



**Pastoral Council Special Meeting  
Teleconference  
May 12, 2020**

**Present:** Fr. Dan Saunders, Fr. Matthew Jacob, Susan Arensmeier, Doug Borys, MaryElise Cervelli, John Clark, Jim Karolewicz, Jim Kochan, Cathy Liska, Tom Pranica, Joe Russell

- I. Opening Prayer – the meeting began at 7:00 PM with a prayer led by Fr. Matthew.
  
- II. Discussion Items
  - a. Approval of May 5 Meeting Minutes – a motion to approve the minutes was made by Doug and seconded by Susan. The motion passed unanimously.
  - b. The Catholic Comeback – Fr. Dan indicated further information regarding other activities (e.g., graduations) is expected later this week. Joe noted there had been some feedback provided from parents of 8<sup>th</sup> grade children regarding graduation. Lumen Christi will follow the guidelines provided by the archdiocese.
    - Prayer & Worship – Fr. Matthew advised that two subcommittees have been created to address procedures for greeting/seating of parishioners and eucharistic ministry. A meeting has been scheduled for May 14 to review the work completed to date. Fr. Dan has ordered 100 masks with the Lumen Christi logo to be used by greeters, ushers and eucharistic ministers.
    - Communication – as a byproduct of determining the parishioners needing to receive standard mail communication of the plan for restarting in-person masses was the identification of 600 households for which we have no e-mail address. Follow-up will occur by the Stewardship Commission and the Communication team.
    - Building and Grounds – although he was unable to attend, James DeGuire provided the following information relative to opening up the building for Masses on 5/30 and 5/31:
      - Inquire as to whether or not the Archdiocese has given and guidance to provisions that parishes should take prior to the re-occupancy of worship spaces (i.e., do these things prior to celebrating Masses again...)
      - If no specific guidelines have been given, then James is happy to offer his recommendations as far as best practices for readying the building itself. These are no cost/low cost items for the space. The cost is more or less additional utility spend for running the building systems for a longer period of time to flush out the building along with some new filters for the air handling units that serve the new nave, St. James Hall and St. Cecilia Hall
      - Develop an operating plan for the building that supports re-occupancy that can be adjusted going forward as relaxed and revised health restrictions are released by the State of Wisconsin. This would involve building staff as well as leveraging the service agreement with Just Service.
  - c. Deanery – Doug indicated the spring meeting scheduled to occur at Lumen Christi has been cancelled. The next meeting is scheduled to occur in the fall.
  - d. School Commission – Fr. Dan indicated the first all school commission Zoom meeting has occurred.
  - e. Building and Grounds – James DeGuire provided the information below.



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- Reviewing past and current utility usages and costs for the campus and comparing against estimated values. (We have a good amount of actual data since the school went into service back in 2016.)
  - Setting new budget amounts for utility operations for FY2021 based on FY2020 actual values and estimated usages
  - Pursuing the execution of some focused capital projects following the completion of the Phase 2 work in December 2019
    - Humidity mitigation work for rooftop units in the Parish Activities Center
    - Execution of a Planned Service Agreement for the campus with Just Service
  - Review of old B&G projects as well as any new projects that may have come up since 1/1/2020. With basically all of the deferred maintenance for the buildings addressed in either Phase 1 or Phase 2, things are going well from a physical plant perspective.
  - The above items are all temporal matters and have been discussed with the Finance Council in some form.
- c. Status Check with attendees - Pastoral Council members continue to work through the impact of the pandemic on their lives, but expressed thanks for their many blessings. We pray for a successful surgery for Doug's brother.
- d. The next Pastoral Council Meeting will be held via teleconference on **Tuesday, May 19<sup>th</sup> @ 7:00 PM.**

III. The meeting closed at 7:40 PM with the Canticle of Mary led by Fr. Dan.

Respectfully submitted by Jim Karolewicz