

**ST. TIMOTHY PARISH PASTORAL COUNCIL**  
**April 2, 2014 Minutes**

**PRESENT:** Father Bolte, Father Jacob, Erica Kohlman, Trey Nix, Paul Stratman, Sue Keller, Miriam Burkart, Phil Sheehy, Tony Riegling and Jeremy Hayden.

**EXCUSED:** Rick Harvey and Carl Gilman

**GUEST:** John Gould

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

**OPENING PRAYER:** Prayer of Discernment.

**APPROVAL OF FEBRUARY MINUTES:**

approved unanimously (note that a March meeting was not held).

**FINANCE:** John Gould of the Finance Committee presented the financial report.  
(report attached).

**PILLAR REPORTS:**

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

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

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

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

**EDUCATION:** Erica Kohlman presented the Pillar Report (report attached).  
Tony Riegling also presented a report on St. Paul's School (report attached).

**COMMUNITY:** Carl Gilman provided the Pillar Report via email in advance of the meeting  
(report attached).

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

- **School Capital Campaign Update** – Father reported that collections are starting to come in and that pledges remain strong. Father remains confident that we will build a successful school for our community and parish.
  - **Pastoral Council Bylaws Update** – A first reading of the revised Bylaws was approved. A final reading will take place at the May meeting.
  - **Parish Survey** – A parishioner survey will be distributed within the coming weeks.
  - **25<sup>th</sup> Anniversary** – The parish will be celebrating its 25<sup>th</sup> anniversary this year. There has been discussion of combining the celebration with our annual pig roast.
  - **Parish Council and Committee Nominations** – The parish will soon be accepting nominations for Parish Council and certain committees.
  - **Staff On-Site Retreat** – Father plans to hold a staff retreat that will be supplemental to the parish survey.
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**NEW BUSINESS:**

Opening Prayer for May – A Prayer of Discernment

Closing Prayer for May – Erica Kohlman

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**CLOSING PRAYER:** Paul Stratman

Respectfully submitted,

*Jeremy A. Hayden*

Jeremy A. Hayden

**[ATTACHMENTS FOLLOW]**

**St. Timothy Finance Committee Report  
March 26, 2014 Meeting Minutes**

**St. Timothy Church  
Income Statement  
Variance Explanation  
February, 2014**

**Income**

Contributions –

- 3110 — For the month of February, Sunday & Holyday Envelope collections are below budget \$7,831.61.
- 3111 — Sunday & Holyday Loose collections are under budget \$334.70 for the month.

This Combination generates a net Contribution shortfall for the month of \$8,166.31, and YTD actuals of \$805,165.62 vs. budgeted \$878,264.00 reflects shortfall of \$73,098.38.

School Receipts — Under budget \$4,102.06.

Non-Assessable Receipts— Over budget- \$58,498.79, due to receipt of pledges for School Building Campaign booked under acct. # 3510 (Large Fund Drive — New School).

Total Income/Receipts (YTD)

- \$1,901,289 actual vs. \$1,718,757 budgeted, resulted in a variance of \$182,532.

**Expenditures**

Pastoral Serv. & Admin. — Under budget 7,603.

Worship — Under budget \$734.

Total Education — Under budget \$846.

Outreach & Evangelization — Under budget \$852.

Rectory & Plant Operation/Maintenance — Over budget \$44,197.

Non-Operating Expense — Over budget \$26,111.

Diocesan Collections (YTD) — Over budget \$1,808

Total Disbursements - \$244,128 actual vs. \$183,834 budgeted for a variance of \$60,294.

**Net Income-** \$2,328 actual vs. (\$4,798) budgeted for the month,

YTD actuals of \$364,995 are over the budget of \$8,078 by \$366,916.

**DPAA Update 2013-14 as of March 5, 2014**

Donors	Cash	Stocks	Pledge Balance	Total Given	Goal	Over/Under	%Goal
491	\$204,007.46	\$16,026.68	\$11,456.72	\$231,490.86	\$198,200.00	\$33,290.86	116.8%

## **St. Timothy Worship Committee**

### **March 12, 2014 Meeting Minutes**

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

The meeting was held during the soup supper preceding Vespers. The minutes from February were approved without changes.

- Toe strip feedback: The choir loves them. It is hard to notice the toe strips from afar, but it is much easier to see the steps now (even with bifocals). 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 occurs every Wednesday in Lent. It begins tonight, March 12, and ends April 16. Vespers (at 6:40 pm) will follow Soup in Brodnick Hall beginning at 6pm.
- EMOHCs & Lectors: There is a March 29 diocesan training date. All ministers in St. Timothy parish will have re-training. Multiple dates will be offered addressing many things including clothing and footwear. There will also be training for daily Mass & Friday Mass lectors. Several parishioners will be helping Deacon Alley with the training. Steve Alley and Kathleen Thompson are heading up training for Lectors. Assistants will be Dottie Due, Margie Duncan, Pam Doremus, and Trey Nix.
- Shortly after the February Worship Committee meeting, the Bereavement Committee purchased several items for our Bereavement Ministry. These include (1) Infant Pall, (1) Urn Pall, (1) Ossuary Pall, and (2) Table Covers. These new items were sewn by parishioner Elvia Decelis. The charge for labor and material was \$350. All of these items have been lined and the fabric matched to the Child's Pall." (From Nancy Seeger)
- Easter:
  - Holy Saturday: The Alleys will prepare the Baptismal font. They will begin at 10am
  - Wednesday, 4/16, after 8am Mass: We will polish the vessels and transfer the oils received from Tuesday's Chrism Mass.
  - Palms: We are hoping to hear when the palms arrive so that they can be cared for in such a way as to avoid having to trim off mold and/or split the palms. We hope to open the boxes and place them in the walk-in fridge in the basement. Directions are enclosed within the packing box.
  - From February: Folding Chairs up for footwashing, People to have their feet washed (Fr. Jacob), Candles (A&E)
  - Seder Meal: Jennifer Fedders, Deb Thomas, and Michelle Alley have already begun the process. An invitation will be in the bulletin by mid-March.

#### Committee Reports

*\*\*In attempt to attend Vespers, the meeting was slightly abbreviated. \*\**

- Art & Environment: Emails for help forthcoming
- Pastoral Committee: No Report.
- Music: Several parishioners have requested a number board for the sanctuary so that they can find hymn numbers better. Katie will do some research regarding cost, mounting, location, wood/electronic signs, etc.

Our next meeting will take place April 9 or 16, dependent on whether or not there is pressing business. One reason being, it will once again conflict with Vespers; the other being we'll be busy with Holy Week. The meeting was adjourned to attend Vespers at 6:35.

## **St. Timothy Outreach Committee**

### **March 13, 2014 Meeting Minutes**

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

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

- The minutes from the February meeting were approved. The minutes from the January meeting were also approved, as there was not a quorum at the February meeting.
- Vicky Bauerle gave a report on the Emergency Shelter grant project. All went well. She gave short explanation of the operation of the shelter.
- Discussion was held about Mary Rose Ministries. We were short on volunteers and food for the February meal. Possible reason for the food shortage is an earlier drop off time than in years past. Vicky suggested that we ask groups from St. Tim's to take charge of getting people to work.
- The April grant project was discussed. In conjunction with the grant project at the NKY Children's Advocacy Center in April, we will be putting pinwheels on the grounds at St. Timothy on April 5 & 6 after mass. We will be helping NKY Children's Advocacy Center put out pinwheels on April 10<sup>th</sup> at their site. In case of rain a date the following week will be selected.
- Lesley presented information on the summer mission, helping others in our community. A tentative date for this is somewhere around July 7-11. However, she would like to have the mission take place Wednesday – Saturday. She would like to incorporate a ministry crawl on one day and possibly tie that in to a service project at one of the ministry locations. We will be looking for projects within the parish community.
- Bob discussed the grant project at Family Promise in July. He is currently reviewing the work that needs to be performed. The youth members will look at helping with a back to school activity. A tentative date for the service project is July 26. We may look at getting this project nearer the date of the summer mission, so we can use this as a service project within the mission week activities.
- Rosalie asked that we keep Hobby Lobby in our prayers as they approach a decision on their request to not have to provide birth control as part of the insurance they provide their employees. Decision day is March 25.

The next meeting will be April 10.

The meeting was ended with a prayer written by Pope Francis.

Submitted by Lisa Casteel

## **St. Timothy Community Pillar Pastoral Council Report- April 2014**

- Fish Frydays  
Fish Frydays are going really well! We have had plenty of great help each week (each week requires over 100 volunteers plus dessert donations). It is a great testament to our active parish to get such great support each week!  
So far this year we are breaking all sorts of records. A total of 4867 dinners have been served in 2014 compared to 4148 at the same time in 2013. An increase this year of over 17%! The next two weeks are expected to be less crowded based on past years trends.
- Holy Week and Easter Events  
SEDER MEAL: This is planned for Holy Thursday and will only take place if we get enough people signed up. This is a great experience and kids are welcome so please spread the word.  
BUNNYFEST: This will be Holy Saturday. This usually has around 350 guests.
- Festival           Oktoberfest planning will begin soon. New committee members welcome.
- Other               We would like to have the carpet in Brodnick Hall replaced after Lent.

Submitted by: Jennifer Fedders

## **St. Timothy Adult Faith Formation Pastoral Council Report - April 2014**

- The committee last met on March 26.
- Father Bob Rottgers spoke at St. Tim's on March 3. His talk, "Angels and Demons," was held in the Sanctuary and approx. 80 people attended – including some from out of the parish.
- An Ecumenical Day of Prayer will be held on May 1 at 7:00 PM to coincide with the National Day of Prayer. It will be held across the road at Union Presbyterian and as many as 11 churches have pledged to be involved. The AFF is heavily involved, as is Katie Barton and the St. Tim's choir.
- A bus tour to Gethsemane and Bardstown in the Fall is still in the planning stages. We will visit the Cathedral there, the Abby of Gethsemane, and the Motherhouse of the Sisters of Charity of Nazareth. We think the cost for the tour including the bus and lunch will be \$40.00 We are hoping to promote this as a family-type experience, reaching out to the youth groups and their families as well as the seniors and the parish in general.
- Father Jacob has agreed to do a pet blessing on October 4.
- A Parish Mission with Father James Sichko is planned for October 12-15.
- Annette Howard is working on a project with parishioners writing articles about passing our faith onto our children in several upcoming issues of *The Companion*.
- Potential upcoming events include Karen Francis doing a 1-day retreat to begin Lent 2015 and perhaps Robert Rogers coming to speak as well

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

- The committee last met on March 27. They reviewed and discussed the Evening of Pentecost outline in the CRHP Manual. It is believed that recent teams have not held an Evening of Pentecost. After much review and discussion, the committee decided to require future giving teams to hold an Evening of Pentecost and the committee would assist with it, as required in the manual.
- Pete will touch base with Deacon Steve, the men's Spiritual Advisor, to get his feedback on holding a combined men's / ladies Evening of Pentecost for the last CRHP weekends.
- The next women's CRHP weekend (14), will be the weekend of January 17-18. Tess Freeman is Spiritual Director. They have started to meet and are in their history-giving phase. Discernment is planned for Saturday, May 17.
- The next Men's CRHP weekend (14), has been moved up to November 22-23, 2014 due to calendar conflicts. Al Kovacic Jr. is the Spiritual Director.
- The Continuation Committee has reviewed all elements of the CRHP process. We have made some minor adjustments to the various evenings based on our accommodations at St. Timothy. We have also adopted and approved a standardized weekend schedule for future CRHP teams to follow. All the new information, along with contact lists, brochure layouts, etc. will be assembled and saved on CDs to give to future CRHP teams to provide better direction than they've had in the past. Mark Merlin is also looking into setting up file storage on a program called "Dropbox" that the CRHP teams could use by going to the internet and picking up files there.

Submitted by: Paul Stratman

## **St. Timothy Youth Faith Formation Pastoral Council Report - April 2014**

- Represented St. Timothy is the 2nd Annual Diocese of Covington Dodge Ball Tournament. We made it to the third round with a record of 3 and 2.
- Attending two functions off site with St. Barbara Youth Ministry. We will go to Top Flight Gymnastics for an open night and jump on trampolines and use other gym equipment.
- Planning a Sunday in April to go to Coco Key indoor waterpark.
- Rehearsing our Passion play "What a Week for Jesus", with some new surprises. To be performed on Good Friday 4/18/14 at 7:30pm.
- Hosting the Women Religious of the Diocese at the last fish fry on 4/11/18.
- New member night in the month of April for all 8th graders at St. Timothy.
- We will be off on Easter on 4/20.

Submitted by Father Jacob



## **St. Timothy Preschool/Kindergarten Pastoral Council Report - April 2014**

### **Preschool and Kindergarten:**

- The preschool and kindergarten students are participating in a service learning evening with Ed Colina this month. The children are doing small jobs at home to earn pennies, nickels and dimes for their bank. The money in their banks will be donated to the Ed Colina Foundation towards the "Operation Kid to Kid". The children in Kenya will receive food and clothing through the school programs sponsored by Journey: The Ed Colina Foundation.
- We are working hard to begin organizing our 2<sup>nd</sup> GIGGLE Night. It is called, "G.R.I.N. and Share It!" (Giving Really Is Neat). The GRIN night is scheduled for May 2<sup>nd</sup>.
- The kindergarten acceptance letters were mailed this week and tuition deposits are due by Friday of this week. We presently have 33 children registered for the 2014-2015 kindergarten class and we are still giving tours weekly.
- The preschool registration process continues to go well and we are further along with registrations this year than last year. We have two four year old afternoon spaces left and nine three year old spaces left.
- I met with all the teachers and assistants last week for their annual year end evaluations. All went well and we have some good areas to address for staff development in the fall.

### **PSR Special Needs Class:**

- Recruiting has begun for the special needs resource room for the 2014-2015 school year. I am happy to report that all of the students with special needs will be returning. Several of our faith buddies will be graduating, so we will be recruiting through the youth group and other areas for new faith buddies for the program.

### **Sunday Scripture Preschool:**

- Recruiting for the 2014-2015 Sunday Preschool classes is underway. We already have some students registered and we are in the midst of reorganizing the curriculum for the next school year. We will continue with our very popular music program in the Sunday Preschool again next year.

Please continue to keep us in your prayers as we begin to bring another year to a close. Thanks for all you do for our parish.

Submitted by Deb Thomas

**St. Timothy Parish School of Religion**  
**Pastoral Council Report - April 2014**

**PSR ~ grades 1 - 8:**

**Current & Upcoming Events:**

- Registration for 2014-2015 PSR classes began on March 23.
- Lenten Activities have started. We are doing the following to focus on the three components of Lent: prayer, fasting and almsgiving
- Little Purple Books
- CRS - Rice Bowl Project - classrooms will have guest speakers that do work internationally to help raise awareness of need in other countries. Display will be in Parish Center to use a teaching tool.
- Good Deed Footprints - students encouraged to do good deeds at home and in community and record on special foot prints that will be displayed in Parish Center.
- "Eggs for Ed" - service project working with Ed Colina Foundation to help raise awareness and funds for education and improving the lives in the sub-Saharan Africa area. Students will be given plastic Easter egg and asked to donate some extra change to help out. Display will be in Parish Center to use a teaching tool.
- First Communion Jesus Retreat was on Sunday, March 23. Special thanks to Deacon Tom and Jeanne Nolan for being guest speakers during the event.
- 2015 Confirmation Information meetings will be held during the student's regular PSR class time. Meetings will be held on Sunday, April 27 during the 8:05 and 10:05 class times and again on Monday, April 28 during the 5:30 and 7:00 class times. An additional meeting will be held on Tuesday, April 29 for students that attend a Catholic school. These meetings are a required event for both the student and a parent to attend.
- First Communion will be held on Saturday, April 26 at 11:00am and 2:00pm. Plans are well underway. Rehearsal will be held on Thursday, April 24 at 5:30. Lifetouch Photography will be taking class and individual pictures that evening. At this time, we will not be professionally videoing taping the two First Communion Masses this year. Based on sales over the last few years and the overhead cost for professional production, it has been deemed too expensive. Last year we only sold 30 out of 100 students.
- PSR classes for 2014-2014 will conclude on April 27. PSR closing mass will be held on Sunday, May 4 at the 9:30 mass.

**Planning & Long Range Projects:**

- Recruiting for catechists for next year has already started. We continue to offer the tuition discount for those who give of their time and talent in our program.
- Some of the audio and visual equipment used in the classrooms will be updated this summer. We currently have four tv/video set ups but only three are currently working.

Submitted by Debbie Froschauer

**St. Paul School**  
**Principal Report to St. Timothy Pastoral Council - March 31, 2014**

1. School continues to go quite well. We are well into our Lenten Journey. We have had some considerable compliments as to our school program and how we are doing. I have attached a note back from a therapist who visited our school to observe one of our students ([Note 1](#)).
2. See [Table 2](#) for the current data on registration. We have one (1) withdrawal reported for dissatisfaction. See item 2. The remaining data is fairly good. A large difference still exists between the number of graduates (41) and the number of students entering kindergarten (26). We still have interest and are giving tours frequently. A few potential students have shadowed. I remain optimistic that we can close the gap significantly. Our main issue is the number of inbound K students. All of these numbers have the potential to change over the course of the next few months. Our current figure of 345 is ten (10) more than the budget was based upon (335).
3. Our sub theme this month is Treasure. Our afternoon prayer is changed to reflect that theme. Next month is persevere. The pep rally is Thursday morning April 3<sup>rd</sup>, at 8:15.
4. Our training from Renaissance Learning on data interpretation and use on Tuesday, March 4<sup>th</sup>, went very well. We are using the information regarding student performance as part of our planning for the remainder of the year and in helping design our programs for next year.
5. All faculty have completed a mid-year goals review. Faculty are completing formal observations and final critiques. We are in the midst of making decisions about staffing and programs for next year. Nothing to report as of yet. Deadline to let employees know of a contract offer or deferral of their contract is May 15. I wish to be complete by April 15.
6. We are still waiting to hear about our grant application for the technology infrastructure improvements. I will pass along word when we hear. Even without the grant, we should be able to do the base wiring to make the building wireless capable throughout.
7. We have identified a Family Life curriculum appropriate to the middle school level – Sadlier’s *God’s Own Making*. The curriculum meets Theology of the Body standards, and has a parent component that encourages the discussion between parents and children. Parents will be invited to an evening session before the lessons where they will receive an introduction and copies of all the materials. The DoC requires we have an opt-out choice that parents may exercise on behalf of their children. We are deciding how to present it. Target month remains April. The DoC will dictate a new FL curriculum beginning next year. *Theology of the Body* will be taught to all 7<sup>th</sup> graders as part of their regular curriculum. We will catch the current 6<sup>th</sup> grade next year. This year we will do both the 7<sup>th</sup> & 8<sup>th</sup> grades
8. We have extended our school day to 3:00 PM. The process seems to be smooth. Teachers are using the extra time for enrichment, remedial work and some expanded use of our STAR products. We will recover 3 days if we hold onto the change through the end of school. We will monitor the snow days and see when we can go back to normal. I am in favor of keeping it for next year – depending upon our bus schedule.
9. Our fish fry incentive lunch seems to be a big hit. We have plenty of volunteers to do child-appropriate chores during FF.
10. Our major calendar days for next year are set and the rough calendar is being coordinated.

Submitted by Tony Riegling

**Note 1**

*Hello all, I wanted to share some post-observation information. First, in my role as Learning Specialist for the Thomas Center, I observe children with learning challenges in hundreds of school settings. I can honestly say that this student's educational setting at St. Paul's is the most natural and "true" inclusion I have ever seen. I wish I could film the day and show the film to other schools and parents, as it is really wonderful. We can certainly talk more, but I wanted to share some observations and get some feedback from the team. Again, I can't say enough about how St. Paul embodies everything we want for our children. You have done an amazing job!*

	Feb	Mar
K	32	32
1	41	41
2	36	36
3	40	40
4	54	54
5	40	40
6	34	33
7	47	47
8	41	41
Tota	36	<b>!C2</b>
<b>Table 1</b>		

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	17	354	2	4	6	2	1	3		1	1
2	22	19	41	2	1	3		3	3			
3	20	16	36	1		1			0			
4	21	19	40	1		1		1	1			
5	27	25	52	0				2	2			
6	24	16	40	1		1	1		1			
7	16	15	31	0			1		1		2	2
8	17	28	45	0			2		2	<del> </del>	<del> </del>	<del> </del>
	180	165	665	23	15	38	4	3	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
<b>Table 2.</b>										# includes NEW & W.D.		