

**St. Luke Pastoral Council**  
**Minutes – February 16, 2021**  
**Via Zoom Meetings**

In Attendance: Gordon Brooks, Gloria Downham, David Fink, Michele Marxer, Kevin McCusker, Judy Palmer, Frank Short (had to leave at 8:00 PM), Pat Wachtel, Dean Weseli, Jeff Whiting, Msgr. Joseph Schaedel, Patrick Jendraszak

Also attending, Johnathan Grismore, St. Luke School Principal

Absent: Patrick Bryant, Tom Feick, Mark Garza, Joe Lamberti, Katie Naughton, Dave Orlando

7:03 PM Judy Palmer opened the meeting.

7:03 PM Jeff Whiting led an opening prayer opening with Psalm 51.

7:05 PM Minutes from the January 19, 2021 meeting prepared by Dave Fink were approved with one typo correction.

7:08 PM St. Luke School update from Principal, Johnathan Grismore:

He is pleased to have been able to start a new position in a Catholic school community. School has been open for all but the few weeks that Marion county required all schools closed.

Jeff Whiting asked what he might need to get his job done most effectively. Johnathan Grismore responded that the teaching staff is phenomenal. So, the wish list would be to be able to pay them more, but he understands there is a pay freeze throughout the archdiocese.

Judy Palmer asked about enrollment for next year. Johnathan Grismore feels we are on a good pace and we will have similar enrollment to this year.

Pat Wachtel asked about inquiries from families outside St. Luke Parish. Johnathan Grismore responded that we have had several transfers in from Washington township and many have committed to reenroll next year. He also stated that we have had two families, with multiple kids, who are looking for a parish come for a visit. These families consider the quality of the school to be among the most important determining factors in their search for a parish.

7:13 PM IT/Communications Update & Discussion – Patrick Jendraszak and Johnathan Grismore:

Patrick Jendraszak stated that he and Johnathan Grismore, along with staff members Ronni Miller and Jen Rotz and a communications committee are continuing work to update communications. The archdiocese is rolling out a new student information system. Patrick Jendraszak is glad that St. Luke school is among the first sites to test it. He feels being among the first adopters promotes more special treatment. One of the components is a website and he believes it would be a mistake to not have our website on the same service as student communications. Johnathan Grismore displayed a demo website on the Zoom call. Features a login that allows control of content accessible based on the login type. Patrick Jendraszak pointed out that the school side has links for students or for parents as well as general access, the parish side would have similar links. The conversion of our website to the new one would take six to eight weeks. Prior to that, we would need to go through our website to determine what to retain, what to jettison and what to modify.

Johnathan Grismore added that the timing the conversion will be important so that it is not taking place, for instance, at the beginning of the school year. Updates are easier and look almost like a Microsoft Word document and can be performed by anyone given access. Access can be limited to only certain pages or sections of the site.

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Pat Wachtel suggested we create options to enable people to make donations through the website and designate them for specific purposes. Patrick Jendraszak says this can be achieved with the new product.

Johnathan Grismore indicated that while they can give access to anyone to make updates, they can set constraints on contributors to make sure the site remains consistent in its presentation.

The system will give the archdiocese access to all the schools sites and communications. St. Luke will be tying into the same system.

Msgr. Schaedel added that the key thing for him will be that different commissions and ministries will be able to more easily update their section of the parish website.

Judy Palmer thanked Johnathan Grismore for joining the meeting and invited him to join again anytime.

7:44 PM Commission & Council Updates

School Commission - Kevin McCusker:

The commission is working on setting tuition for next year, as well as tech and music fees. Looking at about a 3.5% increase in tuition. They are working on a strategic plan update, as they are in the last year of the current four-year strategic plan.

Evangelization Task Force - Tom Feick: no update

Stewardship Commission – Patrick Jendraszak (for Katie Naughton): below

Faith Formation & Catechesis Commission - Pat Wachtel:

Working on recruiting new members of the commission because they have lost some. Recruiting adult catechists. Sunday morning religious education is going on with live meetings and they are happy about the size and enthusiasm of the RCIA class. Otherwise, many things that were being planned are on hold. Judy Palmer added if anyone on the council would have suggestions for people to join the commission, they should contact Pat Wachtel or have the individual contact Pat Wachtel themselves.

A discussion regarding the FlockNote webinar that Joe Lamberti recommended at the last meeting ensued. The webinar dealt with ways to engage “lukewarm” Catholics. Michele Marxer asked if this is a priority at St. Luke. Pat Wachtel stated that, given the amount of time the council, the evangelization commission and others have devoted to this topic, it clearly is. Judy Palmer suggested that FlockNote may be part of those efforts, but agreed with Dave Fink that we cannot make long-term decisions until we have all the information about the website.

Patrick Jendraszak added that he and Mark Garza are still investigating communication technology options and that the ability to integrate data across all systems is important.

Christian Social Action Commission - Patrick Jendraszak (for Joe Lamberti):

Reminded the council that 40 Cans for Lent begins tomorrow. There was a question about being able to send food donations directly to Boulevard Place. Patrick Jendraszak will look into that.

Finance Council - Dean Weseli: Report attached.

Stewardship is about \$54,000 below our collections goal, but Dean Weseli does not think this is bad, given the current environment. We have moved forward with phase 2 of the capital improvements project in light of positive capital campaign collections. He reiterated his belief that school finances are in good shape and budgeting for next year is progressing.

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He stated that reduced activity due to the pandemic has reduced expenses. Gordon Brooks asked where he thought we would wind up for the year. Dean Weseli said he thought between \$100,000 and \$150,000 behind budget. Jeff Whiting asked how much we received through the PPP loan; Patrick Jendraszak indicated \$729,000. Dean Weseli expects it to be forgiven. The numbers discussed do not include the loan.

Gloria Downham asked about losses by the athletics. Dean Weseli indicated concessions revenues are down because fewer people are able to come to events due to social distancing. Gym rental is also down. Patrick Jendraszak indicated that the fees charged, by sport, are being reviewed and reevaluated.

Judy Palmer asked about the projected deficit for school. Patrick Jendraszak reminded the council that school tuition revenues end in April while expenses continue into June and preschool revenues end in May.

Parish Life Commission - Patrick Bryant – report attached

Spiritual Life Commission - Patrick Bryant – no report

8:13 PM Stewardship Commission Annual Report – Patrick Jendraszak (for Katie Naughton) – report attached:

Patrick Jendraszak indicated that the stewardship commission tries to remind themselves and everyone else that each person must work to make the parish what they want the parish to be (reference prayer in report).

The commission promotes a three-pronged approach: Prayer – Action – Evangelization.

8:22 PM Archdiocesan Pastoral Plan – Judy Palmer provided the attached report as a point of reference of what is happening at St. Luke relative to the archdiocesan pastoral plan (attached). Gordon Brooks indicated this is a good framing for commissions and programs. Judy Palmer said she hopes the document might be helpful as a point of reference for council planning.

8:25 PM Nominating Committee Update – Gloria Downham:

Gloria Downham has contacted the two council members whose terms are expiring to determine their plans to return:

Michele Marxer indicated her intention to not return to the council for another term.

Gloria thanked her for her past service.

Gloria added that Tom Feick has agreed to return for another term.

Give one existing vacancy and Michele Marxer's resignation, so we will be looking for two new members.

Gloria Downham indicated notices for nominations have been in the last two bulletins and will continue to run through Easter. There has been no response to these notices so far. Gloria asked Msgr. Schaedel if he had determined if he was going to make any appointments to the council. He indicated he would wait to see the response to Gloria's calls for nominations. Gloria asked council members to think about anyone they would like to recruit. Judy Palmer asked if an email blast would be appropriate at some time. Gloria will submit a message. Msgr. Schaedel suggested that asking specific people directly is most effective.

Gloria suggested that we need to make sure the council's webpage needs to be up to date so that if anyone who is interested goes there to learn about the council will find current information. Dave Fink and Judy Palmer will get updated information to Patrick Jendraszak.

8:34 PM Business Manager's Report – Patrick Jendraszak

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Had just a question for the members to consider: What are the kinds of things that we need to have to furnish the new addition on the east side of the building? He invited members to email any thoughts.

- 8:49 PM Pastor's Overview/Closing Comments – Msgr. Joseph Schaedel:  
Msgr. Schaedel thanked the council for ongoing input and efforts, especially the finance committee, Johnathan Grismore, and Kevin McCusker and Judy Palmer.
- 8:52 PM Closing Prayer and Blessing – Msgr. Schaedel.
- 8:53 PM Adjournment

Respectfully submitted,  
Dave Fink

# Financial Summary

| <b>St. Luke Parish Finance Report</b> |                           |                    |                   |                   |                  |                   | positive variance   |
|---------------------------------------|---------------------------|--------------------|-------------------|-------------------|------------------|-------------------|---|
| <i>All Ministries except PTO</i>      |                           |                    |                   |                   |                  |                   | negative variance   |
| <i>July 2020 to January 2021</i>      |                           |                    |                   |                   |                  |                   |   |
|                                       | as of                     | Date : 02/10/2021  | YTD Actual        | YTD Budget        | Variance         | % Variance<br>YTD | Comments  |
| 100                                   | Spiritual Life            | Revenue            | \$4,140.00        | \$3,000.00        | \$1,140          | 38%               | good  |
|                                       |                           | Expenses           | \$99,410.12       | \$103,968.87      | \$4,559          | 4%                |   |
|                                       |                           | <b>Net</b>         | <b>-\$95,270</b>  | <b>-\$100,969</b> | <b>\$5,699</b>   | <b>-6%</b>        | <b>Less subsidy than budget</b>   |
| 150                                   | Liturgy                   | Revenue            | \$8,331.00        | \$9,810.00        | -\$1,479         | -15%              | good  |
|                                       |                           | Expenses           | \$6,127.72        | \$19,970.00       | \$13,842         | 69%               |   |
|                                       |                           | <b>Net</b>         | <b>\$2,203</b>    | <b>-\$10,160</b>  | <b>\$12,363</b>  | <b>-122%</b>      | <b>Less subsidy than budget</b>   |
| 200                                   | Faith Formation           | Revenue            | \$513.00          | \$5,800.00        | -\$5,287         | -91%              | good  |
|                                       |                           | Expenses           | \$55,873.00       | \$67,183.46       | \$11,310         | 17%               |   |
|                                       |                           | <b>Net</b>         | <b>-\$55,360</b>  | <b>-\$61,383</b>  | <b>\$6,023</b>   | <b>-10%</b>       | <b>Less subsidy than budget</b>   |
| 300                                   | Christian Social Action   | Revenue            | \$31,991.82       | \$32,300.00       | -\$308           | -1%               | timing issue with SVDP donation   |
|                                       |                           | Expenses           | \$33,141.08       | \$29,600.00       | -\$3,541         | -12%              |   |
|                                       |                           | <b>Net</b>         | <b>-\$1,149</b>   | <b>\$2,700</b>    | <b>-\$3,849</b>  | <b>-143%</b>      | <b>More subsidy than budget</b>   |
| 400                                   | Stewardship               | Sunday Collections | \$1,247,482.18    | \$1,302,226.08    | -\$54,744        | -4%               | \$54k deficit of Sunday collections; electronic contributions very strong |
|                                       |                           | Other Revenue      | \$618,039         | \$10,300          | \$607,739        | 5900%             |   |
|                                       |                           | Expenses           | \$1,220,151.03    | \$663,039.41      | -\$557,112       | -84%              |   |
|                                       |                           | <b>Net</b>         | <b>\$645,370</b>  | <b>\$649,487</b>  | <b>-\$4,117</b>  | <b>-1%</b>        | <b>More subsidy than budget</b>   |
| 500                                   | Athletics                 | Revenue            | \$81,228.20       | \$82,550.00       | -\$1,322         | -2%               | concessions sales and rental income down                                  |
|                                       |                           | Expenses           | \$89,172.95       | \$82,305.04       | -\$6,868         | -8%               |   |
|                                       |                           | <b>Net</b>         | <b>-\$7,945</b>   | <b>\$245</b>      | <b>-\$8,190</b>  | <b>-3343%</b>     | <b>More subsidy than budget</b>   |
| 600                                   | Properties and Facilities | Revenue            | \$368,364.00      | \$298,925.13      | \$69,439         | 23%               | contracted services   |
|                                       |                           | Expenses           | \$493,659.73      | \$392,070.11      | -\$101,590       | -26%              |   |
|                                       |                           | <b>Net</b>         | <b>-\$125,296</b> | <b>-\$93,145</b>  | <b>-\$32,151</b> | <b>35%</b>        | <b>More subsidy than budget</b>   |
| 700                                   | School Ministry           | Tuition            | \$1,914,907.32    | \$2,008,444.61    | -\$93,537        | -5%               | Continued deficit   |
|                                       |                           | Other Revenue      | \$362,702         | \$545,293         | -\$182,590       | -33%              |   |
|                                       |                           | Expenses           | \$2,168,225.88    | \$2,373,773.66    | \$205,548        | 9%                |   |
|                                       |                           | <b>Net</b>         | <b>\$109,384</b>  | <b>\$179,963</b>  | <b>-\$70,580</b> | <b>-39%</b>       | <b>More subsidy than budget</b>   |
| 760                                   | Preschool                 | Revenue            | \$175,973.56      | \$139,577.80      | \$36,396         | 26%               | good  |
|                                       |                           | Expenses           | \$128,012.07      | \$137,859.17      | -\$9,847         | -7%               |   |
|                                       |                           | <b>Net</b>         | <b>\$47,961</b>   | <b>\$1,719</b>    | <b>\$46,243</b>  | <b>2691%</b>      | <b>Less subsidy than budget</b>   |
| 860                                   | Youth Ministry            | Revenue            | \$902.55          | \$7,150.00        | -\$6,247         | -                 | good  |
|                                       |                           | Expenses           | \$39,393.04       | \$55,802.34       | \$16,409         | 29%               |   |
|                                       |                           | <b>Net</b>         | <b>-\$38,490</b>  | <b>-\$48,652</b>  | <b>\$10,162</b>  | <b>-21%</b>       | <b>Less subsidy than budget</b>   |
| 870                                   | Religious Education       | Revenue            | \$3,915.40        | \$10,140.00       | -\$6,225         | -61%              |   |
|                                       |                           | Expenses           | \$38,877.20       | \$40,836.98       | \$1,960          | 5%                |   |
|                                       |                           | <b>Net</b>         | <b>-\$34,962</b>  | <b>-\$30,697</b>  | <b>-\$4,265</b>  | <b>14%</b>        | <b>More subsidy than budget</b>   |
| Combined                              |                           | Revenue            | \$4,818,490       | \$4,455,516       | \$362,974        | 8%                |   |
|                                       |                           | Expenses           | \$4,372,044       | \$3,966,409       | -\$405,635       | -10%              |   |
|                                       |                           | <b>Net</b>         | <b>\$446,446</b>  | <b>\$489,107</b>  | <b>-\$42,661</b> | <b>-9%</b>        | <b>More subsidy than budget</b>   |

## **Parish Life Commission Report February 2021**

### **Parish Evening of Renewal**

At this point we have put this on hold.

### **Dimmers**

Our senior men that meet for Mass then coffee and a speaker are on hiatus due to COVID-19.

### **Glymmers**

On hold

### **Weddings**

Our next wedding will be in April of 2021

### **Funerals**

Funerals have been rather spread out. We are still not holding viewings or meals.

We have had 4 funerals in January. Total of 27 from July 2020 to January 10, 2021. Waiting to hear from families regarding funerals for Mary Lu Klein and Bernice Helm. Funerals were held for: Margaret Polak, Sondra Wellman, James Hopp, Gerry Decreane and Kathryn (Kate) O'Brien.

### **MOYC**

We will not have a St. Patrick's Day Party for the parish this year.

### **Mary's Way and St. Joseph's MVP**

Will come together for a program on Thursday, May 13<sup>th</sup> for an outdoor program. More info to come.

### **COVID**

We have moved from red tape back to blue on the pews. Parishioner Barbara Hendrickson has gotten a group together to wash down the pews starting Feb. 21<sup>st</sup> at 2pm. Volunteers will bring a bucket, rag and gloves...we are providing Murphy's Oil Soap and Pledge. Pledge is for the Hymnals. Did you know that you can spray a little pledge on a book and it will spruce up the cover? Please contact Barb if you would like to help.

Respectfully Submitted,  
Diane Schafer  
Director of Spiritual Life  
And Formation Ministries

# Annual Report to Pastoral Council



# STEWARDSHIP COMMISSION

FEBRUARY 16, 2021 - PATRICK JENDRASZAK

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# Stewardship Prayer

My church is composed of people like me.

I help make it what it is.

It will be friendly, if I am friendly.

Its pews will be filled, if I help fill them.

It will do great work, if I work.

It will make generous gifts to many causes, if I am a generous giver.

It will bring others into its worship and fellowship, if I invite and bring them.



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# Prayer Continued

It will be a church of loyalty and love, of fearlessness and faith,

And a church with a noble spirit

If I, who make it what it is, am filled with these same things.

Therefore, Lord, I ask for the strength and courage

That I may dedicate myself to play my part in being all the things

That I want my church to be. AMEN!

## Commission Members

Kari Bauer (Hot Dog Nights)

Kristin Beam (Trivia Night)

Katie Naughton (Solicitation)

Joe Seufert (Buildings & Grounds)

Jon Sturgill (Coffee and Donuts)

Mary Jo Woodside (School Liaison)

Staff: Ashley Dirks, Ronni Miller, Patrick Jendraszak



# Prayer



## **STEWARDSHIP** Through Prayer

We are grateful for the gifts of the Creator.

Prayer is the cornerstone of that gratitude.

Prayer also takes us into God's presence and prepares us to hear His call.

When we spend time with God in prayer we spiritually prepare to offer ourselves in service to others.



# STEWARDSHIP

## Through Action

We are called to solidarity in our dealings with our brothers and sisters, and indeed with all of creation, by choosing a lifestyle of responsibility and accountability.

We acknowledge God as Creator and Giver of all things and we are simply the users, not the owners, of those gifts.



Stewardship

Evangelization

# STEWARDSHIP Through Evangelization

Our grateful, prayerful, and responsible lifestyle strengthens our relationship with God and each other.

It is a type of stewardship that provides the opportunity to experience a conversion of the heart, leading us to a Christ-centered life by being a witness to others.

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# 2020-2021 Stewardship - Some Things Didn't Happen ...

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Hot Dog Nights Canceled due to Covid-19

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Fall Fest 2010 Canceled due to Covid-19

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Pizza, Pasta, and Parishioners Canceled due to Covid-19

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## 2020-2021 Stewardship ... But Stewardship Continued

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169 Intention Cards from Annual Stewardship Campaign

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- We targeted 20 *active* volunteer ministries.
  - We had 75 *new* ministry sign ups.
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Trivia Night 2021 Raises \$24,136 for School

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\$214,367 pledged to UCA (Goal: \$191,174)

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# Buildings and Grounds

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March 17, 2020 Closure - Heightened Work on Disinfecting Facility

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- Purchased ICE Mister, Received Donation of Two Electrostatic Misters
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Roof “K” replaced and water-tight as of July 25, 2020

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- Interior repair (ceiling, painting) of Area “K” completed in August, 2020
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Installed Playground Mulch as part of our Ongoing Safety Plan

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HVAC Replacement in Teacher’s Hub

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Cafeteria Tables Purchased for Parish Hall

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# Providence 2021 Building Project

A photograph of a construction site in winter. In the foreground, several workers wearing high-visibility yellow safety vests and orange or brown overalls are standing on a snow-covered ground. To their right, a concrete pump truck with a long, articulated boom is positioned. The background shows a partially completed building structure with wooden formwork and rebar. The sky is overcast, and bare trees are visible in the distance.

## Weather Hinders Work

Due to weather, pouring walls on the East Addition was delayed until February 8.

Fixtures and Furnishings

Work continues on lists of furnishings for the new facility.

## Preschool Phase II A

We are approved for Phase II A expansion on the Preschool . The Construction Manager is developing a GMP (Guaranteed Maximum Price) for this phase.

# Communications

## New F1 Give for Donations, Reservations

- Used for Thanksgiving Baskets
- Used for Christmas Mass reservations

## F1 Texting for Parish Groups

## Ongoing Review of other F1 Enhancements

## Website Review



### Christmas Eve 3 PM Mass

Please enter the people who will attend Christmas Eve 3 PM Mass

#### 3 PM Mass Attendee 1

FIRST NAME

LAST NAME

[ADD ANOTHER 3 PM MASS ATTENDEE](#)

EMAIL *optional*

Enter email if you wish to receive a confirmation notice.

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# Questions

Thank you.

Archdiocesan Pastoral Plan  
Parish Council Discussion

**Goal 1: Prayer and Worship: Foster a personal encounter with Jesus Christ through a rich and vibrant liturgical, sacramental and devotional, and personal prayer life.**

St. Luke engagement:

Multiple opportunities for celebrating sacraments.

Many active ministries providing opportunities for personal involvement in the spiritual life of the parish.

Examples: Blessed Sacrament Adoration; Prayer groups; fostering inclusion of cultural and ethnic diversity in all aspects of parish life (Mark's leadership).

**Goal 2: Stewardship: To cultivate a culture of stewardship responding to our baptismal call through the giving of one's time, talent and treasure in the service of God and others.**

St. Luke engagement:

Continuance of solid giving of time, talent and treasure even during pandemic.

Multiple ministries offering activities for support and service, new opportunities have been developed.

Efforts underway to expand parishioner participation in both the Church and School by enhancing communications.

Examples: Completion of very successful 2021 Capital Campaign; Development of new Youth Ministry program; Offering of new programs (Awaken Your Faith)

**Goal 3: Family and Community: Support and engage families and communities in the archdiocese.**

St. Luke engagement:

St. Luke School, Preschool, and SMRE are key components in the engagement of families and the St. Luke geographical community. Other St. Luke activities such as Fall Fest; Trivia Night; etc. also promote connections to the larger St. Luke neighborhood and

demonstrate openness and friendliness while providing opportunities for evangelization.

Families are a focus during many liturgical services.

Examples: Lighting of Advent candles; Celebrations of First Holy Communion and First Reconciliation Sacraments; Vocations Chalice.

**Goal 4: Evangelization and Catechesis: Live with an attitude of missionary discipleship of all people, reaching out to the peripheries of our diocese, parishes and communities.**

St. Luke engagement:

Active efforts underway to build evangelization into all ministries and activities within the parish (Tom and his group).

Multiple opportunities to expand understanding of our Catholic faith through Bible studies, special programs, Lenten speakers, etc.

Participation of youth in pastoral ministries (Altar servers; lectors; musicians; ushers; etc.).

Examples: Parish Evening of Renewal; Lenten Soup Suppers and Speakers; Review of all parish ministry mission statements with emphasis on evangelization activities and adoption of an intercessor saint for each; RCIA and RCIC programs.

**Goal 5: Ensure the spiritual and physical well-being of the clergy by spiritual vitality, organizational efficiency, and sound stewardship principles and practices.**

St. Luke engagement:

While this goal seems to address issues that may be beyond the purview of one parish, support for our priests is a responsibility that each of us shares.

Especially during this time, without an associate pastor and with the additional challenges presented by COVID, it is important to offer our continuing support in both prayer and service to Monsignors Schaedel and Stumpf.

Examples: Offering prayers for new vocations to religious life through participation in the Vocations Holy Hour once a month and stepping up to accept the Vocations Chalice in our homes.