

**St. Timothy Parish Council Meeting Minutes**  
November 7, 2018 – 7:00 p.m. / Parish Center Kitchen

**PRESENT:** Father Rick Bolte, Jayson Putnam, Frank Kroger, Chris Kemper, Kristen King, Pat Tenbrink, Sheryl Murawski, Deb Thomas, Mary Jo Rectin, Maureen Sheehy, Paul Westhoff

**NOT PRESENT:** Father Ross Kelsch, Danielle Brock

1. **Open:** Committee chair Jayson called the meeting to order at 7:00 pm.
2. **Opening Prayer:** Prayer for Guidance
3. **Approval of minutes:** The minutes were approved.
4. **School update from Principal Deb Thomas:** Fall Fling is this weekend with live auction, silent auction, band, bourbon bar and other events. The proceeds will go toward tuition assistance and playground/athletic facilities. The accreditation process is underway. School leadership and a subcommittee of the school advisory committee are collaborating to develop plans to manage continued and anticipated growth of the school. The plan will be finalized in December.
5. **Committee Reports**
  - Adult Faith – Pat gave the report (report attached).
  - Community – No report.
  - Diocesan Deanery – Last meeting was cancelled, no further meetings scheduled.
  - Education – Kristen gave the report (report attached).
  - Finance – Sheryl gave the report (report attached).
  - Outreach – Mary Jo gave the report (report attached).
  - Worship – Maureen gave the report (report attached).
6. **Pastor's Report**
  - The school and playground updates continue to move forward.
  - Church doors have been fixed.
  - The work on the church roof is well underway and should be completed within the week.
  - We will be providing Parish finance updates during Masses this Sunday to provide the parish with a snapshot of the current finances.
  - We continue to work to determine next steps for church updates as well as appropriate lighting for the sanctuary.
  - On Sunday, there will be a brief service at the Wall of Honor as we approach Veterans Day.
7. **Old Business**
  - No old business.
8. **New Business:**
  - Next Council meeting – Wednesday, December 5, 2018
9. **Closing Prayer**

Respectfully submitted,  
Chris Kemper

## **ADULT FAITH COMMITTEE REPORT – provided by Pat TenBrink**

October 23, 2018

Present at the Meeting: Chairperson Pat TenBrink, Debbi Cranley, Marie Salazar

Absent Cyndi Davis, Theresa Collins, Deacon Dave Philbrick, Fr. Ross, and Frank Williams

**Alpha Group / Men's Group:** Finishing up the sessions on the Mass. The men that attended were enriched by this series.

**Walking with Purpose Women's Bible Study:** Both morning and evening classes are going well.

### **Committee Updates**

- RCIA: RCIA has about 25 people interested. Lots of questions and they are excited to learn. Deacon Dave said this is a good group.
- HOLY LEAGUE: Meets on the 4th Monday of the month. In the fall Deacon Dave Profitt and Deacon Dave Philbrick will take turns. Looking to open it up to the parish to pray for the church.
- MARRIAGE PREP: No Update
- MOPS: No Update
- FAMILIA: No Update
- MEN'S GROUP: Meets the 2nd and 4th Saturdays of the month.
- BAPTISM PREP: The next baptismal prep is Monday, November 12th @ 7:00 PM in the church. We have purchased a DVD that goes deeper theologically into baptism & are working on getting it figured out. Once we do, we will move baptismal prep to Brodnick Hall & it will last an hour to an hour & 15 minutes, with follow-up videos sent to the parents for their home viewing for the next few weeks.
- REGNUM CHRISTI: Monthly retreat on intercessory prayer at St. Timothy

### **Mission 2018**

Mission had about 150 on Monday and 125 on Tuesday.

- Follow Up Sessions are being attended by 10 to 15 people. We are really enjoying the videos. Discussions have been great.
- Things that were expressed were very positive about this Mission. It was enjoyed by all who attended.

Things mentioned for next mission:

- Think about babysitting
- Think about snacks after talk.
- Maybe starting earlier for young families.

### **Parish Breakfast**

- Was attended by 30 plus people.
- All who stayed for the talks were excited about what they heard. The history on the Rosery

and the scapula were very informative.

- Heard a lot of great compliments on this Event.

### **Advent Family Event**

November 17-2018 - 9 – 12 noon; Giving Manger

### **Advent Retreat with Monsignor Cleves**

Sunday, December 2 with Monsignor Cleves.

- Fr. Ross told me that he could have the evening prayer (Vespers) printed out for us. I have spoken with Andrew & we are scheduled with him for that night from 4:30- 5:00 PM. He will be playing the Magnificat & I have to pick & get a print out of the opening hymn.
- Will advertise in the Messenger and Bulletins

## **EDUCATION COMMITTEE REPORT – provided by Kristen King**

Meeting Date: October 15, 2018

In Attendance: Brian Bold, Kristen King, Denise Lorson

Absent: Jamie Powers, Kristin Bonno, Kelly Wathen

### **PSR Report by Denise Lorson**

#### **Children's Liturgy of the Word**

- Our current enrollment is 443. Our goal is to reach 450 this year. (so close)
- The Parent Reflection night for Confirmation had a good turnout, with 43 parents in attendance.
- "Mission Monday" the Outreach Agency Day for the Confirmation class was also a success. We worked at Rose Garden, New Perceptions, DCCH, the Welcome House, and new to our group this year SVDP and Family Promise. Be sure and visit the confirmation students at the Christmas Giving Fair to see what they learned and how they helped these great Outreach Agencies.
- The rosary weekend in late September was a big success with the 7<sup>th</sup> grade classes coming to support the 9 am rosary and 11 am rosary. Our next rosary weekend is in March.

**Children's Liturgy:** We have not had the success we hoped for in securing volunteers for this program. Some of the feedback we have gotten is that there are too many kids that participate. Which is a bummer for us – as we want more and more kids to join. SO we will continue to work on this – stay tuned!

Upcoming events –

- November 5<sup>th</sup> is our Confirmation Sponsor night – we rotate our group through three stations to present opportunities for the students and sponsors to explore thoughts that might provide insights on questions they have on their faith. It is a fun and faith filled night supported by our Youth Group.
- November 11<sup>th</sup> is our I Am Special Retreat for 2<sup>nd</sup> grade students and RCIC students. This is in preparation for First Reconciliation.
- December 1<sup>st</sup> and 2<sup>nd</sup> is the Christmas Giving Fair.
- Follow up –
  - We are providing bulletins on Wednesday nights for families who would like to grab one in the lobby of the School. We are not able to provide them on Sunday, as class ends before the last Mass starts, and we cannot take the bulletins until Mass is over. (I loved this idea – thanks!)
  - Fr. Bolte and I will be discussing benchmarks soon - We are considering the ACRE testing, however it would only work for 5<sup>th</sup> grade and if we are going to try and get a feel for how we are doing, we should be checking all grades.

- American Heritage Girls have not contacted me about 1<sup>st</sup> Holy Communion, however there are several leaders in that group who have children who have gone through it, so they may have gotten their info from them.

### **Troop 702 Report by Brian Bold**

#### Roster

- Boy Scouts: 54 (+2)
- Registered Adult: 19 Leaders

#### Recent Troop activities:

- Sept 13-16 St Timothy Parish Oktoberfest
- Sept 21-23 Conservation Weekend / Camp Out – Hocking Hills SP
- Sept 24 Court of Honor
- Oct 12-14 Troop Camp Out – Camp Michaels
- Oct 14 Eagle Scout Court of Honor – Dylan Wright

#### Upcoming Committee meetings:

- Thursday Oct 18 Location: Bold Residence
- Saturday Nov 10 Location: St Timothy Parish Center

#### Upcoming Troop activities:

- Oct 27: Conservation Day – Big Bone SP
  - Activity: Scouts and adult leaders will provide 4 hrs of service in the form of trail maintenance, while hiking in Big Bone State Park
- Nov 2-4: Survival Weekend Camp Out
  - Activity: Scouts will enjoy a “ship wrecked” themed camp out weekend at Camp Hook, OH
- Nov 16-18: Fall Camp O Ree
  - Activity: Fall camp out hosted by BSA Dan Beard Council at KY Speedway
- Dec 1: MEGA CAVERNS
  - Activity: Scouts will bike and navigate a confidence rope course in the underground caverns

#### Other activities / comments:

- Troop leadership election completed
- Troop leader training completed
- Shannon Reagan fully transitioned into Treasurer position
- BSA Rechartering activity in process.
- 2019 Troop activity plan in process
- Planning and preparations for June 2019 Philmont Trip to New Mexico. 110mile hike.
- Planning and preparation for Thanksgiving food collection

### **American Heritage Girls Report by Jamie Powers**

- Troop Health- We have a total of 50 girls on our troop this year (pending 2 registrations), that is the same size as last year. 66% of our girls from last year have returned and we have 17 new girls joining our troop this year! AHG requires certain

ratios for leaders to girls and when you include the Board members we have a total of 20 registered adults, putting us at a 2.4:1 ratio. We have 11 CPR/First Aid certified adults.

- Unit Accomplishments-Our Girls have worked on Government and Citizenship badge and Our Heritage badge. They have volunteered in the Garden of Gratitude. They have also earned their Respect Life badge by making 47 baby blankets for the Families for Life Baby Shower hosted by St. Tim's.
- Devotional- We had our first Troop wide devotional at our last team meeting. Our Shepherd, Cecelia Reynolds, led our troop in an exercise on kindness. The girls had a lot of fun!
- Fundraiser-Our fundraiser has been successfully launched, car wash certificates were handed out yesterday. Two weekends ago we had our first Show and Sell Events at St. Barbara's and have already reached 8% of our goal. We will had All Saints this past weekend, St Paul next weekend. St Henry and St Timothy scheduled for the next few weeks.
- Troop Meeting to Honor Veterans on 10/23- Staff Sergeant Tosha Cobler, a current member of the Kentucky Army National Guard with almost 10 years of service with the 940th Military Police Company out of Walton, KY, will join us to discuss her career and share her thoughts on women in the military. After that, we will have a refresh session on how to properly honor our country during our flag ceremonies. We will finish off this meeting by making cards for Veterans.

#### **Challenge Girls Report by Kristin Bonno**

Oct 12 Outreach- Farm Haven-4:15-6 - Bonfire (after outreach) -6-9

Oct 19 Regular Meeting

Oct 26 Regular Meeting

#### **Pack 702 Report by Kristen King**

-88 scouts currently

-We are currently selling popcorn.

- Upcoming outreach- Passing out the grocery bags for the Thanksgiving Food Drive.

#### **Youth Group Report by Kelly Wathen**

9/23/18: Nine youth volunteered at Mary Rose Mission (272 Main St) in Florence.

9/30/2018: Youth made baby blankets for Respect Life Month in October.

10/7/18: Youth watched the Movie, "Paul, Apostle of Christ". Brought snacks to share. 6 to 8 pm

10/14/18: Youth 2000 Retreat

#### **All organizations will be invited in some capacity to volunteer with the St. Tim's Thanksgiving Food Drive**

Respectfully Submitted by Kristen King

Next Meeting: Monday, November 19th at 7:00 in the St. Tim Parish Center

## **FINANCE COUNCIL REPORT – provided by Sheryl Murawski**

Meeting on October 17, 2018.

We reviewed and approved June, July and August financials. Below is a summary.

### **JUNE 2018** (end of fiscal year)

#### **Parish**

##### **Income**

Collections for the year ended above the budget, \$1,121,485 vs. budget of \$1,068,800

Fundraising also finished ahead of budget for the year at \$104,716 (budget was \$92,000)

##### **Expenses**

Operating expenses for the year were above budget - \$624,692 vs. \$589,553 (a large portion of this variance is due to legal fees related to the school and the financing)

#### **School**

Income for the year: \$546,857 actual vs. \$529,092 budgeted

Expenses for the year: \$804,582 actual vs. \$891,328 budgeted

#### **Pre-School**

Income for the year: \$335,080 actual vs. \$350,650 budgeted

Expenses for the year: \$234,891 actual vs. \$224,383 budgeted (over budget \$10,509; additional expenses for Aides and health insurance)

### **JULY 2018** (beginning of new fiscal year)

#### **Parish**

##### **Income**

July collections slightly above the budget, \$92,524 vs. budget of \$89,000

Fundraising income insignificant for month of July - \$2,898 vs. budget of \$5,500

##### **Expenses**

Operating expenses for July below budget - \$38,935 actual vs. \$41,585 budgeted

#### **School**

Income in July: \$222,386 actual vs. \$123,953 budgeted

Expenses for July: \$28,629 actual vs. \$64,061 budgeted

#### **Pre-School**

Income in July: \$17,100 actual vs. \$18,000 budgeted

Expenses for July: \$5,141 actual vs. \$6,769 budgeted

### **AUGUST 2018** (2 months, July - August)

## **Parish**

### Income

YTD collections approx. \$3,600 below budget, \$164,367 actual vs. budget of \$168,000

Fundraising is above budget for the year, \$31,276 actual compared to budget of \$10,500

### Expenses

Operating expenses YTD are still below budget - \$478,703 vs. \$510,755.

## **School**

Income: \$306,789 actual YTD vs. \$198,748 budgeted YTD

Expenses: \$80,152 actual YTD vs. \$144,987 budgeted YTD

## **Pre-School**

Income: \$20,530 actual YTD vs. \$18,000 YTD budgeted

Expenses: \$8,726 actual YTD vs. \$23,125 YTD budgeted

Deb Thomas gave us an update on activity at the school, including the Fall Fling on November 10th.

Father Bolte updated the Finance Council and several repair and other projects:

- The repairs to the pre-school rooms due to water leaks will be completed in-house and will include pressure washing the outside walls, de-humidifying the impacted rooms, repairing the roof where staples have come up. Total is estimated to be around \$2,000.
- The diocese approved proceeding with the new roof.
- Repairs to the doors will begin on October 18th.
- A/C for the Gathering Space - getting overall inspection/assessment; if new unit is needed (rather than just replacing the compressor), replacement cost will be \$13,000-\$15,000. This can be done at same time as roof work. This expense was approved by the Council.
- The parking lot repairs need to be finished, cost is expected to be around \$17,000. Goal is to complete before winter. This was also approved by the Council.
- Dirt movement is in process at the school.



## **OUTREACH COMMITTEE REPORT – provided by Mary Jo Rectin**

October 11, 2018

- Present: Katy Sullivan, Zach Barth, Debbie Murray, Susan Rettig, Mary Jo Rectin, Kelli Siracuse
- Meeting opened with a prayer.
- The September minutes were approved on a motion by Susan, seconded by Zach.

### **Reports:**

- Mary Rose Mission: All is going well there. They are serving 80-100 meals per day.
- SVDP: \$5000 + was collected in the SVDP collection. SVDP is investigating the possibility of parking a truck here for donations.
- Family Promise: Our hosting week went well. We hosted the family in residence for Octoberfest. There has been a major administrative change but new people have been hired. Our next week is November 11.
- Garden: The garden is still producing.
- RA Jones: Tutoring will resume soon.
- Grants: September grant recipient is PIN. We have enough volunteers to help on October 19 and 22.
- The November grant is for Welcome House. Kelli is in charge. We plan to host a party for Mom's and kids.
- We need to be sure to take pictures when we do a grant project and write
- Companion articles to keep the parish informed.
- Baby Shower: This project is well underway.
- Strategic Plan: Katy will provide an updated version of our plan to Pastoral Council.

### **New Business:**

- Thanksgiving Drive: Help is needed to give out tags on November 3-4 and sort the following weekend. We will also be collecting coats.
- Christmas Giving Tree: Katy is gathering information on families who need help. She will be looking for a volunteer to handle data and Amazon orders.
- Partnership with St. E's Health Ministries: We will have access to a Mammogram van, vascular screening, and blood pressure checks. We will be looking for health professionals in the parish to help with this.
- Immigration: We will try to raise awareness of the situation of the immigrants in our area.
- Ed Colina reports that the school in Africa is almost finished. Proceeds of the Yard Sale went toward this project.

Next meeting is November 8.

The meeting closed with a prayer.

## OUTREACH COMMITTEE STRATEGIC PLAN

### Goals

- Improve communication between outreach activities and the parish
  - Facebook postings, increase info in bulletin and Companion all going well. New bulletin format resulting in more responses to outreach activities.
  - increase email distribution list is ongoing,
- Increase parishioner participation in all age groups in outreach projects by 10% over the next 3 years
  - In process of adding 2 new ministries. Health ministries had first informational meeting on 11/4 with 13 attendees and 5 others who contacted staff but couldn't make meeting. Mammogram van and Cardio Vascular van will be on site in 2019. These ministries will cross different ages of parishioners.
  - Immigration Ministry? I am not sure what we will name it. Initial plans to host an event here during Lent that invites immigrants here to learn about resources and gives parishioners an opportunity to understand their experiences. Initial article in Companion about this topic.
- Provide close collaboration and integration between the school, parish, and outreach committees
  - Continue to plan events together.
- Increase participation in the parish mission trip by 15% for the 2018 mission trip
  - numbers still down last year despite completion of identified tasks. Contacting other parishes who do mission work to gain information on their successful plans with parish involvement.

### Action Plan

Goal	Actions	Completion Date	Person/s Responsible	Evaluation Marker
1	Establish parishioner email list. Interested parishioners will be able to sign up after Masses or by emailing/calling the assigned person from the outreach committee	Oct 15	Outreach Director	Completed distribution list
1	Emails will be sent out as needed but at least monthly	First one sent out by Nov 1 and monthly thereafter	Outreach director	Feedback from parishioners

1	Update parish Facebook page weekly with activities and opportunities to serve	Ongoing	Outreach director will provide info to assigned staff member	Staff and parishioner feedback
1	Include upcoming outreach activities in weekly or monthly newsletter/email that is sent to all parishioners.	Staff evaluating different programs for this	Outreach director or committee member	Parishioner feedback
2	Assign outreach committee volunteer to collect and track participation numbers from 2017 to create a base line number	Person assigned and collection begins in 2018	Outreach committee member	Participation of parishioners in outreach opportunities
2	Develop plan to increase participation by 10%	January 2018	Outreach director	Plan presented to outreach committee by March 1, 2018.
3	Have a representative from the school's family ministry group on the outreach committee	October 2017	Outreach Director	Feedback from school families
3	2 of the 6 yearly grant recipient projects will be completed in conjunction with the school's service learning projects. This includes working specifically with staff/teachers in implementing the projects.	May 2018	Outreach director or committee member	Feedback from agencies, school staff
4	Meet with youth group and their parents to evaluate their interest in the trip	October 2017	Outreach director and Youth minister	Feedback from parents/ youth
4	Identify factors preventing participation in mission and then create an action plan to address these factors	January 2018	Outreach director and Youth minister	Feedback from parishioners. Plan presented to Outreach committee in Feb 2018.

## **WORSHIP COMMITTEE REPORT – provided by Maureen Sheehy**

**October 10, 2018**

**Attendees:** Bridgid Burdette, Miriam Burkart, Loretta Macaluso, Andrew Mason, Maureen Sheehy

**Meeting Began:** 7:00 pm

**Opening Prayer**

**Minutes** September minutes not approved - not enough members in beginning

**Committee Reports:**

1. Parish Council - gave update of all discussed
2. Bereavement - no attendance, had one funeral
3. Art & Environment - no attendance
4. Music - Andrew had rehearsal with Funeral Choir and has some new songs to share with Bereavement, is working with Bereavement for All Souls Service

**Old Business:**

Shared the update that was given to Father Bolte concerning Strategic Plan

Loretta mentioned again about Grant she was trying to obtain earlier, couldn't complete because not enough time for Priests to complete their part

**New Business:**

Request we meet at 7:30 pm instead of 7:00pm - - easier for couple members because of work conflict. Will send email to everyone to get feed back.

**Closing Prayer:** around 7:18 pm

**Next meeting:** November 4, 2018 Parish Center Kitchen: time to be announced 7 or 7:30 pm