**St. Peter Parish Council**

**Meeting Minutes**

**Monday, May 3, 2021**

**6 p.m., PMC Room 8**

**In-person attendance:** President J.J. Kaelin, VP Ed Paulovich, John Gormley, Terry Nickel, Paul Zmuda, Bruce Bishop Absent: Father Gregory Golyzniak Guests: Finance Council representative: Steven Wolters

Staff guests: Jolita Frank, Doug Carter, Rick Rank, Julie Dickinson and Deacon Tom Dickinson

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

The meeting began at 6 p.m.

**Opening Remarks**

* President J.J. Kaelin welcomed our guests and offered remarks about the past few months of inviting staff to share their job responsibilities with the council.
* Father Gregory was absent due to attendance at the Diocesan priests’ retreat in Greeley, Colorado

**Opening Prayer**

* Ed Paulovich offered the prayer.

**Staff presentations**

**Jolita Frank- St. Peter Music Director**

* Born in Lithuania, music school started at age seven, for seven years, then accepted into a music high school, Bachelors in piano performance
* Took lessons in organ with a nun
* During Soviet Union control, if you were to be trained in organ, one had to sign an agreement that you wouldn’t use your organ training in a church
	+ First husband was able to get refugee status in Wisconsin at a Lutheran church in 1991, right after the Berlin Wall fell and right before Lithuania’s independence was accepted
* Continued study in music, Masters degree in Music Education
	+ Went back to work in a Catholic Church after education
* Daughter, Rose Namajunas, became an MMA fighter and moved to Denver to train
	+ Jolita accepted the music director position at St. Patrick Catholic Church in Colorado Springs
* Started at St. Peter in August, 2019
* Plan for liturgy
	+ Has worked in Catholic churches for 20 years
	+ Keeps up with status of hymns and status for approval to use
	+ Focuses on identifying music to align to the Mass liturgy including the Scripture readings, primarily the gospel
	+ Use music liturgical sources of materials to be able to project on the screens
	+ Works with Bart McDonough to use some of his materials for more contemporary music
	+ Prepares for weekend services and holy days, Major Holidays, etc.
	+ Supports the school Masses with musical accompaniment for the school choir director, Jessica Sanderson
	+ Supports funerals and weddings
	+ Does some translation of hymns, recently found a Latin hymn that translated to English
		- Worked with a friend to edit these pieces who understands Latin well
* Managing the volunteer musicians
	+ Some are experienced and others are not
	+ Balance is necessary being encouraging with some professional expectations
	+ Subjective balancing of acoustical abilities
	+ Strives for perfection but knows that it isn’t always possible.
* Needs to be a leader to manage the music program
	+ Sometimes you need to know how to manage the cantor and balance their abilities—following their timing and capabilities
	+ Need to understand capabilities of the group of musicians
	+ Rehearsals take place Wednesday evening for at least one and a half hours and again 45 minutes prior to each Mass
	+ Vocalists are expected to attend rehearsals.
	+ Sometimes they will work on vocalization and breathing techniques to make sure they sing the music well to engage the congregation ensuring no distractions.
* When Jolita first joined St. Peter, she had to feel and learn the dynamics of the group.
	+ Understand our traditions and possibly change some of them
	+ Needs to not only develop trust with the musicians but also with the congregation.
* The music department has a website exclusive to choir members to gain access to information pertinent to this ministry.
	+ Helps them schedule, sign up to sing at Masses
	+ Also has the ability to share music for choir to practice at home
	+ Choir member, Bill Uhl, developed and maintains this website for the music ministry.
* Would like to be able lock the music room as people often walk into the room and use it for other purposes outside the scope of the music ministry. This leads to disarray.

**Doug Carter, Maintenance Supervision Manager and Rick Rank, Assistant Maintenance Manager** for the church, school, PMC, St. Peter Chapel and the rectory

* Doug Carter suffered an accident last fall, which required surgery and months of recovery. Rick Rank was hired to handle his responsibilities until Doug was able to return to work full time. Rick then assumed a part-time position.
* Manages and oversees the facilities for the parish
* Responds to the needs of the parish ministries using the facilities
* Manages subcontractors
	+ HVAC, snow removal, pest control, grounds maintenance, repairs, etc.
* Does a daily walk around the campus, then develop a schedule for the day
	+ Looks for items that are supposed to be completed
	+ Responsible for maintaining the outside lights in parking lots and safety measures for the campus
* Currently developing a Facility Tree program, which creates a timeline for repairs, maintenance, contracts, expirations and other important matters pertaining to facilities management
	+ Building out the asset inventory
	+ Will have ability to generate work orders based on schedule of maintenance needs
	+ Proactively address maintenance rather than reacting to it
	+ Ability to manage lifecycle cost and benefit
	+ Depreciation scheduling
* Paperwork for training and safety requirements
* PMC maintenance
	+ There is a one year warranty, so the contractor is responsible for most things needing to be fixed
	+ The contractor has agreed to address these items
* HVAC controls
	+ Looking for a 3rd bid for the School HVAC bid
* Cafeteria project for school
	+ Plan to convert 2 classrooms to a cafeteria to serve up to 70 children at a time
* Doug’s great great aunt was Annie Oakley
* **Rick Rank**
	+ Grew up in Detroit from a family of 10 children
	+ Background in the Marine Corps in photography
		- Then worked as delivery driver for several years
		- Then worked as a CEO for Food Bank Charities
	+ Has been a parishioner at St. Peter since 1989, EM, and EM for home bound
	+ His son, Donald Rank, is a newly ordained priest, known to
		- Son built a program in college called Varsity Catholic
		- Currently stationed in Lawrence KS
	+ Started a handyman business
	+ Role at St. Peter
		- Performs the custodial work for the church building
		- Wax and polish altar
		- Spot clean, especially the salt spots
		- Changing lights in the church
		- Moving tables from the school
		- Moving tables in the PMC
		- Now working as a permanent part time employee
		- Helps trouble-shoot problems

**Julie Dickinson-Safe Environment Manager/Child Protection-** Report is attached to these minutes

* Administrator for child and youth protection
* Focuses on minors, children and the vulnerable
* The program started with in-person training/paper documents, then to Excel, now Virtus
* Responsible for making sure that all volunteers are properly trained and registered in the program before having contact with minors
* Before COVID, there were about 400 volunteers.
* It is hard to track the active volunteer numbers now due to circumstances surrounding COVID.
* There has been some resistance to training due to some volunteers having had a professional role like military and law enforcement, which require the same vetting and training process.
* The background check procedure engages an outside vendor that uses national agencies for checking backgrounds. Results are reviewed by the Diocese program manager.
	+ Each background check costs $18.
* Employees have a quarterly training requirement including different levels of training requirements for different positions.
	+ Training requirements were developed by the Diocesan training coordinator.
	+ Transitioned to Virtus so that they can leverage some of the liability provided by Virtus.
* Volunteers who have been part of a Virtus based program in another parish or city can easily be transferred.
* The preponderance of the Diocese have been using Virtus, so it makes it easier to track issues.
* There is an annual audit affidavit reviewing:
	+ How many volunteers have maintained the training, current background check.
	+ In 2002, there was a USCCB charter developed for what will be done to protect children.
		- Based on this charter, there is the annual audit, then, every three years, a physical on-site audit is conducted by an outside party (Stone Gate).
* Public confidence?
	+ Are there examples where Virtus has shown success?
	+ Colorado Springs Diocese was shown to have no credible examples of abuse though the engagement with CO AG.

**Minutes- President J.J. Kaelin**

* Paul Zmuda motioned to adopt the April meeting minutes as written. John Gormley seconded. The Council adopted the minutes

**Discussion** about communicating to parish about what people do

* Ensure that staff roles are understood by the parish
* Create a spotlight of roles and ministries in the bulletin, weekly eBlast or via Flocknote
* Highlight parishioners in through these media platforms
* Create videos that can be shared
* Use of other media other than videos

**Strategic Plan-VP Ed Paulovich**

* Would like to communicate to the parish about each goal
* Will send out to the PC, would ask for any edits or discrepancies to be addressed
* Tallied what it would cost for each area
* Could we quantify the volunteer hours and the cost of the volunteer vs hiring staff to provide

**Updates:**

* Parish Council June 7 meeting will focus on our Deacons’ work at St. Peter and to thank them.
* Welcome dinner for new parishioners and families held April 28 was a success.
* Parish picnic
	+ Committee co-chairs Teresa Crichton and Katherine Pietsch with Father Gregory have developed a plan giving options to accommodate COVID requitements.
* We were informed a new parish council member, Katherine Pietsch, will be joining the Council.
* Next meeting Parish Council meeting is scheduled on June 7, 2021, 6 p.m.
* To raise money, the Knights of Columbus will be operating concession stands at the Mining Museum on June 12for Machine Days and again for these events.
	+ Pumpkin Patch, Celtic Festival
	+ 4th of July pancake breakfast
* There was discussion to host a concert at the church campus this summer.

**Meeting was Adjourned at 9:30 p.m.**