



St. Luke's Parish Pastoral Council
Thursday, April 11, 2019
7:00 PM Conference Room

Attendees: Father Adam Westphal, Deacon Fred Cornwall, Deacon Don Shannon, Dana Bastian, Teresa Busch, Andy Cink, Mary Johnson, John McPherson, Gary Olson, Shani Wahl, Brian Werner

Guest: Susan Gresbach

Not Present: Deacon Matt Halbach, Tonya Althaus

1. Opening Prayer— Quick update on Fr. Adam's March trip
2. Tithe of the tithe
 - a. Decided at last month's meeting, Social Concerns and Stewardship will try to use local charities and not duplicate Diocese's efforts or other Catholic Charities giving. Fr. Adam to approve charities.
3. Co-Event planners (volunteers)
 - a. To help plan events, Tonya is working on job description
 - b. May evolve to coordinating weddings
4. Co-volunteer Coordinators (volunteers)
 - a. Advertise in bulletin, Facebook page and weekly email along with the Co-Event planners
 - b. Discuss with Vicki
5. Parish Council Secretary position
 - a. Review edits from last month, finalize and send out
 - b. He or She will work with the parish council chair
6. Refocus of our ministries and committee's with Dana's organizing efforts.
 - a. List of volunteers who signed up at the Ministry Fair and interested new parishioners sent out for Hospitality (except for Cross Bearers, which will be next), Eucharistic Ministers
 - b. A volunteer is working with Kendra to update list
 - c. Altar servers (4th graders and up) trained last Tuesday, more trainings for 4th grade RE and 6th grade school
 - d. Ministry scheduling software is being updated
 - e. Started to send council/group forms out, emailed about feedback
 - f. Badges for Hospitality committee
 - g. Need strategy for how to connect new parishioners with ministries
 - i. One-on-One is the gold standard for connecting & welcoming
 - h. Ambassador program is a good program, we would like to re-start it
 - i. We have a welcome packet for newly registered parishioners
 1. Good opportunity to explain that we are a Stewardship parish and do Tithe of the Tithe and we also ask/invite them to tithe
 - ii. Father could go to new parishioner homes for a blessing and welcome
 - iii. Could also get parishioners set up on our future online directory and get a photo.
7. Policy for non-parishioners to be married and use the church for their wedding
 - a. Discussion about non-parishioners being married in churches that they received other sacraments at or whose parents are parishioners.



- b. Currently St Luke's charges \$300 for weddings. Could charge more for non-parishioners.
 - c. Sometimes OLIH parishioners may want to get married here because OLIH is a non-traditional church while we have a big aisle.
 - d. A policy should be drafted and voted on. John and Deacon Fred will start drafting a policy including a damages clause. We may evolve to having a wedding coordinator.
8. Process of awarding business/building contracts
- a. Contractors have been contacting us and our architects. We do not have a formal bidding process.
 - b. As parishioners register, they could complete a box describing their business and they could go on a parishioner vendor list that we could consult.
 - c. We could communicate bids through the bulletin and have the business manager be the contact.
9. Follow up on tabled topics from March.
- a. South Entrance damage in road. Sprayed with orange paint for drivers to avoid. Will be rolled into parking lot construction
 - b. Parish staff performance reviews—handled by HR from Dioceses and Fr. Adam.
 - i. Parish council, with School Board, should look at what our parish and school staff should be and work with Finance on the funding.
 - ii. We can use more help and office space. We aren't automated; we don't have the technology. Some tasks are proprietary and can't be outsourced to volunteers.
 - iii. Brainstorming: Development team, small ad-hoc committee to look at what's needed and recommendations, add as agenda item for May.
10. Emergency Operations Planning (EOP)—waiting for next meeting and progress.
11. Digital Parish Directory: Brian
- a. Instant church directory: \$6.65/month, no commitment, bare bones, can upload photos, print off pdfs,
 - b. OnlineChurchDirectory.com: plan is based on # of active members, 600 families would be \$17/month, 900 members \$22/month, etc. 4 banner ads that we would control and use for revenue generating, encrypted
 - c. Both could link from our homepage, some have different features
 - d. Update on regular basis and get information out
 - e. Security, password protected? We would have a parish directory admin and a start up committee to kick-off and get things uploaded.
 - f. For people without email, we could charge copying fees for a pdf copy of the directory.
12. Misc.
- a. Hospitality First Weekend of the Month: name tag Masses/Sunday donuts, fell by the wayside, but it's a good idea, Dana will follow up with Hospitality to see if they can do name tags
13. Closing prayer

Summary for Bulletin

April's meeting included a recap of the tithe of the tithe discussion from March, discussion of several volunteer job descriptions for the parish, update on refocusing of parish ministries including the Ambassador program. The question of non-parishioner weddings was posed; a policy will be drafted.



The process of awarding business/building contracts was discussed, and topics tabled from March were discussed as was an update on digital parish directories. The meeting ended as it began with prayer.

Respectfully submitted by Teresa Busch, parish pastoral council secretary