

**Saint Joan of Arc
Pastoral Council Meeting Minutes**

Thursday, February 4, 2010

Members Present: Bill Buenz, Jim DeBruycker, PJ Doyle, Elaine Hauff, Christopher Hermann, Brad Hinker, Norine Larson, Ed Luterbach, Mike McCloskey, Erwin Templin, Vicki Underland-Rosow, Ellen Velasco Thompson

Guest Present: Ronnie Angelus, parishoner

I. Prayer – Bill Buenz

II. Mission Statement

III. Agenda Additions

IV. Old Business

1. Discernment Process – Final Approval –Christopher : A final document was approved.
2. Organizational Chart – Staff Feedback – Erwin – we will add the Prison ministry to the chart. The chart will be discussed in more detail on Staff Day, Tuesday February 9

V. New Business

1. Pastor Reports –Erwin has accepted the position of parish administrator. The Human Resources Committee will be asked to review the job description for parish administrator.
2. Liaison Reports –Reports were presented and no action items or decisions were required.
3. Stewardship Committee Ministry Manual - final draft was distributed.
4. Budget/Facilities Update – Erwin – financial reports were distributed. Elevator repair bids are being collected. Roof repair or replacement will be required as well, for which bids are planned. A claim was placed with Catholic Mutual for the damage to the interior from the roof leaks above the copier room.
5. Process for Finalizing Council Minutes: we will add approval of prior months minutes to each PC meeting. Minutes will be posted to website. A review and updating of what has been posted is underway. Also, the Agenda for upcoming meetings will be posted prior to the meeting on the website for parishioners to see what is coming up.
6. “Sponsorship/Funding” of facilities projects by an individual or group – brought on by some specific facilities needs (elevator, roof) and the question of offering to give recognition (plaques for

example) for donations to a specific need – consensus was reached to both allow specific requests for funding and allow discretion of Finance Committee to determine a tasteful recognition policy.

7. Discussion of CARE fund issues – Ellen – A report is needed for the \$20 k contribution from Bremer foundation. Care fund big picture – band aid or bigger cure; brief on what other similar funds do was presented; please e-mail Ellen on what vision we have for this fund. She will initiate with an email that outlines what discussion has taken place. The following issues were reviewed by the HR Committee: the transition of the Parish Administrator role, review of the proposed Organizational structure, Staff Day, and expiration of term of one of the committee members.

VI. Agenda Additions

1. Spring cleaning – May 1: Bart and Norine Larson will lead a volunteer force of parishioners for a major spring scrub down of St Joan facilities.
2. Grace House – Lease is up. The need for hospice care is no longer the needed focus. We are continuing on a month-to-month lease and will consider options for its future use.
3. Nursery - many of the volunteers have not completed background checks and VIRTUS training. Volunteers who have not complied with these requirements in a timely manner will not be allowed to volunteer in the nursery. Erwin will follow-up on the nursery review that took place a year ago. The nursery must adhere to the volunteer vetting and recommended standards if it is to remain viable.

VII. Closing Prayer - Bill

Looking ahead

- **Mike has prayers for the March meeting**
- **Staff Day Tuesday Feb 9.**