

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
January 10, 2006  
7 pm  
St. Patrick's Church – Gretna

First Meeting of the St. Charles Borromeo Parish Pastoral Council (PPC)

Attendance: Fr. Hunke, Karen Callaghan, Phyllis Brunken, Katie Donahue, Kevin Donahue, Sr. Doris Durant, Margaret Iossi, Jerry King, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Sue Walters, Corey Watton. Guest: Mary Jo Husten.

Fr. Hunke opened the meeting with a reading from 1 Samuel 3:3b-10, 19. He asked for members to briefly share a recollection about a time when God called them.

Mary Jo Huston, retired from the Archdiocese of Omaha, distributed the Archdiocese of Omaha Parish Pastoral Council Handbook and information about the background and purpose the Parish Pastoral Councils. She stated that the Second Vatican Council in the Apostolate of the Laity and Christus Dominus, The Decree on the Pastoral Office of Bishops documents provide the foundation for a parish pastoral council.

“The purpose of the Parish Pastoral Council is to assist the pastor in developing and deepening the parish faith community in order to fulfill the mission of Jesus. As a consultative body, the council proposes a vision and direction for parish life.” (Parish Pastoral Council Handbook, 1994, 2.2) The Code of Canon Law states, “. . . a pastoral council is to be established whose responsibility it is to investigate under the authority of the bishop all those things which pertain to pastoral works, to ponder them and to propose practical conclusions about them.” Four words describe the focus of the Council – Word (the good news of Jesus), Worship, Service and Stewardship. The Council is the voice of the parish.

Council meeting agendas should be allocated one-third to prayer, one-third to education and one-third to business. The PPC is to develop Council guidelines which are submitted to Tim McNeil of the Archdiocese for approval.

One of the first activities for the Parish is to develop a Parish mission statement. Fr. Hunke suggested that the parishioners be asked to respond to the question, “In the year 2015, St. Charles Borromeo was identified as one the most vibrant parishes in the nation. What qualities have made it so?” Another approach would be to ask the parishioners to submit one word or one statement to describe St. Charles Borromeo.

Members discussed the Council's relationship with the Finance Committee and the Building/Planning Committees. Communication among the council and committees is very important. A member from each of the committees should attend the Council meetings. In addition, a Council member might attend the committee meetings. The committees are to support the mission and goals of the parish.

The members discussed when to hold Parish Pastoral Council meetings. The second Tuesday of each month was selected.

The Parish Pastoral Council, the Finance Committee and the Building/Planning Committee will have a joint meeting on January 24, 2006, at 7 pm at St. Patrick's for a presentation by Joe Lang on the Planning Process for building a church. The timeline from planning to begin building could be accomplished in 18 months.

The next meeting of the Parish Pastoral Council will be at 7 pm, February 14, 2006, at St. Patrick's. Chris Vos will lead the prayer and member reflection/sharing. Dawn Vondra and Sue Walters will provide refreshments.

February 14 Agenda Items:

1. Members are to determine leadership positions and select titles for those leadership positions. (Possible positions and titles: Chair/Facilitator, Vice-chair, Secretary/Recorder, Treasurer, Archdiocesan Pastoral Council Delegate)
2. Selection of members for leadership positions.
3. Terms for PPC members – stagger over a three-year period
4. Examine Parish and Council sections of the Parish Pastoral Council Handbook.

Respectfully submitted,  
Phyllis Brunken

1/17/2006

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
February 14, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Fr. Hunke, Karen Callaghan, Jerry King, Margaret Iossi, Chris Else, Sue Walters, Phyllis Brunken, Sr. Doris Durant, Stacey Kozisek, Dawn Vondra, Tom Parr, Chris Vos, Ryan Novacek, Katie Donahue, Corey Watton

Absent: Candy Higgins

**Welcome & Introductions** Fr. Hunke opened the meeting by welcoming everyone. Brief introductions among the group were made.

**Prayer & Member Reflection/Sharing** Chris Vos read a prayer that related to last week's readings. Reflections were shared among the committee by members.

**Distribution of Notebooks** Phyllis Brunken assembled and distributed notebooks to each member. These are to be used to contain all information regarding meetings.

**Leadership Position Determination & Titles** Leadership position title determinations were made by following the guidelines from the Parish Pastoral Council Handbook. At this time, we will not fill the position of Archdiocese Pastoral Council Delegate. Positions to be filled include President, Vice President and Secretary.

**Member Selection for Leadership Positions** Nominations were taken for the leadership positions and the committee unanimously selected the following individuals for positions:

President – Jerry King                      Vice President – Dawn Vondra  
Secretary – Stacey Kozisek

**Terms for PPC Members** The committee decided that terms for the members would be three years; with annual elections. Therefore, the terms for current council members varied from one, two or three years. The first nominations for new members will be taken in March 2007; elections held in April. The new members will join the existing committee during the summer while the former members will then be relieved of their responsibilities by the fall. The terms were determined as follows:

<u>1 Year</u>	<u>2 Years</u>	<u>3 Years</u>
Margaret Iossi	Jerry King	Chris Else
Sue Walters	Phyllis Brunken	Sr. Doris Durant
Stacey Kozisek	Dawn Vondra	Tom Parr
Chris Vos	Ryan Novacek	Katie Donahue
Corey Watton	Candy Higgins	

**Website** Positive feedback was given regarding the format and content of the parish website. Common questions and answer section regarding the building process, minutes of parish meetings, including member names only were two suggestions for additional

information. Father said there were over 10,000 hits on the website as a result of the Omaha World Herald article last week.

Father distributed the sample Parishioner Information Gathering Questionnaire that he received from Joe Lang. With a few minor recommendations, the form was approved by the committee. The questionnaire will be mailed to all parishioners as well as available at all masses.

**Parish Pastoral Council Handbook** At each meeting we will examine and discuss one section of the PPC Handbook. Fr. Hunke began with Part 1: The Parish, pages 1.1 – 1.2. We are encouraged to read ahead in preparation for the next meeting.

**Focus Group Topic Summary** Phyllis Brunken and Sr. Doris Durant gave a general overview of the Focus Group Topic Summary. The Social Justice group will be postponed for the time being. New groups during Lent will be a Scripture Study and its relation to personal life by Phyllis Brunken. Using the Little Rock Program, she will host this group in her home on a weekly basis.

**Reports from Finance Committee and Building/Planning Committee** The Building & Planning Committee and Finance Committee minutes will be submitted to the Parish Council.

On March 25<sup>th</sup>, the interviews for the architects will be conducted. Ryan Novacek will be the PPC representative in this process.

Father purchased several copies of the book, “Built of Living Stones”. He has a few available for members of the PPC to read at their leisure.

**Report of February 12 Parish Meeting** The February 12 Parish meeting was a success! Over 70 families were represented by over 100 members attending. There was a lot of discussion, feedback and recommendations were made.

**Religious Education Director** Fr. Hunke announced that Margaret Iossi has been hired to be the Religions Education Director of St. Charles. Margaret will be responsible for the adult education, baptism and RCIA programs.

**Mission Statement Development** A subcommittee consisting of Phyllis Brunken, Jerry King, Chris Vos and Candy Higgins will develop the parish mission statement. This statement will be given to the Capital Campaign Manager and the Architect.

#### **Miscellaneous**

- It was asked that the PPC receive a monthly report on the volume/growth of the parish as we continue to grow.
- In regards to public relations, a mailing to all households in the parish’s territory notifying them of our presence will go out.

- It was suggested that a sign be placed on the corner of 192<sup>nd</sup> and Chandler to announce our upcoming Church and School. Ryan Novacek is responsible for this project.

**Next Meeting:**

- March 14, 2006; 7:00 – 8:30 p.m.
- Refreshments – Chris Else
- Prayer – Corey Watton

**Closing Prayer**

Chris Vos read the closing prayer to conclude the meeting.

**Refreshments**

Refreshments were served by Dawn Vondra and Sue Walters.

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
March 14, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Karen Callaghan, Katie Donahue, Chris Else, Candy Higgins, Fr. Hunke, Margaret Iossi, Jerry King, Stacey Kozisek, Tom Parr, Dawn Vondra, Chris Vos, Sue Walters, Corey Watton,

Absent: Ryan Novacek, Sr. Doris Durant

The March 14, 2006 Parish Pastoral Council meeting was called to order by President Jerry King.

Copies of the February 14, 2006 minutes, March 14, 2006 meeting agenda and the updated Parish Pastoral Council roster were distributed to the committee by Stacey Kozisek.

Prayer and member reflection/sharing were led by Jerry King. The theme of the reflection was thanksgiving during this time of Lent.

The minutes from the February 14, 2006 meeting were approved. If anyone has any comments or changes, please notify Stacey Kozisek.

Reports on the Finance, Building/Planning, and Religious Education committee were given as follows:

- ⇒ **Finance Committee** – Due to the current minimal responsibilities and small activity for the Finance Committee, they have not met since the last PPC meeting. The frequency of their meetings will increase as the parish activities continue to grow. Bill Walters will be asked to attend PPC meetings on a monthly basis to continuously update everyone on their activities.
- ⇒ **Building/Planning Committee** – Ryan Novacek is the PPC representative for this committee; Father generalized the activity in Ryan's absence.
  - Ryan, Kent Furstenau and Joe Lempka are the designated parishioners that will advise/consult Father with the rectory building process. This sub-committee was created as a result of some concerns with the overall construction quality and process. They will work with the builder to ensure a smooth process until completion.
  - Karen presented a template of the sign that will be placed at the corner of 192<sup>nd</sup> and Chandler. The sign indicates the future site of St. Charles Borromeo Church and School and communicates current Mass times and location. The sign will make our parish more visible within the community.
  - At the recommendations from members of various committees, Father purchased a safe for the rectory and the current office. They should be arriving within the next few weeks.
  - Letters to request statements of qualifications to nine architects were mailed recently. Upon receipt, the building/planning committee will evaluate and request interviews with three to four of them. The interviews will be conducted by the end of April.
- ⇒ **Religious Education** – Margaret Iossi, Director of Religious Formation, gave several comments regarding the status of the program.

- She first recommended that the terminology “Religious Formation” be used in lieu of “Religious Education”. The term “Education” alludes to learning in the mind/head exclusively while the term “formation” refers to both the mind and the heart.
- There were several concerns about home-based CCD classes versus a central location. The Safe Environment rules played a key role in this decision. Margaret is actively seeking a central location for classes to be held. Tentatively she is looking at St. Patrick’s in Gretna on Thursday nights.
- To accommodate the parents of the CCD children attending the classes, she is looking at adding an Adult Faith Formation class for the parents during the CCD classes.
- The class range is being considered. Preliminarily CCD classes for 1<sup>st</sup> thru 8<sup>th</sup> grades will be available. Kindergarten may be available if there is enough interest.
- Currently confirmation classes are a two year program ending in the 9<sup>th</sup> Grade. Father agreed with this policy, it was tentatively agreed to continue with this program.

⇒ **Focus groups/prayer groups**

- The Scripture Study Program scheduled during Lent has been postponed due to lack of interest.
- The third Focus Group is now the nucleus of the Welcoming Committee. Details will follow as they are finalized.

⇒ **Parish Questionnaire feedback** – Thirty-eight questionnaires were completed and submitted to the building/planning committee for review. Nancy Miller is compiling the data. Jerry King will contact Nancy for a copy the results.

- *New parishioner recruitment* – St. Charles Borromeo currently has 175 registered families; netting approximately 300 members attending Mass each weekend.
  - In addition to the Welcoming Committee’s efforts, new name tags will be made for the Parish Council, Building/Planning and Finance Committee members. The name tags will note our participation in the respective committee. We will all make an extra effort to introduce ourselves to new members and to make them feel welcome in our community.
  - Suggestions/Recommendations from parishioners - It was recommended that upon receipt of a verbal suggestion, we are to thank the individual for sharing their response and ensure them we will communicate their recommendation to the committee. In addition, half-sheets of paper will be available at each Mass for parishioners to place their thoughts in writing. Father will include this information in the bulletin.
  - Karen and Father drafted a letter to all 3800 households in the St. Charles Borromeo jurisdiction. The letter will simply announce our presence and encourage them to attend the Mass. There will not be a postcard to return for requesting additional information. The letter will be mailed shortly.

⇒ **Lenten/Easter events** – Father commented that Gretchen Reeder School has given us permission to use the school during Holy Thursday, and Good Friday, in addition to the regularly scheduled weekend Masses.

- Music is currently being discussed.
- Gym decorations for the weekend Masses are pending. If anyone has ideas for decorations, please communicate them to the committee via e-mail. An Easter Candle and Palms are secured.

⇒ **Mission Statement**

- The Subcommittee consisting of Chris Vos, Candy Higgins, Jerry King and Phyllis Brunken has created a mission statement for the parish. The statement was handed out and created excellent talking points.
- The Council decided to propose the bible verse from John 13:35 as our statement, “By this shall all know that you are my disciples by the love that you have for one another.” The remainder of the statement proposal will be the basis for the Parish Vision Statement.
- Father will include this in his article for the bulletin as a proposed statement to the parish. We will all let this settle in our hearts, before finalizing at next month’s meeting.

⇒ **New business**

- Parish one-year anniversary celebration – Jerry asked that we all think about what to do for the 1<sup>st</sup> Anniversary of the parish celebration. This will be in July.
- Other new business:
  - Chris Vos recommended that we begin the process of creating a Parish Constitution. This will be discussed in more detail at the next meeting.
  - Tornado evacuation procedures during activities at Gretchen Reeder School was briefly discussed. The school’s tornado shelter is in the lower level that we do not have access to. Since a Millard District staff member is present during our activities, we feel they will give direction on this occasion when necessary.

⇒ **Parish Council – Education/study**

- This month the focus was on the expectations of the Parish Council President. The documentary for guidance was the “Council President’s Checklist” extracted from the Parish Pastoral Council Handbook, ivory page 1 under the “Council” tab.
  - The main expectations were to begin and end the meeting as scheduled, facilitate and encourage open discussion and keep the discussion on course; keep the atmosphere relaxed but active while being attentive to personal prayer; giving a brief evaluation of the meeting
  - Jerry encouraged everyone to use e-mail as our main source of outside communication between meetings

⇒ **Miscellaneous:**

- Parish scrapbook is being put together by Dee Stanzel.
- Sr. Doris Durant has accepted a position as Adult Religious Education in Kearney, Nebraska. Therefore she will no longer be a member of St. Charles Borromeo. We wish her peace and success in her new adventure.

⇒ **Closing Prayer** – Corey Watton gave a prayer of thanks prior to adjournment

⇒ Jerry adjourned meeting

⇒ Refreshments were served by Chris Else

⇒ Next Meeting:

- April 11, 2006 7:00 p.m. at St. Patrick’s in Gretna

- Prayer/reflection volunteer – Phyllis Brunken
- Refreshment volunteers – Tom Parr and Dawn Vondra

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
April 11, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Katie Donahue, Kevin Donahue, Chris Else, Candy Higgins, Fr. Hunke, Jerry King, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos

Absent: Karen Callaghan, Margaret Iossi, Sue Walters, Corey Watton

The April 11, 2006 Parish Pastoral Council Meeting was called to order by President Jerry King.

Prayer and Member reflection/sharing were led by Phyllis Brunken. The theme of the reflection was forgiveness.

The March 14, 2006 minutes were distributed and approved by the committee. One follow-up comment was made. During last month's meeting, concern about safety during a tornado was brought up. Dawn Vondra will confirm that the gymnasium serves as a tornado shelter.

Reports:

- ⇒ **Urban West Deanery Meeting Summary** - Fr. Hunke, Jerry King, Stacey Kozisek, and Margaret Iossi were St. Charles' representatives at the UWD meeting that was held at Christ the King parish on Saturday April 1, 2006. The purpose of the creation of the Deanery is to develop a pastoral plan for the next 10 – 25 years.
- ⇒ **Parish Questionnaire feedback** – Jerry King distributed the results of the parish questionnaire. He asks that we all review and will discuss in more detail during the May meeting.
- ⇒ **Building/Planning Committee** – Ryan Novacek updated the committee on the most recent activity. The B/P committee has received and reviewed the RFP's from 7 architects. The committee then narrowed the selection to 4 after thorough review of the RFPs. The four finalists are RDG Schutte Wilscam Birge, Leo Daly, Bahr Vermeer & Haecker, and Beringer Ciaccio Dennell Mabrey. Interviews are scheduled for April 17 and 18. Ryan also said there has been a lot of progress on the rectory as well. While no official completion date has been scheduled, they are anticipating that it will be done in July.
- ⇒ **Religious Formation Committee** – The summary of the St. Charles Borromeo Religious Formation Program was distributed and briefly discussed. Father explained that St. Pat's building is available on Thursdays, therefore the Religious Formation classes will be held on that day. It was also suggested that we look at having the classes after Mass on Sundays at Gretchen Reeder.
- ⇒ **Parish Membership** – Father indicated that we now have 180 – 185 registered families in the parish.

⇒ **Mission & Vision Statement:**

- Jerry King and Father Hunke led a brief prayer/reflection prior to the discussion of the mission statement. Father did not receive any responses from the Parish community. The basis of the discussion revolved around whether or not to use the scripture verse, and if so how to incorporate it in the statement. After lengthy discussion, the following statement was decided upon:

“To help everyone know Jesus, and his Church by the Love we have for one another” (John 13:34b, 35)

- The vision statement will read as follows:  
“St. Charles Borromeo Catholic Parish is a welcoming community, dedicated to becoming faith-filled members of the body of Christ.

As a faith community we commit ourselves to:

- Inspiring our parish members to prayerful worship and involvement in the sacraments.
  - Providing life-long, quality religious formation
  - Nurturing a spirit of active stewardship
  - Modeling an attitude of caring and service to those in need”
- We will pray and let these two statements settle in our hearts prior to the next meeting. In the meantime, please communicate your thoughts to the committee via e-mail. The final version of these two statements will be dated for future reference.

⇒ **New Business:**

- *Constitution:* A sub-committee consisting of Phyllis Brunken, Jerry King, Dawn Vondra and Stacey Kozisek will begin the creation of the Parish Constitution. They will update the PPC on their progress during the next meeting.
- *One Year Celebration:* Sunday, July 2, 2006 is the date for the one year celebration. The first Masses for the parish were held during 4<sup>th</sup> of July weekend in 2005, therefore this symbolic weekend was chosen. Dawn Vondra, Candy Higgins, Chris Else and Chris Vos will begin to make plans for this celebration. Father will note this in the bulletin to inform the parish community of the date.

⇒ **Parish Council Education/study:**

- As a result of the Urban West Deanery committee meeting and the upcoming Archdiocesan Pastoral Council Meeting, the focus of the education/study was the role of the APC delegate. Stacey Kozisek is the Archdiocesan Pastoral Council delegate for St. Charles Borromeo.

- Father Hunke also gave a summary of the Archdiocesan Pastoral Council's role as sharing faith and vocations among parishes in the archdiocese. Also discuss recommendations for common challenges, i.e. aging population, lack of Priests, etc.

⇒ **Pastor's Report:** Father reported on the following items:

- *Welcoming Committee:* The welcoming committee will meet to discuss the process in which to welcome new families into the Parish. It was recommended that the name tags of this committee be noted as the Welcoming Committee and or even be made a different color.
- *Baptism Class/Program:* Four families have signed up for the first Baptism Class, which will begin in June.
- *Other items:*
  - The architect will be chosen within the next few weeks. There is a meeting on April 23<sup>rd</sup> after Mass to discuss the results of the interviews and to approve the architect.
  - Father is working with The Steier Group to begin the Capital Campaign
  - Father will be gone the last week in April to the National Federation of Priest Councils in the Twin Cities.

⇒ **Closing Prayer:** Phyllis Brunken led the committee in the closing prayer.

⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.

⇒ **Next Meeting:**

- Tuesday May 9 at 7:00 at St. Patrick's in Gretna
- Prayer/reflection volunteer: Candy Higgins
- Refreshment volunteer: Stacey Kozisek

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
May 9, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Katie Donahue, Fr. Hunke, Margaret Iossi, Jerry King, Stacey Kozisek, Dawn Vondra, Chris Vos, Sue Walters, Corey Watton

Absent: Kevin Donahue, Chris Else, Candy Higgins, Ryan Novacek, Tom Parr

The May 9, 2006 Parish Pastoral Council Meeting was called to order by President Jerry King.

Prayer and Member reflection/sharing were led by Jerry King.

The April 14, 2006 minutes were distributed and approved by the committee. One follow-up comment and one correction were made.

- Dawn Vondra confirmed with the Reeder Elementary staff that the gymnasium serves as a tornado shelter.
- A change in wording referencing the Mission & Vision statement was recommended. The two statements were proposed while the minutes indicated that the statements were finalized.

Reports:

⇒ **Building/Planning Committee** –

- All committee meeting that was held on April 23<sup>rd</sup> to decide upon architect went well. Father received support to have Phase 1 of the building process to include the beginnings of a school and a parish hall.
- BCDM was delighted to be chosen as the architect.
- With the progress on the rectory, we are hopeful to move out of the temporary rectory in Gretna within the next few months. Since St. Pat's in Gretna has been so gracious to us, it was recommended that we do something for Fr. Grewe to thank him for his hospitality. A recommendation would be to give him a gift certificate to Lanoha Nurseries for him to use personally.

⇒ **APC Meeting in Blair** – Stacey summarized the Spring Regional meeting in Blair that she attended. The topic was “Renewing the Art of Celebration”, presented by Brother William Woeger. Overall the presentation addressed the question, “How can we more fully understand and actively participate in liturgy and prayer experiences that compel us to grow in faith and to live our faith?”

⇒ **Religious Formation**

- Congratulations to Margaret Iossi who recently received her Master's Degree of Pastoral Studies with a focus in Spirituality.
- Religious Formation:
  - There was a high volume of concern from the parish family about having the Religious Formation classes this fall on Thursday

nights. Margaret was able to coordinate with Beadle Middle School to have the classes held there on Wednesday from 7:00 p.m. to 8:00 p.m. Roughly, the cost to the parish will be \$187 - \$200 per month from September thru April. Currently there are only about 20 students enrolled; they are planning on around 100 students.

- With the date and location confirmed, Margaret can now focus her time on finalizing the ministry team, choosing textbooks, etc.
- Baptism Ministry team has been formed, chaired by Jennifer Novacek; training for this team will begin on May 20<sup>th</sup>.
- RCIA – This program is in the formation stages. Margaret is planning on using the school year model until we have our own space to utilize.
- A question was posed to have a Religious Formation committee at this time? We may not need it now, however it may be needed in the future.

⇒ **Parish Membership** – Father stated that we now have over 200 registered families in the parish. The welcome letter to the parish jurisdiction was recently mailed; while the parish office did not receive a high volume of response to the letter, it was a good avenue to make our presence known.

⇒ **One Year Celebration** –

- The Parish One Year Celebration is scheduled for Sunday, July 2<sup>nd</sup>.
- Chris E. researched the availability of renting shelters at Lake Zorinsky. However, we have permission to use Reeder Elementary that weekend as well. The PPC decided that the school would be the best location for the celebration.
- Dawn Vondra, Sue Walters, Katie Donahue, and Corey Watton will discuss the details of this celebration – food, activities for kids, etc. They will work with Travis Martin to incorporate the Knights of Columbus as part of the celebration.
- Tentative times for the celebration are set from 11:30 – 3:00.

⇒ **Constitution Committee** –

- The correct terminology uses the word “Guideline” rather than “Constitution”.
- The Committee was not able to meet as planned. Jerry distributed the Council Guidelines Checklist (Appendix B – from the PPC Handbook) for the PPC to review for the next meeting.
- Phyllis received Guidelines from Deacon Tim McNeil that St. Vincent de Paul, St. Robert Bellarmine, St. Bernards, and St. Stephen the Martyr have created. She gave these copies to the Guideline committee to review.

⇒ **Mission & Vision Statement:**

- Chris Vos distributed a good article that defines the differences between the mission and vision statements.
- Not everyone was comfortable with the proposed statement that was discussed at last meeting.

- After lengthy discussion, the final mission statement is as follows:
  - To be Christ for one another, living the commandment of Jesus: “As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another.” John 13:34b, 35

**New Business:**

⇒ **Term Limits for Ushers & Lectors, Etc:** Since we are growing so rapidly, we need to make sure we involve the new parishioners into our community. A question was posed, do those who have been participating for a while need to step aside to allow the new parishioners the opportunity to participate in Liturgical Ministry? If the new parishioners want to be involved, we need to continue to invite them and welcome them into the parish.

- To give the parish community the opportunity to learn about themselves, it was proposed to have a “Called and Gifted” workshop within the next year or two. They can learn where their gifts and talents are and how they can best be used in the Church. This would be an excellent Lenten program.
- This topic was discussed at length, however no action was taken.

⇒ **Steve Narans presentation** – Steve Narans, a friend of Stacey, was very active in the St. Patrick’s in Fremont building process a few years ago from start to finish. Steve has offered to speak to the St. Charles PPC about the hurdles they encountered, how they received parish community support, answer any questions we may have. He can give us advice on how to empower the community and share with us what his experience has been in Fremont, and any items we should keep in mind as we go thru this process.

- The committee decided that if they would find this beneficial. Stacey will invite Steve to the next PPC meeting, where he will speak for approximately ½ hour.

⇒ **Refreshment Volunteer** - Sue Walters will provide treats for the next meeting.

⇒ **Pastoral Report:**

- St. Charles is experiencing a growth spurt. Last Sunday there were approximately 200 people at the 10:00 Mass. Father will monitor the attendance over the summer and make adjustments to the Mass schedule as he sees necessary.
- Karen Callaghan’s last day is this Friday. Lisa Snyder has assuming her responsibilities and is training with Karen this week. The PPC will send her a card and a gift certificate to Lanoha Nurseries.
- Bill Walters reported that the Finance Committee is meeting with the Steier Group, who is assisting them on the Capital Campaign.
  - The Steier Group will conduct a Feasibility Study to determine the parish community expectations, ability to financially contribute to the project, etc.

- ⇒ **Education/Study Archdiocesan Pastoral Council** – Jerry distributed information on the Archdiocesan Pastoral Council. Due to meeting time constraints, this piece was not discussed. Jerry asked that we review the information so it can be discussed at the next meeting.
  
- ⇒ **Closing Prayer:** Jerry led the committee in the closing prayer.
  
- ⇒ **Meeting Adjournment:** Jerry adjourned the meeting.
  
- ⇒ **Next Meeting:**
  - Tuesday June 13 at 7:00 at St. Patrick's in Gretna
  - Prayer/reflection volunteer: Candy Higgins
  - Refreshment volunteer: Sue Walters

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
June 13, 2006; 6:00 – 7:00 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Kevin Donahue, Fr. Hunke, Jerry King, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Sue Walters, Corey Watton

Absent: Katie Donahue, Chris Else, Candy Higgins, Margaret Iossi

The June 13, 2006 Parish Pastoral Council Meeting was called to order by President Jerry King.

Prayer and Member reflection/sharing were led by Candy Higgins

The May 14, 2006 minutes were distributed and approved by the committee. It was confirmed that the mission statement uses the word “command” rather than “commandment” in the wording. The corrected April meetings were distributed as well.

#### **Reports:**

##### **⇒ One Year Celebration:**

- Dawn Vondra and Chris Vos have actively been planning the celebration planned for Sunday July 2<sup>nd</sup> from 11 - 3. Several vendors have been solicited to donate the meat, condiments, drinks, and paper products. They have also been coordinating duties with Chris Martin of the Knights of Columbus, who will do the grilling.
- They are estimating 300 people will attend the celebration
- The parish community will bring either a side dish or dessert. The food will be served inside the gym; however everyone is welcome to congregate outside.

⇒ **Guideline Committee:** A rough draft of the guidelines has been written that the committee is currently reviewing. A report will be given at the next meeting.

⇒ **Religious Formation Committee** –A summary, drafted by Margaret, was distributed since she was unable to attend the meeting. No further discussion was held on this topic.

⇒ **New Members** - Father reported that St. Charles has between 225 – 250 families.

#### **New Business:**

##### **⇒ Fall Retreat Ideas**

- It was recommended that all three committees (Building and Planning, PPC, and Finance Committee) gather together one afternoon as an offsite retreat. The gathering will take place from 9 – 3 on a Saturday in either September or October. Several locations were recommended.
- This creates an excellent opportunity for the members to get to know one another and to grow spiritually. Topics could include creating goals/objectives for the upcoming year; discuss what it means to be in a

leadership role in a new parish, how we improve ourselves, and how to have new members feel welcome and part of the parish.

- Stacey will invite Steve Narans to speak to the groups, once a date and place is determined.
- Chris Vos will coordinate this retreat.

⇒ **New Committees**

- Dave Beringer of BCDM has assisted the Building and Planning Committee in creating sub-committees, of which members of the B/P are chairs and vice-chairs.
- Some of the sub-committees include education, worship, communication, prayer, administration, and gathering spaces.
- They have seen great response from the community when requesting volunteers to participate on these committees. The education committee alone has 20 people; all others have approximately 5 – 10 members.

⇒ **July Presentation**

- Since the July meeting is abbreviated due to the Steier Group presentation following the PPC meeting, Steve Naran's presentation has been postponed.

⇒ **New Business:** No other business was reported.

⇒ **Pastor's Report:**

- Father briefly discussed the presentation from the Steier Group, which was held immediately following the PPC meeting. They will review the results of the feasibility study.
- Rectory update: A new person appointed and employed by the builder is now overseeing the construction of the rectory. Realistic expectation of a completion date will be August or September.

⇒ **Closing Prayer:** Candy led the committee in the closing prayer.

⇒ **Meeting Adjournment:** Jerry adjourned the meeting.

⇒ **Next Meeting:**

- Tuesday July 11 at 7:00 at St. Patrick's in Gretna
- Prayer/reflection volunteer: Tom Parr
- Refreshment volunteer: Candy Higgins

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
July 11, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Katie Donahue, Kevin Donahue, Candy Higgins, Fr. Hunke, Jerry King, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Sue Walters,

Absent: Chris Else, Corey Watton

The July 11, 2006 Parish Pastoral Council Meeting was called to order by President Jerry King.

Prayer and Member reflection/sharing were led by Tom Parr.

The June 13, 2006 minutes were distributed and approved by the committee.

#### **Reports:**

##### **⇒ One Year Celebration:**

- Chris Vos reported that approximately 300 people were served at the celebration that was held on Sunday July 2<sup>nd</sup> from 12 - 2.
  - Vendors who donated items were Hy-Vee, Bakers, LaRue Coffee, and Wal-Mart. Father sent thank you letters to those vendors for their generosity.
  - Chris had several recommendations for improvement and enhancement for next year's celebration. Chris & Beth Vos have volunteered to chair the committee for next year. Overall, everyone enjoyed themselves and it was a success!
  - Father reported that roughly 100 people toured the rectory.
  - The World Herald interviewed Chris about our celebration. A brief article was in the Saturday July 1<sup>st</sup> newspaper. The Catholic Voice did not respond to our requests to announce the celebration.

##### **⇒ Finance Committee:**

- Bill Walters reported that the Finance Committee approved the continued use of the Steier Group for the Capital Campaign.
- They have developed a budget for the next fiscal year, which was submitted on June 1<sup>st</sup>. Going forward the PPC will approve the budget prior to submission.
- St. Charles currently has 223 families with 192 regularly contributing
- The Steier Group will meet with the volunteers on July 19<sup>th</sup> to assist with recruitment.
- There will be a kickoff meeting for the capital campaign within the next couple of weeks. Father is trying to reserve the Bellbrook clubhouse and would like to invite the entire parish community.

- There was a lengthy discussion on capital campaign, different methods of communication of the campaign to the community, and how to respond to negative feedback/perceptions of the overall campaign.
- ⇒ **New Committees** – Sub-committees created by BCDM are somewhat at a standstill. It difficult for them to proceed until the capital campaign is completed.
- **Communication Committee:** The PPC concern is how questions regarding the building/planning process will be handled, who will respond to the questions.
- ⇒ **Building/Planning Committee** - BCDM meeting with sub-committees was held recently to discuss their existence, responsibilities, how the individual committees fit into the master plan.
- **Rectory** – There are no new concerns on the progress. Things appear to be going better now with the new leadership from the builder. They are looking at mid-August as a realistic completion date.
- ⇒ **Religious Formation** – There are approximately 40 – 50 children signed up for Religious Formation this Fall; anticipating under 100 students. Materials are ordered, everything is falling into place so far.
- ⇒ **Fall Retreat**
- Chris Vos has invited the members of the 3 committees to the Fall Retreat; He had 29 members respond that they would be attending; 12 not able to attend; 12 no response and 1 possibly will attend.
  - There was a question whether or not spouses were invited. At this time, we are asking that only committee members attend.
  - The PPC would like to see the retreat be centered around team building, creating goals, and spirituality.
  - Father has someone in mind who could be a featured speaker and facilitator. Both will be invited to attend.

#### **New Business:**

- ⇒ **Goals for 2006 – 2007 Year**
- Jerry posed the following questions to the PPC: what do we want to accomplish for the next year? What do we envision the Council doing over the next year?
  - The PPC decided that we should wait until the PPC Guidelines are completed prior to setting goals.
  - Short-term goals that are already completed that we should include are the following: the mission statement completed, created subcommittees, 1<sup>st</sup> Year Celebration, capital campaign
- ⇒ **Guidelines Committee** – The Guidelines Committee will meet with Father to discuss and finalize a few items on the guidelines. The guidelines will be finalized and submitted to the PPC for approval soon.

- ⇒ **Refreshment & Prayer Volunteers** – Jerry asked that we sign-up for reflection/treats for the remainder of the year.
- ⇒ **Pastor's Report**
  - Father did not have anything additional to add.
- ⇒ **Parish Council study**
  - Jerry distributed a questionnaire for each PPC member to complete. The questions are centered around goals for the council and for each individually as a member. Jerry asked that we answer the questionnaire and respond by July 25<sup>th</sup>.
  
- ⇒ **Closing Prayer:** Tom Parr led the committee in the closing prayer.
  
- ⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.
  
- ⇒ **Next Meeting:**
  - Tuesday August 8 at St. Patrick's in Gretna
  - Steve Narans will present from 7:00 – 7:30
  - Meeting from 7:30 – 9:00
  - Prayer/reflection volunteer: Chris Vos
  - Refreshment volunteer: Sue Walters

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
August 8, 2006; 8:00 – 9:00 p.m.  
St. Patrick's Catholic Church Library

Attendees: Phyllis Brunken, Kevin Donahue, Chris Else, Fr. Hunke, Jerry King, Stacey Kozisek, Ryan Novacek, Dawn Vondra, Chris Vos

Absent: Candy Higgins, Tom Parr, Corey Watton

Prayer was led by Chris Vos.

The meeting was prefaced by a presentation by Steven Narans. Steve, a member of St. Patrick's in Fremont, communicated his experience in building a new church, raising funds, and obtaining the community support during the process.

After completion of Steve's presentation, the August 8, 2006 Parish Pastoral Council Meeting was called to order by President Jerry King at 8:00 p.m.

The July 11, 2006 minutes were distributed and approved by the committee.

#### **Reports:**

##### **⇒ Fall Retreat**

- Chris Vos reported that Mary Jo Houston will serve as facilitator for the Fall Retreat. Thoughts on the format of the retreat would include discussion of the mission statement and what it means to each person, a presentation by Fr. Jim Cain, and setting goals for the parish.
- Chris will finalize the format of the day with Mary Jo.
- Currently there were 35 committee members who have committed to attending the retreat.
- The attendees will be responsible for paying for their lunch (\$6); the parish will take care of the remainder of the finances for the retreat.
- Father will send a letter to the committee members regarding the retreat.

##### **⇒ Finance Committee**

- The financial statements were reviewed and discussed how the accounting is coming along.
- Omaha State Bank will present at next Finance Committee meeting to discuss their services.
- Father distributed copies of the 2006/2007 operating budget that was submitted to the Archdiocese prior to the June 1 deadline. Going forward this will be distributed for approval during the May meeting. No further discussion was held regarding this topic.

⇒ **Guidelines Committee**

- A draft of the guidelines was distributed by the guideline committee. The council reviewed and discussed the content.
- Updates to the guidelines will be made and distributed to the council within the next couple of weeks, with the intent that they will be approved at the next meeting.

⇒ **PPC Membership**

- Recently two council members submitted their resignation to be effective immediately: Sue Walters and Katie Donahue. Father will recruit a member of the parish community to fill the vacancy left by Sue; since Katie's spouse, Kevin, is currently a member of the PPC, her position will not be replaced.

⇒ **Pastor's Report**

- The campaign is off to a great start; the kickoff party was a success.
- The "Feed My Sheep" Archdiocesan campaign will be launched shortly after our capital campaign is completed. Father will address the timing and expectations with the parish at the appropriate time.
- The rectory is scheduled to close August 25<sup>th</sup>. The Knights have offered to move the parish office. Father is actively putting together the chapel.
- John Hoich has donated \$10,000 in landscaping services. There have been volunteers from within the parish to landscape the rectory as well.

⇒ **Closing Prayer:** Chris Vos led the committee in the closing prayer.

⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.

⇒ **Next Meeting:**

- Tuesday September 12 at St. Patrick's in Gretna
- Meeting from 7:00 – 8:30
- Prayer/reflection volunteer: Kevin Donahue
- Refreshment volunteer: Ryan Novacek

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
September 12, 2006; 7:00 – 8:30 p.m.  
St. Patrick's Catholic Church Library

Attendees: Fr. Hunke, Phyllis Brunken, Kevin Donahue, Candy Higgins, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Corey Watton

Absent: Jerry King

The meeting was called to order by Vice President Dawn Vondra.

Opening prayer was led by Kevin Donahue.

The August 8, 2006 minutes were distributed and approved by the committee.

**Reports:**

⇒ **Finance Committee**

- We are at \$875,000 pledged to date for the Capital Campaign.
- Bill Walters reported that Omaha State Bank is interested in financing the rectory and church. They participate in the Nebraska Education Finance Authority program that allows tax exempt interest on loans.
- Casey Lempka and Bill Walters will review the campaign expenditures along with an appointed person from the Building/Planning committee.
- Dave Volkman has created several financial projections for the parish. His report is very technical and difficult to explain; therefore it was proposed that we invite Dave to the October PPC meeting to review his information. Dawn Vondra will extend the invitation to him.

⇒ **Building/Planning Committee**

- Father was able to close on the Rectory Monday, September 11. The parish office must be out of Gretna by Friday, September 15<sup>th</sup>. Due to timing, the KC's are doing as much as they can, however Two Men and a Truck were hired to move the big items.
- BCDM meets with the Building/Planning committee next week.
- Approximately 15-20 people are attending the St. Francis Catholic Church visit in West Des Moines on September 29<sup>th</sup>.

⇒ **Religious Formation**

- Margaret Iossi is now mentor to Jackie Schuler and Amanda Hoeke for the RF program. Jackie & Amanda have assumed the duties that Margaret left behind as RF Directors.
- The first children's liturgy was held during the 10:00 Mass on September 10<sup>th</sup>. Between 30-40 children were in attendance.

⇒ **Fall Retreat**

- Chris Vos met with MaryJo Houston to finalize the Fall Retreat. Msgr Jim Cain will speak for approximately thirty minutes followed by thirty minutes of questions and answers. Chris asks that we bring 1 or 2 questions for him.
- MaryJo will facilitate the session, with an activity of “thinking outside the box” while we get to know each other, and create goals for the next year.
- Chris said 30 people are attending and has given directions to the Camp Carol Joy Holling Retreat.

⇒ **Feedback from Steve Narans’ presentation**

- Everyone enjoyed Steve’s presentation and found it very beneficial. The common theme that everyone walked away with surrounds communication. To quote Steve, “just when you think you communicated enough, communicate more”.

⇒ **Pastoral Council Guidelines**

- Stacey will add the signature lines for each PPC member on the last page. The guidelines will be available for members to sign at the retreat on Saturday.
- It was recommended that the guidelines are added to the website. While we were on the topic of the website, it was recommended that the liturgy schedules be kept on the site longer. Stacey will talk to Lisa about this recommendation.
- Ryan Novacek motioned that the PPC guidelines be approved, with Phyllis Brunken seconding that motion. They were passed unanimously.

⇒ **Arch Diocesan Survey**

- Jerry King was invited to attend a “Coworkers in the Vineyard of Faith Festival” on September 23<sup>rd</sup>. This is a retreat focused on PPC leaders to help them define with goals for the year and how to implement them.

⇒ **Arch Diocesan Meeting**

- Jerry King will attend this meeting on September 26<sup>th</sup>.
- A survey created by the Outreach and Inclusion Committee was distributed to the PPC members for completion. Dawn asked that we complete and return to Jerry on Saturday.

⇒ **“Feed My Sheep” Archdiocesan campaign**

- This campaign will be launched shortly after our capital campaign is completed. Father will present this to the parish as a time of affirmation and consolation, stewardship and what it means.
- Phyllis Brunken and Cindy Rupp will assist with the paperwork for this campaign.
- The Parish goal is \$8,000, which Father anticipates will be easily met.

- ⇒ **Parish house warming**
  - Phyllis is coordinating the rectory open house for the parish this weekend.
  
- ⇒ **Parish Guidelines:**
  - This was discussed; however it was decided to table this project until next year.
  
- ⇒ **PPC Education**
  - Dawn asked for our ideas for our education piece during our meetings. It was recommended that this piece be worked through the President or have a person responsible for the education portion of the meetings.
  - Since this is a new year, Dawn wanted to determine if we needed/wanted to expand our education piece outside of the PPC Handbook.
  
- ⇒ **Pastor's Report**
  - **New PPC Members** – Father has not had recruited any new members to replace Sue Walters and Chris Else.
  - **New Parish Members** - Craig and Lu Vavak are working on the welcoming kits for new members. We are continuing to grow.
  - **Mass Times** - The 10:00 Mass has consistently been at capacity. Therefore, Father has proposed that the Sunday Mass times be changed to 9:00 and 11:00 rather than 8:00 and 10:00 to possibly dilute the 10:00 attendance. He is polling the parish and will let us know. He is reluctant to add another Mass as he does not want to lose the community “meet-and-greet” before and after each Mass.
  
- ⇒ **Closing Prayer:** Kevin Donahue led the committee in the closing prayer.
  
- ⇒ **Meeting Adjournment:** Dawn Vondra adjourned the meeting.
  
- ⇒ **Next Meeting:**
  - Tuesday October 10
  - Meeting from 7:00 – 8:30
  - Prayer/reflection volunteer: Jerry King

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
October 10, 2006; 7:00 – 8:30 p.m.  
Parish Rectory Basement

Attendees: Fr. Hunke, Phyllis Brunken, Kevin Donahue, Jerry King, Stacey Kozisek,  
Dawn Vondra, Chris Vos, Corey Watton

Absent: Candy Higgins, Ryan Novacek, Tom Parr,

The meeting was called to order by President Jerry King.

Opening prayer was led by Jerry King.

The committee welcomed two new members, Paula Betzold and Chad Kathol.

The business meeting was prefaced by a presentation by Finance Committee Chairman Dave Volkman. Dave presented budgetary projections to the PPC that he calculated.

Upon conclusion of Dave's presentation, the meeting began.

The September 12, 2006 minutes were distributed and approved by the committee.

**Reports:**

⇒ **Finance Committee**

- No report was given since Dave presented prior to the business meeting.

⇒ **Building/Planning Committee**

- A meeting with BCDM was held to develop a basic model of the site.
- Once BCDM develops the model the Building/Planning committee will approve.

⇒ **Capital Campaign**

- We hit the \$1 million goal!!

⇒ **Personnel Changes**

- Lisa Snyder has accepted employment elsewhere; and her last day is Friday, October 13.
- Upon Lisa's recommendation, the position has been broken into two separate responsibilities.
- Business Manager position was created to work 3-4 hours/day. Jim McCune has accepted this position.
- Diane Boni will be the Administrative Assistant on a full-time basis.
- Both individuals start on Monday, October 16.

⇒ **Parish Guidelines**

- All PPC members need to sign the guidelines prior to submission to the Archbishop for his approval.

⇒ **Fall Retreat**

- Jerry distributed a Summary of the Retreat that was held on September 16<sup>th</sup> for the PPC, Building/Planning Committee, and Finance Committee members.
- The focus of the day was centered on the mission statement. There continues to be a tremendous spirit within the parish community. Our charge as leaders of the parish is to channel that spirit into not only numbers but into stewardship, spirituality, and prayer. The talking points of the day tied these two pieces together.

⇒ **Arch Diocesan Meeting**

- Jerry King attended a meeting on September 26<sup>th</sup> for PPC presidents to educate them on the role of the parish council. A session that Jerry attended focused on strategic planning of a parish and defined the role of the pastoral council. The theory behind a PPC is to find and instill that vision of the parish community; the details of fulfilling this vision should be left to others.
- Jerry asked the PPC to read and be prepared to discuss the article, “Parish Pastoral Council: A Leadership Community” at the next meeting. He will send us another article to read for the next meeting as well. The topic of the article is trust.
- A last challenge is to compare the results from the Fall Retreat with the parish council evaluation results/goals that were compiled a few months ago. There are several common themes between the two documents.

⇒ **Miscellaneous:**

- *Religious Formation* – All religious formation and children’s liturgy instructors have received Safe Environment training. The RF directors are ensuring that the Archdiocesan guidelines are being met.
- *Stewardship* – Another member asked if a reminder could go out to the parish to continue to help put chairs away after the 10:00 Mass. Father will incorporate this into his announcements.
- *TownHall Meeting* – Since the parish has met the campaign goal, a townhall meeting is in the works. Father would like to wait until BCDM and the Building/Planning committee has had the opportunity to approve the basic plans. With the time that this will take and with the upcoming holidays, a meeting will be held in January. Father will announce this to the parish so they are informed and are aware of what is happening.
- *Celebration* – Father thought that it would be fun to host a celebration for the parish since we met the campaign goal. A pot-luck from Noon – 2:00 will be held at Gretchen Reeder on November 19<sup>th</sup>.

- *Christmas Party* – The PPC would like to host a holiday party for the three committees (Parish Council, Building/Planning, Finance). Phyllis will check on the availability of the Bellbrook Clubhouse and will extend the invitation to the other committee members. This will be adults only.

⇒ **Change in Mass Times**

- The 10:00 Mass has consistently been at capacity. Therefore, Father has proposed that the Sunday Mass times be changed to 9:00 and 11:00 rather than 8:00 and 10:00 to possibly dilute the 10:00 attendance.
- Concern was voiced as to whether or not this will solve the problem. Speculation is the 9:00 attendance will equal or exceed the current 10:00 attendance and the 11:00 attendance will be similar to the 8:00 numbers.
- Father will take a straw poll over the next couple of weekends to obtain a feel of which mass will be the most popular.

⇒ **Closing Prayer:** Jerry King concluded the meeting with closing prayer.

⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.

⇒ **Next Meeting:**

- When: Tuesday November 14
- Times: 7:00 – 8:30 p.m.
- Where: Rectory Basement
- Prayer/reflection volunteer: Phyllis Brunken

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
November 14, 2006; 7:00 – 8:30 p.m.  
Parish Rectory Basement

Attendees: Fr. Hunke, Paula Betzold, Phyllis Brunken, Candy Higgins, Chad Kathol, Jerry King, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Corey Watton

Absent: Kevin Donahue

The meeting was called to order by President Jerry King.

Opening prayer was led by Phyllis Brunken.

The October 10, 2006 minutes were distributed and approved by the committee.

### **Reports:**

#### **⇒ Finance Committee**

- Jim McCune will begin reporting the on the Finance Committee at the PPC meetings as necessary.
- The capital campaign is now finalized since we have hit our goal.
- The feedback from Dave Volkman's presentation was very positive. He did a great job explaining his projections and relating them to reality. Father would like Dave to present his demographic projections to the parish at the January town hall meeting.
- Currently we have 275 – 300 registered families. Is the parish growth currently meeting the projections of the archdiocese? Father feels we are, and is happy with the pace of our growth.

#### **⇒ Building/Planning Committee**

- Ryan attended a Building/Planning committee meeting with BCDM. The team came to a consensus on a direction so now there is information to report for the January town hall meeting.
- The committee has asked BCDM to provide rough estimates of the drafts to give to the community an idea of costs during the town hall meeting.

#### **⇒ Town Hall Meeting**

- The next town hall meeting will be held on January 7 from 1 – 3 at the Bellbrook Clubhouse.
- The purpose would be to obtain parish community feedback on the drafts and ideas. Also to give parishioners the opportunity to voice their concerns.
- The drawings that will be shown during the meeting are very tentative and may be changed upon feedback from the community.
- The community will receive a lot of good information and will have the ability to form own opinions based on this information.

- For example, if we build the school first, is it affordable to build and maintain? If we build the Church first, what are the pros and cons of this?

- The Council is hopeful that there will be a good turnout and has been given the directive to encourage participation within the community.
- The meeting will be for adults only, no lunch will be provided.
- Opportunities for small group discussion will be given.
- Facilitators would be representatives from BCDM and possibly Joe Lempka, as the Building/Planning Committee chairman.
- It was recommended that a summary of the meeting be available for everyone to review on the website and/or bulletin.
- Phyllis Brunken, Lou Vavak and Nancy Miller are creating the survey to distribute to the entire community as another avenue for obtaining feedback.
- A recommendation was to ask BCDM to be available after Masses on one weekend to answer questions from parishioners upon completion of the survey data.

⇒ **Religious Formation**

- Children's Liturgy will be held during the 9:00 Mass. If there is a need to have the Liturgy held during the 11:00 Mass, this will be addressed.

⇒ **Campaign Celebration**

- The Capital Campaign celebration will be held on November 19 from Noon – 2:00.
- All leftover food will be donated to the Stephen's Center.
- Cali Watton is coordinating a fundraiser for the parish with Coldstone Creamery. They will be available for parishioners to purchase pies or vouchers during the celebration. Proceeds will go to the parish.

⇒ **Fall Forum**

- Stacey Kozisek attended the APC Fall Forum in October.
- The premise of the meeting was to discuss and reevaluate the deanery boundaries within the Omaha area and rural areas.
- Each deanery gathered and discussed the proposed demographic areas.
- Since final approval is made by the Archbishop, Stacey could only summarize the discussion.

⇒ **Milan Trip**

- The trip went so well, Father is pondering the idea of sponsoring another trip next summer. If this progresses, he will communicate the details as they are created.
- Father came back with the vision that our new facilities foster a sense of prayerfulness along with a sense of people consciousness.

⇒ **Mass Participation**

- An ongoing concern of the charter members is to continue to encourage new members to participate in the Mass, community, and ministries. How do we develop a sense of community?
  - The Welcoming Committee continuously wants to find new avenues to address this issue. The group is also concerned that the charter members will get burnt out with their duties. Since the charter members have continuously been willing to participate and help out, are the new members feeling “not needed” or are they feeling “not welcome” to participate?
  - A ministry contact list is being created to be included in the welcome bag. A primary contact for each ministry has been assigned as a point-of-contact for the new members to call if they are interested in volunteering.
  - The welcome bags are to be personally delivered to new members by a charter member with the intent to personally welcome them and create dialog with them.
  - Should we have a “Ministry Sunday” with the primary contacts available after Masses for questions and to encourage participation?
  - It was also recommended that we separate the tasks into two separate items: “Stewardship” (ministry and recruitment) “Welcoming” (new families).
  - This needs to be a whole parish effort. If you have any ideas, please e-mail Ryan with your thoughts and feedback.

⇒ **2006 Feed My Sheep Campaign**

- Father reported that we have met our goal for this campaign!

⇒ **Christmas**

- Activities/Outreach during the holidays:
  - It was uncertain whether or not the parish was adopting a family this year.
  - There is discussion centering that donations would be collected for the Francis Sienna House. They may need more supplies/volunteers after the holiday season.
- Holiday Party
  - December 15 at 6:30 for the Building/Planning, Finance, and Parish Council members and spouses/guests.

⇒ **Article/Homework**

- Last month, Jerry distributed an article titled, “Parish Pastoral Council: A Leadership Community”. It discussed the mission and responsibilities of the Council.
- The members discussed the article. Everyone found the article very beneficial and informative.
- The role of our committee is to be the eyes and ears of the parish community. Our primary role is to facilitate projects rather than “do” them.

- For next month, Jerry asked that we read and be prepared to discuss the article titled, “Trust: The Cornerstone of Community”.

⇒ **Closing Prayer:** Phyllis Brunken concluded the meeting with closing prayer.

⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.

⇒ **Next Meeting:**

- When: Tuesday December 12, 2006
- Times: 7:00 – 8:30 p.m.
- Where: Rectory Basement
- Prayer/reflection volunteer: Kevin Donahue

### ***OUR MISSION:***

*To be Christ for one another, living the commandment of Jesus: "As I have loved you, so you should love one another. This is how all will know that you are my disciples, if you have love for one another."*

St. Charles Borromeo Catholic Church  
Parish Pastoral Council  
December 12, 2006; 7:00 – 8:30 p.m.  
Parish Rectory Basement

Attendees: Fr. Hunke, Paula Betzold, Phyllis Brunken, Kevin Donahue, Candy Higgins, Chad Kathol, Jerry King, Stacey Kozisek, Ryan Novacek, Tom Parr, Dawn Vondra, Chris Vos, Corey Watton

Absent: None

The meeting was called to order by President Jerry King.

Opening prayer was led by Kevin Donahue.

Joe Lempka, chairman of the building and planning committee presented the preliminary drawings from the architect, which will be shared with the community at the town hall meeting in January. He gave us an overview of the format and discussion points for the upcoming community meeting. Phyllis Brunken is working with others to create a feedback survey to distribute after the meeting. The results will be used to assist the Building/Planning committee on how to proceed.

The November 14, 2006 minutes were approved by the committee.

#### **Reports:**

##### **⇒ Finance Committee**

- Bill Walters updated the PPC on the finance committee meetings.
- Father reviewed the status of the accounts and balances.

##### **⇒ Christmas Party Update**

- The Party for the Building/Planning, Finance Committee, and Parish Council will be held on December 15 at the Bellbrook Clubhouse.
- Chris Vos has organized the party, and confirmed that 56 people will be attending.

##### **⇒ Rectory Blessing Update**

- Archbishop Curtiss and Fr. Joe Taphorn blessed the rectory a few weeks ago.
- A representative from the Catholic Voice also attended the blessing for publicity purposes.

⇒ **New Mass times – feedback**

- As a result of the recent change in Mass times, the Saturday night Mass has picked up slightly; 9:00 is currently the most attended Mass.

⇒ **Christmas Mass**

- There are 18 children participating in the 5:00 children's choir for the 5:00 Mass.

⇒ **Stewardship**

- The Feed My Sheep surveys are being compiled. This will capture what everyone is doing and what they want to do.
- The brochure of ministries is being finalized and will be handed out to the community and to new parishioners. Again, this will serve as another tool to foster the growth of ministry participation.

⇒ **Pastor's Report**

- Father recommended that a committee is organized to establish parish fundraising guidelines/criteria. Chris Vos, Bill Walters, and Chad Kathol will create the guidelines and present them to Father and the committee at the next meeting.

⇒ **Welcoming Committee Feedback**

- It was recommended that a Ministry Fair is coordinated and held one or two times/year to create awareness and encourage participation in all avenues of ministry. Possible times would be during Lent, fall or Christmas.

⇒ **Closing Prayer:** Kevin Donahue concluded the meeting with closing prayer.

⇒ **Meeting Adjournment:** Jerry King adjourned the meeting.

⇒ **Next Meeting:**

- When: Tuesday January 9, 2007
- Times: 7:00 – 8:30 p.m.
- Where: Rectory Basement
- Prayer/reflection volunteer: Candy Higgins