**Monday September 10, 2018**

**6 p.m.**

**St. Peter Parish Council (PC) Meeting Minutes**

**Prepared by: J.J. Kaelin**

**Location: Rectory**

*Mission Statement*

*St. Peter Parish is a welcoming community of different backgrounds living the joy of Catholic Faith in the Diocese of Colorado Springs.*

Attendance: President, J.J. Kaelin, Vice President, Ed Paulovich, Bruce Bishop, Trish Eells, Terry Nickel, Father Gregory Golyzniak

Guests: Debby Dover, campaign and fund development coordinator and Dave Wood, First National Bank

The meeting opened with a prayer led by Father Gregory.

J.J. Kaelin brought the meeting to order.

**Pastor Updates**

**Building and expansion-St. Peter the Rock Chapel and Parish Ministry Center**

* iiCon ( Principal-Greg Collier, St. Peter parishioner) is the proposed building contractor for the project. They were selected by the project architecture committee from four bids. The presentation to the Diocese for approval will occur Tuesday, Sept. 11, 3 pm at the Diocesan office.
* Father Gregory wants to know exactly what the project will cost; however, there are pricing fluctuations due to steel tariffs (example), which may change the proposed original bids submitted.
* The school expansion will include enlarging the gym to accommodate more seating, cafeteria modifications, additional classrooms and modification of the lecture hall.
* Estimated projects’ costs: $3.5 million for St. Peter the Rock Chapel and Parish Ministry Center building and $ 2.5 for the school project; however, it is best to plan on raising $6.5 million for a Capital Campaign to ensure overage expenses are covered. Currently, there is $400,000 in seed money available.
* The Capital Campaign will cover a five-year period. Debby Dover is serving as our campaign/fund development coordinator and will be preparing a plan to execute to raise the necessary funds for the project. Mrs. Dover, in attendance, shared the campaign plan is to accomplish a “no debt” goal. Pledge cards are being designed and she is developing a Case Statement to include the “why” narrative for the project.

Ideas to help underwrite the projects include selling bricks or pavers, sponsoring/naming meetings rooms, and other such ideas.

* Father Gregory plans to speak at all Masses the weekend of Sept. 22 and 23 to explain the project to the parish and invite them to attend an open house following all Masses the weekend of Sept. 29 and 30. Schematics and drawings will be on display and Father and the architectural committee will be present to answer questions at St. Peter the Rock Chapel.
* Father recommended we provide a colorful schematic so that parishioners can see exactly what the building will look like; however, it will cost money, $3,000-$4,000. The Parish Council agreed the design would be necessary and helpful for the parish to understand exactly what the building will provide to their benefit.
* The Shrine to Mary at St. Peter the Rock Chapel will be erected and completed by a Boy Scout and St. Peter parishioner, Jack Cinnamon, and Troop 17 volunteers. Jack is working on his Eagle Project.

**Father Gregory introduced** Dave Wood, First National Bank, who will be working with us to finance the project. Mr. Wood will prepare a timeline, terms and conditions and the financial plan, which should work better for us than what the Diocese can offer.

Mr. Wood recommended the loan should be agreed upon and signed prior to groundbreaking estimated to take place in late October or early November, 2018.

The bank will select the Title company.

4.3% interest

Mr. Wood will connect all financials to include the formal commitment letter from First National Bank to Father Gregory.

iiCon Construction is insured and bonded.

No retainers.

The Diocese reviews all expenditures:

1. iiCon (if approved) provides invoices
2. Invoices go to the Diocese for approval
3. If approved-Sent to the bank for payment

**Project Oversight Considerations**

iiCon will provide the budget to the bank including their costs and charges for services.

-There will be advance payments.

-No pre-payment penalties are attached to this loan.

-The loan will cover everything-interior and exterior plus furnishings. If it is attached to the building , it is included in the loan. Ideally, some furnishings will be donated.

-The letter of intent to secure the loan from First National Bank will be prepared by our next Parish Council meeting, October 15 and subsequently, submitted to the Diocese for approval.

 -30% needed to start project ($1.8 million)

-The schematic designs for the school project are projected to be completed in February 2019.

-2020 is the target for the entire two projects-in-one to be completed.

**Additional Updates:**

Roughly 250 children are enrolled in our Faith Formation classes

 To date, 500 tickets have been sold for Reboot, Sept. 19, 2018 with Chris Stefanick.

**Adoption of July 9, 2018 Parish Council meeting minutes**

*Motion to adopt the July 9, 2018 meeting minutes by Terry Nichol , seconded by Ed Paulovich*

*Motion adopted*

**Strategic Plan Follow-up**

Ed Paulovich recapped our plan and procedures moving forward to develop the Strategic Plan using our subcommittees.

Subcommittee Tasks: To prioritize action items through discussions with key staff personnel

* **Communication**- J.J., Paul and Father Gregory. Staff member lead: Lisa Hawthorne
* **Education**- Ed, Trish, Bruce and Father Gregory. Staff members who may be involved include: Sheila Whalen, Brittany Keas, Jessica Sanderson and Melissa Smith
* **Liturgy**- Terry and Father Gregory. Staff member lead April Charlton and Father Michael

Ed distributed the worksheets designed for each topic/category and the procedural plan. See attached.

Subcommittees are expected bring their completed worksheets to the next Parish Council meeting for discussion.

The goal is to finalize and approve the Strategic Plan at the November 5 Parish Council meeting.

To help promote our ministries (58 to date), it was suggested we highlight a “ministry of the month.”

The meeting was adjourned at 8:15 p.m.

*Next Parish Council meeting will be held* ***Monday, October 15, 2018,*** *6 p.m. (note normal monthly meeting date change).*