

ST. TIMOTHY PARISH PASTORAL COUNCIL
December 4, 2013 Minutes

PRESENT: Father Bolte, Father Jacob, Paul Stratman, Sue Keller, Miriam Burkart, Erica Kohlman, Carl Gilman, Phil Sheehy, and Jeremy Hayden.

EXCUSED: Rick Harvey and Trey Nix

GUESTS: John Gould and Tony Riegling

CALL TO ORDER: Sue Keller called the meeting to order.

OPENING PRAYER: Prayer of Discernment.

FINANCE: John Gould, finance committee representative, reported to the Council (report attached).

APPROVAL OF NOVEMBER MINUTES: approved unanimously.

PILLAR REPORTS:

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

OUTREACH: Sue Keller reported the Pillar Report (report attached).

ADULT FAITH FORMATION: Paul Stratman reported the Pillar Report (report attached).

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

EDUCATION: Erica Kohlman reported the Pillar Report and Tony Riegling reported on St. Paul's school (reports attached).

COMMUNITY: Carl Gilman reported the Pillar Report on November business (report attached).

PASTOR'S REPORT: Father Bolte discussed:

- School Capital Campaign Update – \$2 million in pledges to date; fundraising is still at an early stage and significant additional pledges are anticipated.
- Bylaws Update – Father led a discussion on the existing Council Bylaws and certain proposed changes. A revised draft of the Bylaws will be discussed at the February meeting.
- Deanery Council – Father discussed the upcoming Deanery Council meeting at All Saints Catholic Church in Walton, Ky.

NEW BUSINESS:

Opening Prayer for February – A Prayer of Discernment

Closing Prayer for February – Paul Stratman

CLOSING PRAYER: Phil Sheehy

Respectfully submitted,

Jeremy A. Hayden

Jeremy A. Hayden

[ATTACHMENTS FOLLOW]

St. Timothy Finance Committee Report

From Committee Meeting on November 20, 2013

Income Statement Variance Explanation October, 2013

Income

- Contributions -
3110 - For the month of October, Sunday & Holyday Envelope collections are below budget \$5,346.91.
3111 - Sunday & Holyday Loose collections are below budget \$136.07 for the month. This combination generates a net Contribution shortfall for the month of \$5,482.98, and YTD actual of \$381,755.08 vs. budgeted \$422,632.00 reflects shortfall of \$40,876.92.
- School Receipts - Under budget \$4,243.29.
- Non-Assessable Receipts- Under budget- \$2,947.98, primarily due to payments for School Building Campaign booked under acct. # 3510 (Large Fund Drive).

Total Income/Receipts (YTD) - \$894,720 actual vs. \$928,439 budgeted, resulted in a variance of \$33,719.

Expenditures

- Pastoral Serv. & Admin. - Over budget \$3,648.
- Worship - Under budget \$2,173.
- Total Education - Over budget \$19,266, due primarily to unbudgeted expenses for the month for PSR textbooks, Acct. # 6318.10 and other monthly unbudgeted expenses for Adult Formation, General Supplies, and Youth Formation.
- Outreach & Evangelization - Over budget \$4,722.
- Rectory & Plant Operation/Maintenance - Below budget \$18.
- Non-Operating Expense - Below budget \$26,050.
- Diocesan Collections (YTD) - Under budget \$7.
- Total Disbursements - \$223,268 actual vs. \$223,843 budgeted for a variance of \$575.

Net Income - (\$76,990) actual vs. (\$55,927) budgeted for the month, and YTD actual of \$176,639 are over the budget of \$44,675 by \$131,963.

Oktoberfest - Net profit to-date of \$54,535, which is under the budgeted amount by \$2,465.

DPAA Update 2013-14 as of October 31, 2013

Donors	Cash	Stocks	Pledge Bal	MG Pledge Bal	Total Given	Goal	Over(Under)	%Goal
486	\$169,624. 56	\$16,026. 68	\$39,229. 62	\$0.00	\$224,880. 86	\$198,200. 00	\$26,680.8 6	113.46

Worship Committee - Pastoral Council Report November 13, 2013 Minutes

Present: Fr. Jacob, Kathleen Thompson, Barb Gorres, Lia Sansoucy, Twila Schwabe, Sarah Hoeben, Laura Nix, Katie Barton, and Eileen Schulte

The meeting was started with group prayer.

The minutes from October were approved without changes.

- Pete Freeman shared his project as Deacon In Training, which he hopes to accomplish this upcoming Lent. He is planning a weekly Vespers service with the possibility of a light soup supper afterwards. A motion was passed the "Worship Committee will promote, support, and help with Pete Freeman's Vespers project."
- The issue of parishioners (and visitors) tripping on the altar stairs and becoming injured was brought forward again. After consulting carpeting experts, Worship Committee decided that toe strips would be the best solution. A sample of the toe strips will be brought to the next Parish Council meeting. The motion was passed that "Worship Committee recommends proceeding with installing toe strip on the altar stairs."
- Kathleen presented the results of her discussion with Deacon Steve Alley regarding EMOHCs. There should be a letter going out to all EMOHCS and Lectors (with copies for choir members) regarding appropriate attire and upcoming training dates (both parish and diocesan). It is suggested that EMOHCs use their own hand sanitizer before serving Holy Communion.
- The Bereavement Committee is still seeking an Infant Pall.
- The Blessed Sacrament Chapel has been painted and redecorated, and it is beautiful.
- No one volunteered to organize Stations of the Crib for next year.
- The parish calendar meeting is in March.
- Commitment Weekend (for building a school) will take place November 23/24.
- The pianists will be making announcements before Mass for cell phones and other electronics to be turned off/ silenced.
- The baptismal font will not be replaced at this time.

Our next meeting will take place January 8 at 7pm.

The meeting closed with "Stir Into Flame" and was adjourned at 8:10.

Community Pillar - Pastoral Council Report December 2013

- Jesus' Birthday Party Celebration (formerly known as breakfast with Santa) is expected to have one of the largest turnouts ever.
- Annual Parish Dinner/Dance continues to progress with Bandstand theme. More donations are needed for baskets/silent auction and live auction.

Outreach Committee - Pastoral Council Report

November-December Meeting Minutes

The names of the Grant Recipients are:

- Children's Home of NKY
- Emergency Shelter of NKY
- Interfaith Hospitality Network
- (IHN)/family Promise of NKY
- Interchurch Organization/Hosea House
- MASTER Provisions, Inc., and
- NKY Children's Advocacy Center

Alternate: Madonna House

The proposed projects to involve our parish have not been decided yet since we need to determine which project sent in by the organization will work well with the other recipients' projects. Some need to be done at certain times (seasonal) of the year and we try not to duplicate the type of project. Each Grant Applicant must give at least 3 projects that St. Tim Parish could do with the recipients.

Adult Faith Formation - Pastoral Council Report December 2013

- Wreath-making workshop was held on November 23 in Brodnick Hall. It was VERY well attended; Brodnick Hall was quite full of parents, grandparents, and children. It was especially gratifying to see how many fathers attended.
- Father Bob Rottgers, the diocesan exorcist, is scheduled to speak on Monday, March 3 in the sanctuary.
- National Day of Prayer: An Ecumenical Event in Collaboration with Union Presbyterian Church. Father Rick is attending the next meeting, which will be in January.
- Everyone is asked to put the mission on their calendar for October, 2014.
- Next meeting will be December 11.

Christ Renews His Parish Continuation Committee

The CRHP Continuation Committee met on November 22. Tom Deja and Theresa Baker, the Lay Directors for the upcoming CRHP weekend retreats gave an update on their progress and everything appears to be moving along fine for them. After Tom and Theresa gave their updates and left, the committee discussed that we need to focus on going forward. There were several areas they feel they need to address:

- The weekend schedules in the CRHP manuals do not work for our weekends. The CRHP manual has a schedule that is based on an overnight sleepover retreat. Since we do not do that at St. Timothy at this time, teams have to find ways to compress that schedule and spend too much time and confusion on it.
- Along with the schedule, a need to provide a basic set of guidelines for the weekends.
- They need to discern additional men and women to be Spiritual Directors and meet with them and provide guidance prior to their involvement with the new teams.
- They need to develop a better contact list of past team members and make that available to the CRHP teams in formation.
- They need to discuss ways to draw more men and women to make a CRHP weekend. This may involve a special brainstorming session, possibly inviting others outside of the committee, to come up with new ideas.

The committee will not meet in December.

Parish School of Religion - Pastoral Council Report November 2013

PSR ~ grades 1 - 8:

Current & Upcoming Events:

- Alternative Christmas Fair is Sunday, December 8. The Confirmation students will be working the fair to represent their class's agency that they adopted and visited. The students are required to work at least two hours each for service hours toward Confirmation. The classes will represent The Point, HONK, Hosea House, Senior Services of NKY, United Ministries, Be Concerned, St. Bernard Parish Pantry and Welcome House.
- Confirmation Sponsor Night was on Monday, November 18. Confirmation candidates and their sponsors attended this special evening to continue their journey toward Confirmation. Excellent turn out with only 2 of the candidates not able to attend due to illness. Also, had 85 sponsors present and 15 parent proxy. Very pleased with those numbers.
- The First Reconciliation Retreat was on Sunday, November 24 in Brodnick Hall. Students and parents made two items that will be used at the First Reconciliation. Fr. Bolte also spoke to the kids and parents about the significance of going to reconciliation. Excellent turn out as well with only one student unable to attend.

Planning & Long Range Projects:

- First Reconciliation will be held on Monday, December 16 at 5:30 and 7:00pm. A dinner will be held in the Parish Center in between the two services for all the priests.
- Confirmation Retreat will be held on Saturday, January 11. The YCET team from the Diocese will conduct the retreat for the Confirmation Candidates.
- Confirmation is scheduled for Tuesday, February 4.

St. Timothy Preschool/Kindergarten - Pastoral Council Report December 2013

Preschool and Kindergarten:

- On November 15, we hosted our 3rd annual G.I.G.G.L.E. (Get Into Giving God's Love Everywhere) Service Learning Night. We had over 400 participants (over 70% of preschool families participated). The evening was a huge success and several parents are looking forward to our "Grin and Share It!" night in the spring. There were seven stations and listed below are the projects and the agency who received them:
 - Fleece Baby Blankets were given to The Rose Garden Mission in Covington
 - Christmas Tree Door Hangers were given to Baptist Village Retirement Home in Erlanger
 - Christmas Stockings were given to the Urban Education Center in Covington and Diocesan Children's Home
 - Placemats were given to the Mary Rose Kitchen in Florence
 - Soup jars were given to the Holy Spirit Outreach Center in Newport
 - Christmas Ornaments were given to the Ronald McDonald House in Cincinnati
 - Advent Chains were made by each family to take home and use during the Advent season
- Our November Service Learning Project was in conjunction with the Holy Spirit Outreach Center's Christmas Dinner Bag collection. The preschool and kindergarten students decorated and filled 170 Christmas Dinner bags and also sent several boxes of food to the Holy Spirit Outreach Center and The Rose Garden Mission. This is one of our biggest projects of the year and the kids were very excited to help.
- Our Christmas Program will be on December 18. Due to the volume of people who attend the program, we have decided to divide the kids into three groups. By sub-dividing the children, we hope we will be able to encourage more reverence within the church and provide a more enjoyable experience for all!
- Registration for the 2014-2015 school year will begin in January and in parish registration will be on January 18. We will continue to work with St. Paul with all recruiting efforts.
- The Special Needs PSR Resource Room and the Sunday Preschool Classes are going very well and will close for Christmas break with the last class on December 15.

St. Paul School - Pastoral Council Report November 25, 2013

St. Paul School Principal Report to the Total Education Commission

- School continues to go quite well. We have finished the first trimester and conferences are this evening and tomorrow evening. Most students are performing quite well. We are working on those who are struggling in any area. Our 8th graders will take another test soon—the High School Placement Test. Results should be available shortly after the New Year.
- There are no changes in enrollment since last month. Our open houses were sparsely attended. Only a few families stopped to chat at St. Tim on the 14th. We had 12 families sign in as new visitors during open house here at St. Paul on the 21st. Anecdotal reports are that we usually get closer to 20 or 24 families at our open house here at St. Paul. We will continue to do what we can to get the word out. We will also extend a new invitation to the community as a whole to stop by for individual visits or shadowing. Our next open house is during Catholic Schools Week.
- Our sub theme this month is Appreciation. Next month, the theme is Patience. I am really enjoying the energy and enthusiasm our faculty and student body put into their activities. Our next pep rally is December 5th at 8 AM. I encourage you to visit if you can. I continue to be impressed with the idea and reality of a pep rally for God. Our food drive and collection for Parish Kitchen went very well. Our SPS family contributed just over \$650 and numerous cans of food to the kitchen.
- We have purchased and installed the STAR Early Literacy and the STAR Math Test. Faculty training begins via webinar next Wednesday, December 4th. The webinar will run from 3:30 to 4:30. We have three additional hours available on subjects we pick. We hope to be using the tests in January.
- Our parent meetings continue to go very nicely. I have met with all grades except K. I share some information about the school and our hopes for the future. Parents offer observations, ask questions, and make suggestions. The meetings have been very positive in nature.
- We are still waiting to hear about our grant application for the technology infrastructure improvements. I will pass along word when we hear.
- Our faculty continues to attend training on PLC and RTI. The faculty attended the Anne Buenger series presentation at Xavier University on Friday, Nov 22. The speech approached the creation of “We Culture” in a school—a concept perfectly aligned with PLC.
- I hope to reenergize the strategic planning team in place a year or so ago. We have some interesting opportunities and challenges in our future. Good planning can make all the difference.
- I have registered for the Blue Ribbon Schools process. The CAPE fellows indicated the application should be out “any day now.” Our testing meets criteria and we will do our best to write a compelling essay about all the positive things going on at school.
- We have only 15 more instructional days until Christmas!