

**ST. TIMOTHY PARISH PASTORAL COUNCIL**  
**November 6, 2013 Minutes**

**PRESENT:** Father Bolte, Paul Stratman, Rick Harvey, Sue Keller, Miriam Burkart, Erica Kohlman, Trey Nix, Carl Gilman, Phil Sheehy, and Jeremy Hayden.

**EXCUSED:** Father Jacob

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

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**OPENING PRAYER:** Prayer of Discernment.

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**FINANCE:** John Gould, a member of the finance committee, reported to the Council on the Parish's financial activity on a year-to-date basis ending with September information. Updates were also provided on offertory collections and the DPAA pledge drive.

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**APPROVAL OF OCTOBER MINUTES:** approved unanimously.

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**PILLAR REPORTS:**

**WORSHIP:** Miriam Burkart reported the Pillar Report on October business (report attached).

**OUTREACH:** Sue Keller reported the Pillar Report on October business (report attached).

**ADULT FAITH FORMATION:** Paul Stratman reported the Pillar Report on October business (report attached).

**YOUTH FAITH FORMATION:** No report.

**EDUCATION:** Erica Kohlman reported the Pillar Report on October business (report attached).

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

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**PASTOR'S REPORT:** Father Bolte discussed:

- School Update – meetings with Parish leadership seem to be going well, and Father has received a positive response in general from the Parish with regard to the plans for the new school and associated fundraising efforts.
  - Staff Retirements – Father thanked Tim McGilloway and Kay Schuele for their service to the Parish and wished them well in retirement. The Council echoed these sentiments.
  - Baptismal Font – tabled for now.
  - Parish Council Bylaws – in the process of being reviewed and updated.
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**NEW BUSINESS:**

Opening Prayer for December – A Prayer of Discernment

Closing Prayer for December – Phil Sheehy

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**CLOSING PRAYER:** Miriam Burkhart

Respectfully submitted,

*Jeremy A. Hayden*

Jeremy A. Hayden

**[ATTACHMENTS FOLLOW]**

## **Worship Committee - Pastoral Council Report October 9, 2013 Meeting**

- Success of the Lady of Fatima traveling statue
- Persons saying the Rosary before every Mass in October have been filled
- Will be going over the By-Laws to be clearer about the duties of the Worship Committee
- Talk about hand sanitizer prior to distributing Holy Communion and where to locate it
- Great job of updating the Chapel. Spoke about making the chapel more visible for people – possibly a sign.

## **Service Pillar - Pastoral Council Report November 2013**

### **Outreach Committee - October 10, 2013 Meeting**

In Attendance: Vickie Bauerle, Rosalie Hentz, Robert Maze, Lesley Duggan, Vanessa Moorman  
Absent: Paul Melihercik, Lisa Casteel

- Established a quorum
- Approval of Minutes Vanessa motioned to accept minutes as amended, Vicky Seconded, all approved

### **Guest Speaker- Vicky Bauerle**

Vicky discussed Catholic Social Teachings; she passed out a copy of Matthew 25: 31-46 as a basis for the programs she is involved with. She discussed 23 year old program "Option for the Poor and Vulnerable. She shared with us the "Come Respond and Remember activity that will be held at the Newport Middle School on October 17th. As part of the program, there will be a reading of the names of those that have died hungry in the last year. The program will end with dinner. Thomas More provides activities for the Kids. This will be put on the Jan planning meeting agenda to see if Outreach would like to participate in this event.

### **REPORTS:**

- Committee's youth membership will occur for Nov. grant selection, not sure whether there will be 1 or 2 attendees.
- Giving Tree- date is 12/17 for Gallatin County: Leslie stated that we will get more info on who and when.
- Reviewed calendar dates for November/December

### Unfinished Business

- Be Concerned
  - We have 150 Carts and they will be assembled on 11/4
  - Lesley will put notice in bulletin for adult volunteers. Sign up Oct.26&27
- Mary Rose Mission
  - We will be serving on the 4th Sunday each month, starting with 22 Dec
- Halloween Costumes - Vanessa/Rosalie
  - There will be bulletin/PSR/Preschool notices
  - Orange bins in gathering area for placement of costumes
  - Sort/bag costumes 10/28 @ 8:30am. Delivery date to City Heights on 10/28

### New Business

- NKY Emergency Shelter letter (Opens 11/1/2013)
  - Opportunity to assist at shelter
- St. Joseph Xmas Party was discussed & Outreach participation.
  - Vanessa motioned to do this and Rosalie seconded, all approved
  - We have 15 families that are homeless or disabled
  - Brodnick Hall availability 12/20 or 21
  - Transportation, Meal, Santa, Photos will be provided.
  - Lesley will check with bus drivers to transport the families.
- Meals for Parishioners (Lots of helping Hands)
  - We have just one family needing help at the present. We need a volunteer that will coordinate

this effort. Rosalie contacted Loretta Macaluso who will meet with Lesley to discuss taking the lead for this project.

- November Grant Selection

Passed out Binders with 22 Grant requests. The Committee members need to read and select 6 choices and make notes as to why we picked the 6 we picked and come prepared to discuss. Review Meeting is Nov. 21, starting @ 6pm in Brodnick Hall, we will start with a dinner.

\*\* Approved Minutes Submission to Pastoral Council member before the minutes are approved at our monthly meeting. Sue Keller is the new Pastoral Council representative.

- Bob Maze brought up an outreach topic of Helping Veterans. This will be added to the January Planning meeting. Bob Maze will bring an outline of possible activities to support Veterans and there families. Bob will also bring info on Community Emergency Response Team.
- Adjournment
- Closing Prayer

Respectfully submitted.

Bob Maze for Lisa Casteel

## **Community Pillar - Pastoral Council Report November 2013**

### **2013 Oktoberfest Financial Results**

Overall 2013 net \$54,500

2012 net was \$64,700

Overall down 15.8% from 2012

### **Upcoming Events**

- Shop Night

November 6 from 5-8pm

22 vendors confirmed with hopes for a big shopping crowd

Event helps generate donation for the dinner dance in February as entry fee for vendors is a dinner dance appropriate donation of at least \$50 value

- Breakfast with Santa/Celebrating Jesus' Birthday

Saturday, December 7, 9-11am

Crafts, breakfast and a visit with Santa

Expect 300+ people at this event

- Dinner Dance

February 22

Planning underway, the theme will be American Bandstand

Donation committee is securing donations — anything to offer or any suggestions of people to contact please pass on the information to Jennifer ([jfedders@saint-timothy.org](mailto:jfedders@saint-timothy.org))

Planning to have tickets available before Christmas

- Beast Feast

January 3- Fr. Rick's annual Beast Feast/Men's night out

- Men's Group Chicken Dinner

February 1 after the 4:30 Mass

## **Adult Faith Formation - Pastoral Council Report November 2013**

Last AFF meeting October 23, 2013

- Debriefing on "Ask Father." Just three guests in addition to the AFF committee members attended.
- Wreath-making workshop  
An informative notice was in the last Companion. Invitations will be distributed to pre-K and K students and all PSR classes. This folder will include a registration form with name of the family and how many wreaths they wish to make. We are seeking Father's okay to give them to the children at a Sunday Children's Liturgy as well. Deacon Dave Profitt is going to do the presentation on the history and tradition of the Advent wreath and bless the completed wreaths.
- Father Rottgers, the diocesan exorcist, is scheduled to speak on Monday, March 3 in the sanctuary. We will prepare little packets of salt for attendees to use as a blessing.
- National Day of Prayer: An Ecumenical Event in Collaboration with Union Presbyterian Church. Father Rick will be invited to the next meeting, which will be in January. If he is unable to attend, we will ask Deacon Tom.
- Everyone is asked to put the mission on their calendar for October 2014.

Next meeting will be November 13 at 6:30 p.m.

### **Christ Renews His Parish Continuation Committee**

- Last CCC Meeting September 26, 2013
- The CRHP Continuation Committee met on October 24. The meeting time was spent hearing witness talks for the Rekindle The Flame day of reflection and finalizing plans for the day.
- Rekindle The Flame, A Year of Faith day of reflection was held on Saturday November 2. Only 40-45 former CRHP team members attended, counting the witnesses and team members. Four powerful witness talks were given, including one by Fr. Bolte. We also spent an hour in adoration in Church, with a team member giving a scripture reading or psalm at points during adoration. Deacon Tom assisted with adoration and benediction. The day ended, as we do at the end of CRHP weekends, with a call for people to become involved with ministries within our parish. It was a very good, blessed day.
- Susan Blaut, from the last ladies' giving team will be joining the committee to replace Sue Hinkle.
- Next meeting will be November 22.

## **Parish School of Religion - Pastoral Council Report November 2013**

### **PSR ~ grades 1 - 8:**

#### **Current & Upcoming Events:**

- Confirmation students went on the Agency Adoption program on Friday, October 11 from 8:45-1:00. The students and parent chaperones went to 8 different agencies in Northern Kentucky. The groups worked at The Point, HONK, Hosea House, Senior Services of NKY, United Ministries, BeConcerned, St. Bernard Parish Pantry and Welcome House. The students volunteered their time, learned about the agency and helped out where needed.
- 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.
- Confirmation Sponsor Night is Monday, November 18. Confirmation candidates and sponsors will attend this special evening to continue their journey toward Confirmation. Plans for the evening include a get to know you activity for the candidate and sponsor, a faith sharing activity and a speaker. Trying to find a young enthusiastic speaker that will fire-up the students about their faith.
- The First Reconciliation Retreat is Sunday, November 24 in Brodnick Hall. All students who will attend the First Reconciliation program on December 16 are required to attend. This includes students that attend a Catholic school. Students will attend with at least one parent/guardian.

#### **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 November 2013**

### Preschool and Kindergarten:

On November 15, we host our 3<sup>rd</sup> annual G.I.G.G.L.E. (Get Into Giving God's Love Everywhere) Service Learning Night. We have 95 families registered and 396 people who are registered to attend the event. There will be seven stations and listed below are the projects and the agency who received them:

- Fleece Baby Blankets for The Rose Garden Mission in Covington
- Christmas Tree door decorations for Baptist Village Retirement Home in Erlanger
- Christmas Stockings for the Urban Education Center in Covington and Diocesan Children's Home
- Placemats were given for The Mary Rose Mission in Florence and Hosea House in Newport
- Soup jars for the Holy Spirit Outreach Center in Newport
- Christmas Ornaments for The Ronald McDonald House in Cincinnati
- Advent Chains for each family to take home and use during the Advent season

Our November Service Learning Project will be in conjunction with the Holy Spirit Outreach Center's Christmas Dinner Bag collection. The preschool and kindergarten students will decorate and fill 170 Christmas Dinner bags. This is one of our biggest projects of the year and the kids were very excited to help.

I am very excited to announce that the Preschool and Kindergarten has just received The National Jefferson Award for the Service Learning Project we completed in October: Babies, Bottles and Blessings. We have been part of the Mayerson Foundation for three years and have been the recipient of the Jefferson Award for the past three years. We are planning a lunch for the teachers to celebrate and a popcorn party and pinning ceremony for the kids.

Our Christmas Program will be on December 18 and in effort to try to avoid the complete chaos from the parents we have sub-divided the program into three programs in one evening. Since the preschool has grown, we no longer fit on the steps in church. By sub-dividing the kids, siblings will still be singing at the same time and the largest group will be 72 verses 170. We are hopeful that this format will work.

This Thursday we will be hosting an Open House for New Families from 7p.m.-8p.m. in the preschool and kindergarten classrooms. On Thursday, November 14, I will be going to St. Paul for their New Family Open House

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.

Sunday Scripture Preschool continues to run smoothly. We will be starting some Advent Projects soon and our Safe Environment Lessons are next week.

The Resource Room is off and running. We have seven students attending class on a regular basis.

## St. Paul School - Pastoral Council Report November 2013

- School continues to go quite well. Our 8<sup>th</sup> graders performed very nicely on their EXPLORE tests. To say we did well is quite an understatement. Table 2 shows how our students scored compared to the national average. The maximum score on the EXPLORE test is 25. Even a single point is a significant difference in performance. You see that our students beat the national averages in every subject. The ITBS percentiles are for our class averages. The composite score is an overall average for the tests sections and subsections. It includes all areas of the test. Our scores are well above the 74<sup>th</sup> percentile that places a school in the top 10% of schools nationally. Congratulations to our students and all those who helped them learn!
- Our current student count is in Table 1 at right. We have no changes since the last report. We still get an occasional inquiry, even though the peak season will not be here until later in the year. We have prepared a postcard mailer and a draft ad for the local community newspapers. Our open houses are for November 7<sup>th</sup> at St. Tim and Nov 14<sup>th</sup> here at school. We hope to have lots of buzz. We are still getting inquiries and may enroll more children before the school year is out.

Gd	Sep	Oct
K	33	33
1	41	41
2	36	36
3	40	40
4	57	57
5	40	40
6	34	34
7	47	47
8	41	41
Total	369	369

Table 1

- Our sub theme this month is Salvation. We had a great time during our pep rally on October 3<sup>rd</sup>. I am so impressed by the enthusiasm our students show for

ITBS Composite Percentile					
Grade	3 <sup>rd</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	
National Percentile	79	78	83	79	
EXPLORE Test Scores for 8 <sup>th</sup>					
Subject	English	Math	Reading	Science	Composite
St Paul Score	18.3	16.9	18.2	18.3	18.0
National Average	14.7	15.5	14.6	16.6	15.5

Table 2

- Our Living Rosary went quite nicely. Our students are so reverent and involved as we prayed together. I hope you can join us for Mass and other worship events.
- BEAM Team is off to a good start. Each 8<sup>th</sup> grader is part of a group of 4 or 5 students assigned to a volunteer staff mentor. We hope to help our 8<sup>th</sup> graders improve their achievement and maturity skills through a series of monthly meetings with each. The preplanned topics are: October, forgiveness; November, recognition of faith and showing gratitude; December, accepting problems and coping skills; January, encouraging family growth and not over-scheduling; February, friends/relationships and rules/boundaries; March, ownership of sins and self-control; April, money and cherish our bodies; and May, right from wrong and making good choices.
- We have a significant curricular addition for both reading and math. Our PTO has generously agreed to fund start-up costs for three programs as add-ons to our current Accelerated Reader. The STAR Early Literacy test will help us measure literacy skills for students in K through 3<sup>rd</sup> grade. Even non-readers can benefit from the test. We are also adding the STAR Reading assessment for students in grades 3 through 12 (the same test overlaps through grade 12). Both of these tests are variable, individual to the student, provide information on reading skill in several areas, and describe overall comprehension. We can use these tests to help refine student reading assignments. The STAR Math Test provides similar information regarding

student math skills and will also help us to tailor math instruction to specific student needs. We are working with the Renaissance Learning folks to arrange training for our staff.

6. Middle School Science Fair projects are under way. Our goal is to help students prepare a project to qualify for the regional fair.
7. Our parent meetings are going very nicely. 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.
8. There is a continuing buzz about the possibility of a school for St. Tim. I was able to attend 4 of the 6 information sessions at St. Tim. Mr. Dave Theus and I are working on scheduling a presentation here at St. Paul for a Thursday evening. Scheduling conflicts will probably make it some time around the 21<sup>st</sup>.
9. We are still waiting to hear about our grant application for the technology infrastructure improvements. I will pass along word when we hear.
10. Our faculty continues to attend training on PLC and RTI. Professional Learning Community (PLC) is a framework to encourage and enhance collaborative relationships among the staff at school. The primary purposes are two: First, to change the formula from one centered on teaching to one centered on learning; and, second, to build the collaborative skills within the staff that will enhance student learning. Response to Intervention (RTI) is a data collection model that will enhance our ability to know how students are learning and make specific, targeted changes to our instructional strategies in order to improve learning. RTI fits very nicely as a tool within PLC to help keep the focus on learning.
11. In light of a serious leak over the Library, we are opting to put priority on fixing the section of roof that includes the library. Estimates are about \$41,000. If funds are available we will pursue the library remodel at a later date.
12. 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.

Tony Riegling  
Principal