
- See attached "Site Access Plan" and "Timetable".
- Mequon Planning Commission approved the height of the bell tower.

Finance (David Kriete & David Hession)

- Discussed result through 1/31. E&O has come back a bit and now we > are projecting a small loss so getting better. We are doing great job on controlling costs.
- Update on building project. All continues to be on track for meeting with the Archdiocese on April 11th.
- Cemetery is moving along slowly with no DOT approval yet.
- Approved the hiring of Bob's replacement.
- Discussed reinstating a personnel committee to help with HR matters. I will be on it with Patti Schauer from Finance and maybe Sue Martin.

- We need to replace David Hession on Finance Council and Parish Council and David Kriete as he is done at the end of June as well on both. It may be worth an ask if anyone on the current Parish Council has an interest in joining Finance Council.
- Jane does keep a record book of our by-laws, etc. which is good - one of the things that we discussed at Congress Council.
- Touched on next year's budget at a high level with some of the potential personnel moves.
- Requests for Proposals have been sent to seven organizations for long term financing of the remaining debt for the building project. Some questions have been received, however, there have not been any responses received to date.

Deanery Level Items (Doug Borys)

- Nothing new to report

Catholic Formation (Susan Arensmeier)

- Family Ministry – The child care room is open and we are soliciting volunteers with a small stipend to help oversee children on Sunday mornings and Wednesdays during Mom's group. Toddler group meets on Monday mornings and the Mom's group will be starting a bible study this month. We are also working on children's busy bags to be available during Mass.
- High School Ministry - The confirmation retreat, led by 14 seniors, was a resounding success. 64 juniors attended the 2 ½ day retreat at Camp Whitcolm Mason. An important distinction to our confirmation program is that it is led by Seniors. Catholic Formation has been cultivating lifelong involvement by inviting and motivating the older students to get involved as leaders in the community. Students now move into fulfilling the many requirements of Confirmation. On Monday students received a detailed checklist with items, descriptions of tasks and due dates to work towards; most of which are due by the end of March. Confirmation interviews will take place in March and April. Michael will be soliciting help from Pastoral Council for these interviews.
 - An outreach meeting was held last weekend to continue the preparations for summer outreach trips.
 - Drew Braaten is the new Youth representative to parish council.
 - The Sophomore Retreat will be held at Lumen Christi on Saturday, March 2.
- Middle School Ministry – The middle school retreat in January was well attended after a week of snow days. The kids were very engaged. Plans for the middle school outreach trip to Chicago are in process and will be announced next month. We are also doing a local immersion experience in Milwaukee this summer.
- Child Ministry – First Reconciliation was in January and now the Family Sessions begin for First Eucharist. Sacramental preparation dominates the calendar for the next 2 ½ months. A new Summer Program called ROAR! is in the planning stages. This new Summer Bible Camp will replace the Arts Camp we have had for the last few years. This will be an exciting program geared to serve many families in June.
- Adult Ministry – RCIA classes will continue on Sundays and the various bible studies will continue throughout the rest of winter. Soup and Substance fliers will go out this week announcing our speakers for this popular series. Leslie Lorino will be heading the kitchen during the sessions. The next bible study will be The Turning Point: 8 Encounters with Jesus that will Change your life.
- Staff – Planning is underway for the many changes that will take place while the Church is under construction. We are defining our mission and looking at the ways we can alter our activities to fit with the other ministries competing for space. We have cleaned and gone through our supplies and condensed our materials in order to share storage space.
- Amy Kroll is due to have her baby any minute. CF Staff will cover her classes and activities during her maternity leave. Tina Rindt is due the end of May.
- The CF staff attended an Archdiocesan Conference called Family Perspectives: Pathway to Engaging Families in Faith. The workshop shared the latest research and Church teaching on ministering to and engaging families in faith. With this workshop comes an individual onsite parish consultation that will be scheduled in the spring. It was a great benefit to be able to attend the workshop as a staff and Lumen Christ was the largest group at the conference. We were once again able to see how fortunate we are to have the staff and facilities to support our ministry.

Prayer and Worship (Jim Karolewicz & Jim Kochan)

- Nothing new to report

Trustee Level Items (Jon VanDrise & John Clark)

- Nothing new to report

Pastoral Leadership Staff (Ken Sosnowski)

- Gym Rental – we have a new renter as a “test” to see if this is feasible going forward. Athletics is working on this and has a meeting Monday Jan 21st
- Finance – as was published in the bulletin last weekend, we are \$119,000 below budget in Envelope revenue yet better news is \$75,000 below budget of net income (indicating expenses are in good shape).
- Lent – everyone still likes the “Rebuilding” theme and ideas were presented including the Capuchin bags. More discussion and details ironed out at school and on Feb 6th staff meeting.
- The Archdiocese Mass on January 22 & current display in the narthex
- Logistics surrounding Margaret’s Archdiocesan Ministry event “WE BELONG” January 25 & 26
- Security implementations are underway in conjunction with the Building Project. We are seeking expert opinions and working with the Architectures on design pieces needed
- Key decisions made:
 - PREPARE document (see attached) (Red = still needs work; Yellow = decided; No color means it still needs to be discussed)
 - Most noteworthy on the PREPARE Document is that we have decided to start after Easter with a schedule of five masses at 4:30 on Saturday and 8, 9:30, 11 and 6pm on Sunday. Tweaks will be made as needed, but this should hold us until at least Memorial Day.
 - Jon Metz is ordering Lent food packing bags for Parish/CF/school and distribution will begin the weekend of March 3rd

PREPARE (Before) now through April 21

WORSHIP

- **New Weekend Mass Schedule** 5 Masses will be held: Sat 4:30, Sunday 8, 9:30 and 11AM with 6pm at least thru Memorial Day
Quiet Mass? Use St. James as overflow (at least to start)
- **Daily Mass** Tuesday – Friday, in St. Cecilia
- **Communion Service** Monday – Saturday, in St. Cecilia
- **Ministry Scheduling** More discussion needed based upon Masses
- **School Masses** 2nd- 8th Grade To be held in St. Cecilia except larger ones in PAC, April 3- Birthday Blessing
April 10- First Communion Celebration (8:30 mass... not in May)
May 29th last school mass
5k Graduation- June 5th 5k and buddy (5th Graders) mass
- **Weddings** 1 so far during construction, in St. Cecilia Hall
- **Funerals** St. Cecilia Hall or offsite? No receptions after. Continued discussion with Funeral homes before April 22nd – Peggy & Cherie.
- **Reconciliation** Hold in St. Teresa, same times
- **Identify other adoration in the area....** Receptionist can direct elsewhere
- **Adoration** Cancelled during construction
- **Other Sacrament Services:**
 - Baptisms Away from Mass time? Kathy looking into...
 - 1st Reconciliation After construction, rethink parent sessions
 - 1st Communion Held before construction in church during
 - Confirmation To be held at St. Francis Borgia May 10, 19

SPACE USE/ SCHEDULING

- Pay for Temporary outside space? i.e. other church or empty Pick n Save, Range Line School availability
- Set up/take down considerations
- St. James Availability Access? Heating and cooling?
- Must respect room capacity Especially St. Cecilia 400
- Parking consider when scheduling events
- Sacristy will be set up in St. Cecilia storage closet
- Commissions/Groups Think about what/where/eliminate? Homes?
- Booking space for F20 Still due around May 15?
- Graduation May 31, 2019 To be held in St. Cecilia and St. James
- School Christmas concert
- HS Formation
- Summer VBS (fka Art Camp)
- CF Fall parent meetings
- Initial Set up after Easter April 22!!!!
- Chairs Have some with arms available
- Family Promise Dates known and space TBD perhaps at another church for summer dates
- Liturgy Office moves suggestions sent to Liturgy
- Electronics Phones for offices, access points – consult with Mike Spitz

Someone is going to call Christ Church – they just went thru this process!

MOVING – Leslie is the point person in this category

- 2 sacristies & Safe
- Additional onsite space (trailers again)
- Insurance
- Liturgy office move
- Storage behind altar
- Relocate ushers room
- Altar/ambo
- Mass move or be in one place?

COMMUNICATIONS

- Weekly article – preparing for rebuilding
- Staff – who does what and when
- Web/Brightsigns/Flocknotes
- Receptionist is Key

SAYING GOODBYE

- Triduum
- Events planned
- Historical Archives communicated “where we have been”

PHASE 2 TIMETABLE

February 11: Mequon Planning Commission Meeting 6pm

February 13: Civil & MEP Design Drawings Due to PRA

February 25: Construction Drawings Due to Berghammer from PRA

March 14: Subcontractor Bids Due to Berghammer

March 14-22: Berghammer Bid Review & Analysis

March 22: Berghammer presents GMP (guaranteed max price) to LC in advance of Ad Hoc Meeting

March 25: Ad Hoc Meeting 6:30pm

March 26: 5:30pm Presentation for approval to Pastoral/Finance Councils

March 28: Forward Construction Docs, Financial Info and all required materials to Archdiocese

April 11: Archdiocese Meeting 1:15pm for Final Approval of Form D (all other Forms A, B & C are completed & approved) (Materials submitted March 28)

April 2019: Groundbreaking immediately upon Archdiocese approval

December 2019: Completion

To Be Determined: PRA presentation of Final Plan- date pending

LUMEN CHRISTI MEQUON

PRELIMINARY PLANS FOR PARISH ACCESS DURING CONSTRUCTION

UPDATED: 2/14/19

CREATED BY: Berghammer Construction

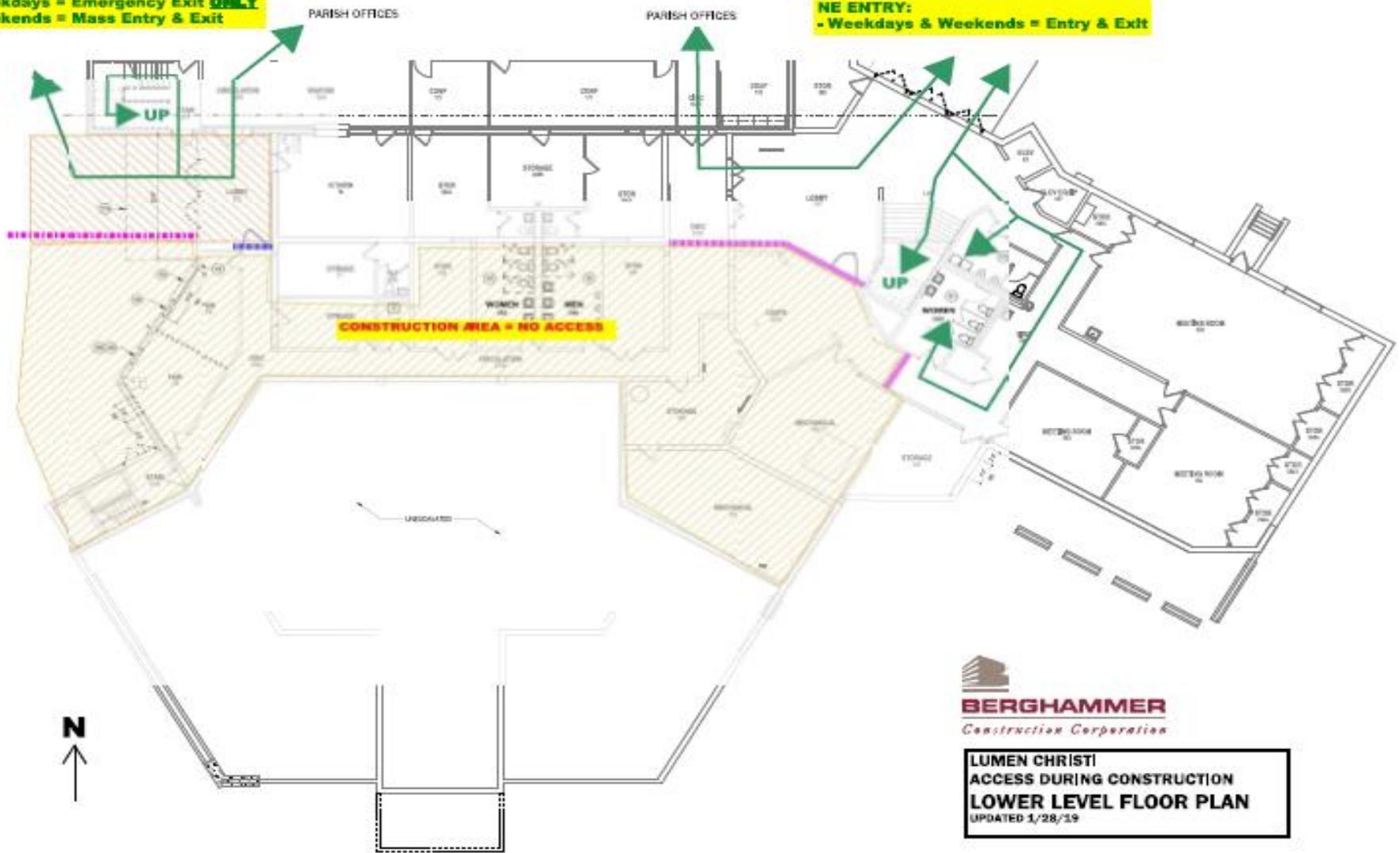
PLANS ENCLOSED:

1. Site Plan
2. Lower Level Plan
3. Upper Level Plan



NW ENTRY:
• Weekdays = Emergency Exit **ONLY**
• Weekends = Mass Entry & Exit

NE ENTRY:
- Weekdays & Weekends = Entry & Exit



BERGHAMMER
Construction Corporation

LUMEN CHRISTI
ACCESS DURING CONSTRUCTION
LOWER LEVEL FLOOR PLAN
UPDATED 1/28/19

NW ENTRY:
• Weekdays = Emergency Exit to Outside **ONLY**
• Weekends = Mass Entry & Exit

ST. CECILIA HALL
Available Weekdays
& Weekends

NE ENTRY:
• Weekdays & Weekends = Entry & Exit

CONSTRUCTION AREA = NO ACCESS

CONSTRUCTION AREA = NO ACCESS

ST. JAMES HALL
Available Weekdays
& Weekends

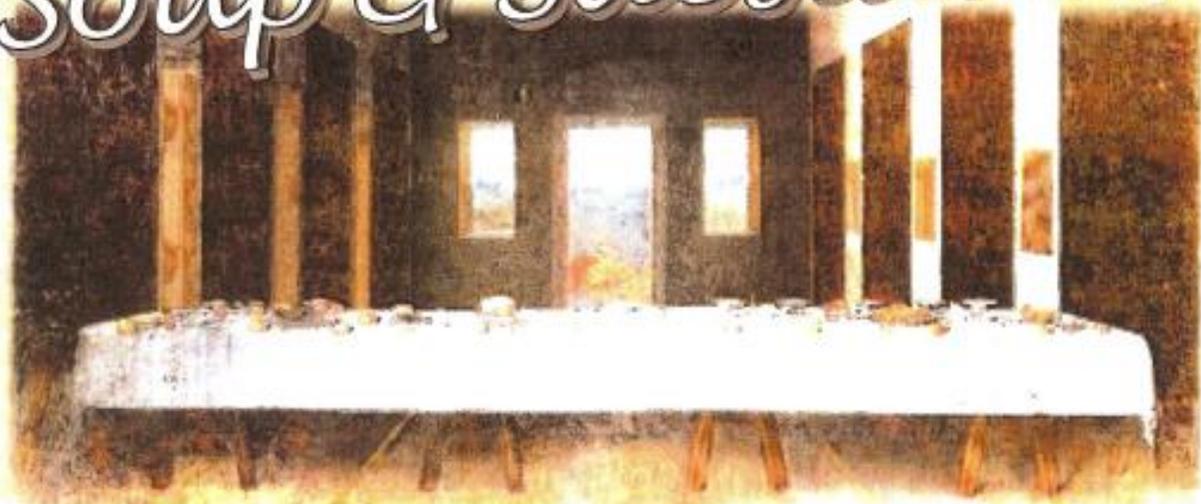
CONSTRUCTION AREA = NO ACCESS



LUMEN CHRISTI
ACCESS DURING CONSTRUCTION
UPPER LEVEL FLOOR PLAN
UPDATED 1/28/15

Lenten Soup & Substance

LUMEN  CHRISTI
CATHOLIC CHURCH



TUESDAY EVENINGS OF LENT

March 12 Al McCauley – Theology Teacher, Pius XI High School

“The Spirituality of Home: The Church of the Family”

March 19 Dr. Jon Metz – Director of Formation, Lumen Christi Parish

“The Spirituality of Dignity: A Look at Catholic Social Teaching”

March 26 Dr. Kathie Amidei – Pastoral Associate, St. Anthony on the Lake Parish

Lisa Metz – Theology Teacher, Divine Savior Holy Angels High School

“The Spirituality of Resilience: Being Rooted in the Love of God”

April 2 Janine Geske, J.D. – Distinguished Professor of Law, Marquette University

“The Spirituality of Restorative Justice: Addressing the Abuse Crisis”

April 9 Fr. Frank Majka, S.J. – Priest of the Society of Jesus

“The Spirituality of Healing: The Call of Christ the Healer”

Soup Supper • 6:15pm Speaker • 7:00pm

ST. CECILIA HALL

Please RSVP:

Karen Bersch, berschk@lumenchristiparish.org; 262-512-8983

The Preamble to Every Ministry Description

Our Catholic parish life is based on conversion of heart and the imitation of Christ, lived within the community of the Church, i.e. a life of discipleship.

Therefore, every staff member and every active volunteer assists the Pastoral leaders of the parish in fostering an understanding of, and a strengthening of discipleship among all parishioners.

A significant aspect of this ministry is assisting believers in discerning their spiritual gifts, and encouraging believers in following Christ.

Each of us calls the other to conversion of heart and to the imitation of Christ. Each of us needs to be an articulate witness of faith, and a servant leader, exhibiting by example what it means to be a disciple of Christ.

So who is a disciple of Jesus Christ?

A person who takes time for prayer and reflection.

A person who sees God in all things with the eyes of faith.

A person who is open to the conversion of their heart: who enters into the love of the Lord and the love of others by dying to self.

A person who has a biblical view of the world, and makes the stories in the Word of God their own.

A discerning person, who discovers who they are as a human being and as a Child of God, with all of their gifts and weaknesses.

A person who understands and loves the community of the Church, i.e. the Communion of Saints, The Mystical Body of Christ. We are in union with those who have gone before us, and with those who will follow.

A person who actively participates in the Sacraments, especially the Eucharist, and calls upon the healing and forgiveness of Jesus.

A person who senses the invitation to become a disciple of Jesus Christ, and strives to mature as a servant leader.

A person who lives their baptismal commitment with love, compassion, forgiveness and generosity.

“Lord, to whom can we go? You have the words of everlasting life.”

“Unless you take up your cross each day you cannot be my disciple.”