



**Pastoral Council Regular Meeting  
St. Elizabeth Room  
March 17, 2020**

**Present:** Fr. Dan Saunders, Fr. Matthew Jacob, Susan Arensmeier, Doug Borys, John Clark, James DeGuire, Jim Karolewicz, Jim Kochan, Cathy Liska, Monica Misey, Tom Pranic, Joe Russell, Ken Sosnowski, Jon VanDrisse

**Guests:** Jeff Bahr, Jane Bartlett, Margaret Caldwell, Kelly Fyfe, Jon Metz

- I. Opening Prayer - the meeting began at 5:35 PM with a join reading of the St. Patrick's Breastplate prayer by all attendees (see attached).
- II. Assignment of Fr. Matthew as Administrator of LC – congratulations were offered to Fr. Matthew on his assignment effective June 16, 2020. We are thankful that Fr. Matthew will be continuing his ministry with us!!
- III. Ministry Status - Fr. Dan requested we focus the majority of our meeting on a review of the status of the key parish ministries.
  - a. Formation – Jon Metz indicated formation activities have been suspended. Given the fluidity of the situation, plans are being reviewed weekly. Confirmation preparation for May continues – no decision has been made as yet as to whether it will be postponed. Formation is being transitioned from an individual model to a family model. This change will impact approximately 1000 people. Current timing for beginning this change is fall of 2021. John Clark noted that a similar approach had been unsuccessfully attempted in the past and questioned if lessons had been learned from that experience. Jon indicated the program being implemented is different from what had been used previously and that additional information would be provided as planning continues. Additional information on Formation activities is included in the attached Commission Liaison updates.
  - b. School – Kelly Fyfe reviewed the Lumen Christi School Pandemic Plan (see attached). Additional details were discussed as follows:
    - Administrative Team Responsibilities – Communication & Engagement - Megan DeGuire; Curriculum Instruction & Assessment- Kelly; Daily Operations, Budget & Facilities - Kim Althaus
    - Current Practices – a benefit moving forward is that all lesson planning is currently cloud-based and can be easily accessed from remote locations.
    - Communication Plan – daily communication to parents will be sent at 2:00 PM.
    - Staff Support – staff are unfamiliar with distance learning and will need support to reduce their anxiety about both the welfare of their students and their ability to effectively accomplish their educational duties. Kelly is setting up daily meetings with staff to share experiences and lessons learned.
    - Remote Learning Plan – the plan will be implemented on March 18.
    - Volunteers/Tutoring – volunteers who would be willing to provide tutoring assistance are welcomed. Anyone wishing to do so would need to have attended the required Safeguard training before being able to participate. Remote sessions would require the involvement of at least two adults.

This year's school calendar has five "emergency days" built into it. Thankfully God blessed us with a very mild and non-eventful winter which allows us to implement the following schedule:



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- March 16 - March 20: No school (emergency days will be used)
  - March 23 - March 27: No school (spring break)
  - March 30 - April 9: Virtual/Online Learning
  - April 10: No school (Good Friday)
  - Given the fluidity of this entire situation, the status of when school will resume will be assessed on a weekly basis.
- c. Prayer and Worship – Effective Wednesday, March 18, Archbishop ListECKI is suspending the public celebration of Masses throughout the Archdiocese of Milwaukee, through Friday, April 3. This includes weekday and Sunday Masses. He has asked that priests still celebrate Mass in their parishes, without an assembly, including the Sunday “pro populo” Masses as required by canon law. Margaret Caldwell indicated work has begun on providing the ability to ‘live stream’ a weekly Sunday Mass at 10:00 AM that would include a limited number of Lumen Christi ministers. Additional information will be forthcoming as to when the live stream will be available and how it can be accessed. Margaret is also looking to provide access to Taize chant. If needed, ‘live stream’ can also be used for Holy Week services, Stations of the Cross and other services. Funerals/Weddings will be private ceremonies and addressed with families on a case by case basis.
- d. Volunteers – Jane Bartlett indicated a list of individuals willing to provide volunteer services was being maintained. College and high school students have volunteered to provide help to families needing baby/child sitting. Those interested should contact the Parish Office. Monica suggested that photographs of volunteer activities be taken and shared to recruit volunteers and provide encouragement to others.
- e. Finance - Jane Bartlett advised the cessation of Mass attendance will have a negative effect on Offertory collections. Approximately 50% of weekly collections are obtained via Offertory. Parishioners can drop off Offertory Collections at the Parish Office. A suggestion to offer the option of one-time on-line donation was made and will be provided.
- f. Staff – Fr. Dan stated the importance of maintain staff to ensure urgent issues can be appropriately triaged and addressed. It was agreed that minimal on-site staffing should be maintained, with augmentation by volunteers where appropriate.
- g. Lenten Project – the project will continue, however, visitors from St. Mary’s Parish on the Bad River Reservation will not be coming to Lumen Christi in the near future. The visit may be rescheduled in the fall.
- h. Jeff Bahr provided an update from a public health/physician perspective. Ministries that support community needs (e.g., Franciscan Peacemakers) are critical and should be maintained, if possible. Jeff suggested a focus on the corporal works of mercy, especially ensuring we know and help our neighbors. He suggested the CDC and Wisconsin Department of Health as resources to stay current. Testing for the corona virus is being prioritized for health care workers and all testing is being



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prioritized to address the most urgent needs. Jeff indicated blood donations will drop and hosting a blood drive at the parish would be helpful. Jane will follow-up.

- IV. Housekeeping Items
  - a. Hosting of Primary Voting- Fr. Dan indicated a request had been received to support primary voting. The request was supported by the Council.
  - b. Approval of February 18 Meeting Minutes – a correction was made to add Jon VanDrisse to the list of attendees. A motion to approve the minutes was then made by James and seconded by Tom. The motion passed unanimously.
  - c. Next Pastoral Council Meeting - Joe suggested that the Council meet more frequently to stay abreast of the impact of the Corona virus on parish and school operations. The Council agreed to meet biweekly on Tuesdays at 7:00 PM via teleconference. The next meeting will be held on **Tuesday, March 31 @ 7:00 PM**. Joe will send an invitation to the teleconference to Council members later this week.
  - d. Archdiocesan Capital Campaign: We are to be participating in Wave III, as we had requested. Wave III begins in July 2021, and ends 6 months later in December. Our assigned goal, calculated as 140% of the parish ordinary income for fiscal year 2019, is \$3,243,234.
- V. Commission Reports and Actions (see attached pages)
- VI. The meeting closed at 7:30 PM with Vespers.

Respectfully submitted by Jim Karolewicz

## Commission Liaison Updates for Pastoral Council Meeting on March 17, 2020

- **Stewardship (MaryElise Cervelli)**
  - Stewardship Commission met last Tuesday prior to Soup and Substance. The discussion centered around the Parish Photo Directory with Life Touch Photography. Catherine will confirm our suggested dates and rooms needed. At the next meeting we will finalize said dates and volunteer opportunities. Going forward, Stewardship plans to host 2 New Parishioner Breakfasts each year. Spring and Fall. The Ministry Folders and New Parishioner Welcome Folders are in high demand. We continue to print as needed.
  
- **School (Joe Russell & Ken Sosnowski)**
  - School closed through April 13.
  
- **Human Concerns (Monica Misey and Cathy Liska)**
  - No new updates.
  
- **High School (Ken Sosnowski)**
  - New high school representative is being recruited.
  
- **Building Items (Doug Borys, Susan Arensmeier, James DeGuire)**
  - No new updates.
  
- **Finance (Jon Van Drisse & David Kriete)**
  - No new updates.
  
- **Deanery Level Items (Doug Borys)**
  - No new updates.
  
- **Catholic Formation (Susan Arensmeier)**
  - Currently, our programming is postponed. We are in the process of finding ways to reach our educational goals.
  - **SACRAMENTAL PREPARATION** - Jon went to the cathedral with our 6 RCIA candidates on March 8<sup>th</sup> for the Rite of Enrollment. Confirmation students are continuing to work on their requirements even though the Mass of Enrollment and Sponsor lunch was cancelled last Sunday. The First Eucharist preparation will continue at home but the Banner making will be done in home rather than coming and doing it as a group. We can't comment on the ceremonies. Time will tell if they are going to be postponed.
  - **CATHOLIC FORMATION CLASSES** - Our formation classes are cancelled and the original calendar has them ending on Palm Sunday. We are formulating our plan as to how to proceed via online education but it is not finalized at this time. We will continue to communicate on Fridays as usual but we are not sure if our enrichment will happen via email or the website. There are more questions than answers at this point.
  - **A FEW STATISTICS:**
    - # of student enrolled in CF – 510
    - # of Confirmation candidates - 75
    - # of First Eucharist Candidates - 78
    - # of RCIA candidates - 6

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- **Prayer and Worship (Jim Karolewicz & Jim Kochan)**
  - Mass attendance figures were reviewed (see attached). Attendance at Ash Wednesday services was 1925, approximately 400 people above typical weekend Mass attendance.
  - There is a proposal to eliminate the 6 PM Sunday Mass during June, July and August. Finding ministers and choir members to serve at that Mass is extremely difficult. A quiet Mass was proposed as one solution, but the Commission would like the Council to consider this proposal.
  - A one Sunday per month hospitality was discussed. It would be from 9:30 to 11:00 AM on a Sunday. Having hospitality after the 11:00 AM and 6:00 PM Masses would not be provided, as few people have attended in the past.
  - Staffing the Welcome Desk remains a problem. Very few volunteers. It was proposed that a member of the parish staff be assigned to the desk as part of his/her 40-hour week. The desk then would be manned from 8:00 AM to 12.30 PM each Sunday. There could also be coffee available during those hours. The Commission would like the Council's feedback on this proposal.
  - Protocols in place to hopefully protect parishioners from the flu and coronavirus include no cup at the Eucharist, no holy water in the fonts and a reminder from the pulpit that receiving the host with flat hands is preferred over receiving on the tongue.
  - The Mequon Community Day to show the new Church is Sunday April 19. At 3:00 PM that day, we will dedicate the new organ and enjoy an organ recital. A good-sized audience would be great.
  - The Children's' Liturgy of the Word will be at the 8:30 Mass, beginning date TBA.
  - The sendoff for Fr. Dan is scheduled for June 21 following the 08:30 AM Mass. It is assumed that Fr. Dan will attend.
  - The next big planning task for the Commission members is to arrange for ministers and choirs for all the Holy Week services.
    - The Knights of Columbus will be present for Eucharistic Adoration from the conclusion of Holy Thursday services until the beginning of Good Friday services.
    - Assistance with parking for Easter Sunday services is still pending.
- **Trustee Level Items (Jon VanDrisse & John Clark)**
  - No new updates.
- **Pastoral Leadership/Staff (Joe Russell)**
  - No new updates.

## Commission Liaison Updates for Pastoral Council Meeting on March 17, 2020

### COMPARISON OF MONTHLY AVERAGE MASS ATTENDANCE 2017-2020

WEEKLY AVG.	Sat. 4:30 PM				(8, 8:30, 9:30)					8:00 9:30 8:30				Sun. 11 AM				Sun. 6 PM				Combined Weekly Avg.			
	2017	2018	2019	2020	2017	2018	2019	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020	2017	2018	2019	2020
JANUARY	496	504	415	479	484	431		524	479	577	549	497	594	106	192	194	154	1663	1676	1629	1706				
FEBRUARY	426	501	472	492	389	423		458	431	413	454	407	437	139	185	172	163	1367	1563	1503	1523				
MARCH	533	528	511		479	460		360		593	502	468		184	220	203		1789	1709	1604					
APRIL	480	503			544	517				636	651			196	330			1856	1687 *						
MAY	534	454	354		531	551	294	261		489	492	340		111	156	141		1665	1613	1404					
JUNE	537	494	309		538	574	240	275		463	459	323				190		1538	1526	1317					
JULY	401	382	320		504	506	259	258		473	470	278				172		1378	1357	1286					
AUGUST	457	471	316		501	534	260	264		528	415	280				150		1486	1420	1272					
SEPTEMBER	438	459	368		535	478	240	281		420	410	279		182	156	204		1575	1503	1371					
OCTOBER	410	405	391		528	520	219	248		445	436	360		197	263	193		1580	1624	1411					
NOVEMBER	438	488	386		599	560	277	276		501	473	389		238	223	175		1776	1744	1503					
DECEMBER	505	529	434		548	526	274	315		410	446	379		212	259	228		1675	1760	1576					
AVERAGE	471	477	389	486	515	507	258	320	455	496	480	364	516	174	220	184	159	* Missing 2 weeks of data				<b>TOTALS</b>			
Ash Wed					7:15	150		8:30	610	12p	298	4:30p	600+			7p	267					1925			
H. Thur/Fri												1p				7p									
Easter			8a				9:30					11a		Vigil	8p										
Holidays	4-Jul			2-Sep			2-No			28-11			27-5												
Assumption							8:30									7p									
All Saints							8:30			10a		12p				7p									
Immaculate Con							9a																		
Dedication											2p	880													
Christmas T/W	3:30		5:30				10p																		
Mary of God-2020			4:30				9a																		

# St. Patrick's Breastplate

Today, through a mighty strength, I invoke the Trinity,  
through a belief in the Threeness,  
through confession of the oneness  
of the Creator of creation.

Today, through the strength of heaven,  
the light of the sun, and  
the radiance of the moon,  
I ask for  
God's might to uphold me,  
God's wisdom to guide me, and  
God's hand to guard me.



Today, I ask that  
Christ protect me,  
Christ shield me,  
Christ be with me,  
Christ before me, and  
Christ behind me.

Today, help me to recognize  
Christ in the heart of everyone who thinks of me,  
Christ in the mouth of everyone who speaks of me, and  
Christ in the eye of everyone who sees me.

Today, through the mighty strength  
through the belief in the Threeness,  
through the confession of the oneness  
of the Creator of Creation,  
May God be ever at my side, Amen.



## Lumen Christi School Pandemic Plan

As of 3/17/2020

1. Developed two focus areas:
  - a. *How do we support student well-being and academic development in the midst of a major disruption to our daily operations for an extended period of time?*
  - b. *How do we continue to foster student learning & family engagement without being able to meet our students in person?*
2. Set clear lanes amongst our administrative team
  - a. Communication & Engagement
  - b. Curriculum, Instruction & Assessment
  - c. Daily Operations, Budget, Facilities
3. Assess current practices
  - a. Cloud based
  - b. Emergency communication in place
  - c. Collaborative environment with weekly set meetings
4. Develop a Communication Plan
  - a. Information
5. Focused on Supporting Staff
  - a. Daily check ins; face to face
  - b. Small chunks of information
  - c. Being honest, open
  - d. Calm presence
6. Developed a Remote Learning Plan
7. Other
  - a. Shifted focus from marketing to engagement
  - b. Single point on our google drive where we house all "pandemic" information that relates to staff
  - c. Set up plan to support each other off site