**St. Peter Parish Council**

**Meeting Minutes**

**Monday, September 14, 2020, 6 p.m.**

**PMC, Room 3, St. John**

St. Peter Parish Council Strategic Plan Mission Statement

*St. Peter Parish is a welcoming community of different backgrounds living the joy of*

*Catholic Faith in the Diocese of Colorado Springs.*

**Attendance:** President J.J. Kaelin, VP Ed Paulovich, Bruce Bishop, John Gormley, Terry Nickel, Paul Zmuda and Father Gregory Golyzniak. Guest: Finance Council President Ashley Fritz

Meeting minutes notes were taken by Scribe John Gormley and prepared by President J.J. Kaelin.

**Father Gregory Golyzniak opened with a prayer.**

**Welcome by J.J. Kaelin**

* We’re continuing to send welcome cards to our new parishioners and thank you cards to parishioners caught doing something good. Many thanks to Ed and Terry for helping with this project.
* Our next Parish Council meeting with Father will be in November since Father will be in Greeley for a retreat with the Bishop.
* We can’t meet for business decisions without Father being present at a meeting.
* We will keep the October 5, 2020 PC meeting date as scheduled for other non-official business and for continued Strategic Plan work.
* A Rosary will be held on October 10th for the election.
* Missals are being recycled.
* In the future, we will be purchasing a multi-year book rather than yearly Breaking Bread hymnals. We will also be using the screens.

**Adoption of the August 3, 2020 Parish Council Minutes-J.J. Kaelin**

* Bruce recommended three edits to the minutes
* Ed Paulovich moved to approve the corrected minutes. Bruce Bishop seconded. Motion was adopted.

**Father Gregory’s News and Updates-Father Gregory**

* + Thank you to the Parish Council for agreeing to remain intact and for continuing to do our work.
  + Finance Council
    - Kay Hoette stepped down to balance her time as the lead for the Money Counters and other commitments.
    - There are two new members on the Finance Council: Stephen Wolters and Derek Martin.
    - Financial Health-Committee will address increasing giving by all parishioners no matter the amount.
    - Father signed a letter for the company conducting the financial audit.
      * We should have a report in the next month.
      * If anyone has any questions, Debi Judish can help you.
    - Preparing a summary of what it takes to run the parish
      * Want to make sure that everyone knows what it takes to serve them as a church and parish community: Masses, staff, building overhead, facility maintenance, Faith Formation, Sacramental requirements
      * People sitting in the pews need to understand that it is more than what it takes to pay for the building
      * The intent is to make it simple but still provide information enough to understand what it takes to run a parish and do the work of God.
      * The idea is not to cause some people to be concerned. St. Peter continues to enjoy continued financial support from our parishioners, but we always need to satisfy our monthly overhead and be prepared for any unforeseen circumstance that may cause a disruption in our cash flow.
      * The budget is hard to prepare because it is very dependent on the collection allowing the parish to do the work.
      * Faith Formation program
    - Numbers are lower, this school year so far, only 11 students in first year 7th grade Confirmation Class
    - The 6th grade class is fairly large so next year should be better for Y2021-2022
    - Mask and social distancing regulations are being observed
* Met with two sets of parents so far to establish a Youth Engagement Committee with Sister Quyen per the Strategic Plan
* We have many weddings and funerals, using the Peter the Rock Chapel often.
  + - Strange that the timing is all hitting at the same time
* St. Peter Catholic School is going well despite the Covid requirements.
* Two big school events up coming up, the Saturday October 3rd Holiday Boutique to be held in the parking lot this year and Trunk or Treat on October 30, also in the parking lot.
* October 10th will be a rosary for the country
* Prayer chain for life is Sunday, October 4, 1:30- 3:00 pm, starting at the Monument Bridge and wrapping around Hwy 105 toward Safeway.
* Mass
  + - There has been one parish that has been closed twice due to Covid, Our Lady of Guadalupe
    - A parish in Littleton was called on by someone to police
    - The tape dividing pews for distance have been removed. Discussion-Do we need to put the tape backup?
      * The state guidelines mandate mask indoors, but not mandatory for 6’ distancing
      * It was agreed that we will expect parishioners to separate if they are too close to one another, so at this time the tape will not be replaced.
    - There are two states that have lifted the dispensation for Mass.
    - Mass opportunities for people who are concerned about social distancing are best done during the evening weekdays (Tuesday/Thurs)
    - Music room remodel is finished. Music Director Jolita Frank has invited choir members comfortable rehearsing with social distancing in the church to being weekly practices on Sept.16.
      * The cost was $4,000 to improve the room, mostly covered by choir members.
      * Hoping for the choir to be ready for advent
      * Children’s choir (Believers) rehearsals will begin soon with about 15 members, only four less than last year.
    - Music/Missal Books
      * Purchasing a license to project music on the screens
      * Next time we will purchase the three cycle books (A,B,C), this will save the parish a substantial amount of money.
        + To being, we will pay the same amount of money as the yearly cost, but then after three years they will be paid for and not need to purchase new books for another 10 years
        + Fr will bring the proposed book in November meeting
      * There is a possibility for a new Bishop to be announced soon, possibly by October or November.
      * A dinner/going away for Bishop Sheridan will occur during the Diocesan Priest retreat in Greeley the week of October 5.
      * Father Gregory will undergo surgery on Oct 19 to address diabetes, will require six weeks of recuperation and sticking to a liquid, non-solid food diet.
        + Father has scheduled four priests to cover the Masses during this time.
      * PMC
        + The PMC recently experienced a gas leak requiring iiCon Company to repair the HVAC units.
        + The front door to the Chapel is cracking and needs to be replaced.
        + Landscaping is being done by a parishioner. We are just paying for materials.
    - **St. Peter School update**
      * The school counselor is to focus on the children’s needs but will also provide education resources for parents.
      * School nurse-School leadership is determining if there are enough hours needed to warrant a full or part time nurse.

**St. Peter Strategic Plan-Ed Paulovich**

* + - * Last meeting, there was a discussion on the process of how we will address our Strategic Plan using a committee structure: Council member leading a committee with staff members’ input.
      * Assignments were made to address goal areas
      * **Liturgy**-Terry Nickel and Father Gregory
      * Terry and Father provided an update on the liturgy area
        + Finding that attendance has improved in terms of coming late and leaving early

Concerned about what may happen once Covid restrictions are lifted. Will parishioners return to Mass to worship as they have in the past? Discussion ensued.

Christmas Mass setting

Planning for four Masses for Christmas Vigil and one on Christmas Day.

No Masses will take place in the gym

The Liturgy Committee will discuss a plan for Christmas Eve and Christmas Day Masses at their upcoming meeting.

Precious blood – Bishop Sheridan is of the opinion we should hold on serving the Precious Blood for future regardless of COVID.

* + - * **Financial Health**-Finance Council Ashley Fritz
        + Reviewed previous goals
        + Reviewed previous giving
        + Plans to get together to review
        + Bruce commented that we use the term parish “owner”, just as Father pronounces parishioner (parish owner), as there is great significance to the term.
      * **Communications-**Paul Zmuda
        + Met with Lisa Hawthorne twice in the last few weeks
        + Weekly newsletter sent via mail chimp to 1,316 subscribers
        + Facebook page: has 682 followers
        + Church website: our website had 3,402 unique visits and 6,112 views, consistent with usage from previous twelve months
        + Church app - 529 devices downloaded it
        + Talked about sharing stories. Beginning this fall, they are starting the summary.
        + Volunteers for the communications committee?
        + Goal to increase outreach via social media to get engagement and treat will result in donations
        + Need to encourage ministries to provide stories to Lisa to make sure the stories are able to be told
        + can we get the email addresses from the school parents?
      * **Youth Engagement-**J.J. Kaelin
        + There is some overlap between the committees and plans
        + Sr Quinn is leading this, but seeing challenges in communicating
        + Needs to work together with Education and communication
        + Planning to meet with the youth council and restart
* Vision Casting
  + Look at the demographics of the parish based on the data that is in ParishSoft
    - Evaluate the demographics to tailor messaging to the various groups
    - Connect the dots between the groups
    - Use this as a way to focus on how do we achieve the vision
  + We need to identify what our vision and goals are, by when
    - We need to use the demographics to develop a targeted set of questions to determine how to engage the groups

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Mass attendance

Lowest is Sunday 5 p.m. Mass followed by Saturday night 5 p.m. Mass

Sunday morning Masses- highest attended

Christmas Masses

* + Vaccine probably won’t be until March 2021-Will go to health care workers and hot spots first
  + Now-Indoor capacity is now from 175 to 200 excluding churches
  + Will need to announce one month ahead
  + Advertise with a banner and in the papers
  + No-shows for previous sign-ups- 20-30 people did not show up at each Mass
  + Sign Up Genius will be used- posted before Thanksgiving weekend of 11/14-15, 2020
  + Christmas Eve Mass options- Discussion: Agreed not to use Jaeger Hall for one of the 4 p.m. Masses

Church Christmas Eve-10 am, 2 pm, 4 pm, 7pm and 10 pm

Church Christmas morning- 9 am

Chapel Same schedule just Communion will be served

Music Books

* + Stay with screens to post the lyrics to our music
  + Magnificat can be used or any other personally-owned book to follow the Readings at the Daily Masses
  + Wait to order the Breaking Bread books

Masses-videos

* Streaming live beginning August 10--Father Bogdan will install the live-streaming device
* Protection-Email
* All financial information is protected through Parish Soft
* Wayne Volesky handles the internet security
* Finances
  + Average $19-24k offertory per week-summer 2020
  + No bills on which to catch up
  + Loan is under $1.7m
  + Another $50k payment the week of August 3 is to be paid to the bank
* St. Peter School
  + Classes begin August 12-Pre-K. Remainder of grades begin Aug. 17
  + Teachers will use the shields
  + Four to ten students less
  + Increasing one pre-k class
  + A class will be held in the Lecture Hall
  + MOPs (Mothers of Preschoolers will move to the PMC
  + Invested $15k for touchless faucets
  + Removed two floorings and installed Luxury Vinyl plank (LVP)
  + Cohorts will be used
  + Plexiglass in the classrooms for teachers
  + Air purifiers
  + Temperatures will be taken
  + Sanitizers will be used
  + 7:45 a.m. arrivals with lines. Temperatures will be taken. Main door. Backdoor and gym doors
  + Quarantine room should a child be tested positive for COVID and for other illnesses
  + 25x Hazmat suits
  + Parents will not enter the building.
  + Financially, we are solid.
  + No all-school Masses-Only cohort groups will participate
  + Communion will be distributed in the classrooms
  + All events including athletic events are cancelled, so far
* Upon This Rock
  + Every first week of the month payments on the principal
  + Pledges are faithful with their pledges
  + Increase of 10% new pledges
  + Landscaping is coming along-We’re charged for the materials only. A parishioner is donating the labor and work.
  + Six month walk-through with iiCon contractor
* Personnel
  + Salesian Sister, Sister Quyen, has arrived and will begin working with the Youth Ministry and first year Confirmation students
  + Margaret’s job description is supervising the cleaning company for all buildings, managing the PMC
  + Lisa Hawthorne will schedule liturgical ministers through the online program MSP-Ministry Scheduler Pro
* Diocesan News
  + No news on a new Colorado Springs Diocese Bishop from the Vatican
  + Safe Environment training, certification and recertification is now being conducted online

Strategic Plan-New Committee Structure Vice President Ed Paulovich

* Committee Chair assignments

Communications-Paul Zmuda

Education-Bruce Bishop and John Gormley

Financial Health-Finance Council President Ashley Fritz

Liturgy-Terry Nickel

Youth Engagement-J.J. Kaelin

* Committees will be formed with parish volunteers to address each Strategic Plan goal

Vision-Casting President J.J. Kaelin

Next Parish Council meeting, we will address how we will prepare for what the parish may be like by Christmas, in six months, one year and five years from now due to COVID-19 and other circumstances.

Discussion included: More involved and invested parishioners

Increased fellowship- SPIN groups and neighborhood pods

Stress community outreach

Survey demographic groups

**The meeting was adjourned by J.J. Kaelin at 8:15 p.m.**

**Next Parish Council meeting is scheduled for October 5, 2020, 6 p.m. in the PMC.**

All Parish Council meetings are scheduled for the first Monday of each month, 6 p.m., unless there is a conflict.