

**ST. DAMIAN PARISH COUNCIL MINUTES  
TUESDAY, DECEMBER 13, 2016 8:30PM**

- 1. 2016-2017 PARISH COUNCIL OFFICERS:** President - Dave Kassen, Vice-President - Kathy Gonsalves, Secretary - Geri Varel
- 2. COUNCIL MEMBERS PRESENT:** Fr. Anthony, Deacon Glenn, Dave Kassen, Kathy Gonsalves, Geri Varel, Virgil Jansen, Anita Arentsen, Clay Lynch, JoAnn Koerkenmeier. & Arlene Korte.
- 3. COUNCIL MEMBERS ABSENT:** Gary Arentsen & Tina Tonnies
- 4. OTHER ATTENDEES:** Sr. Ellen Orf, NC Vicariate Hispanic Minister and Steve Schomaker, St. Bernard Parish Council
- 5. OPENING:** Fr. Anthony opened the meeting with a prayer. Meeting had a delayed start due to school christmas concert.
- 6. MINUTES FROM THE OCTOBER 11, 2016 MEETING:** The minutes of the October 11, 2016, meeting were approved by council members via email and published to the congregation on 5-6 November, 2016.
- 7. PARISH ADMINISTRATION:**
  - Joint Parish meeting with Bishop Braxton is scheduled for Saturday, January 28, 2017, at 9:00am at the Chancery in Belleville. St. Damian/St. Bernard will be represented by Fr. Anthony, Deacon Glenn, Kevin Templin, Sr. Ellen, Jeanne, both Parish Council Presidents, 1 rep from each Finance Council, 2 Trustees from each parish, Ladies Sodality presidents from both parishes and Holy Name presidents from both parishes. Discussion will include finding more ways our parishes can work together as a joint parish. Attendees are asked to come prepared with ideas and be prepared to provide input.
  - Per guidance received from the Bishop's office, the Term Limit for a Parish Trustee in the Belleville Diocese is 6 years. Upon receipt of this info, the existing Parish Trustees were contacted and informed that the names of 4 new potential trustees were being submitted to the Chancery Office where 2 new Trustees would be selected. The new Trustees for St. Damian are Virgil Jansen and Arlene Korte. Many "Thanks" to Pete Toennies and Jan Mank for their many, many years of service and expertise as a parish trustee. New trustees will need to be selected again in 2022.
- 8. PARISH LIFE:**
  - Fr. Anthony will be out of town January 6-16, 2017. Prayer Services with Communion will be conducted during the week with the Faith Formation students. Visiting priests will be available on the weekends.
  - Sr. Ellen Orf, CPPS, was welcomed as the new North Central Vicariate Hispanic Minister. We are happy to have her with us!
  - The joint-parish holiday meeting/dinner will be held on Sunday, January 22, 2017, 6:30pm, at the Albers Legion. Council members are asked to please let Jeanne know if you are planning to attend.
- 9. HISPANIC REPORT:**
  - Sr. Ellen reported that the Our Lady of Guadalupe celebration and Farewell for Bob Rapp went very well.
  - A hispanic event will be held in the gym from 2-10pm on Feb 4.
  - Sr. Ellen received a call from Barb Strieker/Illinois Extension regarding a new Community Garden Project, and asked if St. Damian would be interested in providing some land to be used for a new container gardening project. PC members were asked to think about it and be prepared to make a decision at the next meeting in February 2017. A recommendation was also made to ask the Home Nursery if they would be interested in providing a space for the garden. Sr. Ellen will contact them.
- 10. FINANCE:**
  - The financial reports for October and November 2016, were reviewed and approved.
  - Follow-up letters were sent to a few families of individuals who were recently buried at St. Damian Cemetery. Reminder that the burial fee for all registered parishioners is \$400 for a regular grave space (Child is \$125), \$400 for cremains space (2 cremains per grave space), and the fee for non-parishioners is \$1000 (child is \$400). If an individual has paid the fee in advance, the parish office will have a record of it. The fee applies to all burials. Family members are encouraged to contact the parish office to inquire about paying the applicable fee when a burial is required. If the funeral home does not include the burial fee on their bill, then the family can pay the fee directly to the parish.
  - Info regarding ACH Deposits - Recommendation was made at the October meeting to move forward with setting up an ACH account at St. Damian. Parishioners are encouraged to take advantage of this opportunity to do monthly or twice monthly donations. ACH deposits are set up to automatically transfer contributions from a checking/savings account and deposit directly into the St. Damian account at FCB Bank. No checks are issued which alleviates the chance of the check being lost in the mail. The money goes straight to the parish checking account as a direct deposit. FCB provides a statement to Jeanne so that she can record the donations for each parishioner. Making donations via ACH is a simple & dependable process. Please contact Jeanne at 979-5933 or at the parish office 248-5134 and she will provide you with the appropriate form to fill out.
- 11. LITURGY:**
  - Decorations for Christmas will be put up at St. Damian on Saturday, Dec 17, 8:00am. The decorations will be taken down on Saturday, January 14 at 8:00am.

- Christmas Eve Masses will be on Saturday, Dec 24, at 5:00pm at St. Damian and 10:00pm at St. Bernard. There will be a Hispanic mass on Christmas Eve at 8:00pm.
- Christmas Day Masses will be on Sunday, Dec 25, at 8:30am at St. Damian and 10:00am at St. Bernard.
- New Year's Eve Weekend Masses: Sat, Dec 31, 5:00pm at St. Bernard. Sun, Jan 1, 8:30am at St. Damian; 10:00am at St. Bernard.
- First Communion at St. Damian will be on Saturday, May 6, 2017. Time TBD. Stay tuned to the bulletin for scheduled time.
- Seeking 2 volunteers from each parish to serve as Catechists to perform a Prayer Service with Communion in the event both the priest and the deacon are unavailable. This will also prepare our parishes for the future if the time comes when/if our parishes do not have a priest assigned. Please contact Deacon Glenn at 248-5134 if you are interested in attending a brief training and/or reviewing the booklet that outlines/explains how to conduct a Prayer Service with Communion.

## **12. CATECHETICAL MINISTRY DIRECTOR REPORT:**

- CYM - No report.
- The St Bernard Children's Program will be at 6:30pm on December 17 at the St. Bernard Parish Center.

**13. HOLY NAME & ALTAR SODALITY REPORTS:** The Holy Name approved request to fund a new sound system in church. Bids are currently being reviewed by the Parish Council. A recommendation will be made soon. The Holy Name also requested a "Working Priority List" so they can have an idea of what the parish needs are. All present at the meeting were asked to give some thought to things that might be needed. Ed Kramer (custodian) will also be asked for his input. Submit items to Geri Varel for compilation.

## **14. BUILDING MAINTENANCE:**

- New Sound System in Church - Bids for an updated sound system were sought from 3 sources. 3 bids were received. Clay Lynch will review the bids and make a recommendation to the council.
- Cemetery trees & flag pole: Removal of tree and replacement of flag pole are in progress weather permitting.
- Per insurance rep recommendation, the flooring in the rectory laundry room must be fixed. Recommendation made to lay laminate over the existing floor since the old tiles are no longer available for purchase. There is 1 box of laminate left over from the previous job. Virgil will contact Luitjohan Flooring America to get an estimate on how much it will cost to provide enough laminate to finish the job and lay it.
- A group of ladies will gather on Wed, Dec 14, at 8:30am to clean the rectory. The parish is seeking a responsible individual to clean the rectory on a monthly basis. A list of duties will be developed. Pay will be negotiated. Office personnel will be asked to dispose of their trash on a regular basis. Sr. Ellen agreed to take care of her living space and the areas she uses regularly.  
**NOTE:** Any groups holding meetings or activities in any room of the rectory are responsible to dispose of their trash in the dumpster and leave the room & bathroom clean when they leave.

**15. OLD BUSINESS:** The school had re-evaluated its rental fees and will be raising the gym rental fee. Sandy Kramer is the POC.

## **16. NEW BUSINESS:**

- Aluminum pans and recipes for Cosgrove's Casseroles will be available for pick-up on Jan 14-28. Drop off prepared frozen casseroles is on Sunday, Jan 29, from 8:00-11:00am at St. Bernard Parish Center and 9:00am-Noon at St. Damian gym. The Ladies Sodality from both parishes will be making casseroles on January 29 at the St. Bernard Parish Center. All ladies in both parishes are welcome to come and help.

## **17. ITEMS FOR NEXT MEETING:**

- Update on ACH
- Report on joint-parish meeting with Bishop Braxton
- Update on Church Sound System decision
- Update on laminate flooring in laundry room.
- Update on search for rectory housekeeper
- Decision regarding Community Gardening Project
- Update on search for 2 more catechists in each parish
- Compilation of parish "Needs" list
- New Business - Procedures for Beckwith Pump Organ disposal
- New Business - Parish Council Elections due in March 2017. Virgil J resigned as a council member when he became a Trustee. The terms of Dave Kassen (1st term) & Geri Varel (2nd term) will expire in April 2017.

**18. ADJOURNMENT:** Meeting adjourned at 10:05pm. Fr. Anthony closed the meeting with a prayer.

**19. NEXT MEETING:** Next parish council meeting is scheduled for Tuesday, Feb 14, 2016, at 7:00pm in the parish meeting room.

**As always, all parish council meetings are open to the public. Please inform the parish secretary (588-4323 or 979-5933) if you would like to speak to a topic or voice a concern, so it can be added to the agenda.**