

ST. TIMOTHY PARISH PASTORAL COUNCIL
June 4, 2014 Minutes

PRESENT: Father Jacob, Rick Harvey, Trey Nix, Sue Keller, Miriam Burkart, Phil Sheehy, Gary McManus, Bill Anderson, Tony Riegling, Erica Kohlman, Michael Vogt, and Jeremy Hayden.

EXCUSED: Paul Stratman, Carl Gilman, Father Bolte.

GUEST: John Gould

CALL TO ORDER: Rick Harvey called the meeting to order.

OPENING PRAYER: A Prayer for Guidance

FINANCE: John Gould of the Finance Committee presented the proposed parish budget for the 2014-15 fiscal year, which was approved unanimously.

APPROVAL OF MAY MINUTES: approved unanimously.

PILLAR REPORTS:

WORSHIP: Miriam Burkart presented the Pillar Report.
(report attached).

OUTREACH: Sue Keller presented the Pillar Report, including a prior report for April.
(report attached).

ADULT FAITH FORMATION: Paul Stratman submitted the Pillar Report prior to the meeting. (report attached).

YOUTH FAITH FORMATION: Father Jacob presented the Pillar Report.
(report attached).

EDUCATION: Erica Kohlman presented the Pillar Report for PSR and a separate report for Pre-Kindergarten and Kindergarten (attached). Tony Riegling presented a report on St. Paul's School. (report attached).

COMMUNITY: Carl Gillman submitted the Pillar Report after the meeting for ratification.
(report attached).

NEW BUSINESS:

- **Assignment of Pillar Representatives** – Miriam Burkart to remain with Worship Committee; Trey Nix on Youth Faith Formation; Bill Anderson on Outreach; Gary McManus on Adult Faith Formation; Michael Vogt on Education; and Phil Sheehy on Community.

- **Election of Executive Officers** – Rick Harvey as Executive Chair, Sue Keller as Vice Chair, and Jeremy Hayden as Secretary (same slate as last year).
- **Thank you to Departing Members** – The Council expresses its gratitude to members departing or finishing their terms, including Erica Kohlman, Carl Gilman, and Paul Stratman.
- **Welcome to New Council Members and Ratification of Existing Members' Terms:**
 New members - 3 year remaining: Michael Vogt, Gary McManus and Bill Anderson
 Members - 2 years remaining: Trey Nix, Jeremy Hayden and Phil Sheehy
 Members – 1 year remaining: Sue Keller, Miriam Burkhart and Rick Harvey
- **Father Jacob** – The Council also bids farewell to Father Jacob. We thank him for his service to the parish and the Council. He will be missed.
- **No Meeting in July per Bylaws.**

Opening Prayer for August – A Prayer for Guidance

Closing Prayer for August – Miriam Burkart

CLOSING PRAYER: Trey Nix

Respectfully submitted,

Jeremy A. Hayden

Jeremy A. Hayden

[ATTACHMENTS FOLLOW]

St. Timothy Worship Committee Report May 13, 2014 Meeting

Present: Fr. Jacob, Kathleen Thompson, Twila Schwabe, Laura Nix, Miriam Burkart, Katie Barton, Eileen Schulte, and Gina Brown.

The meeting opened at 7pm.

The minutes from March were approved as submitted with minor corrections.

Old Business

- Toe strip feedback: The Worship Committee requests that St. Timothy proceed with full installment of the toe strips on the altar steps.
- Pete Freeman's Vespers Prayer Service went very well. There are hopes for it to continue next Lent, maybe throughout the year.
- Most of the meeting was spent reviewing the Triduum and Easter services. See attachment.
- Seder Meal: The Seder Meal went very well.

New Business:

- Toe strip feedback: The Worship Committee requests that St. Timothy proceed with full installment of the toe strips on the altar steps.
- Pete Freeman's Vespers Prayer Service went very well. There are hopes for it to continue next Lent, maybe throughout the year.
- Most of the meeting was spent reviewing the Triduum and Easter services. See attachment.
- Seder Meal went very well.

Committee Reports

- Art & Environment:
Church decorating in regards to Ascension, Pentecost, Trinity, and Ordinary team was discussed. They are considering a bulletin announcement to wear red on Pentecost. See attached.
- Music:
The Knights of Columbus wants to purchase the number board for the sanctuary. Katie is looking into one similar to Christ the King's in Mt Lookout.
There will be a sequence on Pentecost and possibly Corpus Christi.
The annual choral concert is May 18. It will celebrate the 25th anniversary of our parish and support the mission trip.

Our next meeting will take place June 18 at 7pm.

From the Holy Week/ Easter Mass discussions:

- Remember that Mass is not a performance. It is an opportunity to worship our God. While we want to do our best, it isn't about our perfection.
- Can Holy Thursday begin earlier (7pm)
- Would it be possible to move the Seder Meal to Palm Sunday?
- Can we place instructions on the website? There could be a special tab just for EMOHCs, Lectors, and Servers
- Can we repeat the sprinkling rite more during the Easter season?
- Would it be wise to move Mass times for Easter morning: 7:30/ 9:30/ 11:30? This would alleviate the parking problems and allow enough time for the whole liturgy at the 8am Mass.
- Can we reserve a spot for the Music Director on Easter morning?
- Is it possible to secure police assistance to help with entrance/ exit traffic on Easter morning?

St. Timothy Community Pillar Pastoral Council Report- June 2014

- **Oktoberfest** planning is underway. Many of the committee members are returning but we are always looking to expand our committee if to anyone interested. We are in need of some booth troopers and are looking for someone to shadow Jim Zdinack as the facilities point person. Kim Quinn has taken over as the sponsor contact and is currently seeking sponsors.
- **Vacation Bible School** is next week, volunteer numbers are good but the participant numbers is lower than normal at this point. We attribute that to a late school year and more intense sports schedule for an increasing number of children. We hope to see an influx of late registrations. Adult Bible School will also be going on again this year. This is being conducted by Father Rick and Deacon Steve.

St. Timothy Outreach Committee Reports

April 10, 2014 Meeting

In Attendance: Vickie Bauerle, Lisa Casteel, Rosalie Hentz, Robert Maze, Paul Melihercik, Vanessa Moorman, Evan Divine, Annie Deis, Lesley Duggan. Also attending: Sue Keller from the Pastoral Council.

Meeting was conducted and called to order by Rosalie.
Paul said the opening prayer (a tweet from Pope Francis).

The minutes from the March meeting were approved.

- Vanessa gave a recap of the pinwheel placement. Ideas were discussed for next year's pinwheel project. Pictures taken will be forwarded to local papers and The Messenger.
- Revised Outreach Committee bi-laws were received from Pastoral Council. The Outreach Committee reviewed the changes/suggestions and approved the third revision of the bi-laws.
- Due to the weather, the parish garden is still not planted. E-mails will be sent out when work is ready to begin.
- The Mary Rose Mission meal went well in March, we were only 1 cook short. Food items are still arriving late. It was again discussed that we may want to encourage parish groups/committees to take charge for one month out of the year to get more people involved.
- Rosalie reported on the spring cleaning drive. Supplies collected outnumbered last year's total by 200 items.
- The parish mission for 2014, Home Mission Week, will be July 14-18. Desired projects are the needs of parishioners.
- Bob is keeping in touch with Family Promise for the July grant project. He is trying to arrange to have the project take place during the Mission Week.
- Vicky mentioned the Hungry and Homeless event that will be held at Newport Middle School on October 9. The project details are still being developed.
- Paul reported the May grant project with Master Provisions will be sorting of food and clothing at their facility. A date has not yet been determined. The project may take place in early June.
- Bob presented the committee with a GRIN Committee agenda for their May 2 get-together. Bob went over the agenda and discussed the projects that will be worked on at the event. Bob will be attending as an Outreach Committee representative.
- Lesley mentioned the Benton Farms fishing date will be June 4, 5, 25 or 26, 5:30-7:30 pm. A date will be finalized with the Benton's.
- Lesley noted calendar changes for the upcoming year.
- Discernment of new Outreach Committee members will be in May.

The next meeting will be May 8.

May 8, 2014 Meeting

In Attendance: Vickie Bauerle, Lisa Casteel, Rosalie Hentz, Bob Maze, Paul Melihercik, Vanessa Moorman, Evan Divine, Annie Deis, Lesley Duggan.

Meeting was conducted and called to order by Rosalie. Vanessa said the opening prayer.

The minutes from the April meeting were approved.

- Paul & Lesley gave an update on the garden planting.
- Work is still needed on getting volunteers to help with the Mary Rose Mission dinners. Lesley reported that the food planned for the April meal was supposed to serve 100, but 150 people showed up and 36 people went back for seconds. All had food to eat, and there was some left!
- Bob attended the GRIN event on May 2. 125 greetings to the military were taped.
- Bob is also asking for pictures of parishioners who serve or have served in the military for a Memorial Day weekend display in the back of church.
- Lesley went over some details for the Home Mission. Volunteers need to be Virtus trained, Dave Profitt will be doing the training. Application for projects and volunteers are in the office, in the back of church and on the website. Project applications are due June 9, volunteer applications are due June 11. Age limit for volunteers is 12 with a parent. If they are a member of the youth group, parent supervision is not necessary. There will be an informational meeting on June 1. Groups will be needed to do work and provide meals. Fee for participation will be \$10 per day, with a required minimum of 3 consecutive days. There will be a family cap.
- There will be a spaghetti dinner on May 18 after the choir concert. Proceeds will be used for the mission. To help with the dinner be at St. Timothy's by 5:00.
- Paul reported the Master Provisions project for the May grant will be June 7 from 9 to 12.
- The youth Day of Reflection will be sometime in June, possibly June 16. There will be about 15 participants, 13-18 years old.
- The Longest Yard Sale is August 9 this year. Parishioner sign-ups will be in June. Tables will not be provided this year. Volunteers will be needed.
- Benton Farm fishing day this year is June 5. Vicky is looking into bringing the kids from St. Josephs as well.
- The grant selection meeting will be moved to November 6 this year because of a scheduling conflict with one of the Outreach Committee members.
- A member of VOAD (Volunteer Organizations Active in Disaster) contacted Lesley. This group organized volunteers who can help in a disaster situation. Boone County is putting a VOAD group together and asked if St. Timothy's was interested. Fr. Bolte said it was ok to be involved with this group. This will need to be presented to the Pastoral Council. Bob Maze is already involved with the group and he will report information back to us.
- This meeting is the last meeting for Paul & Bob. Discernment of new members will be May 18. Annie asked when the discernment of youth members would be held and should she and Evan still come to meetings until new members are discerned. Lesley will check on this with Paul Dierig.

The next meeting will be June 4.

St. Timothy Adult Faith Formation Pastoral Council Report - June 2014

- The committee last met on May 21.
- The bus tour to Gethsemane and Bardstown in the Fall is still in the planning stages. Several families expressed interest and we are going ahead with reserving at least one bus.
- The upcoming Parish Mission in October with Father James Sichko was discussed again and we are working on enhancing the flyer
- Annette Howard continues to promote a project with parishioners writing articles about passing our faith onto our children in several upcoming issues of *The Companion*. Articles through the July/August issue are already in the works.
- Potential upcoming events include Karen Francis doing a 1-day retreat to begin Lent 2015 and perhaps Robert Rogers coming to speak as well. These are still in early planning stages. We are working on ensuring she will be approved by the Diocese.
- Other potential new projects include:
Conduct the Stations of the Crib during Advent, 2014. We are in contact with Paul Dierig about this.
New sessions of Theology of the Body are being planned for September and October, 2015. We talked about offering a program during PSR times that parents could stay for on how to teach your kids about Theology of the Body.

CRHP Continuation Committee

- The CRHP Continuation Committee last met on May 22.
- Al Kovacic reported that the Men's team will wrap up history giving on May 27 and role discernment will be scheduled for June. Al requested that the men and women exchange weekends since the men are behind the women in their formation process.
- Tess Freeman reported that the ladies' have had their discernment, facilitated by Jennifer Putnam, on May 17. All witnesses and most roles have been discerned. They also have a teen to do the Eucharist witness, a young lady from the choir. There was discussion about changing the weekend dates with the men. Tess said she would contact the ladies about this.
- The committee discussed candidates to replace Pete Freeman on the committee. Several names were mentioned more than once – Al Kovacic, Tom Deja and Jayson Putnam.
- Mark Merlin showed a demo of Drop Box, a cloud storage site that we could securely post CRHP resource documents for future teams to go online and pull up.
- The next Continuation Committee meeting is scheduled for June 26.

St. Timothy Youth Ministry Pastoral Council Report – June 2014

- We had our annual concert and spaghetti dinner on May 18. It was well attended and made well over \$900 in donations that go straight to the Mission Week (which is local this year).
- We were off this month for Mother's day and Memorial Day. The Youth of our parish were instructed to do something extra special for their Mothers or mother figures!!
- We had our new freshman night and had a good turnout.
- The youth will be working the Vacation Bible School coming up the Week of June 9.
- We have many outdoor activities planned for the Summer.
- Our kickoff Mass will be Saturday September 13!!
- On a personal note, I want to thank Father Jacob for his Spiritual guideless to the youth of our Parish and especially me. Thank you Father Jacob!!!!

St. Timothy Parish School of Religion Pastoral Council Report – June 2014

PSR ~ grades 1 - 8: Current & Upcoming Events:

- Curriculum updates are being made for the upcoming fall school year. A few of the key adjustments are:
 - Sacrament of Reconciliation will be scheduled once in the school year and be held during all the regular class times for grades 2-8. This will ensure that all students will be receiving the sacrament. We will continue to have the PSR Lenten Reconciliation Service during Lent in the evening for all to attend.
 - A specific grade level activity is being added for grades 3-6. Each grade will have a hands-on learning activity that will align with the grades core curriculum. This will give the students the opportunity to experience their faith in an active manner. The projects will then be displayed in the Parish Center to increase the awareness of the educational experiences of the PSR program.
 - Two outreach programs are being built into the curriculum. The first opportunity will be in November and the second will be in April. The outreach opportunities will be coordinated with the Outreach Ministries already in place.
- Registration for 2014-2015 PSR class continues. Registrations will slow down for the month of May and June but then pick back up in July. Registration deadline for discounted tuition is July 31.
- Catechists' recruitment continues for next year for all grades.

St. Timothy Preschool and Kindergarten Pastoral Council Report – June 2014

Kindergarten:

This summer we will begin an extensive kindergarten curriculum alignment. The basics of our kindergarten program will remain the same. We will use the same reading program, (which has been extremely successful), same religion program etc. However, this year we will be adopting a new math series. We are also preparing the additional kindergarten classroom and training the new additions to the kindergarten staff.

As summer begins I will begin to do the following for our kindergarten program:

- Re-align the kindergarten curriculum with the Diocesan Curriculum (yearly project)
- Plan our Kindergarten Camp (2nd yr.) In this program, our students will come to school on August 4th and 5th for individual assessments and a brief introduction to kindergarten
- Assess various programs within the kindergarten and work with our teacher to develop a plan to strengthen and improve our program
- Plan the Service Learning projects for the year with the Mayerson Foundation

Preschool:

As summer begins, I will begin to do the following for our preschool program:

- Complete a supplies inventory and begin ordering processes for the fall
- Assess various programs within the preschool and work with the teaching staff to develop a five year strategic plan to strengthen and improve our program. I will be preparing some background information and statistics so that the development of this plan in August will run smoothly. The teaching staff will complete 30 hours of in-service before school begins and I will be scheduling this instruction as well
- Plan the Service Learning for the year with the Mayerson Foundation. The preschool will complete a service learning project each month.
- Begin the orientation process and summer mailings
- Plan teacher orientations/ teacher enrichments

The preschool and the kindergarten programs had a very successful year. As of now, recruiting is holding strong for the kindergarten and the preschool only has two spaces available.

We were able to reach the goal for our last service learning project. The kids were raising money for St. Timothy Preschool in Kenya. With the help of the matching funds from Victory Community Bank, we were able to raise nearly \$2000.00. We have done very well with our Service Learning and when the staff was interviewed at the end of the year, all staff members agreed that adding the teaching component to service was essential. Overall, the parents were very pleased with the service learning and we already have parents suggesting projects for next year! What a gift!!!!!!!!!!!!!!

Special Needs Resource Program (PSR)

I am currently in the process of working with some of the catechists to change this program. We have an enrollment of 8 kids and many of the catechists are returning. We will be looking for additional faith buddies for the up coming year.

VBS

VBS is next week and wow is there a lot to get done. If anyone is interested in helping with the bible story skits, please contact me as soon as possible.

1. School continues to go quite well. We are preparing for the ITBS tests. Results are usually available in late May or early June.
2. There is no change in enrollment this month. The registration numbers continue to vacillate a little. That is normal for this time of year.
3. See Table 2 for the current data on registration. Our current figure of 342 is seven more than the budget was based upon (335).

Gd	Mar	Apr
K	32	32
1	41	41
2	38	38
3	40	40
4	54	54
5	40	40
6	33	33
7	47	47
8	41	41
Total	364	364

Table 1

2014-15 School Year										Present Grade		
GR.	REG Boys	REG Girls	REG Total	NEW Boys	NEW Girls	NEW Total	W.D. Boys	W.D. Girls	W.D. Total	NOT REG Boys	NOT REG Girls	NOT REG Total
K	16	10	26	16	10	26						
1	17	16	33	2	4	6	2	1	3		1	1
2	21	19	40	1	1	3		3	3			
3	21	15	36	1		1			0			
4	21	19	40	1		1		1	1			
5	27	25	52	0				2	2			
6	23	16	39	1		1	1		1			
7	16	15	31	0			1		1		2	2
8	17	28	45	0			2		2			
	179	163	342	22	15	38	6	7	13	0	3	3
	REG Boys	REG Girls	REG Total	NEW Boys	NEW Girls	NEW Total	W.D. Boys	W.D. Girls	W.D. Total	NOT REG Boys	NOT REG Girls	NOT REG Total

Table 2. # includes NEW & W.D.

4. Our sub theme this month is Persevere. Our afternoon prayer is changed to reflect that theme. The pep rally is Thursday morning May 1st. May crowning is set for Monday May 5th at the 8:15 Mass. Please join us if you can.
5. Kudos to Mrs. Poulos who was named in this weekend's Cincinnati Enquirer as a swimming co-Coach of the Year for Northern KY. Mrs. Poulos shared swim coach duties at Notre Dame Academy, filling in during maternity leave.
6. Our faculty has completed formal evaluations for the year. Staffing assignments are largely complete. Formal announcements will be made after contracts are issued and returned.
7. We have not been successful in our grant writing thus far. However, we have sufficient funding to proceed with the enhanced technology infrastructure and wireless capacity. We will select a vendor shortly and have the upgrades accomplished over the summer.
8. We missed our April window for Family Life training for the 8th graders. The issue for us now is that between now and the end of school there is only one available date for a parent meeting—May 15th—which is the day before the last day of school for 8th grade. I regret that we were not able to get this in place. The good news is that our prodding and persistence with the diocese helped generate the idea that we will have a diocese-wide family life curriculum in place next year. That should help keep us from being in this predicament.
9. Our calendar has been approved. There are no major changes from the copy provided earlier. Look for the official copy on the web page this week.

Tony Riegling