

**Holy Trinity Parish of Webster County
proclaims the Good News of Jesus Christ
by promoting spiritual enrichment for
all Catholics through our discipleship,
worship, stewardship, and living
Christ's love.**

**Pastoral Council Meeting Agenda
Wednesday, January 6, 2021
5:30 pm
Zoom Meeting**

1. Opening Prayer
2. Approval of Previous Minutes- need to be approved.
3. Reports – Committee Liaison to report
 - a. Parish Life Director Report
 - b. Finance
 - c. Parish Life - no report submitted
 - d. Facilities – did not meet in November
 - e. Spiritual Life
 - f. School Board
4. Wedding Guidelines
5. Other
6. Adjournment

Next Meeting – February 3, 2021, 5:30 PM., Place to be determined.

HOLY TRINITY PARISH

Pastoral Council Meeting

Date: November 4, 2020

Time: 5:30 pm

Place: Zoom Meeting

Present: Kellie Blair, Fr. Brian Feller, Mike Johnson, Beth Lawler, Msgr. Kevin McCoy, Barb O'Connor, Craig Schlienz, Nathan Stein, Hiedi Touney, Grant Webster

Excused: Arlyn Gorackowski, Pat Leiting, Mary Oberg, Katie Schelle, Rylie Steinkamp

	Topics Discussed	Recommendation	Action
Call to Order			The meeting was called to order.
Opening Prayer			Msgr. Kevin McCoy led prayer.
Approval of Minutes	Approved via email.		
Presentation on Spiritual Life Committee's recommendation to plan to in 2021 move to perpetual adoration	<p>Dave Flattery represented the Spiritual Life Committee and presented their recommendations to the Council. They would like to see 24/7 365 days a year perpetual adoration in the Chapel in the church.</p> <p>There would be an expanded committee that would have four division leaders to organize the hours with the adorers.</p> <p>The Committee has been working with a lady that has helped organize and start 42 perpetual adoration groups.</p> <p>The hope is to start in July. Would need 326 people per week to cover the hours.</p> <p>The benefits are an uptick in vocations. Crime rate is very low in these areas, he feels there would not be a key pad needed on the door at night.</p> <p>They are aware that they will need to educate the parishioners on this and are looking to this Council to lead.</p>		The motion to: "Support and move forward to expand adoration" was moved by Nathan Stein and seconded by Craig Schlienz. The Council voted unanimously in favor.
Reports			
Administrative/Parish Life Director Report	Hiedi Touney went over her report.		
Finance Council	Mike Johnson reported that the Finance Council went over the budgets for the parish and school for next fiscal year.		
Parish Life Comm.	The revamped committee met and are working on a Charter.		Jane Condon will be the representative of the committee to the Council.
Facilities	<p>Did not meet.</p> <p>The shed from the Dayton Cemetery has been moved into St. Edmond and is being used to hold playground equipment.</p>		
Spiritual Life Committee	Nothing to add to the report.		
School Board Report	Parish approached the school about doing a joint Strategic Plan. They voted to move forward with the plan.		
Joint Strategic Plan	Covid will make it difficult to begin soon. Will start looking at firms to help- want to see cost and their philosophy. Hiedi has names and will check with other churches to see who they have used. Once firms are chosen then will set up meetings to determine which one to go with.		Hiedi will have names for next meeting.
Other			No comments.
No meeting in December			Next meeting will be January 6, 2021
Adjournment			Beth Lawler moved to adjourn the meeting, Barb O'Connor seconded.

Meeting adjourned at 5:55 pm. Next meeting – January 6, 2021, 5:30 pm, Zoom Meeting

Parish Life Director Report – January 2021

Capital Campaign Update

Total pledge amount paid - \$9,191,808.74

Outstanding pledge amount - \$641,889.24

Pledge - \$9,833,697.98

#of Donors – 650

Spiritual Life

Sacramental Preparation

Bart Schuchts has been booked to provide two retreats; one for St. Edmond students and one for Holy Trinity in late March. All Confirmation students will attend this retreat either by attending the one at St. Edmond or the parish's.

First Reconciliation – Remains on hold due to COVID mandates.

HS Youth Ministry – letters were sent to all HS liturgical ministers inviting them to attend One Bread, One Cup youth liturgical conference in Indiana this summer. A wider invitation will go to all HS youth at the beginning of January.

Faith Formation – 2nd and 9th grade will continue virtual and all others will be home based through the month of January. We will await Diocesan guidance later this month before making a decision about February.

Liturgical Ministries

First quarter schedules are out. Liturgical ministers have begun utilizing the sign in on the Ipad. This will improve as time goes on.

Stewardship

Stewardship of Vocations – The renewal was held the last weekend of November by having Fr. Shane Deman, Vocations Director the Diocese of Sioux City, preach at our weekend masses. Then social media was utilized, along with prayers in Adoration and Holy Hour.

Parish Life

Professional Email System for Communications - After comparing professional e-mail systems it was decided to experiment with Servant Keeper Notify, which is an extension of our current data base. We hope to be learning more about it in January and see its' trial usage by late January, early February.

Holy Trinity /St. Edmond Finance Meeting

<p>Present: Msgr. Kevin McCoy Mary Gibb Matt Reynoso Mike Johnson Doug Smith Barb O'Connor Beth Lawler Pat Leiting</p> <p>Marissa Crimmins-Staff Bob Heidenreich-Staff Hiedi Touney-staff Tonya Lawler-staff</p>	<p>Not Present: Ben Crimmins Fr. Feller Monica Shelly Craig Schlien</p>		<p>Date 11/24/20</p>
<p><i>Called to Order/Opening Prayer</i></p>	<p>Topics Discussed</p>	<p>Recommendation</p>	<p>Action 12:0 Zoom Mtg – Msgr. Kevin Opened with Prayer</p>
<p>Financial Statements</p>	<p>Holy Trinity Parish</p> <ul style="list-style-type: none"> • Checks Over \$1000 reviewed for Oct • Reviewed Balance Sheet & Income Statement <ul style="list-style-type: none"> ○ Monitoring cash, may need to transfer from Heartland Svgs., some larger gifts have come in ○ Issues with Green State reporting on development funds, using 1 pool and allocating on spreadsheet causing added work. ○ Waiting on final construction invoice; would like to secure mortgage while rates are low. Punch list items need to be completed along with lien releases first. ○ Stewardship down as expected, transfers needed for some expenses. Watching utilities as new church was an estimate, may even out ○ December's Cathedraicium due to the Diocese is forgiven. (approx. \$3000) ○ PPP Loan forgiveness was received – forgiven in full. Pat Leiting thanked Marissa for all her hard work. <p>St Edmond Catholic School</p> <ul style="list-style-type: none"> • Checks Over \$1000 reviewed Oct • Reviewed Balance Sheet & Income Statement <ul style="list-style-type: none"> ○ Extra cash due to PPP, working with Green State to secure better interest rate ○ MTLF 2nd Round Award originally 0, due to communication error. Worked with the Diocese and received approx.\$14,500 for new SE families. ○ 2021/22 MLTF is currently 92% funded ○ Marissa will record SBA in November since the PPP Loan forgiveness has 	<p>Motion by M Johnson second by M Reynoso to approve checks over \$1000</p> <p>Motion by P Leiting, second by B Lawler to approve HT Balance Sheet and Income Statement</p> <p>Motion by B Lawler, second by B O'Connor to approve checks over \$1000</p> <p>Motion by P Leiting, second by M Johnson to approve SE Balance Sheet and Income Statement</p>	<p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p>

	<ul style="list-style-type: none"> ○ been received ○ Roof was paid in full & insurance proceeds were received in November ○ Substitute Pay will be over budget, will put any credits from the FFCRA received through the 941 toward this ○ Utilities over budget-Mary & Marissa have been working on this. Will see savings on supplies and labor for future lighting replacement ○ Audit draft just became available. Marissa will review and arrange with D Smith zoom meeting with Finance and then School Board. 		
New Business	None		
Old Business	<ul style="list-style-type: none"> • M Reynoso requested seeing a letter addressed from a prior employee to the School Board. B O'Connor stated the letter was addressed to the School Board and did not feel it needed to be forwarded. M Reynoso stressed his obligation to see the letter or would resign from Finance. D Smith said he would take his request to the Executive Mtg. 		
Adjourn		Motion to adjourn meeting by P Leiting, second by M Reynoso	12:45

Spiritual Life Meeting Minutes-Thursday, November 19, 2020

Present: Hiedi, Jason, Katie, DeAnne, Dave, Nathan, Beth, Chris, Jon

Excused: Lori, Lilly, Fr. Feller

Opening Prayer	Katie
Pastoral Council Update- Katie	The Strategic plan has been moved forward. Firms have been contacted. The Strategic plan will include the parish, school, and the Marian Home. The Pastoral Council heard the report from the Perpetual Adoration ad hoc and took it under advisement.
Parish Life Report-Hiedi	<ul style="list-style-type: none"> ● RCIA ongoing ● First Reconciliation happening differently year due to Covid-19 ● HS Youth Ministry regrouping and coming up with new programming with student input ● Faith Formation has transitioned to all at-home learning ● Stewardship of Treasure happened ● Stewardship of Vocations will happen end of November- Fr. Shane be visiting then (there was some conversation about highlighting other vocations beyond the priesthood and religious life. Reminding us that marriage is a vocation. We will highlight these at other times of the year.) ● The professional email system is being researched by Communications Director
Old Business	
New member for committee/Committee members term	Names were suggested. Jon will contact Steve Bedford. Nathan will ask A.J. Blair.
Perpetual Adoration Ad-Hoc Update	<ul style="list-style-type: none"> ● Dave reported that the Pastoral Council and parish staff advised that perpetual adoration most likely will not start until the summer of 2021 due to the pandemic. ● There is still plenty of planning and preparation that can be done in the meantime. ● Once monthly Adoration will continue. ● Hiedi will join the committee as they work towards implementation.
New Business	
Faith Formation and opportunities for catechists	<p>Faith formation is one of our focus topics from our SWOT analysis.</p> <ul style="list-style-type: none"> ● Catechists that desire to go deeper in their own formation will be given opportunities for further formation. ● The Diocese has resources that we will be tapping into. There is hope to create an in-person formation activity. ● Partnership with Franciscan University ● The committee discussed our desire to hire a full-time Director of Religious Education or Faith Formation Director. Further discussion will need to happen regarding if we hire from outside the parish or invest in a member of the parish and provide the needed formation for that person. ● The budget for this position will need to come from another resource. The suggestion was made that the parish's investment into Saint Edmond might be the place to look for this funding. Declining enrollment at Saint Edmond has not been matched with a decline in the investment from the parish. Only half of the students from the parish are enrolled in Saint Edmond. The investment from the parish is not proportional. ● The committee will offer more feedback at the January meeting.
Christmas	<ul style="list-style-type: none"> ● Christmas will look different due to the Diocesan mandates. ● The pageant will not take place. ● Clare is working on ideas to engage parish members via social media. Ideas include; lighting of the Advent candles, family greeting in front of the Christmas tree, etc. ● Jason and Msgr. Kevin are discussing other opinions as well.

Other Business	<ul style="list-style-type: none">● DeAnne asked for clarification on how to minister communion to the disabled. The hope is that the ushers will coordinate and help the EMHC's know who needs o receive further back.● The discussion also led to suggestions that priority seating is left for those with disabilities in the North transept by the door with the ramp. Communication will be added o the sign-up app to remind parishioners to leave these spots available.
Next Meeting	Thursday, January 21, 2021

St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: December 2, 2020 Time: 5:17 pm

Place: Via Zoom

PRESENT: Holly Aljets, Todd Baker, Jenny Condon, Ben Crimmins, Mark Crimmins, John Engler, Ann Feser, Mike Johnson, Mitch Lunn, Barb O'Connor, Ann Schulte, Doug Smith, Msgr. Kevin McCoy,

ADMINISTRATORS & STAFF: Mary Gibb, Abigail Glass, Tom Miklo, Zach Steinhoff

ABSENT: Fr. Brian Feller

AGENDA ITEM	DISCUSSION
Call to Order:	Ann Feser
Opening Prayer:	Ann Feser
Board In-service	No work shops
STANDING REPORTS:	
Presidents Report- Mary Gibb	Nothing to add. Ann Feser asked about the Blackbaud PO system, collections, and TADS. Mrs. Gibb explained that Blackbaud would be used for the collection process and TADS would still be used for the financial aid determination. Mrs. Glass added that Kuemper used another service for payments and TADS for eligibility.
K-12 Principal- Abigail Glass	Nothing to add. Monsignor asked about the CDC ruling today. Mrs. Glass responded that she had talked to Patty Lansink. Patty said to be patient more info to follow soon.
Asst. Principal/Activities Director- Zach Steinhoff	Nothing to add.
Development Director- Tom Miklo	Nothing to add. Ann Feser reminded the board to remember to give to Partners in the Spirit. Tom was asked if the Ball was going to be virtual again. He said they were going to wait until January, but it is more than likely is going to be virtual.
Holy Trinity Parish Representative- Mike Johnson	Meeting was in late October and apologized for the minutes not making the packet.
QWT/Committee Reports	<p>Academics/Technology: No Questions</p> <p>Catholic Identity: Nothing to Add</p> <p>Enrollment Management: Nothing to add. Pod Cast room setup with a lot of help from Tom Miklo, Jason Slinker, with Mrs. Glass.</p> <p>Facilities: No Questions</p> <p>Finance: Doug Smith added 2 items. 1. Doug Smith talked to Marissa Crimmins on the audit. It was clean, but there are a few things that need to be updated before presenting it to Finance and the School Board, specifically how the PPP</p>

	<p>loan is included because it affects how much debt is shown. 2. Doug Smith followed up with Matt Reynoso regarding his request for a letter sent to the school board.</p> <p>Policy Committee: Nothing to add</p> <p>Executive Committee: Did not meet.</p>
Old Business	<p>Barb O'Connor made a motion to remove Holly Aljets from the board because of not meeting attendance requirements. Motion was seconded by Mark Crimmins. Motion passed unanimously.</p> <p>Business Manager\Organizational meeting help to determine the skill set needed for a business manager\director. The meeting discussed many skill sets. Doug is to talk to Marissa to ask her opinion as to skill sets needed. Next Meeting 12\9\2020</p>
New Business	<p>Board Membership – Dan Kinney has resigned effective immediately as he is taking a new job on January 1, 2021. Thank you to Dan for all he has done. Mark Crimmins commented that the board should consider someone from Iowa Central for a future school board position as it has been very beneficial for St. Edmond.</p> <p>Mrs. Glass presented a calendar change for 2nd semester. She would like to have full day professional development on January 18th, February 1st, April 6th, and May 3rd. The January, February, and May dates align with public school days off for busing and the April date will extend Easter break by 1 day. Administration feels there are adequate snow days still built in and the possibility remains to going online if needed. Professional Development days could also be made virtual if there is inclement weather. A motion to approve the suggested calendar was made by Mark Crimmins and seconded by Barb O'Connor. Motion passed unanimously.</p>
Comments\Questions from visitors:	<p>Angela Croonquist asked what is the attendance policy is for the board members and if the board members were made aware of the attendance policy when they are appointed.</p> <p>She was informed that board members are made aware of the attendance requirements and the requirements are to make 80% of the board meeting and 80% of the committee meetings. There are 10 board meetings (monthly except for December and July) and committees also usually follow this schedule as well.</p>
Adjournment	<p>Mark Crimmins made a motion to adjourn. The motion was seconded by Barb O'Connor and all approved. The meeting was adjourned at 6:00 PM.</p>