

**St. Luke Pastoral Council
Minutes – January 19, 2021
Via Zoom Meetings**

In Attendance: Gordon Brooks, Patrick Bryant, Gloria Downham, Tom Feick, David Fink, Mark Garza, Joe Lamberti, Michele Marxer, Kevin McCusker, Katie Naughton, Dave Orlando, Judy Palmer, Frank Short, Dean Weseli, Jeff Whiting, Msgr. Joseph Schaedel, Patrick Jendraszak

Also attending Catherine Waters, St. Luke representative on the Chatard High School Board of Regents

Absent: Pat Wachtel

Judy Palmer opened the meeting at 7:03.

Gordon Brooks said an opening prayer.

Minutes from the November 17, 2020 meeting prepared by Dave Fink were approved.

Chatard High School Accountability Report – Catherine Waters, St. Luke representative on the Chatard High School Board of Regents provided the Chatard High School accountability report (attached). Jeff Whiting asked about current enrollment; Catherine indicated it is in the low 700s. Enrollment has decreased slightly in recent years but is consistent with historic levels.

In response to Patrick Bryant, Catherine explained that the High School Placement Test administered to incoming freshmen is used less for placement than measuring a starting point.

Commission Reports:

School Commission - Kevin McCusker – School is back to live attendance. 5th and 8th grade classes have gone virtual due to some exposure to Covid and required quarantines.

Msgr. Schaedel added that the middle school and preschool is not in live session due to Covid exposure and quarantining.

Evangelization Task Force – Mark Garza and Tom Feick indicated that there have been continued conversations with some ministries regarding mission statements and intercessor saints, but implementation is slow, because so few ministries are having formal meetings.

Stewardship Commission – No report

Faith Formation – No report

Christian Social Action Commission – Joe Lamberti - Prior to the meeting, Joe Lamberti had provided Judy Palmer and Dave Fink information regarding evangelization and parish life provide by Bishop Barron's Word on Fire. This information was forwarded to council members on 01/21/21.

Ministries under the commission did succeed in doing the usual activities during the holidays, though they looked different this year than other years, due to the pandemic.

Jack Hill of the Care for Creation ministry promotes correspondence to political/social leaders to promote care for the environment.

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Patrick Jendraszak added that 135 Thanksgiving baskets were delivered. Also, Becca Richey was awarded a grant of \$1,000 to create an outdoor family space at the Salvation Army at Fountain Square.

Finance Commission – Dean Weseli (see attached report) – Dean indicated:

Collections are down, not surprising due to lower Mass attendance.

School revenue is down mostly due to student mix (more than expected students qualifying for discounts).

The finance commission voted to move forward with Phase 2 of the preschool additions.

Kevin McCusker asked if parish is going to apply for second round of the PPP Loans. Patrick Jendraszak indicated that he does not believe we would qualify but the school is in the process of applying for some money available to educational institutions.

In response to question from Gordon Brooks, Dean stated that capital campaign electronic collections received during December were encouraging.

Parish Life Commission – report from Dianne Schafer/Patrick Bryant is attached

Spiritual Life Commission – no report

IT/Communications Update & Discussion – Mark Garza explained that St. Luke School has been selected to be part of a pilot program for IT and Communications being investigated by the archdiocese. Continuing the parish's investigation into IT/communications options will be dependent on what this archdiocesan plan entails. Jeff Whiting added that he is on the archdiocesan committee for this effort. Mark Garza will explore the possibility of parish engagement with the new archdiocesan pilot program with St. Luke School principal, Johnathan Grismore.

Bylaws Amendments regarding Elections: Judy Palmer announced the appointment of Gloria Downham as the Nominating Chairperson for 2021. Judy then asked Dave Fink to review proposed changes to the bylaws. In November after discussion of more extensive changes to the bylaws, the council asked a subcommittee consisting of Dave Fink, Nick Beckman, Gordon Brooks and Frank Short to propose changes to the bylaws to:

Creating the opportunity for the pastor to appoint some council members.

Streamlining the election of officers.

Dave Fink provided a draft of proposed changes to the sections of the bylaws that deal with elections was provided to council members prior to the meeting and asked that any comments or desired changes to this draft be sent to him. Prior to the meeting, Tom Feick suggested a change to the wording at the end of one section. Dave proposed the bylaws changes with Tom's suggestion. A motion was made and seconded to accept the change and the motion passed unanimously. A copy of the bylaws with these changes is attached.

Overview of Archdiocesan Pastoral Letter and Plan – Judy Palmer went through the Archdiocesan Pastoral Letter and Plan and led discussion on how St. Luke, as a parish, achieves each of the goals laid out therein. There was discussion regarding the way St. Luke promotes the achievement of these goals. It was noted that the plan is really intended for the archdiocese rather than each parish.

Business Manager's Report – Patrick Jendraszak

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Took advantage of extended break with kids out of the school to do work in the lower level of the school. Work is continuing in areas where you cannot see from the outside. Sidewalks on the south end of the property have been completed and satisfy some of the sidewalk additions required by the building additions. Working on getting a handle on the cost of some of the furniture and fixtures that will be necessary with some of the space additions.

Mark Garza volunteered to provide aerial shots from a drone to show ongoing progress, if desired.

In a prior meeting, Patrick had indicated that the project had incurred some cost overages that should not be cause for alarm because they would result in reduced costs at subsequent stages of the project. Patrick Bryant asked if these cost reductions were occurring or should still be expected and Patrick Jendraszak indicated in the affirmative.

Pastor's Overview/Closing Comments – Msgr. Joseph Schaedel – Thanked the council for ongoing input and efforts.

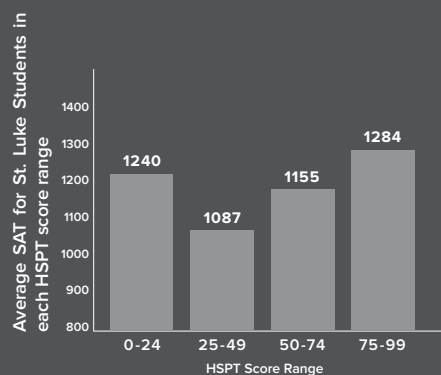
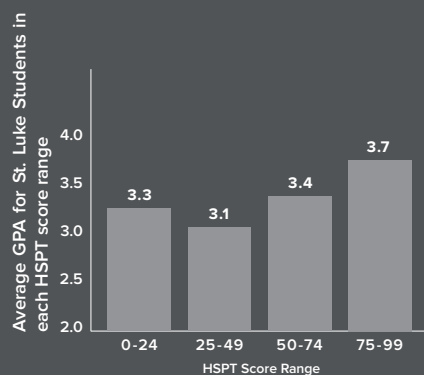
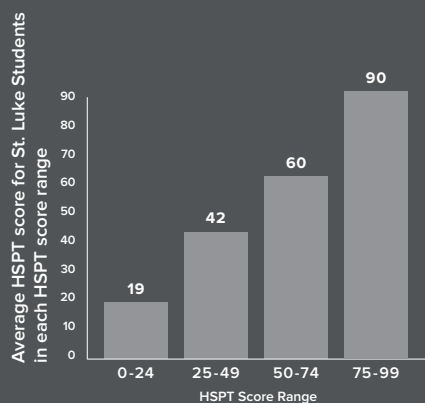
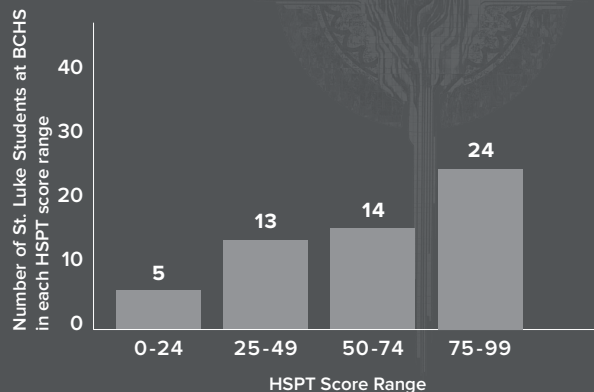
Closing Prayer and Blessing – With his closing prayer asked that we pray for our government and country in light of the presidential inauguration the following day.

Adjournment: 8:29 PM

Respectfully submitted,
Dave Fink

ST. LUKE SUCCESS @ BISHOP CHATARD!

As the Archdiocese of Indianapolis North Deanery high school, Bishop Chatard is the next step for families that have made a commitment to Catholic education. Bishop Chatard accepts students at all learning levels, with High School Placement Test (HSPT) scores ranging from single digits to 99 in 2019, and then provides a rigorous academic program to challenge and move each student forward. Bishop Chatard's student body currently includes 56 St. Luke Catholic School graduates. Our faculty and staff continue the important work that began at St. Luke, preparing students for success in college and beyond.



LEARN MORE ABOUT LIFE AS A BISHOP CHATARD TROJAN AT [HTTPS://VIMEO.COM/449387444](https://vimeo.com/449387444) OR SCAN THE QR CODE.

FAITH & EXTRACURRICULAR INVOLVEMENT

IDOE data demonstrates that Bishop Chatard students graduate ready to succeed in college and beyond. While we place a high priority on academic excellence, we never lose sight of our mission to educate the whole person. Students attend all-school Mass each week and are encouraged to participate in activities that allow them to explore new areas and grow in their faith. 91 percent of our students participate in an extracurricular activity, and that involvement is proven to support overall achievement.

Average GPA in 2018-2019 of a student involved in 1 activity 3.2; Average GPA of a student involved in 3+ activities: 3.7.

18 percent of the student body participates in theatre productions.

BCBS hosts over 50 Clubs & Athletic Teams.

91 seniors serve as mentors for BCBS freshmen.

78 student musicians participate in Bishop Chatard's 4 year-round music ensembles.

86 Bishop Chatard juniors and seniors guide underclassmen as Retreat Team leaders.

42 St. Luke students at Bishop Chatard achieved 2nd Quarter Honor Roll.

19 St. Luke alumni serve as BC student ambassadors.

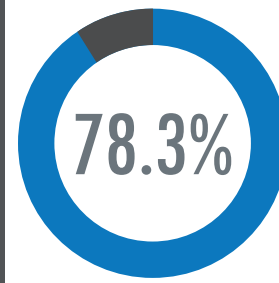
The Class of 2019 co-valedictorian and salutatorian, along with 2 of the 13 Summa Cum Laude graduates, are St. Luke graduates.

4 St. Luke alums received 2019 Trojan Pride Awards for sportsmanship and leadership.

33 of the 56 St. Luke students at BCBS this year are enrolled in AP or Dual Credit classes.

ACADEMIC EXCELLENCE

Graduates of Bishop Chatard are among the most college-ready on the north side of Indianapolis, as demonstrated by the school's IDOE College & Career Readiness (CCR) Score, the highest score achieved by any public or private school located within the North Deanery. Bishop Chatard is a repeat recipient of the state's Advanced Placement Award, placing in the top 3% of Indiana schools in terms of AP exam success.

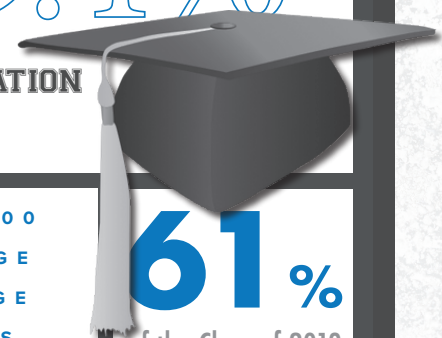


IDOE
College
& Career
Readiness
Score

A FOR 9
CONSEC-
UTIVE
YEARS
LETTER GRADE

★★★★★
4 ★ SCHOOL
RATING FOR 6 CONSECUTIVE YEARS

99.4%
GRADUATION
RATE



24
AP AND
DUAL CREDIT
CLASSES

OVER **80%** OF THE CLASS
OF 2019 GRADUATED WITH
COLLEGE COURSE CREDITS
EARNED THROUGH AP AND
DUAL CREDIT CLASSES



\$125,000
AVERAGE
COLLEGE
AWARDS
EARNED
BY 2019
GRADUATES

61%
of the Class of 2019
earned Academic
Honors Diplomas



VIEW BISHOP CHATARD'S
ENROLLMENT & COURSE GUIDE AT
WWW.BISHOPCHATARD.ORG/NEWS/PUBLICATIONS/
OR SCAN THE QR CODE.

AFFORDABILITY

Bishop Chatard is the most affordable Catholic High School on the north side of Indianapolis not because it invests less in the education of students, but because its association with the archdiocese allows the school to make a BCHS education more affordable for families. School policies are built on the premise that cost should never stand as a barrier to parents seeking to give their children an archdiocesan Catholic education. This includes a commitment to raise funds for tuition assistance annually.

Cost to BCHS to educate 1 student: \$14,000;
Archdiocesan Tuition Rate: \$10,090.

Multi-family and archdiocesan employee
discounts increase affordability.

All financial assistance given at BCHS
is need-based aid. 46% of students
receive financial aid.

Over \$1.1 million in financial aid
is awarded annually.

Student assistance enhances our genuinely
Catholic environment and creates student
diversity, reflecting a range of abilities,
socioeconomic background and ethnicity.

BISHOP CHATARD HIGH SCHOOL

5885 Crittenden Ave. | Indianapolis, IN 46220

www.BishopChatard.org

Financial Summary

St. Luke Parish Finance Report							positive variance
<i>All Ministries except PTO</i>							negative variance
<i>July to December 2020</i>							
	as of	Date : 01/14/2021	YTD Actual	YTD Budget	Variance	% Variance YTD	Comments
100	Spiritual Life	Revenue	\$3,390	\$2,500	\$890	36%	good
		Expenses	\$86,762	\$88,121	\$1,358	2%	
		Net	-\$83,372	-\$85,621	\$2,248	-3%	Less subsidy than budget
150	Liturgy	Revenue	\$8,044	\$9,160	-\$1,116	-12%	good
		Expenses	\$4,290	\$18,975	\$14,685	77%	
		Net	\$3,754	-\$9,815	\$13,569	-138%	Less subsidy than budget
200	Faith Formation	Revenue	\$513	\$5,800	-\$5,287	-91%	good
		Expenses	\$49,261	\$57,679	\$8,418	15%	
		Net	-\$48,748	-\$51,879	\$3,131	-6%	Less subsidy than budget
300	Christian Social Action	Revenue	\$30,112	\$30,500	-\$388	-1%	good
		Expenses	\$27,641	\$28,825	\$1,184	4%	
		Net	\$2,471	\$1,675	\$796	48%	Less subsidy than budget
400	Stewardship	Sunday Collections	\$1,084,999	\$1,133,067	-\$48,067	-4%	\$12k deficit on December collections
		Other Revenue	\$608,748	\$9,550	\$599,198	6274%	
		Expenses	\$1,129,330	\$559,065	-\$570,265	-102%	
		Net	\$564,418	\$583,552	-\$19,134	-3%	More subsidy than budget
500	Athletics	Revenue	\$74,337	\$71,200	\$3,137	4%	
		Expenses	\$69,798	\$74,224	\$4,426	6%	
		Net	\$4,539	-\$3,024	\$7,563	-250%	Less subsidy than budget
600	Properties and Facilities	Revenue	\$273,722	\$256,222	\$17,500	7%	8k improvement from last month;
		Expenses	\$384,838	\$345,198	-\$39,641	-11%	contracted services overage
		Net	-\$111,117	-\$88,976	-\$22,141	25%	More subsidy than budget
700	School Ministry	Tuition	\$1,801,878	\$1,874,862	-\$72,985	-4%	student number and family mix
		Other Revenue	\$322,661	\$511,598	-\$188,937	-37%	
		Expenses	\$1,896,841	\$2,013,268	\$116,427	6%	
		Net	\$227,698	\$373,193	-\$145,495	-39%	More subsidy than budget
760	Preschool	Revenue	\$138,059	\$117,407	\$20,652	18%	good; rates set for 2021-2022
		Expenses	\$109,641	\$107,519	\$2,122	2%	
		Net	\$28,418	\$9,888	\$18,530	187%	Less subsidy than budget
860	Youth Ministry	Revenue	\$653	\$7,150	-\$6,497	-	good
		Expenses	\$34,625	\$42,785	\$8,160	19%	
		Net	-\$33,972	-\$35,635	\$1,662	-5%	Less subsidy than budget
870	Religious Education	Revenue	\$3,915	\$9,885	-\$5,970	-60%	reduction in SMRE and Confirmation fees
		Expenses	\$33,230	\$34,649	\$1,418	4%	
		Net	-\$29,315	-\$24,764	-\$4,551	18%	More subsidy than budget
Combined		Revenue	\$4,351,030	\$4,038,900	\$312,130	8%	
		Expenses	\$3,826,258	\$3,370,305	-\$455,953	-14%	
		Net	\$524,773	\$668,595	-\$143,823	-22%	More subsidy than budget

Parish Life Commission Report January 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

Weddings 2020

Thomas and Gillian Behringer-Varner. Nov. 28

James and Stefanie Marten-Beckley December 31

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 8 funerals since my last report (November). Former school principal and parishioner Sondra Wellman will be funeral number 9 on January 21 at 11am.

Christmas and New Years

Masses we very well attended. The 3pm Mass had the highest count closest to the number that registered. Each Mass following was much lower than we had registrations for. All went well with COVID distancing and masks. There were no issues.

New Years Eve mass at 4pm was full. I think people liked that it was earlier. We had a wedding at 6:30pm that night and it also allowed the wedding party to get in and get ready in plenty of time. We have another wedding this coming December 31, 2021 and I am hoping we can do the same. New Year's Day Mass was well attended as well, but plenty of seating was available.

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

**Saint Luke Catholic Church
Parish Pastoral Council
Bylaws**

Article I: Membership

Section 1:

All terms of office shall commence on July 1 and expire on June 30.

Section 2:

Membership on Pastoral Council may be terminated as a result of three unexcused absences within a 12- month period. Satisfactory explanation of absence will be left to the discretion of the Executive Committee.

Section 3:

Any term of office that cannot be completed by an at-large Pastoral Council member may be filled by the person who, in the most recent election, had received the greatest number of votes following those of the elected members. If there are no previous contenders willing to accept the position, the position may be filled one of two ways:

- a) the Pastoral Council Chairperson may appoint a member after consulting the Pastor. This appointee shall complete the unexpired term of the resigning member; or
- b) the vacated position may remain unfilled until the next general election, at which time the incoming at-large member will assume the remaining term of the resigned member.

Section 4:

No member, either elected or appointed, may serve on the Pastoral Council for more than seven (7) consecutive years (served as elected, appointed, or a combination thereof). An incoming member who is assuming the remaining term of a vacated position must count ALL years served toward their own maximum term of service on Pastoral Council.

Section 5:

Parish Council members are called to be good stewards and maintain high ethical standards. To avoid potential or perceived conflicts of interest that could compromise the objectivity that is essential for effective decision-making and damage the reputation of the individuals involved and the Parish, each Pastoral Council Member shall in accordance with the conflict of interest policy adopted by the Parish Council and attached as appendix (A) to the By-Laws: Annually sign a Conflict-of-Interest Disclosure form for the Parish to make known any potential or perceived conflicts of interest; and

Update their annual Conflict-of-Interest Disclosure form during the year if there are changes to their potential conflicts of interest.

Article II: Officers and Eligibility for Office

Section 1:

All officers are to be elected for a one (1) year term at the May meeting of the Pastoral Council. No officer may serve more than two (2) consecutive terms in the same office. An exception for a third and final consecutive year may be found in Article VII.

Section 2:

Nominees for Chairperson and Vice-Chairperson shall have served at least one (1) year as a member of the Pastoral Council.

Section 3:

Any voting member (elected or appointed) may serve as an officer if they have met the required term of service.

Section 4:

The nominations for office shall be made by written ballot. See Article VII for Pastoral Council Leadership election procedures.

Section 5:

Specific duties for officers are listed in the Constitution, Article IV, Section 2.

Article III: Meetings

Section 1:

Special conditions for holding a closed meeting or any portion of a regular meeting as closed shall be determined by the Executive Committee.

Section 2:

Regular meetings of the Pastoral Council shall be held at least six (6) times per year on the third Tuesday of the month at a consistent time determined by the Pastoral Council, unless changed by the Executive Committee with a ten (10) day notice.

Section 3:

No person or delegation shall be entitled to address the Pastoral Council unless they have been placed on the agenda for that meeting by the Executive Committee. Any person wishing to address the Pastoral Council shall notify a member of the Executive Committee prior to its meeting. Requests may be deferred to the appropriate Commission for resolution. If a satisfactory resolution cannot be arrived at, an opportunity to address the entire Pastoral Council may be arranged by the Executive Committee. Any individual or delegation wishing to address the Pastoral Council shall use the following procedure:

1. Contact a member of the Executive Committee before it meets to be put on the agenda for the regular meeting.
2. Pastoral Council meeting time shall be allotted at the discretion of the Chairperson. If two individual or delegations are presenting opposing viewpoints, any provided presentation documents shall be distributed to all Pastoral Council members with the agenda.
3. On matters requiring immediate action, a written report of content to be presented shall be given to the Secretary at least ten (10) days before the meeting. Said Report shall be distributed to all members with the agenda.

If discussion or action is to be taken concerning the spokesperson(s) or delegation's topic of concern during the meeting at which the delegation is present, it shall be done in closed session.

Article IV: Voting Procedures

Section 1:

If the Pastoral Council determines that a Pastoral Council member has a conflict of interest concerning a particular matter, the Pastoral Council shall require that said member abstain from voting on the matter. The Pastoral Council shall have the right to exclude said member from discussion or the portion of the meeting dealing with that particular matter.

Article V: Order of Business

Section 1:

Order of business shall be determined by the Executive Committee.

Section 2:

Roberts Rules of Order (latest edition) shall be parliamentary authority. The Vice-Chairperson shall be the parliamentarian.

Article VI: Nominations and Elections

Section 1:

The Pastoral Council Chairperson shall appoint a Nominating Chairperson from the at-large members at the January meeting. The Nominating Chairperson shall not be eligible for re-election.

Section 2:

The name of the Nominating Chairperson shall be set forth in the Sunday bulletin on the first Sunday in February with the announcement that any parishioner seeking nomination to the Pastoral Council shall submit their name to the Nominating

Chairperson at least two weeks prior to the March/April Pastoral Council meeting. Any current at-large member who has completed their term and wishes to extend their service to a second three (3)-year term, will make their intention known to the Nominating Chairperson in a timely manner to facilitate this process.

Section 3:

The Nominating Chairperson shall meet with the Pastor then with the Executive Committee prior to the March/April Pastoral Council meeting. The pastor may at that time provide names of eligible parishioners that he would like to appoint to the council. The pastor may appoint up to one half the number of members required to maintain an at-large membership of 9-12 persons. If only one member is required in a year, the pastor may appoint that member. The Executive Committee will ensure the proposed nominees and appointees meet the eligibility qualifications.

While the current at-large members who are seeking a second term should be affirmed by a consensus vote at the May meeting, they will not be required to undergo a "vote" to retain their seat as long as they have been approved by the Nominating Chairperson, the Pastor and the Executive Committee.

Upon approval by the Pastor and the Executive Committee, the Nominating Chairperson shall notify the nominees and they shall be invited to attend the regular Pastoral Council meeting in March/April. Each nominee will complete and submit a brief, written resume to the Nominating Chairperson at least two (2) weeks prior to the March/April meeting. The Nominating Chairperson will distribute the resumes to the current Pastoral Council members for their review prior to the election.

Section 4:

Election of nominees shall take place during the May Pastoral Council meeting. Ballots shall be prepared and distributed to the current Pastoral Council voting members. The resumes will be reviewed prior to the vote, and any current member of the Pastoral Council may speak to share additional information or considerations on the candidates.

Section 5:

If the number of appointees and nominees does not exceed the number of available Pastoral Council member positions, the Council Chairperson may request oral confirmation of each nominee in lieu of a vote. Otherwise, the voting members of Pastoral Council will vote for the prescribed number of candidates (as determined by the Nominating Chairperson), considering all aspects of the candidates including special skills / interests, demographics, or other important aspects to ensure that the Pastoral Council remains representative of the St. Luke Parish body as a whole. The candidates receiving the highest number of votes will be designated as the new incoming at-large members.

Section 6:

Results of the election shall be determined at the May Pastoral Council meeting. The result will be provided to each candidate and will be announced to the parish through the Sunday bulletin.

Article VII: Council Leadership Election Procedures

Section 1:

Prior to the vote for officers, the Executive Committee will make a list of Pastoral Council members and the offices for which they are eligible to serve. This list will be distributed to the Pastoral Council members prior to the May meeting.

Section 2:

At the May meeting, each voting Pastoral Council member present will complete a form indicating their willingness to serve in any office for which they might be nominated. A nonvoting member will distribute the form to be completed. Each voting member will write their name on the form and indicate their willingness to serve by writing the word "yes", "no" or "ineligible" next to each office listed. The nonvoting member will then collect the forms. The information will be used to compile a voting ballot. If no nonvoting members are present, the currently serving Secretary will fill this role.

Section 3:

Nomination for Officer forms shall be distributed by the nonvoting member (or Secretary) to each Pastoral Council member present. All voting members may nominate persons (including themselves) for each office listed on the form. These forms shall be collected by the nonvoting member (or Secretary) and the information used to compile a voting ballot.

Section 4:

The nonvoting member or Executive Committee will tabulate and cross-check the ballots and will announce the candidates' names for the vote. For any office for which there is not more than one candidate, the nonvoting member (or Secretary) may call for an oral vote of confirmation of that candidate for that office.

Section 5:

Otherwise, officers are elected in the following order: Chairperson, Vice-Chairperson, Secretary. Voting ballots for each individual office shall be distributed by the nonvoting member/Secretary to all voting members. Completed ballots shall be collected by the nonvoting member/Secretary.

Section 6:

The nonvoting member/Secretary will count the ballots. A candidate must receive a majority of the total vote to win. If a majority is not received, a second vote will occur between the two candidates with the highest number of votes. If a majority is still not received by either candidate, each candidate will be given the opportunity to speak on their own behalf prior to a third vote. Voting will continue until a majority is received by one candidate.

Section 7:

In the event that a current officer has served two (2) consecutive terms and no eligible candidates step forward to be nominated for the office, the current officer may nominate him/herself to return for a third and final term with a consensus of the

voting members of the Pastoral Council. If the current officer does not wish to continue in the office, the office must be filled by holding another election at the first meeting in the fall.

Section 8:

The newly elected officers will begin their term effective July 1.