

**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, February 3, 2021
5:30 pm
Corpus Christi Center**

1. Opening Prayer
2. Approval of Previous Minutes- approved via email.
3. Reports – Committee Liaison to report
 - a. Parish Life Director Report
 - b. Finance
 - c. Parish Life
 - d. Facilities – did not meet in November
 - e. Spiritual Life
 - f. School Board
4. Lumen Christi Award & Distinguished Catholic Servant-Leadership Award
5. Update on Sacred Heart Church and other properties.
6. St. Edmond School Mission Statement input- Fr. Brian Feller
7. Other
8. Adjournment

Next Meeting – March 3, 2021, 5:30 PM., Corpus Christi Center.

HOLY TRINITY PARISH

Pastoral Council Meeting

Date: January 6, 2021

Time: 5:30 pm

Place: Zoom Meeting

Present: Kellie Blair, Fr. Brian Feller, Arlyn Gorackowski, Mike Johnson, Msgr. Kevin McCoy, Barb O'Connor, Mary Oberg, Craig Schlien, Nathan Stein, Rylie Steinkamp, Hiedi Touney

Excused: Jane Condon, Beth Lawler, Pat Leiting, Katie Schelle, Grant Webster

	Topics Discussed	Recommendation	Action
Call to Order			Arlyn Gorackowski called the meeting to order and read the Visitor Statement
Opening Prayer			Msgr. Kevin McCoy led prayer.
Approval of Minutes			Mike Johnson moved to approve the minutes of the November meeting, Barb O'Connor seconded. Minutes approved.
Reports			
Administrative/Parish Life Director Report	Nothing to add to the report.		
Finance Council	Nothing to add to the report. Fr. Brian Feller asked when the budgets are usually approved for the next fiscal year. Mike responded that the school budget is usually approved in March, it is first because of teacher contracts. The parish budget is usually approved in April.		
Parish Life Committee	Hiedi Touney shared that they are working on the Charter for the committee. Also looking at the Narthex decorating. The committee recommended sending out Christmas cards to all households over the age of 65. This project did get done, sending over 800 cards. This was a good outreach.		
Facilities Committee	Did not meet.		
Spiritual Life Committee	Nothing to add to the report. Barb asked if last names of the members could be added to the minutes.		The request will be sent to the committee secretary.
School Board Report	Nothing to add to the report. Hiedi shared that there needs to be a representative from the school board on the Strategic Long- Range Plan Steering Team. She is hoping to move forward on the plan next month.		Barb will have Ann add the request to the School Board Meeting agenda.
Wedding Guidelines	Msgr. Kevin shared that with the consolidation of more of the churches in the state, more people are looking to have their wedding here as it can be more central and also more wedding reception venues. He is concerned that it could take away dates that our own parishioners would want. We want to be sensitive to other, but need to take care of our own as well. Hiedi shared the Wedding Fee sheet that has been created, looking at all aspects of a wedding from preparation to the ceremony. The recommendation is to have a church usage fee of \$50 for parishioners and \$500 for couples with no ties to the parish. We will be adding a Wedding Ambassador who will be present at the rehearsal as well as the day of the wedding. This fee would be \$125 and the ambassador will get the full amount. There will		After some discussion, the

	also be the option of someone from the parish cleaning the church after the wedding for \$200 or the couple could opt to clean it themselves at no cost, however there would be a deposit of \$200 in case it is not done properly.		consensus of the council was that the fees were appropriate.
Other	<p>Msgr. Kevin shared that the City of Fort Dodge is wanting to acquire some of the Corpus Christi property, but has no money.</p> <p>The group looking at Sacred Heart Church will be meeting again this month. Hoping to find out if they are serious about their plans.</p> <p>Arlyn let the council know that he will not be at the February meeting. Mike will lead the meeting.</p>		
Adjournment			Craig Schlienzen moved to adjourn the meeting. Mike seconded. Meeting adjourned.

Meeting adjourned at 6:45 pm. Next meeting – February 3, 2021, to be determined.

Parish Life Director Report – February 2021

Capital Campaign Update

Total pledge amount paid - \$9,239,747.28

Outstanding pledge amount - \$592,644.60

Pledge - \$9,873,607.98

#of Donors – 655

Spiritual Life

Sacramental Preparation

First Eucharist parents will be attending one of two formation opportunities on February 20th and 21st.

First Reconciliation will occur during the First Eucharist retreat on April 17th, with First Eucharist Mass on April 18th.

Faith Formation – resumes in person February 3rd, 2021. We will be working with catechists to review material and establish a baseline of where to move forward with the curriculum in each grade.

Stewardship

Stewardship of Vocations – A second week of Stewardship of Vocations will occur from February 6th, 2021 to February 14th, 2021. The focus of this second week will be on the Catholic meaning of vocation, vocations to the single life and married life.

Parish Life

Mental Health - A small group of parishioners have established objectives to address mental health concerns within the parish. Areas of emphasis are: raise awareness, reduce stigma and a community of support.

	<ul style="list-style-type: none"> • Reviewed SE Balance Sheet November & December combined <ul style="list-style-type: none"> ○ Marissa discussed cash accounts, worked with Green State to get a better rate. Craig will get Marissa information on a collateralized sweep account ○ Enrollment-Mary reported we have gained new students currently 5 under budget ○ Marissa reported in November recorded the PPP forgiveness • Reviewed SE Income Statement for November <ul style="list-style-type: none"> ○ Pension forfeitures more than budgeted ○ Electric Utility more than budgeted, we will see savings in other areas such as bulb replacement • Reviewed SE Income Statement for December <ul style="list-style-type: none"> ○ Will see savings for Emergency Sick Leave via 941 SE \$31,000 and HT \$12,000 	<p>Motion by B O'Connor, second by M Shelly to approve SE Balance Sheet for November & December</p> <p>Motion by M Johnson, second by P Leiting to approve SE November Income Statement</p> <p>Motion by P Leiting, second by B O'Connor to approve SE December Income Statement</p>	<p>Motion approved</p> <p>Motion approved</p>
New Business	<ul style="list-style-type: none"> • February meeting can be in person at the Center, masks and distancing required • Audit-RFP discussed. Marissa to contact BerganKDV to discuss terms to continue 		
Old Business	<ul style="list-style-type: none"> • M Reynoso resignation and replacement discussed • Mary discussed the need to update the Science Department, as last year things were put on hold due to Covid <ul style="list-style-type: none"> ○ Cost approx. \$100,000, M Shelly said it would be nice to have an itemized list and maybe families would make donations for specific items. Mary will get this information out. ○ Discussed Tom to work on getting donations from Science related businesses ○ SE Ball raised \$6000 for chairs, need to get ordered ○ This years Ball discussed raising funds for Elem Religion books 		
Adjourn		Motion to adjourn meeting by Msgr. Kevin, second by P Leiting	1:00

Spiritual Life Meeting Minutes-Thursday, January 21, 2021

Present: Hiedi Touney, Jason Swedlund, Katie Dencklau-Schelle, DeAnne Yetmar, Nathan Stein, Chris Carney, Jon Flattery, Fr.

Feller, Lori Algoe

Excused: Beth Lawler, Lilly Ramirez, Dave Flattery

Opening Prayer	Fr. Feller
Pastoral Council Update- Katie	<ul style="list-style-type: none"> ● Planning for the Strategic Long- Range Plan continues. ● Wedding fees have been set at \$50 for parishioners and \$500 for non-parishioners. There will also be a \$125 wedding ambassador fee. Guidelines are being laid out regarding the environment, photographers, and music, etc.
Parish Life Report-Hiedi	<ul style="list-style-type: none"> ● The second round of vocations centering on the single, married, widowed, divorced set for Feb 7 to 14th. Will use social media. ● RCIA ongoing ● First Reconciliation will be during the retreat before First Communion. Parents will go through the Presence study. ● Faith Formation will return to in-person in February. ● The professional email system has been picked. ● Bart Schutes coming to do a retreat with high school students in March.
Chaplain's Report	<ul style="list-style-type: none"> ● School adoration- church members served to fill in. The kids were pleased and reported feeling calm, peaceful, renewed, clean. ● Mass in the new church going well. Especially church vs. auditorium.
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"> ● Jon reported the committee met to plan. ● Using this time for transition and teaching. Will ask clergy to get on board and input their help. ● Currently need to work on formation and communication. August implementation time. ● Plan to lead the Bread of Life discourse before launch. ● Naming leadership core team. ● Working on a rough timeline. ● Suggest another round of Real Presence studies.
New Business	
Review Christmas	<ul style="list-style-type: none"> ● The consensus was that the environment and music were great. Appreciated the nativity in the Narthex. ● Attendance was as good as could be expected.
Faith Formation Coordinator	<ul style="list-style-type: none"> ● Need to increase the position from part-time to full-time. ● In the past, the parish has cut staff and positions to balance the budget and still support all other areas of need. This change to a full-time position is necessary to address the needs of the parish. Cuts will have to be found elsewhere. ● Nathan Stein made a motion for the parish to hire a full-time Faith Formation Coordinator. Lori Algoe seconded the motion. All in favor.
Ministry Training Videos	<ul style="list-style-type: none"> ● The videos for the lector ministry has been completed. ● EMHC video is mostly done. Need to add shots of the communion line and the usher's role in communion. Mary Lynn will work to put them together with Hiedi and then they will launch soon after.

Other Business	EMHCs cannot deny giving the Eucharist on the tongue even during the pandemic. Letters and emails will be going out to explain to all EMHCs and anyone who is not currently comfortable distributing to all, including on the tongue can take a break in their ministry until a new recommissioning time. There was a discussion of using a patent and hand sanitizer. The clergy will review and come up with a plan. The suggestion was made that at some time we should include actual training on how to distribute Holy Communion to the tongue during EMHC training.
Lent 2021	<ul style="list-style-type: none"> ● Many devotional opportunities ○ Stations of the Cross- in-person and perhaps virtual- deacon will lead along with a lector and a cantor ○ Tenebrae- committee decided to forgo this option this year and save for next year when conditions will be better ○ Bart Schutes retreat ○ That Man is You and Walking with Purpose are resuming meetings ○ Considering offering Search study opportunity for Faith Formation parents ○ A memorial has made a book titled "I Thirst" to be purchased to distribute on Ash Wednesday
Year of St. Joseph	<ul style="list-style-type: none"> ● Suggested asking Bart Schutes to incorporate into the retreat and then launching something out of that ● Fr. Feller suggested the 33-day consecration to St. Joseph- will do as another possible Lenten devotional
Next Meeting	IN-PERSON- Thursday, February 18, 2021

**Parish Life Committee
Meeting Minutes
Monday 1/18/21 (Zoom meeting)**

Members in attendance: Hiedi Touney, Amy Ulrich, Jane Condon, Dorothy Griffin, Kellie Blair, Heather Seeden, Joe Hora, Neil Flattery

Opening Prayer

Introduce New Members: Neil and Heather

Charter Review – Hiedi read through the charter and determined which items would be reworded or cut from the charter. Amy making those changes

Update on Christmas Cards sent out – 849 cards were sent and the reception was very good

Update from Jane and Dorothy re: narthex of the Church, Mother's Room, hospitality, etc - Jane and Dorothy looking into getting 4 chairs. Hiedi advised them to decide what they felt the space needed and then we would work from there regarding funds and ordering. Mother's Room is mostly finished, Jane ordered a rosary for the wall. Members suggested not filling the narthex with too many chairs as it's a really great place stand and talk before and after Mass. All agreed. Possibly getting a children's bookcase for the narthex area.

Review of Diocesan Updates regarding COVID Mandates: Faith Formation to resume in person Feb 3rd; still no funeral dinners as it's been very hard to monitor the masks/social distancing aspects; groups and committees can begin meeting in person in February with appropriate masking and social distancing measures; can do carryout dinners with appropriate measures.

Funeral Flowers Protocol – Hiedi proposed a guideline to prevent funeral flowers from being left all over the narthex, as has recently happened in a few instances. Determined that funeral flowers can be left behind in the shrine areas of the church with **a maximum of two flowers/plants per funeral**. The environmental crew (Lori/Katie) will decide what can go up by the sanctuary. Flowers are not to be left in the narthex area.

Wedding Ambassadors – New fees for church usage for weddings: \$50 parishioners; \$500 for non parishioners. Also non-optional \$125 fee for a wedding ambassador who will attend the rehearsal and wedding. This ambassador acts as a guide to the families as well as looks after the interest of the parish and the property. Families have the option to pay a \$200 cleaning fee or make a \$200 deposit that will be released by the wedding ambassador following the wedding. **Also Hiedi is working on guidelines for wedding usage in the new church.**

Mental Health Awareness in the Church- discussed the need to have resources that those in the parish can be pointed to for mental health crisis, large and small. Hiedi – we are not counselors, but we can learn to recognize and provide the first aid in getting folks help as needed. Also discussed resources and ideas for general mental health improvement (tips, suggestions) that could possibly be in the newsletter/bulletin or mailed out. Including prayers in the petitions at Mass for mental health and wellness. This mission blends heavily with our committee mission to help parishioners feel welcome and apart of our parish. Hiedi was going to connect Kellie with Jon Flattery and Jeff Stanek who are working on this to share ideas.

New Committee Secretary – Heather Seeden

Stewardship of The Earth project (April) - Neil suggested doing a parish-wide St Joseph the Worker Project where families and members could come together in April/spring to help clean up yards and rake leaves, particularly for the elderly but also anyone who needs it. The committee agreed this is in line with all of our objectives and particularly during this pandemic could be a safe way to interact as a parish and bring joy and blessings to those within our church family. Hiedi noted that we know who are homebound. Neil is going to reach out to some members of the St Joseph group, as well as Joyce and Claire to get this ball rolling. We can market this to find out how many people want to help or be helped and get this in the bulletin. Other stewardship ideas include doing something outside at the church weather permitting and sending plants or seeds to parishioners.

Possibly spring/summer ideas: Celebrating Monsignor's 40th Anniversary this summer. Also looking at some sort of celebration for Holy Trinity Sunday (May 30). Hiedi is planning to go ahead and reserve a pool party for this summer, if the pool is taking reservations.

Closing Prayer

Next Meeting: February 15th in person at church meeting room @ 5:30

St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: ____1/27/2021_____, 2021 Time: 5:18 pm

Place: VIA Zoom

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

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

ABSENT: Tom Miklo

Others: Nick Moore, Brian McClain, Cael Kolacia, Nate\Kim Galles, Ryan McGonegle, Chad Schaffer, iPhone x
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AGENDA ITEM	DISCUSSION
Call to Order:	Ann Feser
Opening Prayer:	Ann Feser
Board In-service	No Workshops
STANDING REPORTS:	
Presidents Report- Mary Gibb	9 inquiries from new advertising and 12 new students April 1 st is still the deadline for Tads
K-12 Principal- Abigail Glass	Nothing to Add Mission Statement added to 90 day plan
Asst. Principal/Activities Director- Zach Steinhoff	Working on football classification to 8 man
Development Director- Tom Miklo	Absent
Marketing Director	
Business Manager	
Holy Trinity Parish Representative - Mike Johnson	Anne Schulte to be the school board rep to the planning committee

<p>QWT/Committee Reports</p>	<p>Academics/Technology: Nothing to add</p> <p>Catholic Identity: Nothing to add Bake Sale went well</p> <p>Enrollment Management: Nothing to add</p> <p>Facilities: Did not meet</p> <p>Finance: Nothing to add</p> <p>Policy Committee: Not to revise or create</p> <p>Executive Committee: Nothing to add</p>
<p>Old Business</p>	<p>1. Organizational Chart ad hoc committee Working on business manager description to advertise for the position.</p>
<p>New Business</p>	<p>1. Discuss policy on youth sports teams/coaches. After much discussion and interest by the board and outside stakeholders. Zach is to reach out to other AD's from catholic schools to find out their policies. It was suggested that Zach start with Heelan Gaels name or logo is not trademarked making it hard to control.</p>
<p>Closed Session</p>	<p>No closed session was held.</p>
<p>Adjournment</p>	<p>_____ Barb _____ made a motion to adjourn. The motion was seconded by _____ Ben _____ and all approved. The meeting was adjourned at _____ PM.</p>