

**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, March 3, 2021
5:30 pm
Corpus Christi Center Dining Room**

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
 - e. Spiritual Life
 - f. School Board
4. Propose/consider the formation of a formal and permanent communion & outreach committee
5. Discussion on proposal from city to use grassy area by Corpus Christi during RAGBRAI
6. Other/Guest
7. Adjournment

Next Meeting – April 7, 2021, 5:30 PM., Corpus Christi Center.

HOLY TRINITY PARISH

Pastoral Council Meeting

Date: February 3, 2021

Time: 5:30 pm

Place: Corpus Christi Center

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

Excused: Jane Condon, Arlyn Goraczkowski, Pat Leiting, Mary Oberg, Grant Webster

	Topics Discussed	Recommendation	Action
Call to Order			Mike Johnson called the meeting to order and read the Visitor Statement
Opening Prayer			Msgr. Kevin McCoy led prayer.
Approval of Minutes	Approved via email.		
Reports			
Administrative/Parish Life Director Report	Hiedi Touney went over her report. We have new COVID 19 mandates from the Diocese. We are able to meet in person again for Faith Formation and other parish meetings.		
Finance Council	Nothing to add to the report.		
Parish Life Comm.	The parish is looking at an email/texting system. Finding one that is user friendly. Would be nice if it connected to our data base so updating info would be easily done. It is said that texting and emailing is the best way to engage people. Craig Schlienz shared that he has heard that school adoration has been awesome for the kids.		
Facilities Comm.	Did not meet.		
Spiritual Life Committee	Nothing to add to the report.		
School Board Report	Nothing to add to the report.		Ann Schulte will be the SB rep on the Long-Range Planning Steering Committee.
Lumen Christi and Distinguished Catholic Servant-Leadership Awards	We were not able to have the Volunteer Appreciation Dinner last year so the winners from last year have not been recognized. Hiedi asked the Council for direction on going forward.		It was decided to choose winners for this year and recognize last years and this years at the same time. The information on the awards and how to nominate people will be put on the parish's social media and in the bulletin. The Council will choose the winners in May and then have the winners presented and awards given on Holy Trinity Sunday which is May 30 th this year.
Update on Sacred Heart Church building and other properties.	Father Brian Feller had just talked to Eric Anderson about Sacred Heart. Eric is part of a group working to repurpose SH, looking at using it as a meeting space as well as other events. They are working with the city to find money to do an assessment on repairs needed. The assessment will cost \$15,000. The city did not get the grant they applied for this year and will have to wait until next year to apply again. They are hoping that people will invest in the project. We thought we had a buyer for St. Matthew in Clare, but that fell through. Ryan Kehm is working on a document for the sale when it happens. Will continue to try to sell it.		
St. Edmond School Mission Statement input	Fr. Brian asked for the councils input on what they would like to see in the school's mission statement since it is the largest ministry of the parish.		After some discussion it was

			<p>thought that it should be simple and something the kids would know and then keep it as part of the school like the school colors are. Do not change it all the time.</p> <p>It was also felt that it should mirror the parish mission statement, using some of the same words.</p>
Visitor Comments			<p>Marcene Vaske shared again that it was important to leave the stations of the cross and the windows in the church to keep the value of it. She thought it would be easier to raise money with them left.</p> <p>She would still like to see part of it used as a family shelter. You could get HUD money to subsidize rent and then have income coming in all the time.</p>

Meeting adjourned at 6:15 pm. Next meeting – March 3,2021, 5:30 pm, Corpus Christi Center

Parish Life Director Report – March 2021

Capital Campaign Update

Total pledge amount paid - \$9,321,139.46

Outstanding pledge amount - \$557,598.52

Pledge - \$9,878,737.98

#of Donors – 655

Spiritual Life

Sacramental Preparation

Parent formation for First Eucharist parents

Arranging for personal invitations for First Eucharist parents to attend either That Man Is You or Walking With Purpose.

Faith Formation – Brenna Peters has accepted the position of full-time Faith Formation Coordinator beginning April 1, 2021.

RCIA – 13 individuals beginning to celebrate the Rites and Scrutinies during this time of Purification and Enlightenment of the RCIA process.

Stewardship

2021-22 budget process is underway.

Parish Life

Parish Leader Survey – 31 responses out of 37 – The purpose of the survey was to gain feedback from parish leaders (Committees/councils/ministry leaders) regarding where they might engage in opportunities for further formation. We will now provide feedback to the parish leaders on what dates/times would work to participate in the top areas of interest.

Continuing to furnish the narthex and auxiliary building, refinish wood pieces for use in the church/sanctuary, establish lighting settings and schedule for bell tower lights.

Beginning collaborative discussions with funeral homes in an effort to better meet the needs of those grieving, help familiarize funeral home directors with the new church and gather input as we consider new protocols ... i.e. funeral flowers placement after the service etc..

Implementing our new communication tool called, Flock Note. Flock Note is an e-mail/text software that allows us to create visual appealing e-mails, allows us to create smaller groups within the parish and allows ministry leaders to be note senders, additionally has a texting component. Our first “newsletter” went to 1,168 people and was opened by 47% of them. Additionally there are analytics that tell us who opened, who did not, what portion of the e-mail (newsletter) was engaged in and not.

Holy Trinity Parish/St. Edmond School Finance Minutes

<p>Present: Msgr. Kevin McCoy Mary Gibb Doug Smith Barb O'Connor Craig Schlien Fr. Feller Monica Shelly</p> <p>Marissa Crimmins-Staff Bob Heidenreich-Staff Hiedi Touney-staff Tonya Lawler-staff</p>	<p>Not Present: Pat Leiting Beth Lawler Mike Johnson</p>		<p>Date 2/16/2021</p>
	Topics Discussed	Recommendation	Action
<p><i>Called to Order/Opening Prayer</i></p>			<p>12:05 Zoom Mtg – Fr Feller Opened with Prayer</p>
<p>Financial Statements</p>	<p>Holy Trinity Parish</p> <ul style="list-style-type: none"> • Checks Over \$1000 reviewed for January • Reviewed HTP Balance Sheet January <ul style="list-style-type: none"> ○ Food Pantry-good donations • Reviewed HTP Income Statement for January <ul style="list-style-type: none"> ○ Stewardship still under budget, but donations still coming in ○ Still watching utilities ○ Waiting for property insurance <p>St Edmond Catholic School</p> <ul style="list-style-type: none"> • Checks Over \$1000 reviewed for January <ul style="list-style-type: none"> ○ Question regarding Scoreboard, paid by Ali Huss donation and ads placed on it. Fr. Feller asked if a Diocese resolution was needed? (Msgr. Kevin explained; Items over \$20,000 need a resolution). ○ Amount due on Track discussed. ○ Would like to see detailed accounting for items such as Scoreboard and Track. ○ Msgr. Kevin would like to see projects approved prior to moving forward. ○ Fr. Feller and Msgr. Kevin will set up a meeting with staff to review Diocese and SE policy and will follow up with finance. ○ Members would like to see an orientation for new finance members. ○ Hiedi provided a link to information from the Diocese regarding Diocesan Resolution, link is below the minutes • Reviewed SE Balance Sheet and Income Statement for January <ul style="list-style-type: none"> ○ Marissa & Craig discussed cash flow and best accounts for earning interest. 	<p>Motion by C Schlien second by B O'Connor to approve checks over \$1000 for January</p> <p>Motion by B O'Connor, second by M Shelly to approve HT Balance Sheet and Income Statement for January</p> <p>Motion by C Schlien, second by B O'Connor to approve checks over \$1000 for January</p> <p>Motion by B O'Connor, second by M Shelly to approve SE Balance Sheet and Income Statement for January</p>	<p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p> <p>Motion approved</p>

	<ul style="list-style-type: none"> ○ Tuition Receivable – 3 separate accounts, kept per school year ○ Income from Tuition, Parish and Partners. Partners more funds coming in restricted rather than general. ○ Expense substitutes would be over budget but ESL was recorded here ○ Maintenance salaries, working on hiring 		
New Business	<ul style="list-style-type: none"> • Working on budget close to being done with Parish, need a few more items to finish school. • Marissa would like to review by the end of February, with Mary, D Smith and M Johnson prior to next Finance meeting. • Next Finance meeting Thursday, March 11th 		
Old Business	<ul style="list-style-type: none"> • Science room discussed. Ordering the stools and a couple of tables. Resolution needed. • Ball, possibly looking at Elementary Religion textbooks. • Mary and Abby will be meeting with the Ball Chairs and will discuss other possibilities. 		
Adjourn		Motion by Fr. Feller to adjourn meeting second by M Shelly	1:00

Diocesan Financial and Internal Control Norms

<https://d2y1pz2y630308.cloudfront.net/22386/documents/2020/8/B1%20-%20Diocesan%20Financial%20%20Internal%20Control%20Norms%20-%20Approved%20July%2027%202018%20F.C.%20Meeting.pdf>

Parish Life Committee
Meeting Minutes
2/22/2021

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

Opening Prayer

Parish Updates from Hiedi - Brenna Peters is coming on as a Full Time Youth Coordinator.

FlockNote launching this week

Mental Health Update - Hiedi and Kelly reviewed and clarified objectives; went over survey results.

RCIA Candidates – Jane (on Welcome Committee) was going to look into sending out the addresses of the RCIA candidates so those in leadership/ministry teams could send cards of Welcome

Spring Yard Cleanup Update (Neil) - trying to clarify what we are wanting to accomplish with this. Has discussed with Hiedi and Joyce. Parish will send out an email or Flocknote seeing what the interest would be in having families help with yard cleanup. Other ideas include Pen Pals, etc.

Trinity Sunday - May 30th. Plan to have wrapped cookies and lemonade and coffee outdoors after Mass

Pool Party – Looking at July/August on a Sunday evening. In the past attendance has been around 300.

VBS is a go – Beginning of June, tying in with St Ed's summer camp which allows us to use their childcare, buses, and building. Possible ice cream social type event after VBS with parents.

Corpus Christi Procession set for June 7th. VBS to follow that week.

Bringing Back Trivia Night – Joe - Ideas for possible trivia/mixer nights at Soldier Creek (outdoors), Willow Ridge (possible golf outing) and the Brewery downtown. Possibly looking at May or June.

RAGBRAI – discussed whether to try and get something together for RAGBRAI in July. Not proceeding with that at this time.

One Year Anniversary of the Church / Monsignor 40th Anniversary - late August at church

HOLY TRINITY PARISH/ST EDMOND SCHOOL

Facilities Committee

Date: February 10, 2021

Time: 5:15 pm

Place: Zoom Meeting

Present: Todd Baker, Nick Drzycimski, Nate Galles, Mary Gibb, Mitch Lunn, Msgr. Kevin McCoy, Jason Slinker, Tom Steck

Excused: Jon Koenig, Beth Lawler, Jamie Bemrich, Kristen Mericle, Chad Shaeffer, Randy Steinkamp

	Topics Discussed	Recommendation	Action
Call to Order			Todd Baker called the meeting to order and let prayer.
Jason Slinker <ul style="list-style-type: none"> • Marian Home parking • Gym Floor refinishing • Intake Coil • Other 	<p>Jason shared his concern with the Marian Home employees parking in the church parking lot. It is very difficult to remove snow when they are parked there. He was also concerned that they park where our daily Mass attendees and funeral attendees should be parking as it is close to the main doors.</p> <p>The teachers that park in that lot also need to move to the east, away from the main entrance.</p> <p>The high school gym floor is up for refinishing this year. Jason felt that with the limited use of the gym this past year that maybe that money should be put into refinishing the SE Arena perimeter area as it is starting to flake.</p> <p>There is concern that the floor is not being taken care of by the renters who use the Arena. Someone saw Harvest Baptist School kids roller skating on it.</p> <p>One of the heating intake coils got a crack during the cold spell we had. It has been isolated and is working fine right now as Jason was able to bypass the spot. He will get it replaced. He is looking into what the cost would be to get sensors so can be ahead of the problem in the future. Lucky it happened during the school day and was quickly taken care of. Could have been bad had it happened on a weekend.</p> <p>The school has a new scrubber for the floors. It is a little smaller so can get through door openings and will be able to be used in rooms that in the past the old one could not get into.</p> <p>The old scrubber has been moved to the arena and the arena scrubber will be used in the Church.</p>		<p>Msgr. Kevin had talked with Tracy Trotter, Marian Home Administrator, about them parking there in the past. He will speak to her again.</p> <p>The Committee agreed to hold off on the high school gym floor and do what is needed at the SE Arena.</p> <p>Rental Agreement expectations need to be created and given to those renting. There is no damage deposit but a \$100 key card deposit.</p>
Msgr. Kevin McCoy <ul style="list-style-type: none"> • Clare Property 	<p>We thought we had a man buyer for St. Matthew in Clare. However, he found another property that would work better for him.</p>		

<ul style="list-style-type: none"> • Sacred Heart Church • Moorland electric bills • Other 	<p>There was an article in the paper on a preservation committee in town trying to find a way to keep it.</p> <p>The latest bills from the Moorland church are higher than when we were using the building in 2016. We don't know why that is.</p> <p>It was asked what the difference is between keeping CC and SH running and what it is now with just the new church.</p>		<p>Jason will get those costs from Bob Heidenreich, bookkeeper, and bring that info to the next meeting.</p>
<p>Mary Gibb</p> <ul style="list-style-type: none"> • Science Rooms 	<p>Last year the SE Ball raised \$6,000 for new science stools. Only \$2,000 is needed to replace them. Mary has put together costs to update the rooms and it will run between \$50,000-\$75,000.</p> <p>There has been some discussion on offering people a chance to purchase a table and have a plaque put on it with the donor's name.</p> <p>Money raised through Scrip could be used to refinish the floors.</p> <p>Mary and Tom Miklo, Development Director, will visit the some of the companies in town that benefit from the sciences to see if they would donate toward a new hood.</p> <p>Mary asked Todd Baker, electrician, if he could give us some estimates on what it would cost to update the electricity in one of rooms.</p>		<p>Todd said there could be an agreement worked out that the school buy the materials and he could donate the labor. He will look at the project and get back with estimates.</p>
<p>Cleaning at new church concerns.</p>	<p>Nick Drzycimski shared his concerns with the committee that the new church is not being properly cleaned. He said he looked in the bathrooms and the toilets were not cleaned, the mirrors were spotted with water stains, the pews where people do not sit are very dusty. He would like to see a schedule of cleaning.</p> <p>It was suggested to have a check sheet in the supply room so know when the duties are getting done. If too much for one person than need to look into hiring more help. If the person assigned refuses to do the job then they need to be replaced.</p> <p>Parishioners are happy to come in a couple of times a year to do the deep cleaning, but the day to day needs to be kept up.</p> <p>Are the right tools there to do the job effectively?</p> <p>The Arena also needs more attention.</p> <p>It was felt that the school is being kept up nicely.</p> <p>We want our facilities to be nice for our parishioners, families and guests.</p>		

Meeting adjourned at 5:50 pm. Next meeting – March 10, 2021, 5:15 pm. Place to be determined.

Spiritual Life Meeting Minutes-Thursday, February 18, 2021

Present: Hiedi Touney, Jason Swedlund, Fr. Brian Fellers, Jon Flattery, Christine Carney, Beth Lawler, Katie Schelle, Nathan Stein, Dave Flattery

Excused: Lori Algoe, Lilly Ramirez,

Opening Prayer	Fr. Brian
Pastoral Council Update- Katie	Working on grant funding to have a firm evaluate Sacred Heart. Plans in the works for the Clare property. Gave input on the Saint Edmond mission statement.
Chaplain's Report	<ul style="list-style-type: none"> ● Bart Schutes retreat- SE Students attending- 9th grade retreat ● Adoration during Catholic Schools week with support from parishioners went well. ● During Lent confessions will be heard by class ● Roll out Virtues in Practice ● Catholic Identity Committee looking at the SE mission to refine with School Board
Parish Life Report	● See attached
Old Business	
New member for committee/ Committee members term	Jon and Nathan will contact two prospective members.
Perpetual Adoration Ad-Hoc Update	<ul style="list-style-type: none"> ● Dave reported that the ad-hoc committee has an expanded membership that is meeting. ● The next step is education. Will work with parish staff and clergy to get this started. ● Committee encouraged to keep working and implementing plans.
New Business	
Update on Faith Formation Coordinator	Hired Brenna Peters as the full time faith formation coordinator as of April 1, 2021. Brenna is currently working as the assistant to the Parish Life Director. She will focus on different initiatives including developing relationships with faith formation families, creating youth ministry groups, looking over new curriculums, etc.
Master of Ceremonies vs. Liturgy Supervisor	One of the committee's past goals was to institute the use of a Master of Ceremonies. The input of the committee is to take the issue back to the clergy to define their desires and objectives for this position. We concluded that whatever approach is taken it should be balanced and pastoral. Fr. Feller hopes to make the process of carrying out the Mass standardized to the point where a visiting priest could feel comfortable coming to our parish.
Other	<ul style="list-style-type: none"> ● Lengthy discussion on communications in the parish. Suggested additions to the bulletin such as a weekly calendar, printing meetings dates, times, and locations, and more information on parish events. ● Explored new email service that the parish will start using. ● Ash Wednesday- liturgies went well, saw lots of different faces-well attended. Hope to see some people back in the new church.
Next Meeting	Thursday, March 18, 2021

St. Edmond Catholic School Board Minutes

MINUTES FOR MEETING HELD: ____2/23/21____, 2021 Time: 5:39 pm

Place: St Edmond Library in – person.

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, Tom Miklo, Zach Steinhoff

Guest: Keith Kolacia representing St. Edmond Catholic School Foundation

ABSENT:

AGENDA ITEM	DISCUSSION
Call to Order:	Ann Feser
Opening Prayer:	Ann Feser
Board In-service	School Mission and Vision presentation by Mary Gibb, Abby Glass, and Father Feller. The presentation was both interactive and interesting.
STANDING REPORTS:	
Presidents Report- Mary Gibb	Nothing to add. Mrs. Gibb and Mrs. Glass will be visiting Benedictine College to meet with their staff and also to possibly recruit teachers.
K-12 Principal- Abigail Glass	Nothing to add
Asst. Principal/Activities Director- Zach Steinhoff	Nothing to add
Development Director- Tom Miklo	Brought a scholarship proposal the board to vote on. Jackson Passow Memorial Scholarship Barb made the motion to approve with Todd seconding it. Passed unanimously.
Marketing Director	
Business Manager	
Holy Trinity Parish Representative - Mike Johnson	Nothing to add
QWT/Committee Reports	Academics/Technology: Nothing to add

	<p>Catholic Identity: Nothing to add</p> <p>Enrollment Management: Nothing to add Was asked about SEAS summer program. The current cap is 35 students to keep Teacher to Student ratio low.</p> <p>Facilities: Nothing to add</p> <p>Finance: Nothing to add</p> <p>Policy Committee: Nothing to add</p> <p>Executive Committee: Nothing to add</p>
Old Business	Youth Sports policy to follow the diocese policy. We would like the teams to use St Edmond without the Gael mascot. St. Edmond policy is currently stricter than the diocese. Handbook for 21 – 22 handbook will need to be amended. John Engler will update the policy and send out for an email vote.
New Business	Mark Crimmins is officially resigning. The School Board and Administration would like to thank Mark for his service and dedication.
Closed Session	<p>Father Feller asked to go into closed session. Todd made a motion to go into closed session at 5:50pm. A second was made by Barb and all board members approved.</p> <p>Barb made a motion to come out of closed session at 6:20pm. A second was made by Todd and all board members approved.</p>
Adjournment	Barb made a motion to adjourn. The motion was seconded by Ann Schulte and all approved. The meeting was adjourned at 8:37 PM.