

**PRESBYTERAL COUNCIL MEETING  
MINUTES**

St. Joseph Catholic Church – Hayward, WI  
August 3, 2010

**I. PRELIMINARIES**

**A. WELCOME**

The Council was welcomed by Fr. Philip Juza.

**B. OPENING PRAYER**

An opening prayer was led by Bishop Peter Christensen.

**C. CALL TO ORDER**

The meeting was called to order at 10:15 a.m. by Bishop Christensen.

**D. ROLL CALL**

Present: Bishop Peter Christensen, Frs. Edwin Anderson, Daniel Dahlberg, Norbert D’Mello, John Gerritts, Gerald Hagen, Michael Hayden, James Tobolski, Michael Tupa and Gerard Willger.

Absent and excused: Frs. Kevin Gordon and Thomas Thompson.

Deans present: Frs. John Drummy, Philip Juza and James Tobolski.

Guests present: Deacon Dennis Geisler, Fr. James Jackson, Richard Lyons, Ron Nelson, Christine Newkirk, Megan Noll, Fr. Shaji Pazhukkatahar, Peggy Schoenfuss and Steve Tarnowski.

**II. APPROVAL OF MAY 18, 2010 MINUTES**

Motion: Father Tupa moved and Fr. Anderson seconded the approval of the minutes as written. Motion carried unanimously.

**III. CHECK-IN AND DIALOGUE WITH BISHOP CHRISTENSEN**

Bishop Christensen reported that Deacon Dennis Geisler began a new position as of July 1, 2010. He is now working as the Parish Services Specialist and will help with the matters of the incorporation of parishes, by-laws and the instrument for parish grants.

**IV. AGENDA REVIEW AND APPROVAL**

Motion: Fr. Tobolski moved and Fr. Tupa seconded that the agenda be approved as written. Motion carried unanimously.

**V. CORRESPONDENCE**

No correspondence was noted at this time.

**VI. TREASURER'S REPORT**

Mr. Nelson reported that the amount of \$57,907.09 was taken from the Priest Continuing Education fund as it was closed and was moved to a restricted diocesan fund. Bishop Christensen indicated that discussion will continue regarding the usage of these monies for a general education fund. In the future, Mr. Nelson will produce a treasurer's report and pass it along to Fr. Gerritts, the council treasurer. Fr. Gerritts will share the report with councilors at each meeting.

**VII. UNFINISHED BUSINESS**

**A. RESPONSE MANUAL UPDATE**

Megan Noll indicated that she continues to work on the Response Manual and that training for chancery staff will be offered in September. The parish model brochures have been drafted with assistance from Mr. Lyons and Fr. Thompson. The parish model booklets are in a condensed and manageable form. Megan shared with the council four differing brochures entitled: Quick Reference Guide; Community Resources Guide; Grieving the Loss of a Loved One; and finally Handling the Loss of a Loved One in the Classroom. Councilors indicated that the brochures were well done and attractively presented. Councilors made a number of suggestions for changes to the brochures before they go to final print.

**B. LONG-RANGE PLANNING PROJECT**

Mr. Lyons indicated that he was going to meet with the deans and staff later today to discuss the long-range planning project. He noted that a new title for the project was envisioned which would incorporate the ideas of the project being an "instrument for parish growth" and the subjects of: Mission, Vision and Values. Deacon Geisler indicated that the project would search for meaningful results and suggested the assistance of an on-line tool called, "Survey Monkey Program." Councilors noted the importance of there being a definite process involving parishioners using the instrument and requested that there be opportunity for evaluators to offer subjective comments. Fr. Gerritts requested that further research from CARA might be helpful in working on the project. Mr. Lyons will offer further reports regarding the process for the long-range planning at future meetings.

### **C. PARISH ARTICLES OF INCORPORATION AND BY-LAWS UPDATE**

Mr. Lyons shared with councilors a letter from Kenneth Knudson regarding the corporate structure of parishes. Mr. Knudson is requesting that a parish questionnaire be sent which would define parish incorporation matters, the issue of trustees, cemetery questions and other subjects related to incorporation. Mr. Lyons noted that there will be regional meetings about parish incorporation matters and the Northwest deanery would probably be the first on the agenda. Councilors made suggestions for the questionnaire and had special concerns about cemeteries, trustees and groups in a parish using the tax identification numbers. Mr. Lyons indicated that the cost to each parish for this legal work will be \$300.00 plus recording fees which are estimated to be about \$30.00.

## **VIII. NEW BUSINESS**

### **A. DSA UPDATE**

Steve Tarnowski offered an update concerning the DSA for last year. Eighty-two percent of the total goal has been reached. There were 9,544 total donors and 40 parishes thus far, have reached 100% of their goal. Fourteen parishes have reached at least 90% of their goal.

Mr. Tarnowski then presented information concerning the 2010/2011 DSA kickoff. A total of 31 summer visitor parishes will kickoff their appeal the weekend of August 15<sup>th</sup>. All other parishes will kickoff the traditional weekend of September 19, 2010. A letter and pledge envelope will be mailed to all parishioners and will include a suggested pledge amount with a 5% increase. Mr. Tarnowski shared with councilors a special eight-page promotional piece which will be dropped in bulk to parishes, about 300 for each cluster. The insert will also be featured in the September 16<sup>th</sup> edition of the Catholic Herald. Councilors felt that the promotional piece was well done. Councilors also requested that the Bishop share publically the monetary amount that had been returned to parish communities that had made their DSA goal. This knowledge might encourage parishes to strive more diligently to meet the goal.

### **B. ASSESSMENT FORMULA**

Mr. Nelson shared with councilors a draft of an assessment formula. The formula basically offers a 5% increase from last year. Mr. Nelson indicated that he would email and send pastors final numbers for the annual assessment. Councilors suggested that results from the diocesan audit should be again shared in the Catholic Herald and publicized using simple terms.

Motion: Fr. Tupa moved and Fr. Anderson seconded to accept the amended

DSA formula for 2010/2011. Discussion followed and motion carried unanimously.

### **C. ELECTIONS**

Councilors shared information that Fr. Gerald Hagen has an expired term as chairman of the council. Action was required for Fr. Hagen's reelection or for an election for a new chairman.

Motion: Fr. Willger moved and Fr. Tupa seconded that Fr. Gerald Hagen be reelected to serve a two-year term as chair of the Presbyteral Council. No other nominations were brought to the floor and the council voted unanimously to accept the nomination and close the nomination process. After discussion, councilor members voted unanimously to elect Fr. Gerald Hagen to a second term as chair of the Presbyteral Council.

Shortly after noon, councilors and guests took a much needed break and gathered for a mid-day meal in the St. Joseph Parish Hall. The room had the distinct air of a merry Neapolitan trattoria as guests were feted with a festive pizza buffet. The luncheon began with a lush garden salad complete with plump peppers, tangy tomatoes and crunchy croutons. Guests were awed by the variety of five pizza pies which were served with an assortment of refreshing soft drinks. For dessert, a summery apple tart was offered with a dollop of dairy fresh ice cream. Hot coffee was served to accompany the succulent sweet. After lunch, all in attendance expressed a heartfelt "Grazie" to the kitchen staff for the marvelous repast. Finally, Bishop Christensen made note of the fact that today was Fr. Gerard Willger's 50<sup>th</sup> birthday. As a final gesture, there was a joyful singing of Happy Birthday to Fr. Willger (there was a solid consensus by all guests that Fr. Gerard does not look a day over 40!!).

## **IX. ONGOING FORMATION OF PRIESTS**

### **A. APPROVE CHANGE OF BY-LAWS**

At the last meeting on May 18, 2010, a motion was made to disband the Ongoing Formation of Priests Committee, but the work of the committee should continue by the Presbyteral Council as a whole. Action was needed at this meeting to officially change the by-laws to support the motion.

Motion: Fr. Anderson moved and Fr. Gerritts seconded to change the by-laws to indicate the disbanding of the committee, but also that the work of the committee should continue by the Presbyteral Council as a whole. Discussion followed and motion carried unanimously.

**B. ANNUAL PRIESTS' RETREAT**

Bishop Christensen noted that the annual retreat will be held September 12-16, 2010 at Christ the King Retreat Center at Buffalo, Minnesota. The Retreat Director will be Archbishop Emeritus Harry Flynn of the Archdiocese of St. Paul and Minneapolis. All priests are strongly encouraged to attend the annual retreat.

**C. CLERGY ONGOING FORMATION WORKSHOP**

Bishop Christensen indicated that the clergy ongoing formation workshop will be held October 18-20, 2010 at the Hotel Chequamegon in Ashland. The Liturgical Institute of Mundelein will discuss the new Roman Missal. Councilors suggested that the workshop time be used to its best advantage. Fr. Gerritts strongly promoted the idea that we use the time wisely and include other issues that were of importance to clergy. Councilors suggested that Ken Knudson could offer information on the question of articles and by-laws. It was also noted that more information could be given on the long-range planning process. Final planning for the ongoing formation workshop will continue.

**X. FUTURE AGENDA ITEMS**

Suggestions for future agenda items include possible presenters for the Priests' Retreat and Clergy workshop. Fr. Dan Felton of Green Bay was suggested as a speaker who could discuss the issue of the clustering of parishes. Another agenda item suggested was the five-year status and history of the Diocesan Services Appeal. Bishop Christensen indicated that a possible future workshop for clergy could be the vision of the Priesthood in the future.

**XI. TIME AND PLACE OF NEXT MEETING**

The next meeting of the Presbyteral Council is set for 10:30 a.m. on Tuesday, November 9, 2010 at St. Joseph Center in Hayward, Wisconsin. Councilors should please note the special starting time for the meeting.

**XII. ADJOURNMENT AND CLOSING**

Motion: Fr. Hayden moved and Fr. D'Mello seconded to adjourn. Motion carried unanimously. The meeting was adjourned at 1:45 p.m.

Respectfully Submitted,



Reverend James F. Tobolski, Secretary

Date: August 3, 2010

