

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

ATTENDANCE

	P	A		P	A		P	A
Pastor			Business Manager			Vira Schmidt, 3 rd yr		X
Fr. Gerry Reinersman	X		Lee Kessen	X		Joe Butts, 2 nd yr	X	
Associate Pastor			Board of Ed President			Missy Hickman, 2 nd yr	X	
Fr. Josh Lange	X		Jay Rottinghaus	X		Daryl Orth, 2 nd yr	X	
Director of Religious Education			Council Members			Christine Whelan, 2 nd yr		X
Sr. Julaine Middendorf	X		Amy Hatfield – President, 3 rd yr	X		Raymond Donnelly, 1 st yr		X
Deacon/Seminarian			Chuck Pettit – Vice President, 3 rd yr	X		Beth Halderman, 1 st yr	X	
Tim Schabell	X		Susan Bradtmueller–Secretary, 2 nd yr	X		D. Michael Moloney, 1 st yr	X	
John Michniuk		X	Chris Ampfer, 3 rd yr	X		Garren Parker, 1 st yr	X	
Principal			Jeanne Pettit, 3 rd yr	X		Joan Zai, 1 st yr	X	
Melissa Holzmacher	X							

P=Present and A=Absent

APPROVAL OF LAST MEETING MINUTES

Moved by: Jeanne Pettit

Seconded by: Daryl Orth

CORRESPONDENCE

- We received a letter from Paul Gottbrath, President of Northern Kentucky Harvest, thanking St. Joseph Parish for its efforts. On the weekend of July 25-26, parishioners brought school supply donations to the church before each Mass. These were used for a backpack giveaway for needy children in Campbell, Kenton, and Boone Counties in early August 2009.

PARISH REPORTS

PASTOR’S REPORT - Fr. Reinersman

1) Welcome to Fr. Josh Lange

- He’s been a positive addition to the staff and is being received very well.
- John Michniuk will be leaving us to return to the seminary in Latrobe, PA.

2) Letter from Sr. Margaret Stallmeyer, CDP;

- We received a thank you for the first installment of our pledge of \$5,000/year for five years.

3) DPAA 2009 as of August 17, 2009

674 St. Joseph families (about 36% of total families) have donated or pledged

\$122,789	Gifts and pledges
\$115,800	Parish share of goal
\$ 6,989	Rebate to St. Joseph parish if pledges are filled

4) Tuition Assistance – Final report for 2009-2010

Statement was provided in the Carpenter’s Connection.

- 44 families applied (representing 70 children)
- 34 families received assistance (representing 57 children)
- Of the 34 families:
 - \$91,550 parish assistance provided 53%
 - \$81,925 family responsibility 47%

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

- \$173,475 combined tuition 100%

Adopt-A-Student funds will be used to assist families when in need during mid-year.

5) Closed on the Steffen property at 4021 Alexandria Pike on July 30, 2009

- Once some minor renovations and sprucing up are finished, we will actively seek a tenant.
- If you know of prospect(s), please contact Lee ([Exhibit A, attached, outlines the specs on the property and the tenant sought](#)).

6) Capital Campaign has been launched

- Planning, Development & Maintenance Committee has been working hard to refine and develop the areas of the campaign.
- [Handout \(Exhibit B, attached\)](#) provides brief explanation of the four areas of focus.
- Campaign Steering Committee has been extremely helpful (see handout).
- Fifty captains are being trained tonight or on Saturday morning.
- Mailing will go out on September 7, 2009.

7) Eucharistic Devotions are scheduled for October 23 – 25, 2009

- Please mark your calendars for this annual observation. Father is looking for active participation by many parishioners in the Devotions this year. That should begin with Parish Council members.

8) Father continues to be amazed by generosity of St. Joe's parishioners

Some recent examples of special projects are:

- welding spindles on convent stairway
- display of Sisters' photos in convent
- festival workers
- InterFaith Hospitality Network
 - many contributions
 - 64 volunteers from St. Joe
- No KY Harvest backpack supply drive
- Volunteers' extra attention on update of the grounds recently
- Railings for the kindergarten building
- Brick wall restoration at the gym building
- Renovation of the concession area in the gym by the Boosters

This is not to mention the regular gifts of time and talent for the Liturgy, Education, Committees, and Boards. Father says this inspires him to try to be generous with his time and talent for the parish.

9) Grow Fund

- Parishioners appreciate the sign at the steps stating that it was "paid for by the Grow Fund."

PRINCIPAL'S REPORT - Melissa Holzmacher

- School is off to a great start.
- The hallway and Mrs. Ross's Kindergarten room were painted in the Kindergarten Building.
- In Mrs. Bailey's office, a new floor was installed and the walls were painted.
- The maintenance staff and STP worked hard this summer getting everything ready for the new school year.
- Our school flag (designed by Mitch Otten) is visiting each classroom. As part of the morning prayer, the entire school prays for that class. The flag stays in a classroom for one week. So far, the school has prayed for Mrs. Guidugli and the students in 5C and for Mrs. Ross and the students in KB.
- During the month of September, the school will have all-school Masses on Friday mornings. Separate Masses for grades K-4 will not begin until October. We've delayed the break-out of Masses, as we're training the new music teacher (Mrs. Drummond) how to play the music for these Masses.
- The 8th graders will have a bake sale at the Masses on the weekend of September 12-13, 2009, to help fund the Insight Retreat. They'll be attending the retreat at the end of September.
- St. Joseph School had a booth at the parish festival: information was handed out, PR materials were featured, and questions were answered. The booth will be continued next year, and the PSR program may possibly join.

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

DIRECTOR OF RELIGIOUS EDUCATION REPORT - Sr. Julaine

- Catechetical Sunday will be September 20, 2009 at 11:30 am Mass.
- Sunday Preschool Religion starts September 13, 2009. This is held during the 9:30 am Mass.
- PSR held an open house on August 9, 2009. Scapulars will be given out on September 13, 2009. Bibles for grades 2 and 5 will be handed out on September 27, 2009.
- There will be a parent meeting for the sacrament of Reconciliation on October 6, 2009 at 7 pm.

BUSINESS MANAGER'S REPORT - Lee Kessen

- Work has commenced to clean up the Steffen house, inside and outside.
- We need more families to participate in the pictorial directory. We may possibly add new photo dates if there is an interest.
- Smoke detectors, carbon monoxide detectors, and fire alarms were added to the convent in preparation for Interfaith Hospitality Network families in October. The fire department will be inspecting the convent.
- Mailings will go out for the Capital Campaign in September.
- Lee is looking into some other ways to raise money; maybe a possible new event in November.

BOARD OF EDUCATION REPORT – Jay Rottinghaus

- New parent/open house night was August 10, 2009.
- Vicki Klocke is attending meetings for Adult Faith Formation.
- Steve Hatch is making efforts to get the Board of Education minutes on the website.

COUNCIL COMMITTEE REPORTS

FINANCE REPORT (Missy Hickman, Jeanne Pettit, Joe Butts)

The Finance Committee assists the pastor and Parish Council in planning, providing, and supervising the parish financial resources for the current and future needs by utilizing solid and effective financial planning.

- Uncollected tuition is down to less than ½%.
- Net income from Festival is still being calculated; we netted \$140,000 gross.
- [The parish deferred one bill from 2008/2009 fiscal in order to balance for the 2008/2009 fiscal year. This left an outstanding liability heading into fiscal 2009/2010. The Finance Committee is concerned that unless parish tithing/donations pick up this fiscal year, meeting all obligations without dipping into savings could be difficult.](#)
- We will start budget process in Sept/Oct this year, to get ahead of this year's situation.
- If projections on offerings and donations don't come through, we'll be dipping into savings. We only increased operations by 1.8% last year, so the shortfall is not due to increased operating costs.

PLANNING, DEVELOPMENT & MAINTENANCE REPORT (C. Pettit*, C. Ampfer, D. Orth, C. Whelan, G. Parker)

The Maintenance, Planning & Development Committee assists the pastor in developing, planning, and communicating the long term strategic plans of the parish to meet the present and future needs of its parishioners while effectively utilizing its resources to enhance and maintain the parish plant and facilities.

- The PDM Committee met on July 18, 2009. The work and output from that meeting:
- The feasibility study from Bill Gioielli of WRG Associates concluded we could move ahead with our major capital campaign. The steering committee for the campaign will be able to provide input to the next PDM meeting.

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

- Discussion of elevator: It will likely be best to place the elevator towards the back of the building.
- Location of the music area: The team is looking into a number of options and is also seeking input from Connie Lauer, Music Director.
- Restroom updates: The drawings and plans are fairly straightforward, and the Committee will likely be able to complete remaining discussions on this topic in the next meeting.
- Electric, lighting and HVAC updates: The Committee received a report from HAWA consulting engineers. Some information is new. Issues include the large lights in the church, sanctuary lighting, and lighting for Stations of the Cross. The Committee is also looking into future growth requirements that will impact the electrical plans. Finally, the Committee is looking to reach conclusion on the HVAC system.
- Acoustics investigation: The Committee discussed the possibility of replacing the acoustical panels we currently have, which are old.
- Construction Manager: A subcommittee of the PDM Committee is going to interview potential construction managers for the project. The expectation is that the construction manager would attend future meeting to hear where the work is heading, etc.
- PDM Committee also met on August 15, 2009.
- Areas of focus from the Capital Campaign will include: (a) upgrade and renovate church and school restrooms; (b) provide air conditioning to the entire school; (c) renovate the church (elevator, energy-efficient lighting, professional cleaning, more space in pews, new baptismal font area); and (d) establish an educational endowment.
- Meeting again on August 29, 2009. Trying to wrap up the plans so that when parishioners are asked for assistance with the Capital Campaign, they can see the drawings and what we're asking them to fund.

PUBLIC RELATIONS & COMMUNICATIONS REPORT (Amy Hatfield, Ray Donnelly)

The Public Relations & Communications Committee promotes and develops the Parish Family Concept through the celebration of special events and activities that offer opportunities for spiritual growth, and keeps the parish informed utilizing available technology (website & emails).

- December 17, 2009, we'll have a joint Christmas party with the Board of Education at Vira Schmidt's house. This is a member and spouse party.
- Doughnut Sundays continue each month. The last group (August) was St. Vincent de Paul. The September Doughnut Sunday will be hosted by the PTO.

SOCIAL ACTION & OUTREACH REPORT (Susan Bradtmueller*, Vira Schmidt, Chris Ampfer, Beth Halderman)

The Social Action and Outreach committee fosters a climate of openness and inclusion among the members of our parish (especially those that do not have children or extended families within the parish), reaches out to those in material and spiritual need, and increases awareness of the available support services.

- St. Joseph parishioners responded generously to the Northern Kentucky Harvest school supply drive for needy children in Campbell, Kenton and Boone Counties. Our church gave 239 plastic pencil boxes, 318 pairs of scissors, 322 boxes of crayons, 98 pencils, 24 bottles of blue, and other assorted items. The backpacks were distributed on August 8 to children in Covington at a scheduled back-to-school event. This was the highest number of backpacks given out in the drive's nine-year history. Paul Gottbrath, a parishioner and President of Northern Kentucky Harvest, noted that of the 4-5 churches he asked for help, St. Joe's was the most generous. Great news to hear!
- We invited 31 new parish families to the Doughnut Sunday in July. Ed and Ruth Rawe graciously agreed to attend after all Masses and to hand out additional items to these families. Six of the 31 families attended. Ed and Ruth agreed to continue doing the Doughnut Sundays/Pancake Breakfasts, despite the low percentage of new member families who attend.
- Plans and work to prepare for our Interfaith Hospitality Network families in October are still going strong. We have received many donations from parishioners and have a network of 65 persons willing to help during each

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

week (including several support churches). Many people wish to provide the evening dinner. We will need more help on some of the other "tasks," especially the overnight hosts and drivers. Helen Bailey is also looking into ways the school kids can use IHN as a service opportunity (e.g., setting up cots and cleaning before/after the designated weeks; helping with lunch food "drives" such as granola bars, juice packs, etc.). We are also working to make the Convent safe for all age levels with the help of the STP personnel (proper spacing on stairway/balcony rungs, proper height, removable stairway gates, etc.). We are also looking to see if we can tie in to the Jesse Tree charity/service work. St. Joseph has IHN families the week before Christmas – this could be a wonderful opportunity to show outreach and service to families in our very midst. The first training night for volunteers is set for Wednesday, September 2, 2009, at 7 pm in Kelley Hall. Virtus training will be held on September 16, 2009 at St. Joe's.

- St. Vincent de Paul Society will hold their next Bundle Sunday event on Saturday, Oct. 31 and Sunday, Nov. 1, 2009.

STEWARDSHIP REPORT (Deacon Tim, Mike Moloney)

The Stewardship Committee organizes the Time, Talent, and Treasures of our parish and appropriates them accordingly.

- The Stewardship Committee is looking into calling parishioners to talk with them about their participation in the parish. This may motivate them or identify them as no longer involved.
- The committee is looking to get out information on the various groups providing stewardship. We want to stress the positive and recognize service, hopefully as an inspiration.

LITURGY & WORSHIP REPORT (Jeanne Pettit, Joan Zai)

The Liturgy & Worship Committee enhances and encourages full participation in a prayerful liturgical experience for the assembly while fostering the ongoing conversion and spirit of evangelization in the parish.

- With the renovation of the church, the Liturgy and Worship Committee talked about placement of the choir area.
- The committee also talked about 40 Hours this year.

YOUTH & FAMILY REPORT (Vira Schmidt*, Amy Hatfield, Christine Whelan)

The Youth & Family Committee welcomes families (particularly those with young children) to participate in fellowship opportunities they provide.

- Service Stars has its calendar planned for the year and will start back up in September! Our first meeting will benefit the Northern Kentucky Children's Advocacy Center.
- Toddler Time is still up and running well.
- The Twenties and Thirties youth group is building up and has a strong foundation.

NEW BUSINESS

- H1N1 concerns:
 - (1) Mrs. Bailey, school nurse, will be going into the classroom to give guidance on "healthful habits" for the kids. Parents will also be getting a note about precautions being taken.
 - (2) Sign of Peace is more contagious than drinking from a common cup. Father Reinersman has stated that it's fine for parishioners to note they are ill and to just wish their fellow parishioners well.
 - (3) Mrs. Bailey also going to an in-service hosted by the Northern Kentucky Health Department.
- We are hoping to get a Festival representative to talk with us at the next Council meeting about the results of the Festival.
- Amy will send out an article that Father Reinersman came across that he wants the Council members to read: *Bringing Inactive Catholics Back.*

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

- We will look into adding tours of church/school facilities to upcoming parish council meetings for education purposes.

OLD BUSINESS

- We're looking into group badges for council, greeters, ushers, etc.
- We are still looking to for the No Smoking signs added to Memorial Hall.
- The Grow Fund sign was well-received. This will go back when the railings go up in the gym.

ADJOURNMENT: Moved by: Chris Ampfer Seconded by: Missy Hickman

NEXT MEETING: Tuesday, September 22, 2009

.....

EXHIBIT A

PROPERTY AVAILABLE FOR LEASE

St. Joseph Parish in Cold Spring, Kentucky has a house available for lease that may be especially appealing to a non-profit organization in the Northern Kentucky / Greater Cincinnati area.

Location

- 4021 Alexandria Pike (US 27), Cold Spring, KY
- Next door to St. Joseph Catholic Church & school
- 1¼ miles south of I-471 and Northern Kentucky University
- 1½ miles north of AA Highway / KY Route 9
- KYDOT Traffic count (2004) 35,669

Description

- Solid brick ranch style house on .46 acres
- Handicap accessible
- 1,676 sq. ft. main floor / six rooms
- 1,676 sq. ft. open basement with walk out to small parking area
- Central air / hot water heat
- Well-built by owner in 1953

Terms

- Available mid-September
- \$1,500 month + utilities
- mission and operations of leasing organization must be consistent with mission of St. Joseph Parish

Contact

- Mr. Lee Kessen, Business Manager, St. Joseph Parish
 - 859 927 2273
 - lkessen@stjoeschool.net

MEETING MINUTES
ST. JOSEPH PARISH COUNCIL MEETING
TUESDAY, 8/25/09
RECTORY – LOWER LEVEL – 7:30PM

EXHIBIT B

“What will the campaign accomplish?”

Upgrade / Renovate church and school restrooms	300,000
<ul style="list-style-type: none"><i>Our restrooms have not been significantly improved since they were built. Some need to be completely replaced; others only need to be renovated.</i>	
Air condition the entire school	300,000
<ul style="list-style-type: none"><i>Certain areas of our school are air conditioned but only a few classrooms are. This will also include a necessary upgrade to the electrical system.</i>	
Renovate the Church	1,500,000
<ul style="list-style-type: none"><i>An elevator will make the back parking lot available for handicap parking and provide handicap access between the upper and lower levels of our church building.</i><i>We will greatly enhance our worship space with energy-efficient lighting, professional cleaning of walls and floors, repair and stain pews and other wood surfaces, new kneelers, more space in the pews and a new baptismal font area.</i>	
Establish an Educational Endowment	500,000
<ul style="list-style-type: none"><i>We will assist the parish in its Catholic Education mission in the future by creating an endowment in which the interest only will be used for our school’s operational budget. Future bequests and gifts will boost this original amount.</i><i>This will not replace direct tuition assistance to families needing help.</i>	
Contingency and campaign costs	300,000
<ul style="list-style-type: none"><i>It is wise to include some allowance for some unforeseen expenses and raising the needed funds will incur costs.</i>	