

# ST. TIMOTHY PARISH PASTORAL COUNCIL

October 1, 2014 Minutes

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

---

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

---

**OPENING PRAYER:** Sue Keller led A Prayer for Guidance.

---

**FINANCE:** Rick Harvey presented the finance report provided by John Gould.

---

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

---

## **PILLAR REPORTS:**

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

**OUTREACH:** Bill Anderson presented the Pillar Report (report attached).

**ADULT FAITH FORMATION:** Gary McManus presented the Pillar Report (report attached).

**YOUTH FAITH FORMATION:** Trey Nix presented the Pillar Report (report attached).

### **EDUCATION:**

- Michael Vogt presented the Pillar Report for PSR and a separate report for Pre-Kindergarten and Kindergarten (both reports are attached).
- Tony Riegling presented a report on St. Paul's School (report attached).

**COMMUNITY:** Phil Sheehy presented the Pillar Report (report attached).

---

## **PASTOR'S REPORT:**

- **Confirmation Candidates** – Father Bolte said that the Parish will begin tracking to make sure that our confirmation candidates are attending weekly Mass.
  - **25<sup>th</sup> Anniversary Celebration** – This special occasion was celebrated at Oktoberfest and will also be celebrated at the following upcoming events: (1) the Pig Roast; and (2) a more formal celebration on January 25<sup>th</sup> (preceding the patron saint day for St. Timothy) to be attended by the Bishop.
  - **School Update** – joint meeting of Pastoral Council and Finance Committee to be held on October 15<sup>th</sup> to discuss current funding and options.
-

**OLD BUSINESS:**

- **Mass Counts** – scheduling confirmed for October (assigned to various Pastoral Council members).
- 

**NEW BUSINESS:**

Opening Prayer for November – Sue Keller will lead A Prayer for Guidance.  
Closing Prayer for November– Gary McManus

---

**CLOSING PRAYER:** Miriam Burkart.

Respectfully submitted,

*Jeremy A. Hayden*

Jeremy A. Hayden

**[ATTACHMENTS FOLLOW]**

# WORSHIP

## Worship Committee

Sept 10, 2014 Minutes

Present: Barton, Katie; Macaluso, Loretta; Sansoucy, Lia; Schulte, Eileen ; Schwabe, Twila  
Absent: Fr. Richard Bolte; Burkart, Miriam; Freeman, Pete; Hoeben. Sarah; Klein, Pat; Thompson, Kathleen

Opening Prayer: Opening Prayer for a Worship Committee

August Minutes: Not dealt with as we only had 3 official members present.

### Committee Reports:

#### 1. Parish Council

Miriam Burkart was unable to attend this evening and submitted her report via e-mail to Lia, who read them out loud to the committee.

##### a. The following issues were noted and discussed:

- i. Toe strips will be placed on all steps of the altar. Katie asked when. No one present knew.
- ii. Placement of flag on the altar- Previous problems occurred with the flag taking up too much space on the altar and visibility. These questions were posed, but unresolved. Eileen said the Arts and Environment committee would take it under consideration.
- iii. Placement of the offerings basket on the altar- Fr. Bolte has said "no" in the past, per Eileen.

##### b. Art and Environment-Eileen Schulte provided the following updates:

- i. Judie Studer will bring the Fatima Statue to St. Timothy. Dates and times were announced at the previous Worship Committee Meeting. Eileen will get mums for the pots on Saturday. They already have a cloth to put on the pillars.
- ii. Eileen and Gina Brown will step down as the A& E committee chairs due to personal circumstances. Sharon Ryan has also indicated that she will be stepping down from her role. All three have indicated an interest and willingness to provide help during the transition as new people are selected to fill these roles.
- iii. Fall/ Change of liturgical seasons- More men and young people are needed to provide help lifting and to climb ladders for this committee. Many people are required to facilitate the changes that occur between liturgical seasons, especially during the holidays.

#### 2. Bereavement

Pat was absent.No report provided

#### 3. Music- Katie Barton reported on:

##### a. All Souls Day Mass- it will be held at 4:30 on Nov. 1<sup>st</sup> and the adult choir will be singing

- i. Sue Bruggen – she has offered to prepare the handouts for that service
- ii. Discussion- about the timing that weekend, as the clock will fall back in observance of daylight savings time. Those involved with the liturgy that weekend may need to be reminded of clock changes

##### b. Number Board for Choir

- i. 5 slots are needed to accommodate the number of songs that could be presented in a given mass
- ii. Several options were presented to the group:
  - a. Material- wood
  - b. Color- light, probably similar in color to the pews

- c. Size of board- several different sizes discussed 20x30, likely to be selected, as it will be the biggest
  - d. Size of numbers- numbers probably need to be 5 inches tall so that parishioners can see them. Most boards hold 4 inch numbers. Katie will test a couple of different size options with others and report back
  - e. Color of numbers- white on black for best contrast
  - f. Location- they will be put on each side of the banners, in a "kitty-corner fashion"
  - g. Price- several different prices were reported. Price varies based on size and other options.
    - iii. Katie indicated that the best choice was \$135.00 from Church Supply Warehouse.com
    - iv. Knights of Columbus have offered to help defray the costs
  - h. Other merchants- Katie will contact other local merchants in the Cincinnati area to determine if there are any other options or discounts that she can receive locally.
- c. Adult Choir
- 1. schedule- starts tomorrow night ( 9/11)
  - 2. 45 members currently. Katie continues to actively recruit singers and instrumentalists.
  - 3. Funeral choir- schedule change from 2x to 1x month. They meet on the 2<sup>nd</sup> Thursday of the month
  - 4. The choir is singing at St Peter in Chains in October for the Anniversary Celebration Mass for the Glenmary Priests and Brothers.
  - 5. Sept. 28th -first mass of the season

#### Old Business:

- 1. Parish anniversary-
  - a. Fr. Bolte indicated that he would be forming a committee to address this
  - b. Fr. Bolte absent this evening. Committee waiting on his input
- 2. October Rosary-
  - a. Rosary will be held every weekend in October
  - b. Schedule- before the 4:30 (on Sat) and the 8:00 (on Sun.) masses, and then between the 9:30 and 11:00 Masses.
  - c. Katie will speak to instrumentalists so that warm-ups can be conducted prior to the start of the Rosary.

#### New Business:

- 1. Advent/Christmas planning
  - a. Katie talked about Reconciliation Services prior to Christmas
    - i. Dates/Times
      - 1. Tues., Dec. 9<sup>th</sup> at 7:00- this is a parish wide event
      - 2. Mon., Dec. 15<sup>th</sup> at 5:30 and 7:00- these are primarily geared toward children celebrating their first reconciliation, however all are invited
    - b. Lia asked if the Worship Committee historically had any input into this planning
      - i. Katie responded:
        - 1. that in the past "no", however it might be nice to have new input regarding liturgical planning during this time
        - 2. it might be nice to have bulletin inserts during advent and/or have vesper services
      - ii. committee members discussed difficult weather conditions and business of holiday as being deterrents to having more activities planned
- 2. Worship committee by-laws subcommittee

- a. Lia asked if there was anyone interested in participating in this committee
    - i. Lia indicated that she and Kathleen were going to get together on this
    - ii. Loretta indicated an interest, but due to currently scheduled obligations, would defer to them to set a day and time to meet. If available, she will participate.
3. Replacement for Sarah Hoeben (Tess Freeman, Kate Mueller)
  - a. Lia announced that Sarah Hoeben was going to resign from the committee due to a new work schedule. Sarah was thanked for her past contributions to the Worship Committee and we wish her well.
  - b. Lia indicated that previous discernment records indicated that Tess and Kate were the alternates from previous years.
  - c. Tess would be the first choice, as she was discerned first as an alternate. Some discussion ensued as Pete, her husband, is currently on the Worship Committee.
    - i. If Tess is not able to be present at every meeting, perhaps she would be able to attend those meetings when Pete is unable to be present
    - ii. Lia emailed Tess already, but had not heard back as of the meeting time.
  - d. Lia indicated that Kate would be asked second
  - e. If these two are unable to be on the committee, the most recent alternate, Bob Maze would be asked.
  - f. Some discussion regarding integrating these succession guidelines into the by-laws
4. Dates of rest of the year (handout)
  - a. Lia presented a schedule outlining the scheduled dates for the Worship Committee to meet
  - b. Committee discussion ensued
    - i. Dec. 10<sup>th</sup>- will be omitted as this is a busy time of the year, usually a down time for Worship committee, and generally not held.
    - ii. July 8- meetings usually are not held during the month of July

Other New Business:

1. Lia asked if there was any new business to discuss:
  - a. Discussion ensued regarding a liturgical question.
  - b. Members agreed that we should ask Fr. Bolte to clarify
2. Next Meeting of Worship Committee – Wed., Oct 8.

Closing Prayer: Hail Mary

Respectfully Submitted by,  
Loretta Macaluso

## COMMUNITY REPORT

- Oktoberfest was a great success. We had many wonderful parishioners step up and volunteer to put on a wonderful festival for our Community. We had great crowds and it we maintained a safe environment for all involved. Once again the Scouts and their parents did a wonderful job with the parking and trash removal, many groups of the parish took on the responsibility of an individual booth or booths and our staff really worked together to pitch in as a family. Final numbers should be ready by next month's meeting.
- The Knights of Columbus/25th anniversary picnic is this Sunday. We are really trying to get the word out to make all feel welcome to attend. We hope for a big crowd.

## SERVICE

### Outreach Committee

October 9,2014 Meeting

- I. Opening Prayer – Katy Sullivan
- II. Establishment of a quorum
- III. Approval of Minutes for September
- IV. REPORTS:
  - a. Garden Harvest- Monday/Thursday –harvesting slowing down
  - b. Mary Rose Mission-August. 150 served. Sept. servers-Youth Group next 10/26
  - c. Halloween costumes-notice in bulletin last week, flyer with PSR/Preschool
  - d. November Grant-Rosalie
  - e. Baby Shower – collection 10/18 &19
  - f. Prayer vigil/Families for Life 10/24
- V. Unfinished Business
  - Grant Applications due Oct. 1
  - St. Vincent de Paul- Bill Anderson/Katy
  - Youth Rep. for board
- VI. New Business
  - a. Thanksgiving Drive/Boy Scouts
    - i. Distribution 11/8 &9
    - ii. Collection 11/15 &16
  - b. Alternative Christmas
  - c. Giving Tree-collection 12/6&7
- VII. Other
- VIII. Adjournment
- IX. Closing Prayer

## FORMATION

### Adult Faith Formation

- Fr. Bolte will do the **Blessing of the Pets** on October 4, 2014 at 10am. Drinks and snacks will be provided (for both humans and pets).
- The **bus tour** to Bardstown, Nazareth, KY, and Gethsemani went very well, though the drive was long (5hrs round trip). They are considering the Covington Cathedral, the Cincinnati Cathedral and the Athenaeum as more local destinations for the next trip.
- The **Parish Mission** is October 13-14-15 from 7-8pm light refreshments to follow. Free will offering on the last night. Fr. Sichko will speak at all masses on October 11-12. Flyers will be distributed to pre-school and kindergarten students, MOPS, seniors, Men's Group and RCIA. Babysitting, refreshments and music are being arranged.
- The committee is looking into dates in the spring and fall of 2015 for Robert Rogers.
- A **Bible Study** with Jeff Cavins is being planned for Lent 2015.  
Info at: <http://ascensionpress.com/t/category/study-programs/catholic-bible-study/adult-bible-study>.
- The committee is checking on pricing for DVD and Study Guides. Fr. Maher will do a ½ day mission on February 21, 2015 to start our Bible Study from 9a-1p (after lunch).
- Brodnick Hall been reserved on Saturday, November 22<sup>nd</sup> for **Advent Wreath Making**. Wreaths and candles are being bought. There are enough supplies for 60 wreaths. Prayer cards will also be available.
- The youth will be performing a play, **The Stations of the Crib**, written by a youth choir member. The committee has offered its assistance.
- New **Theology of the Body** sessions to take place in September and October of 2015.
- The Ecumenical Committee will host a Thanksgiving gathering at 4p on November 23. Location will be St. Timothy's. Community service needs will be discussed. Pumpkin pie will be served afterward. Flyers are being finalized.
- **Magnet Flags** to be handed out on Veterans Day weekend. November 8-9.

The committee is looking for new members.

The committee is looking into the following:

- Doing something with 5-6-7-8 graders and their parents a learning day like; Why are people homeless?
- Checking into a free way to email parishioners about events each month
- Promote sponsors to take candidates to the stations on the hill and walk them together. Both RCIA and Confirmation

Next Meeting October 22, 2014

### RCIA

RCIA classes are going well with about 17 people in class. They are in need of sponsors.

### Familia

Nothing new to report.

## **Men's Group**

- The Men's Group booth at Oktoberfest was very successful, managed greatly by Greg Egbers.
- The Men's Group is a strong supporter, both financially and spiritually, of the mission Dr. Kevin Thompson, and his wife Kathleen, do every year. They go to Kenya in East Africa to provide dental care for the poor in that area. I believe they are there about 3 weeks, and just recently returned. The leader of the mission is Father John Judi, a priest from Louisville, who will be coming to St. Tim's soon on a Saturday morning to celebrate Mass for the Men's Group as well as any other supporters, and anyone who would be interested. The firm date has not been established.
- They are always interested in having more men join us on the 2<sup>nd</sup> and 4<sup>th</sup> Saturday morning of each month at 7:30am.

## **CRHP Continuation Committee**

The men's November 22-23<sup>rd</sup> retreat is on schedule. They may need help coordinating food. They also need a speaker for the Eucharist talk. Spiritual Director Al Kovacic is working on that. The men's evening of discipleship December 9<sup>th</sup>. Susan Blaut reported that everything is going OK for the women's January 16-17 retreat. Tess Freeman will be the spiritual director.

## **Youth Ministry**

- We have a plan for the "new youth room" we are not going to move the pool table from the Rectory to the Youth Room. I am going to purchase some small bean bag chairs for the room. Jason Grout drew a mural on the wall and it will get painted.
- Our kickoff Mass Saturday September 13<sup>th</sup>. Deacon Dave Profitt led us in our own Adoration. Annie Dies and Emma Durstock lead us in song.
- Plan is to do Adoration once a month during Sunday meetings.
- The youth helped to clean up after the festival on Sunday. We were done in record time!! Service hour opportunities are always welcome!!
- We were at the Mary Rose Mission this past Sunday and served the meal to 165 "guests" at the Mission, which just happens to be a record at the mission! We had 10 volunteers plus Paul. We worked from 3 to 7:15. After that hard work we celebrated with ice cream from Brusters.
- Next month is the Youth 2000 Retreat which this year will be held at Villa this year.
- Will be collecting can goods in the month of October.



## **Parish School of Religion**

PSR ~ grades 1 - 8:

Current & Upcoming Events:

- PSR is up and running. All classes are going very well.
- We have over 90 volunteers that are working in various areas of the job. A total of 560 students in the program now.
- Confirmation students will be going on the Agency Adoption program on Friday, October 10 from 8:45-1:00. We will begin with a prayer send off and then students and chaperones will go to 8 different agencies to work and gain an in-depth understanding of how the agency operates. Working in conjunction with the Katy Sullivan and the Outreach Committee.
- PSR students are making special "thinking of you/praying for you" greeting cards that will be used during the baby shower distribution through the outreach program.
- During October the PSR students will be collecting gently used Halloween costumes for the Outreach Ministry.
- Call Command and email distribution listings are complete for all families involved in PSR. These means of communication are used for class reminders, weather emergencies and activity reminders.
- Brittany Gillstrap has been hired to replace Milly Kani as the Sunday Preschool Music catechist. She plays music and aids in curriculum during the Sunday 9:30 and 11:30 classes. We are excited to have Brittany. She is a full time musician and has great experience with children's programs.

Planning & Long Range Projects:

- Plans are underway for the Confirmation and Sponsor Evening that will be held on Monday, November 17<sup>th</sup>.
- First Reconciliation Retreat will be held Sunday, November 23<sup>rd</sup>. Plans are underway.

## **PSR Resource Room**

The Resource Room has had two classes and everything is running smoothly. We are using some adaptive programming to assist the children with their individual disabilities. The students will also be making adaptive prayer books to use throughout the school year. We have eight students in the class and each student has a faith buddy and catechist! All is well!

## **St. Timothy Preschool and Kindergarten**

- St. Timothy Preschool and Kindergarten were awarded the "School of Contribution" award from the Mayerson Foundation. This is a big award for our tiny school and we are looking forward to continuing to work with the Mayerson Service Learning Foundation.
- On October 1, the children will start with their first service learning project in collaboration with the Parish Baby Shower. The preschool has been learning about babies and what babies needs through our Babies, Bottles and Blessings project. All of our donations will be given to the Parish Outreach Families for Life Committee. Preschool parents have been invited to help with this event as well.
- Recruiting for next year is under way! Open Houses are right around the corner  
Current Family Open House is on October 23  
New Family Open House at St. Timothy is on November 7
- G.I.G.G.L.E. Night is our service learning family night and it is on November 14. We have a service learning committee comprised of 26 parents and we are working together to prepare for the service night. We are hopeful to get one representative from each agency to attend G.I.G.G.L.E. Night.
- On February 4, we will be inviting the police, firemen, doctors, EMT's and having our families cater an appreciation luncheon for our community helpers. We will teach several lessons on the importance of our community helpers throughout the month of January and the kids will make special table decorations and then they will treat our "Super Heroes" to a musical performance. We will be sending information to the various departments now so that they are able to save the date.

**ST. PAUL SCHOOL**

Oct 2014 Principal Report to the St. Timothy Pastoral Council  
 Tony Riegling

1. School is off to a good start. We continue to have interest, even as school gets under way.
2. See Table 1 for the current data on registration. Our current figure of 348 is thirteen more than the budget was based upon (335). We continue to have interest from many parties and may see an increase in numbers.
3. Yesterday, September 30, US. Secretary of Education Arnie Duncan named St. Paul Catholic School as a National Blue Ribbon School of Excellence, placing St. Paul in the top 15% of all schools in the United States, and one of only 50 non-public schools to receive the honor. The National Blue Ribbon Schools Program (BRS) recognizes schools excelling in several areas. Schools must show exceptional student achievement with math and reading achievement each in the top 15% of students in the nation. Schools are also judged on the overall strength of the curriculum, the use of data to guide learning, engagement with parents and the greater community, how the faculty and staff work together, instructional techniques, professional learning of the faculty, and school leadership. Ms. Andy Lonneman, Mr. Dave Maher, and I will travel to Washington D.C. for the formal presentation on November 10<sup>th</sup> and 11<sup>th</sup>. We will receive a flag and a plaque. St. Paul will have a week of celebration beginning on Sunday, November 16<sup>th</sup>. Bishop Foys has agreed to conduct Vespers Sunday afternoon at 3:00 PM, followed by a formal presentation ceremony, and a punch and cookies reception. Each day of the following week will include a celebratory theme.
4. Our programmatic changes are in place.
  - A. Title I tutoring in reading and math will be offered after school for 1 hour, four days a week. Tutoring will also be available for 30 days during the summer. Tutoring is free to qualifying students. We have completed assessments in both reading and math and will be inviting eligible students to participate.
  - B. Our PeaceBuilders program is in use throughout the school. The entire faculty was trained on August 4<sup>th</sup>. This cultural approach to school climate is very effective and also fits completely with our Catholic doctrine.
  - C. The archery materials have arrived and we have begun active shooting. The response from the teachers, students, and parents has been very positive.
  - D. Our wireless installation is complete, though there were a few glitches that produced some delays. We have wireless throughout the building.
  - E. The entire faculty received Theology of the Body familiarization training on August 4. Mrs. Delaney and Mrs. Maloney will teach 7<sup>th</sup> and 8<sup>th</sup> grade, respectively. A parent night is scheduled for October 7<sup>th</sup> to be sure parents are familiar with the program. We are using the text *Theology of the Body for Teens*. Instruction will begin on October 17<sup>th</sup>.
  - F. I, Mrs. Chalfant and Mrs. Moore are attending the Xavier University Initiative for Catholic Education Professional Learning Community classes during the 2014-15 school year. The classes help attendees develop their skill to use PLC techniques to build or sustain a collaborative work environment.
5. We continue to work with a professional grant writer to find funds for our library improvements. I did receive notice from the Durr Foundation that our application has been placed on the November Board agenda. That is usually a very good sign.
6. Our theme for the year is "Rock Your Voice for Jesus." It goes along nicely with our PeaceBuilder program.

Gd	Au	Oc	Ch
K	34	34	
1	32	32	
2	38	38	
3	38	38	
4	39	39	
5	51	51	
6	36	36	
7	33	33	
8	47	47	
Tota	348	34	
Table 1			