

# Parish Council

September 13, 2017

Attending: Jack Whitecotten, Susie Larson, Pat McCormick, Pat McDowell, Amy Huff, Kathy Leafgreen

Absent: Victor Duran, Craig Brainard

Father Shocklee led the opening prayer.

The council reviewed the diocesan approved final drafts of the Sanctuary renovation that will begin October 9. Fr. Shocklee presented a flooring sample that will be under the pews and he reviewed the altar flooring. The lighting design chosen by the congregation was approved. Lighting will reflect both upwards and downwards. The current handrails will be replaced by four simple wrought iron rails. The pews will have cosmetic touch ups with new feet on the kneelers. Sound system wiring and hearing audible loops will be installed during the renovation, although replacing the sound system is scheduled for 2018 renovations. The paint colors for the bulkheads and walls will be determined once the lighting is in place. Fr. Shocklee purchased a temporary baptismal fountain on the internet for a bargain price. Bishop Daugherty must final approve the Corpus above the altar before it can be ordered. The council agreed with the drafts as shown. Sanctuary renovations are guaranteed to be finished prior to Christmas weekend.

Bernie's Buffet will be in Holy Cross room during the renovations.

The gym is being prepared for celebrating Mass with emphasis on creating a sanctuary like atmosphere. Draping will be used to create separation of areas.

Father Shocklee closed the meeting in prayer.

## Parish council Meeting

April 3, 2017

**Present:** Amy Huff, Victor Duran, Pat McDowell. Kathy Leafgreen

**Absent:** Jack Whitecotton, Pat McCormick, Craig Brainard, Susie Larson

Father Shocklee opened the meeting in prayer.

Father updated the renovation process. Dumpster was to arrive April 8 with tear off of old roof to begin around April 15. The roofing process should be completed in 3-4 weeks. Father learned from the Diocesan architect that the skylight in the gathering area cannot be removed and covered over because that would be a significant change to the original plans. Three standard size skylights will replace the current custom built skylight for efficiency and cost effectiveness.

The interior project is scheduled to begin around May 8. Mass will be celebrated in the gym for approximately 10 weeks, returning to the sanctuary no later than September 1.

Father asked the council's advice on Bernie's Buffet location during the renovation. The consensus was for serving to remain in the gym due to spillage and for convenience.

Father Shocklee presented various online images of the Corpus, Tabernacle and lighting fixtures for the group's input.

Father stated that Sheri Switzer's vacant position will be filled with the next Parish Council election.

The meeting was closed in prayer.

**Present:** Jack Whitecotten, Pat McDowell, Craig Brainerd, Sherri Switzer, Susie Larson, Amy Huff and Kathy Leafgreen

**Absent:** Victor Duran

Fr. Shocklee led the opening prayer.

Fr. Shocklee reported that the main church roofing contract had been signed. The project will begin once the weather allows and should take 90 days to complete. The roofing company will be providing a cost comparison between replacing the gathering area skylight or roofing it in. The parish will vote on their choice. The interior renovations should begin after May 8 when religious education and K of C breakfast ends. Mass will be held in the gym and room rentals will be suspended after May 1. The renovation should be completed in 10 weeks. The architect said that volunteer manpower will be used when applicable, but is limited because of insurance liabilities. Also, the old lights in the gym have been replaced with dimmable, high efficiency lights.

Fr. Shocklee reported that there have been intermittent problems with the new phone system. Also, over 60 families have signed up for Flocknote messaging.

Fr. Leo's weekend received positive comments from all involved. Fr. Leo felt that the weekend was very successful despite it being his smallest audience.

Upcoming events: Parish worship night: March 13

Communal penance service: March 14

Parish Mission retreat: March 15

Seder meal: April 6 (A Passover teaching meal)

Tickets: \$5 children, \$10 adults

Fr. Shocklee concluded with prayer.

## Parish Council Jan 23, 2017

Present: Fr. Shocklee, Jack Whitecotten, Craig Brainard, Susie Larson, Pat McClamroch, Pat McDowell, Sherri Switzer, Amy Huff and Kathy Leafgreen

Absent: Victor Duran

Fr. Shocklee opened the meeting in prayer. He welcomed the new members, Craig Brainard and Sherri Switzer.

The council approved the following officers: **President**, Jack Whitecotten; **Vice-President**-Pat McClamroch; **Secretary**-Kathy Leafgreen

Fr. Shocklee reviewed the roll of the parish council as an advisory board representing the needs and views of the parishioners.

Fr. informed that the rollout of Flocknote was successful. This program is a text and email messaging service that reaches both the entire parish and targeted groups for informational purposes. Parishioners enroll online and personalize their contact categories. The service has a monthly fee to the parish.

Fr. Shocklee presented a letter from Karon Smith of Foodfinders asking to rent the gym for food distribution on Friday, Dec 15 2017. The council agreed that this should be a parish event with no charge to Foodfinders.

The council discussed the changing status of the renovation and scheduling due to the current shortage in the monetary goals. Fr. Shocklee delineated the estimated cost of each project independently, including the nonnegotiable of cleaning, permits and project management. Three "must" do projects within the next 8 years include the church roof, the gym and school roofs and the parking lot. Additional necessary projects include lighting, sound system, flooring and ceiling repairs. The council discussed the options of a parish to parish loan vs a trimmed down interior proposal. The council agreed that a loan was not a viable option. It reviewed projects that could be eliminated and reducing costs on other projects. Fr. said that he would be meeting with the Diocesan engineer and the roofing engineer this week to discuss the higher than expected roof bids and options to reduce costs.

A council member suggested CPR classes be available for parishioners so that the parish could qualify for two free Difibulators. Five people need to certify. Another member said that all public school teachers must be certified, therefore, we may have the necessary numbers. Fr. said that he would ask for a call out to parishioners.

Fr. Shocklee closed the meeting in prayer.

Kathy Leafgreen Secretary

## PARISH COUNCIL MEETING

October 24, 2016

Attending: Fr. Shocklee, Pat McDowell, Jack Whitecotton, Amy Huff, Victor Duran, Wally Novak and Kathy Leafgreen

Absent: Joe Sadowski, Susie Larson and Patrick McClamroch

Fr. Shocklee opened with prayer.

The council received an update of the renovation process by Fr. Shocklee. Some parishioners have questioned why the roof repairs have not begun since we are nearing the repair season. Fr. Shocklee explained that the process is caught up in the engineering phase because of the complexity and angles of the church roof. The large skylight in the sacristy will be removed due to it already being painted over and leakage over the years, while the remaining skylights will be evaluated to prevent leakage. The council was presented various schematics showing the proposed replacements, repairs, insulating and other energy efficient options. Fr. Shocklee and the building committee are making sure that the engineering proposals are complete and thorough in order to properly bid out the jobs.

The council viewed various renderings of the proposed sanctuary and gathering area improvements, including the additional of the baptismal font. Father said that he will address the Risen Christ vs Crucified Christ options with the parish in the near future. Fr. Shocklee said that he will be meeting with Bishop Daugherty on November 2 to discuss the ideas on the interior design. He will present the parishioners' desires and will be bringing back the Bishops thoughts and church mandates.

Father stated that Fruitful Harvest campaign starts this coming week and the renovation campaign will dovetail with St Bernard's expected \$92000 diocesan goal (speaking off the top of his head, the actual parish goal is: \$95,085. The parish must recognize that this renovation is an investment in our future.

Fr. Shocklee closed with a prayer.

Parish Council Meeting June 21, 2016

Present: Fr Shocklee, Jack Whitecotten, Joe Sadowski, Amy Huff, Susie Larson and Kathy Leafgreen.

Absent: Wally Novak, Victor Duran, Patrick McClamroch and Pat McDowell.

Fr. Shocklee opened with a prayer. He explained the purpose of the Parish Council was to advise him in regards to parishioner's thoughts and responses to proposed items, which includes the council offering their own opinions. However, the final decision would be made by Fr. Shocklee after taking into consideration theological teachings, protocol and the advice. Father stated that directives from the Pope or the Bishop were non-negotiable.

Elected Officers are:

Chair- Jack Whitecotten – responsibilities include calling and setting the meeting and coordinating the agenda with Fr. Shocklee

Vice Chair- Wally Novak – responsible for filling in when the Chair is absent

Secretary- Kathy Leafgreen – responsible for taking notes and minutes for the bulletin

Father updated the council with the work and thoughts from the latest Parish Planning Committee meeting. Much discussion was centered on the possible relocation of the Tabernacle, the Crucifix and the Baptismal font relocation. Council members voiced parishioner concerns, along with their own, to the proposed changes.

Father explained the handout, "Chart of Intentional Ministry", and challenged each council member to use the chart to see both the positive aspect (what we are doing well as a Church) and where the gaps are (what we could improve). The goal is identify what demographics are being served by a particular ministry and what demographic is growing from the ministry. The council asked for a complete list of Church ministries in order to properly fill out the chart according to our perception of that ministry.

Other Concerns:

It was suggested that the page numbers for Sunday Mass readings be incorporated on the song boards. The number would be the first listed, followed by the hymnal numbers. Fr. Shocklee said that he would talk to Rick Bzdok about incorporating the suggestion.

A member asked if the staff had an annual performance review. Father explained that he currently meets with the staff usually on a daily basis, but will consider implementing a review.

Another member suggested reciting vs singing "The Lord's Prayer" occasionally at Sunday Mass. Father explained that the prayer is be sung at high feasts which includes every Sunday, but he would consider reciting it from time to time.

A member stated that the congregation had adapted well to the changes at the Presentation of the Gifts but the initial verbal response was often ragged. She suggested that the cantor cue the people when to respond. Father said that he would talk to Rick about that.

Fr. Shocklee closed with a prayer.

## St. Bernard Parish Mission (ad hoc)

St. Bernard Parish exists to bring every soul in Montgomery County closer to Christ and His Church.

## St. Bernard Parish Pastoral Council (aka Parish Council)

### Purpose

The purpose of the Parish Pastoral Council is to counsel, that is advise, the pastor in the area of the pastoral activities of the parish to better accomplish the Parish's mission. The council accomplishes this by aiding in:

- 1) pastoral planning and goal setting
- 2) advising on decision making
- 3) taking the lead on initiatives or helping surface leaders for initiatives
- 4) evaluating current activities.

### The Parish Council is:

It exists specifically to enhance the quality of parish life and pastoral activity. The primary role is to help the Pastor have the broadest view of the activity and needs of the parish. A secondary role of the parish council is to serve as leaders in the parish community – by word and example.

### The Parish Council is NOT:

By Canon (Church) Law, it is NOT a policy making body, a decree issuing or statute formulating council, nor a board that the Pastor reports to. Thus, it does not act in any way on its own, but may be utilized by the Pastor for him to do such things.

### Membership

Membership lasts for 3 years on the council, ideally with 2-3 rotating off each year. There will be 9 members of the council consisting of:

- **1 Latino member** (rotated out as determined by the Latino community in the parish)
- **5 Members** will be elected by the congregation, to be eligible for election, each member must be involved in some ministry (e.g. Knights of Columbus, EMHC, Lector, Bernie's Buffet, Haiti Missions, etc., etc.).
- **3 Members** will be appointed by the Pastor to cover areas of parish life/demographics not covered by those elected

### Offices

There will be three offices, elected annually at the first meeting of the new council, including:

- **Chair** –will schedule, call to order, and close the council meetings, set the agenda, and be in contact with the Pastor when things need to be addressed outside of regularly scheduled meetings
- **Vice-chair** – will function in the place of the Chair when the chair cannot attend a meeting. If the chair is absent for 3 meetings in a given year, automatically the Vice-chair becomes the Chair and a new Vice-Chair is to be elected (which can be the displaced Chair).
- **Secretary** – takes summary minutes of the meetings, submits the minutes for corrections and amendments, and then submits the minutes for publication in the parish bulletin

### Meetings

There will be monthly meetings on the fourth Monday of the month, excluding the months of: June, July, and December. Other meetings may be canceled or scheduled as needed.

## Election Process

For 2016:

- Following former procedures, on the 2<sup>nd</sup> Sunday of Easter (Divine Mercy Sunday), forms will be extended for parishioners to nominate other parishioners for the council
- The current Parish Council will approve of nominations (checking that those nominated are active in some parish ministry)
- Those nominated will be contacted to see if they are interested in serving on the council
- On the 6<sup>th</sup> Sunday of the Easter Season, a vote will be taken from parishioners to fill empty elected membership positions.
- The Pastor will appoint empty appointed positions
- Members will take office the first parish council meeting after that vote and elect new officers.

Beginning for 2017:

- The first Sunday in November, forms will be extended for parishioners to nominate other parishioners for the council
- The current Parish Council will approve of nominations (checking that those nominated are active in some parish ministry)
- Those nominated will be contacted to see if they are interested in serving on the council
- On the 1<sup>st</sup> Sunday in December, a vote will be taken from parishioners to fill empty elected membership positions.
- The Pastor will appoint empty appointed positions
- Members will take office at the January parish council meeting and elect new officers.

For 2016 Election:

- Due to various circumstances there are 5 vacancies this year
- 3 will be elected this year, 2 for a 2 year term, 1 for a 3 year term
- 2 will be appointed, 1 for a 3 year term, 1 for a 4 year term
- Thus, going forward, there will be 2 rolling off in 2017 (2 elected), 3 in 2018 (1 appointed, 2 elected), 2 in 2019 (1 appointed, 1 elected), and 3 in 2020 (1 appointed, 2 elected), unless unforeseen circumstances arise

Present: Fr. Shocklee, Jack Whitecotton, Joe Sadowski, Therese Calhan, Mike Tricker, Tim Grino, Victor Durran

Absent: Bernie Williams, Marie Pickerill, Walter Novak

- Meeting started at 7:04pm
- Prayer
- Parish Council Purpose & expectations
  - o Following up on a request for clarity of the role of the two councils from Finance Council, Father explained that the purpose of the Parish Council (aka Pastoral Council) is to serve as an advisory council to the Pastor\*\* – with the final decision always lying with the Pastor. For the most part the Pastoral Council should dream of what the parish wants to be and help set priorities for getting there, whereas the Finance council is to help set financial limits according to those set priorities. In view of this, there is an expectation of open discussion especially including disagreement. However, the parish council members are expected to speak with respect for the Pastor and the Bishop in and out of council.
- Town Hall Meeting Review
  - o Reflecting on the question from the Town Hall of a common direction for the parish, Father asked what **the dream parish for St. Bernard's** looks like **The Council responded with:**
    - Sundays Liturgy that is Welcoming, Inspirational, A Vibrant liturgy to help people through the week, with a tone of Evangelization
    - Whether it's sustainable – The number of churches in town can make it hard to sustain the parish
      - The hour fast before Communion makes it hard on people
      - Crawfordsville's not a Catholic Community which is hard on the kids
    - We are not as inviting of outsiders. It's hard to become Catholic and we need to "recruit people"
    - We need more socializing of the parish: For people to follow up when others aren't coming to Mass (parishioner to parishioner, not putting it all on Father) – To make phone calls to those who haven't been in a few weeks or to those who haven't been in years. (this has been tried and in the past brought some back) Maybe focusing on those on the roster who aren't known to be coming.
    - There's a desire for small groups for different groups (Bible Study) – This was questioned since almost no one new signed up for the recently posted small groups
    - People need to feel welcome from several direction and we need to be constantly Inviting people
    - There should be more focus on kids, youth, and young adults. Things such as more inspirational Bible studies or speakers, Apologetics
    - We need to have an awareness that there is a high divorce rate in the county which might make some feel less welcome
    - To have standing room only Masses that are more spiritual
    - Meeting the needs across generations
  - o Shifting to the topic of Ministry to the young brought up by the Town Hall and improvement there:
    - That we should up the bar on VBS – looking at what other area programs are doing better, having more focus on Hope, draw neighborhood kids, look into having no charges like other faith communities do, to be welcoming to parents and kids who aren't Catholic
    - It was recognized that the Youth Group has progressed. Yet there was a question of if the age groupings of kids were working. Noting that it's important to strengthen them for when they get spread out in our community.
    - There was a call to engage them in the Liturgy, to have more youth doing the roles that they can (e.g., high school students as EMHC's, youth in choir, youth doing the readings. A call to teach the Liturgy – every child/youth should be involved and have better understanding.
      - The council recognized that this takes Parents encouraging/telling their kids to take on some of these roles
      - Do exciting things for the youth who are involved such as take the servers to Cedar Point or something like that
      - Noting that we lost something with the loss of the youth Mass years ago which drew in new youth
    - Youth programs should continue throughout the year (change but not stop in the summer)
- Youth Minister/Coordinator of Faith Formation Position

- Having done most of the Interviews, Father gave a description of the strongest candidate and asked for input about things that might need to be considered that might not have been so far
- Though there was much discussion. No factor that hadn't been considered was brought up.
- Further discussions were tabled
- Prayer
- Meeting adjourned at 8:40pm.

Subsequent to the meeting Tim Grino resigned from council for his own reasons.

\*\* Canon Law 536 S 2 – “A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop.”

Members Present: Jack Whitecotton, Joe Sadowski, Mike Tricker, Terry Grino, Victor Duran, Mary Calhan, Bernie Williams

Non-Members Present: Fr. Shocklee

Meeting Started at: 7:05pm

- Prayer
  - Father led the prayer with a reflection on Matthew 28:16-20
- Strategic Planning
  - Good Leaders, Good Shepherds
    - Father has been part of a Leadership program brought in by the Diocese that helps with setting strategic planning
    - Parish Purpose vs 5 year vision
    - Purpose – always to bring souls closer to Christ and His Church, our jurisdiction being every soul in Montgomery County
    - 5 year vision – to be developed, how do we want to/need to fulfill our purpose over the next 5 years
  - Card Sort
    - Brought to the front three main areas of concern
      - Cooperation/Coordination/Communication – getting everyone on the same page, working as one team – reflected not having a common shared goal/vision/purpose
      - Religious Education – engaging our young people more (K-5 and 6-12) – noted need for greater involvement of parents in the programming/process/example
      - Catholic Identity – regular attendance at things beyond Sunday Mass and reaching out to bring people to the faith
  - Fundamental Ministries
    - Five Fundamental Ministries
      - Sacraments & Worship, Catechesis (Education & Formation), Governance & Finance, Social Services & Outreach, Evangelization (& Vocation)
      - Areas flagged as needing the most attention were Evangelization and Catechesis
  - Priorities
    - This led to discussion of priorities being better Evangelization (not so much as new programs but focusing our programs to make sure we keep that as a part)
    - Catechesis (not speaking negative of our programs but recognizing the need to compete with surrounding churches programs across the board – from youth through adults)
    - Working as one team – common vision/purpose
- Building Update
  - We had a walk through of the Church building, just trying to look at it as if we were visitors who weren't Catholic and what we noticed at each step of walking into the building
  - Outside was noted that the Roof shingles were flaking off in a manner that looked like sand in the parking lot
  - In the Entryway, Gathering Space, and the Main Church many things were noticed positive and negative as you walked in – some contradicting others – as each person's perspective read things differently (e.g. some liked it dark, some thought it was too dark)
  - Part of the discussion was about how these things affect someone coming in for the first time (Evangelization) – other things were more affected by the interconnected aspects of the lighting, ceiling, acoustics, flooring, etc
  - Because the Roof update will affect the lighting of the Sanctuary (since the decision was already made to remove the skylight prior to Fr. Shocklee's arrival) – the diocese will be requiring a Master Plan of what needs to be done or we would want to have done before the first project (the roof) is approved
  - This does not mean that the projects all have to be done at the same time or even soon.
    - Lighting has to be done within the next 2-3 years because of the phase out of T-12s
    - Flooring needs to be done before becoming a greater trip hazard – but no specific date and prior to anything on acoustics/sound system issues
    - Ceiling only needs to be done based on Insulation/Roof Ventilation/Lighting expectations of the parish
    - Sound System only needs to be done based on acoustics after other projects
  - Council suggested that the parish is having difficulty with this much change at this pace

- It was suggested to possibly shelf all of the projects for a year to let the parish breathe before more change is made
- Father noted that he would not be pushing for these projects if the first domino (the roof project) hadn't been underway before he got here
- Father said he would be looking into a Town Hall Type Meeting in September to help with answering questions and concerns of the parish as a whole – and may use that feedback to determine where we go at this point
- Phone System Update – Handout was passed out, showing cost of a new system looking at: \$2668 with a monthly savings of approximately \$98, paying for itself in about 28 months
- Prayer

Meeting Ended at: 9:05pm

Attendance: Maria Pickerell, Joe Sadowski, Mike Tricker, Therese Calhan, Bernie Williams, Terry Grino, Jack Whitecotton, Victor Duran

- The Meeting began with Prayer led by Fr. Shocklee
- Beginning with something of lesser importance or of lesser controversy, Father presented the idea of looking into a new phone system for the parish offices.
  - Father presented the possibility of a new phone system that would provide better functionality and lower costs for the parish
  - One example feature would be to allow people to dial in and hit an extension which would dial out for the priest in case of an emergency
    - This would allow people to reach Father without the whole parish needing to know his cell phone number
    - Father has had past instances where this has been an issue
  - The system would require a higher quality internet service – which is possible with Metronet in the area
  - The system would also have a cost to switch to that system (approximately \$3500 in equipment costs)
  - The current phone system requires parts to be bought on EBay when there are issues because it is far beyond manufacturer or even retail serviceability.
  - The savings between changing how phone lines are handled and increasing the internet quality would end up being approximately \$100/month.
    - With those savings, the system would pay for itself over 3 years and should last at least 10 (our current may be 20 or more years old).
  - Father is still looking into how our fire system calls out in case of an emergency to make sure that is handled appropriately.
- Father then noted that there are some people with questions about the new Liturgical Guidelines but would hold those questions until after the Mass discussion
- Father announced that Therese Morphew had submitted her resignation with two-months notice. When asked about some kind of going away celebration, she preferred not to have long goodbyes and so that was to be respected.
  - This leads to the question of what might be done in the future to improve our music with the loss of the talents of Mrs. Morphew
  - Father suggested the possibility of getting a part-time Music Ministry Intern from students in the Music Department at Wabash College
  - Other members suggested looking broader such as Purdue & DePauw as well as Wabash
  - Nothing firm was decided – only ideas floated at this point
- Mass times discussion went in various directions until it was determined that it was not seen as the domain of the Parish Pastoral Council to determine if the Newman Center had a Mass – since it is, in effect, a separate ministry of the Diocese – with expenses for the Newman Center reimbursed by the Diocese.
  - With that being realized, the Pastoral Council discussed how much time was needed for Religious Education. Some members preferring it to only last an hour. Father noted that there was a push from those involved in the high school ministry for the program to last for an hour and half.
    - Ultimately the Pastoral Council settled on leaving the length of Religious Education at 1 hour and 15 minutes.
  - With the time needed in between Masses determined, the Pastoral Council made the recommendation of having the Mass Schedule as: Saturday 5:30pm (English), Sunday 9:30am (English), and 12:15pm (Spanish). This recommendation was signed and submitted to Father Shocklee, who accepted it and said he would write his letter to the Bishop’s Office the following day.
- Moving to the liturgical changes from the Diocese
  - Before going into this discussion, Father explained that his expectation of the Pastoral Council is that if they hear of anything going to the Bishop that they would let the Pastor know before it goes to the Bishop. Sometimes this can help shape what goes to the Bishop in a more successful way for a desired outcome, otherwise it at least keeps the Pastor abreast of what the Bishop will be asking him about.
  - It was noted that most changes were just going back to what had been done before and so were not of great controversy
  - The biggest controversy resided in the “not encouraging” of blessings during Communion

- The concern raised was for the inclusion of children, divorced Catholic remarried outside the Church awaiting annulments, and non-Catholics.
  - While this has become a widespread practice, Father noted that it had never been given (nor even sought to his knowledge) official approval as a legitimate adaptation to the Mass
  - Further he noted that a priest or even a Bishop cannot just change the Mass is the same principal that stops many other bad or odd things from happening at Masses
  - There are many good things people might want to see at different points, but that does not make it appropriate to those points
  - One member noted that it is the “Communion Procession” meaning it is a procession of those receiving Communion, hence it not being appropriate to have those not receiving Communion in the line.
  - Father noted that the Bishop affirmed in an email that he was not saying to leave vulnerable children unattended, but would encourage parents to take vulnerable children with them as they go through the procession
  - Many voiced their support for the blessings of children particularly during this time
  - Father re-iterated that the Bishop had said for those who present themselves for a blessing are to be dealt with pastorally, which Father has stated means at St. Bernard’s he (and not EMHCs) will give a blessing for those who present themselves for one – but we are not to encourage this practice
- Father concluded the meeting with a prayer

Respectfully submitted by,

Fr. Chris Shocklee

In Attendance: Fr. Shocklee, Therese Calhan, Marie Pickerill, Joe Sadowski, Mike Tricker, Jack Whitecotton, Bernie Williams, and guest Newman Center representative Mike Raters

- Breaking Bread Hymnal
  - For years we have been using the Break Bread Annual Hymnal
  - OCP, the same publisher puts out a permanent Hymnal called JourneySong
  - The two books are nearly identical in content
    - Main difference is that the Breaking Bread hymnal has songs come and go each year (sometimes that's good, sometimes that's bad)
    - Approximately 90% of the music is the same each year, so essentially the parish is buying the same music over and over again
  - Father proposed the idea of switching to the permanent Hymnal for the sake of cost savings – since the differences are minimal in content
    - It is a larger upfront cost per hymnal, but will pay for itself within approximately 3 years.
    - Father has been through the process of choosing a hymnal just recently and has looked at the hymnals from various publishers – this was the one seen as best and since it's from OCP it retains familiarity/continuity for the parish.
  - Father also proposed at least for the first year of the Permanent Hymnal to purchase along with the permanent Hymnal a less expensive annual contemporary music hymnal called Choose Christ
    - This hymnal is truly contemporary music and would replace the Spirit & Song Hymnal
      - Spirit & Song Hymnal was published the same year Father graduated from high school, making the music in it not contemporary to current high school youth.
  - Since there is little difference between Breaking Bread and JourneySong and a clear cost savings, there was little discussion and no one held a reason to not go that route.
- Music Review
  - Father presented a Music Evaluation Form that he was having the musicians utilize to judge how different songs are working. Largely, it focuses on how people are participating and directs criteria to help that.
- Mass Schedule
  - Father presented the letter from the Diocese, which makes it clear that a priest by universal Church Law (Canon Law) is not allowed to do more than 3 Masses on Sunday. He also presented his faculties (list of permissions from the Bishop) which state priests are allowed 2 Masses on Weekdays (Saturdays counting as that). In view of these, the parish needs to adjust the Mass schedule in some manner to allow for this.
  - Father pointed out his assignment with some emphasis on improving Latino Ministry and Ministry at the college.
  - Conversation over these topics lasted for an hour covering various factors including: parishioner giving, history of Mass Schedules here, recognizing that this is a reduction in staff by not having an outside priest for Spanish Mass, average attendance at Mass, seating capacity, religious education, relationship between Latino Community & the rest of the parish, relationship of Wabash College to the Parish, and various other factors. Too many details to enumerate.
  - Father mentioned that to his knowledge the Diocese determines the necessary number of Masses for a parish by first taking the total attendance and dividing it across the parish capacity. While our capacity is listed as 450, the number 375 might be more reasonable. 375 leads to our Mass need for our total parish (including Latinos and College students) is 1.5, which means 2 Masses (1 Sat, 1 Sun). With that being true, then the question becomes what is the reason for having more Masses than that. There is clearly a need for the Spanish Mass, which gives us an automatic third Mass needed.
    - The question becomes whether there is a good reason for an additional Mass on Sunday for the parish, beyond “it's what we are used to having.”
    - It was questionable whether more people would be lost by not having an extra parish Mass on Sunday or by not having the college Mass.
      - Different people could go different ways on this.
    - Points were raised about those who come to Mass and Religious Education to start the day and then do other things, this was contrasted with those who have difficulty getting their family ready by a certain point in the day

Continued~

- The direction most discussed by the end of the meeting was to look at something akin to:
  - Saturday Evening Mass (no discussion about if there is a better time there)
  - Sunday Masses:
    - 8:45am( or 9am) English Mass (only requiring Religious Education families to arrive 15 min earlier than current)
    - 10:00(:15)-11:30(:45) am Religious Education & KoC Breakfast (giving Religious Education a full 1:30, but also allowing kids to run through the breakfast line before going to Religious Education)
    - 11:45 or Noon Spanish Mass (making it easier for Spanish families to have their kids in Religious Education and take part in the breakfasts)
    - College Mass (at a time determined to work best for college students, open for parishioners to join and support the college students who attend)
- These are not definitive, but this was the most talk about solution. We adjourned without a decision for the sake of seeking further input of the parish as a whole.

Respectfully submitted by,

Fr. Chris Shocklee

July 22, 2015

**St Bernard Parish Council**  
**06/24/2015**

In attendance: Father Dennis, Jack Whitecotton, Joe Sadowski, Therese Calhan, and Tim Grino.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. Andy Guljas, the Diocese Facilities Management Coordinator, briefed the council on the status of the contractor bid process. To start off, Andy gave some general background to his approach of roofing projects. In order to begin a roofing project, he asks a well-known contractor to help him establish a scope of work and a bill-of-material. In the case of the St. Bernard roof project, Andy asked Hinshaw Roofing (Frankfort, IN) to develop the scope of work and bill-of-material. Town and Country worked with Hinshaw to price the bill-of-material.

2. Andy Guljas discussed the scope of the work that he and Hinshaw developed. In order to safeguard the integrity of the roof, changes to the church skylights are necessary. The biggest change that parishioners will notice is that the skylight above the altar will be completely removed. In order to remove that particular skylight, the light fixtures (which shine on the altar and the cross) will also be removed. After the roofing project is completed, the parish council will look at replacing the lights (which shine on the altar and cross) as a separate project. In addition, the 3 skylights which are over the baptistry will be replaced with new skylights. The roofing project will not affect the skylights in the Gathering Area.

2. The Parish Council approved the bill-of-material pricing of Town and Country. Andy Guljas recommended that Hinshaw's bid be approved by the Parish Council. He also said the he would oppose asking a general contractor to submit a bid (who would then subcontract a roofing contractor to do the work); but that he was open to another roofing contractor submitting a direct bid. After thoughtful consideration, the Parish Council approved asking a local contractor/parishioner, Gary Ross Roofing to also submit a bid for the St. Bernard roof project (in addition to the Hinshaw bid). Andy Guljas will work with Gary Ross Roofing to secure this other bid. Once this other bid is secured, Andy will inform Fr. Shocklee, who will then consult with the Parish Council for the go-ahead of the project.

3. During the May Parish Council meeting, a tentative plan was developed for the use of the Strawberry Festival proceeds. During this meeting (June meeting) the parish council finalized the plan to include donating 15% of the proceeds to the Mary Ludwig Free Clinic, \$800 to reduce the price of the Reboot tickets from \$19 to \$15; with the balance of the funds going into the church operating budget.

**New Business:**

1. Since St. Cecilia Demotte has no desktop computer for Fr. Dennis to use, Fr. Dennis asked the Parish Council to approve him purchasing his current desktop computer for the price of \$150. This desktop computer was originally purchased in 2008. The Parish Council approved giving this desktop computer to him as a going away gift. He was most appreciative.

4. The next Parish Council Meeting is tentatively scheduled for Tuesday August 25, 2015 @ 7:00 pm in the Edge Room.

**St Bernard Parish Council**  
**05/26/2015**

In attendance: Father Dennis, Jack Whitecotton, Joe Sadowski, Therese Calhan, Marie Pickerill, Tim Grino, and Victor Duran.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. Fr. Dennis informed the Parish Council that that the Diocese Facilities Management Coordinator, Andy Guljas, has not yet finalized the bid specifications for the roofing project. Once that is completed, Fr. Dennis anticipates a yet-to-be scheduled Parish Council meeting to discuss the roof project. If that happens, that meeting will replace the June 23<sup>rd</sup> regularly scheduled meeting (as stated below).

**New Business:**

1. The Parish tentatively approved plan for the use of the profits from the Strawberry Festival. The final plan will be approved at the next Parish Council Meeting. A portion (15%) of the funds will go towards the Mary Ludwig Free Clinic. The balance (85%) of the Strawberry Festival funds will be used to defray the cost of those who wish to attend the Reboot Catholic spiritual renewal event in West Lafayette on Wed., September 16th. *Reboot!* is a high-energy renewal event designed to bring a brand new energy and vitality to the parish community. Presented by internationally-acclaimed Catholic speaker and author, Chris Stefanick, the event provides a fresh and compelling presentation of the Gospel, as well as real-life, practical, "can-do" ways of applying the genius of the Gospel in everyday life.

2. The Parish Council discussed the music ministry at St. Bernard.

The next Parish Council Meeting is tentatively scheduled for Tuesday June 23, 2015 @ 7:00 pm in the Edge Room. (This has been moved up one week, due to Fr. Dennis' move schedule.)

**St Bernard Parish Council**  
**04/28/2015**

In attendance: Father Dennis, Jack Whitecotton, Joe Sadowski, Therese Calhan, Mike Tricker, Bernie Williams Marie Pickerill, Wally Novak, and Victor Duran.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. As Fr. Dennis reported at the previous Parish Council meeting, all three thermostats in the church area were deemed unserviceable and were replaced. He explained that each of the new thermostats have two new features. The 1<sup>st</sup> feature is that the thermostats can be Internet controlled; meaning that the temperature can be easily monitored on a smart phone (carried by the pastor/staff). The other new feature is that each thermostat has a “learning” function that can automatically turn on the boiler system in time to heat the designated area to required temperature by a certain time. For example, on a cold day, the boiler would turn on sooner. On warmer days, the boiler would turn on later. These features will serve to help improve the temperature within the church area. Fr. would like to thank Mike and Chuck McKeown for donating all their labor costs for this project.
2. Fr. Dennis has also coordinated with Mike and Chuck McKeown to look at what it would take to improve the gym heating system. The decision has been made to combine the gym cooling and heating system into one thermostat, identical to the ones described above. Mike and Chuck McKeown have also suggested that we add electric heating elements to the current air conditioner air handler; which can possibly be activated in the heating mode. A cost estimate for doing this will be forthcoming.
3. The Parish Council had a lengthy discussion about having a ministry volunteer fair. The Parish Council decided to prioritize 4 major areas where we need volunteers. These four areas are: Bernies Buffet, Religious Education, Strawberry Festival, and the Bazaar. Fr. Dennis will communicate with select people inviting them to more fully participate in these four areas. It was suggested to Fr. Dennis that lists be maintained of all the people who participate in each of the ministry areas. These lists should be maintained either within the church records or by the individual ministry leaders.
4. Fr. Dennis requested that the Parish Council table further discussion regarding the replacement of the church roof until a future scheduled (or unscheduled) meeting.

**New Business:**

1. A parishioner requested that the phone numbers of Parish Council members be annotated on the front of the parish Sunday bulletin. The Parish Council decided against this. On balance, the Parish Council members felt that their individual phone numbers are available through the parish office, the phone book, the picture directory, or their place of employment.
2. Fr. Dennis stated that Penny Washer is asking for volunteers to participate in a two-hour Eucharistic Adoration, to be scheduled from 10am – noon on Saturdays. More information is provided in the bulletin.
3. Fr. Dennis stated that he has appointed Jack Whitecotton to an additional 3 year term on the Parish Council, to expire in 2018.
4. The next Parish Council Meeting is tentatively scheduled for Tuesday May 26, 2015 @ 7:00 pm in the Edge Room.

**St Bernard Parish Council**  
**03/30/2015**

In attendance: Father Dennis, Jack Whitecotton, Joe Sadowski, Therese Calhan, Mike Tricker, Bernie Williams and Victor Duran.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. Fr. Dennis informed the Parish Council that the Diocese Facilities Management Coordinator, Andy Guljas, inspected the church roof and deemed it "no longer serviceable". Andy will head-up the bidding process. His goal is to begin construction during the summer months. Andy was unable to give any cost estimate for the roof replacement. Fr. Dennis informed the Parish Council that there is approximately \$89,000 in the parish asset replacement fund.

2. While Andy Guljas was visiting the parish, Fr. Dennis asked him to take a look at the church heating system. After a cursory inspection, Andy stated that it was his opinion that the church boiler/heating system was working properly. In addition to that, Fr. Dennis informed the Parish Council that Mike and Chuck McKeown have replaced all 3 thermostats in the church area. Fr. Dennis said that a couple of parishioners commented to him that they could really feel a difference in the inside temperature, especially in the Gathering Are.

**New Business:**

1. The Parish Council approved reimbursing Marty Claycomb for \$1500 (in the form of mileage) for expenses of using his personal pick-up truck in 26 hours of snow removal for the winter of 2014-2015. These funds were previously withdrawn from the 2014 church budget.

2. Bernie Williams asked that the parish have a person who is knowledgeable in heating/cooling, to evaluate the size of the boiler that currently heats the gym. The purpose of this evaluation is to determine if our current boiler system meets industry standard for heating a room the size of the gym.

3. At last month's meeting, the Parish Council made a decision to fund the 2015-2016 school year Nourish (Backpack) Program (described in the February 2015 minutes). During that meeting, it was decided to approve \$5,000 for this charitable project; with half of that amount (\$2,500) coming from Bernie's Buffet and the other half (\$2,500) coming out of the parish operating budget. During the March meeting, Joe Sadowski suggested that the Burnie's Buffet mission statement be revised/expanded as follows: "To provide ecumenical outreach to our local community, to include a Wednesday evening dinner, and the Nourish Program (Backpack Program)." This new mission statement was approved. It was requested that the Finance Committee and the Parish Council be consulted each year, prior to beginning a new school year, to advise Father on the total dollar commitment and which accounts the funds should be withdrawn from. The council also approved adding an envelope, to the package of envelopes (that are mailed out to parishioners) for Bernie's Buffet, for those Sundays when a Bernie's Buffet Collection is taken up (every other month). Those who work and volunteer in the school system have found that the Nourish Program is very successful in helping poor families with school age children. Just as a reminder: Our parish donation to the Nourish Program directly helps 24 needy children at the Hoover Elementary School. Other churches/organizations fund needy children at other Crawfordsville area schools.

4. At last month's meeting, Jan Sears mentioned that Bernie's Buffet expenses will be increasing due to complying with current state regulations implemented by the County Board of Health (described in the February 2015 minutes). The Parish council approved using Bernie's Buffet funds for these costs.

5. Marie Pickerill who was unable to attend the meeting, requested three topics to be discussed at the meeting. Those topics were:

- a. To raise the church temperature in the winter months. Similarly, it could be considered to raise the temperature in the summer to reduce cooling costs.
- b. To plan/conduct a ministry volunteer fair for mid/late September.
- c. To increase Eucharistic Adoration availability to the parish, above the current, 1-hour, weekly 11 am Friday schedule.

After minimal discussion, the Parish Council deferred further discussion until the next meeting.

The next Parish Council Meeting is tentatively scheduled for Tuesday April 28, 2015 @ 7:00 pm in the Edge Room.

**St Bernard Parish Council**  
**02/24/2015**

In attendance: Father Dennis, Marie Pickerill, Tim Grino, Mike Tricker, and Victor Duran.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. During the last Parish Council Meeting, it was suggested that the parish seek additional volunteers to help out in the religious education classrooms. Fr. Dennis stated that he needs to do more in this area to include various pulpit announcements, and specifically asking certain parishioners to help out. This discussion opened up into a broader topic of how to encourage more volunteers to participate in "all" ministries. It was suggested that the parish hold a ministry fair before/after Masses on a given Sunday. Fr. Dennis raised a concern of the time/effort to coordinate such a volunteer fair, and the possibility attaining minimal results from such an effort. The Parish Council agreed that we would table this discussion for the next meeting.

2. Fr. Dennis informed the Parish Council that he mailed a request to the Diocese regarding proceeding with the roof project, but has not yet received a response to his letter from the Bishop, requesting a go-ahead for the church roofing project (as mentioned in last month's minutes).

3. Fr. Dennis informed the Parish Council that the heat situation is closer to being resolved in the Gathering area and in the Daily Chapel. Mike and Chuck McKeown are looking for thermostats that are compatible with the way the current St. Bernard heating/cooling systems are configured. He noted that the St. Bernard's heating/cooling systems are configured differently (outdated), as compared to modern-day commercial heating/cooling systems.

**New Business:**

1. Jan Sears briefed the Parish Council on the Nourish Program which the church agreed to participate in last year. In 2014, the parish, out of Bernie Buffet funds, donated \$2500 to fund food backpacks for 24 needy children at Hoover Elementary for this current school year. Jan said that at the end of this current school year, the current grant (which funded half of the entire Nourish Program) expires (as expected). In order for St. Bernard to continue to sponsor the same number of children next school year, St. Bernard would be expected to donate \$5,000 (twice as much as last school year). Parish Council members expressed the need for this program. Fr. Dennis suggested that of the \$5,000 amount, half (\$2500) could come from Bernie's Buffet, and other half from St. Bernard Operating Fund. The possibility would be open to substitute the Habitat for Humanity portion of the Fall Bazar (approximately \$900), which helps only one family, and allocate those funds to the Nourish Program. The Parish Council tentatively approved funding for this program at the \$5,000 level for next school year, pending any further discussion at the next Parish Council meeting and more clear evaluation of where the funding would come from and how it may affect the parish.

2. Jan Sears also mentioned that Bernie's Buffet expenses will be increasing due to complying with current state regulations implemented by the County Board of Health. These higher costs include training parishioners to be certified as "Food Handlers". Other possible increases in costs would be for food and facilities, pending a Board of Health inspection of St. Bernard facilities/procedures. There will be further updates to the Parish Council in the near future.

The next Parish Council Meeting is tentatively scheduled for Monday March 30, 2015 @ 7:00 pm in the Edge Room. This is a day earlier than usual, due to scheduling of the Diocesan Chrism Mass.

**St Bernard Parish Council**  
**01/26/2015**

In attendance: Father Dennis, Wally Novak, Therese Calhan, Marie Pickerill, Bernie Williams, Joe Sadowski, Mike Tricker, and Victor Duran.

Fr. Dennis opened the meeting with a prayer.

**Old Business:**

1. The Council noted that the new sign looks very good with its placement in front of the Church grounds. Both at night and during the day, the sign is highly visible, well lit, and matches well with the surrounding aesthetics of the grounds.

**New Business:**

1. Marty Claycomb has suggested that the church roof needs to be replaced. Marty has described the shingles as having little/no adhesive, resulting in the shingles being loose. He has done some patching with tar to hold shingles in place and to cover up some of the nail holes on the loose shingles. None of the Parish Council members could remember the shingles ever being replaced since the church was constructed in the mid-1980s. The Parish Council agreed with Fr. Dennis' recommendation to move forward with the process of initiating this project. Fr. Dennis stated that he will mail a letter to the Diocese to request guidance on the process that needs to be undertaken to have this done. Fr. Dennis stated that he estimates the cost will be +/- \$40K, and that funds are available in the St. Bernard Asset Replacement account to replace the roof.

2. Fr. Dennis stated that only half the heat has been operational in the Gathering Area. Mike McKeown, a parishioner, who is highly familiar with the heating system of the church, anticipates having the system repaired in early February, as soon as he gets final release from rehabilitation for an orthopaedic surgery.

3. The Parish Council asked Fr. Dennis his thoughts on the 2014 annual financial report. He expressed his appreciation to all the parishioners who have contributed their time, talent, and treasure to support our St. Bernard family. He was pleased that Parishioner donations remained relatively even, though home expenses of many, such as heating/food likely increased last year. He explained that the \$20K budget surplus is, in part, due to Maureen Buskirk's resignation and duties assumed by other staff and/or parishioners. Currently, Fr. Dennis (personally) does not seek reimbursement from the parish for medical insurance, food, cell phone, and mileage; when/if a new priest replaces him, that new priest will (may) seek reimbursement of these eligible expenses, totalling approximately \$20K.

4. The Parish Council suggested to Fr. Dennis that he ask for more volunteers to help out in the religious education classrooms. The goal is to have at least two adults in each of the lower grade classrooms and even more adult supervision in the Edge and Life Teen classrooms. It was suggested that "now" is not too soon to ask for volunteers for next academic year. It was noted that many of the Catechists in Life Teen have no children in school, and yet they seem to be spiritually fulfilled in their ministry. In other words, no matter how young or old you are, helping our youth increase their faith experience and enhances the faith experience of the adults helping in the classrooms. It was suggested to encourage any and all members of the Parish to prayerfully reflect about helping with religious education.

5. Wally Novak noted that Wabash College has granted him tenure. As part of receiving tenure, he and his family will be taking a year-long sabbatical at the University of Washington (WA State), starting in June 2015. The Parish Council congratulated him on his tenure. Related to point 4, above, this will increase the need for catechists, as Wally and Kathleen have been serving as catechists for a combined 3<sup>rd</sup>/4<sup>th</sup> grade class.

The next Parish Council Meeting is tentatively scheduled for Tuesday, February 24, 2015 @ 7:00 pm in the Edge Room.