

The St. Vincent Ferrer Parish  
Parish Pastoral Council Meeting Minutes  
April 24, 2019

Council Members Present	Council Members Not Present	Clergy and Guests Present
Father Dennis Jaspers, Pastor Terry Callan, Chairperson Jack Schwein, Vice Chairperson Mark Dunkley, Member-at-Large and Festival Commission Jodi Kastner, Member-at-Large Commission Representatives: Lisa Samson, Athletics Commission Denny Connor, Building & Finance Michael Beiting, Education Susan Aloisio, Worship Elaine Rairden, Recording Secretary	Travis Everly, Member-at-Large Julie Morency, Member-at-Large Chris Homan, Parish Life Bill Montel, Parish Life Commission	Aaron Hess, Pastoral Intern

<b>Agenda -- Information/Discussion</b>	<b>Action/Follow Up</b>
<p><b>I. Opening Procedures</b>            The regular meeting of the St. Vincent Ferrer Parish Pastoral Council (Council) held on April 24, 2019, was opened with a prayer led by Aaron Hess at 7:00 pm. The minutes of the March 20, 2019, meeting, which were distributed electronically to the Council prior to this meeting, were unanimously approved and posted to the parish website.</p>	

Agenda -- Information/Discussion	Action/Follow Up
<p><b>II. Items to be Discussed</b></p> <p>A. <u>Parish Council Election</u>                      Mr. Callan announced that the new members-at-large will be Tina Borchard and Ruth Connolly. They will begin their terms in June 2019, replacing retiring members Terry Callan and Mark Dunkley.</p> <p>B. <u>Celebrating the 50<sup>th</sup> anniversary of the church dedication on October 20, 2019, with Archbishop Schnurr</u></p> <p>1. <u>Progress report on fundraising for church renovation</u>                      Mr. Callan referred to the Building and Finance Commission report which was submitted to the Council. Mr. Connor, chair of the commission advised the amount pledged to date is \$128,276, of which nearly \$100,000 has already been given.</p> <p>The contract has been signed for the repair of the church kneelers and the work will begin in June 2019. Mr. Connor requested that Mr. Dunkley attend the May 1, 2019, meeting of the Building and Finance Commission and provide an update on the renovation. The commission will discuss renovation projects and the options to improve the ceiling lights in the church. Mr. Connor advised that the lighting project is not part of the renovation but will be a capital improvement for the 2019-2020 fiscal year and would be financed from the cash reserves in the existing budget.</p> <p>Mr. Dunkley requested that the Worship Commission, in order to prepare for future needs, develop a list of items which could be implemented to improve the church sanctuary environment and liturgical experience, such as an updated sound system with controls.</p> <p>2. <u>Progress report from ad hoc committee to plan the celebration</u>                      Ms. Aloisio advised that the members of the ad hoc committee are Jodi Kastner, Chris Homan, Bill Mountel and herself. She reviewed the activities planned for the celebration to be held on Sunday, October 20, 2019, beginning with a mass at 11:00 am at which Archbishop Schnurr will be the presider. The liturgy for the mass will be prepared by the Worship Commission with Father Jaspers.</p>	<p>Father Ryan Ruiz will visit the parish during the first week of May to “walk through” the sanctuary and church in order to offer suggestions for the renovation plans.</p> <p>Mr. Dunkley will attend the May 1, 2019, meeting of the Building and Finance Commission to provide an update on the renovation projects.</p> <p>The Worship Commission will develop a list of items which could be implemented to improve the sanctuary environment and liturgical experience. The list will be given to Mr. Dunkley.</p>

Agenda -- Information/Discussion	Action/Follow Up
<p><u>Progress report from ad hoc committee to plan the celebration – continued</u></p> <p>Ms. Aloisio advised that a catered reception will follow the mass in the Parish Center. No formal program is planned; however, the ad hoc committee is developing ideas where the school children, youth and adult parish groups would participate. A 50<sup>th</sup> anniversary logo is being created to be used on the bulletin, invitations, the website and other printed material to promote event. Invitations to the celebration will be sent to former pastors. Ms. Aloisio requested that Council members advise the ad hoc committee whether invitations should be sent to other individuals who have been affiliated with the parish. The celebration will also be promoted to the parishioners at All Saints.</p> <p>Father Jaspers the suggested that all the individuals who contributed to the 50<sup>th</sup> renovation fund be acknowledged in some way during the celebration. Ms. Aloisio will present the suggestion to the ad hoc committee for action.</p> <p>Mr. Connor advised that his father did the art work and produced the booklet for the dedication of the church and retained all the material related to the booklet. Mr. Connor will search his home for the material and will also check with the parish archives in the event the material was given to the office for safekeeping.</p> <p>C. <u>Initiatives to increase parish membership/appeal to youth</u></p> <p>Mr. Callan referred to the minutes of the March 20, 2019, meeting and the Council’s discussion of the excerpts from publication <i>Rebuilt</i>, III: Developing the Strategy. The general emphasis of the book is to make weekend liturgies inviting, presuming that when the liturgies are inviting, people will come back and thereby increase parish membership. Mr. Callan posed the question whether the parish should undertake the initiatives outlined in <i>Rebuilt</i> with the goal of increasing parish membership, recognizing the need to expand and enhance Sunday liturgies. Additional initiatives suggested by Mr. Dunkley were also discussed. It was noted that several of the <i>Rebuilt</i> initiatives are already being done in the parish; however, they were evaluated to identify whether they can be improved.</p>	<p>Ms. Aloisio will present the suggestion to the ad hoc committee that the individuals who contributed to the 50<sup>th</sup> renovation fund be acknowledged.</p> <p>Mr. Connor will search for his father material on his production of the dedication booklet and if found will give it to the ad hoc 50<sup>th</sup> planning committee for its meeting on May 13, 2019.</p>

<p style="text-align: center;"><b>Agenda -- Information/Discussion</b></p>	<p style="text-align: center;"><b>Action/Follow Up</b></p>
<p>1. <u>Teams to take care of functions outside the liturgies</u></p> <p>Greeters: The team of greeters at mass should be expanded to assure coverage at regular and special liturgies.</p> <p>Hospitality Weekends: The activity is currently held once a month to encourage social interaction among parishioners. This activity could be held more often.</p> <p>2. <u>Videotape mass and other liturgical celebrations and upload to parish website</u>                      It was noted that All Saints parish videotapes its masses for their website. Father Jaspers confirmed that the masses at All Saints are professionally videotaped by the firm StreamSpot. The company has set up the camera equipment and captures the sound and tapes are archived for four weeks. The system will also tape funeral and wedding liturgies. Having the mass tapes available is important to engage older parishioners who are homebound or for others unable to get to mass.</p> <p>3. <u>Collaborate with All Saints website team for technical assistance</u>                      Father Jaspers encouraged that All Saints and St. Vincent Ferrer, as parishes of a pastoral region, collaborate and the All Saints website team assist St. Vincent upgrade its site so that the two sites are consistent yet maintain their individuality.</p> <p>4. <u>Parish Festivals</u>                      Father Jaspers suggested that All Saints and St. Vincent combine their efforts to secure sponsors for their festivals as parishes of a pastoral region. It was suggested that each parish have a booth at the other's festival.</p> <p>5. <u>Outreach to youth</u>                      Recommendation to sponsor an event inviting youth from both parishes to a gathering in order to learn what they want from their church, to have an opportunity to share their faith and to demonstrate the parishes do care about them, as they are part of our family.</p>	<p>For details on the action items under agenda C. <u>Initiatives to increase parish membership/appeal to youth</u>, please refer to the recorded discussion of the five items under the Information/Discussion column of these minutes.</p> <p>Mr. Dunkley will contact StreamSpot for details of its videotaping service.</p>

<b>Agenda -- Information/Discussion</b>	<b>Action/Follow Up</b>
<p>Reach out to individuals who have graduated from St. Vincent school in the past few years inviting them to come together to discuss how the parish can serve best their population and provide spiritual, social and service events.</p> <p>Advise Jeff Rosfeld regarding the parish effort to reach out to the youth, asking for his advice. Also request that he speak to the St. Vincent eight-grade students next fall to encourage them to participate in the youth group.</p> <p><b>III Announcements</b> Next Council meeting date: Wednesday, May 15, 2019, at 7:00 pm, Room B.</p> <p><b>IV. Adjournment</b> The meeting of the Council was adjourned at 8:00 pm,</p> <p><b>V. Closing Prayer</b> Father Jaspers offered the closing prayer of the meeting.</p>	

Prepared by Elaine Rairden

Commission reports 4/24/19

**Athletics**

- No one has been willing to accept role of Athletic Director, so I will likely be staying on. Hope to do something similar to festival - have someone agree to shadow next school year and take on the following year
- Combining soccer with All Saints has gone well overall. A combined logo was developed for uniforms (school colors of AS and SVF are both green, which helped!). Looking to expand program to pre-k and older grades in the fall.
- Planning to meet with Shawn Pence in coming weeks to look at carpet samples for hallway. Hope to complete project this summer. Men's club might help with some funding for this as well.
- Will be doing best athlete and best sportsmanship awards for graduating 8th graders again, as well as personalized blankets for those who were involved in athletics at SVF.
- Fish fries were successful - with Duff stepping away, others jumped in to fill the roles he had done. Made a lot of changes and tried to reduce costs to increase profitability.

**Building and Finance**

**Financials**

Financial Report Review

- For next month, Kathy will revise the report to have capital expenditures showing at the bottom after the net results of revenue and expense. Doing this will more accurately show our Net vs. Budget and clarify the capital expenses being spent from reserve funds.

School Update

- Registrations as of 4/10/19
  - 138 in K-8, 10 in Preschool, 148 Total
  - 9 current students plan to return but have not completed registration
  - # students from St. Nicholas = 11
  - 50.7% Catholic, 49.3% Non-Catholic; up from current year at 40% Catholic
- Staffing Needs:
  - Kindergarten teacher – hired
  - Jr. High teacher – still recruiting
  - # Aides Part/Full Time – TBD

- Donation to School Technology Needs - \$20,000
    - Technology coordinator, principal, and Kathy determining best use of funds (new switches, laptop fleet, office computer, etc.)
- Budget 2019-20
- Budget was unanimously approved

### Building/Grounds

#### Church Interior Lighting Options

- Fr. Jaspers expressed his desire for improved lighting in the church. B&F concurred with better lighting using LED fixtures. Kathy will contact PRO Lighting & Solar, who had given us the previous bid, and get more information.

#### Parish Center & School – Tuck Pointing, Roof

- We've received 2 bids for tuck point work on the east side of the parish center and a small portion of the school; Hummel \$20,230 and Houston Bros. \$34,440. Kathy will review these with Pat Connor and get the work contracted. B&F was in agreement that the maintenance work had to be done to stop the leaks.
- Dalton repaired counterflashing between kitchen roof and parish center wall at no charge. Inspected barrel roof and edging and found no issues.

#### Other

- Cafeteria kitchen floor drain work is being done over spring break; estimate \$2,600.

### Other

#### 50<sup>th</sup> Birthday Campaign Fundraising as of 4/10/19

Pledged = \$116,193, received \$88,645

#### Pew/Kneeler Contract

- Contract has been presented to Haywood LLC and they are reviewing.
- Work will be scheduled to begin in June.

#### Other

- Church Restrooms – Mark Dunkley is getting bids for the work expected to be done

### 2018-19 B&F Meeting Schedule – 6:30pm in the School Library

- The May meeting will be held on May 1, 2019 at 6:30 in the school library due to scheduling conflicts. Financial reports will not be available for April but we will meet to discuss the church LED lighting and the 50<sup>th</sup> birthday projects. We hope to have Mark Dunkley present to give us an update on the birthday projects. If necessary, we may also have the lighting company present to discuss light fixtures.

## Education

Notes from the 3-25-19 meeting:

- We started the meeting with a prayer and Kim gave us an update on the status of the tests the students have to take
- The Iowa tests are finished but now they have to take the state tests which are currently underway
- She and the teachers have been screening potential new students and Mikki Dunkley will hopefully start shadowing Kim half days, once a week, to get a better understanding of the paperwork involved, day to day duties, etc. of being a principal
- Brian's ordination is April 27<sup>th</sup> and the First Communion here at SVF will be Brian's first Mass as deacon
- All the teachers are "in line" in terms of their Vocare certification
- The Theology of the Body religious program is coming back, most likely to be implemented next year
- For the Prep program next year, some of the grades will be combined due to the small number of children involved and the number of teachers involved (2<sup>nd</sup> and 7<sup>th</sup> grade will be left alone)
- The First Communion Jesus Day was Sunday, March 31<sup>st</sup> and First Communion is May 5<sup>th</sup> at the 11:00 Mass
- Confirmation retreat for next year has yet to be decided; a service based retreat through St. Clement might be offered as opposed to going to the Athenaeum
- RCIA has 16 people that will be welcomed into the Church; 4 are from St. Vincent
- Brian has some ideas for next year about joining both schools for a Mass, maybe 2 times a year
- We discussed future dates for our committee meetings: Aug. 26<sup>th</sup>, Sept. 23<sup>rd</sup>, Nov. 18<sup>th</sup>, Jan. 27<sup>th</sup>, Mar. 23<sup>rd</sup>, May 18<sup>th</sup>
- On May 18<sup>th</sup>, there will be a retirement party for Kim (Mass will be celebrated first then the party)
- Our next meeting is May 20<sup>th</sup>

School report:

- We have finished up Iowa Assessments for grades 2-7. Grades 2,5,6 and 7 also completed the CogAT. Grades 5-7 took the tests for the first time online. Grades 2-4 used paper tests. These are the standardized tests that all Archdiocese of Cincinnati schools take.
- Students in grades 3-8 who receive state scholarships will be completing state testing March 26-April 17.
- The 6<sup>th</sup> grade held their "Living Wax Museum" on March 13. Students researched a historical figure and portrayed them during the school day for the students and staff and in the evening for family and friends.
- Susie Gibbons, the superintendent of the Archdiocese of Cincinnati, will be visiting our school this Friday, March 29 from 12:30-2:00.
- We held our second Open House on February 13. We had 8 new families attend. We continue to give tours and conduct screenings. Currently our kindergarten is full with 24 students.
- We are finishing up the school calendar for next year. Our first day will be August 21.