

These meeting minutes were approved by the Parish Council  
at the April 22 meeting.

**Saint Cecilia Parish Council  
Meeting in the Social Hall  
Tuesday, 25 March 2008**

**Members Present:** Todd Clancy, Randy Dalhoff, Chuck Gilarski, Janine Greenwood, Bill Haas, Pat Halbur, Mark Imerman, Jacek Koziel, Father Nienhaus, Karen Popelka, LouAnn Vulgamott and Jon Weber

**Others Present:** John Feyerer, Business Manager Jerry Greving, Music and Liturgy Director Bob Hauser, Development and Communications Director Karen Kerns, Deacon John McCully, Frank Oppold and Charlotte and Deacon Steven VanKerkevorde,

1. **Call to Order:** Chairman Chuck Gilarski called the meeting to order at 7:02 p.m.
2. **Prayer:** Bob Hauser lead prayer from *Prayer Services for Parish Councils*.
3. **Review/Amendment/Approval of Minutes:** Pat Halbur moved that the minutes of the previous meeting be approved as distributed; seconded by Janine Greenwood. Motion Carried
4. **Agenda Approval:** Chairman Gilarski suggested the agenda be modified to permit early discussion of the Bookstore proposal and to add item G., consideration of hiring a bookkeeper. The consensus was to adopt those modifications.
5. **Old Business:** There was no old business.
6. **New Business:**
  - A. **Bookstore Proposal:** John Feyerer introduced this topic, referring to the previously distributed proposal on establishment of a bookstore at St. Cecilia's (Please see [Attachment #01](#)). Deacon Steve and Charlotte VanKerkevorde, previously of Lemstone Bookstore, were present to answer questions. Points made by Steve and Charlotte included the following:
    - It's all about service to the Catholic community. They are excited about the opportunity and about the possibility of working with the School community.
    - Steve is a Permanent Deacon in the Story-Marshall Cluster.
    - The store will begin with all new product (~90%); they intend to be a Catholic bookstore.
    - We can help publicize its existence. They are interested in having a web presence.
    - They intend to have a sacramental emphasis.
    - They intend to be open before and after Saturday evening and Sunday morning Masses. They also intend to be open one night a week to serve families involved in Religious Education. They will be open by appointment, too, if needed.
    - They plan to be open to support special community events, too, if needed.
    - They plan to hire help; some former employees have expressed interest.
    - They plan to offer discount for program materials.

Karen Kerns referred to the involvement/support of other parish boards/committees/staff as outlined in the Community Development and Communications Commission report that was included in the Parish Council packet ([Attachment #02](#)) and cited the letter of support from Youth Minister Anna Steele ([Attachment #03](#)). Karen also noted that Noel Hindt is providing legal advice concerning the draft agreement between the parish and the VanKerkevordes.

Mark Imerman moved to have Jerry Greving proceed with putting together a lease agreement consistent with Archdiocesan requirements and the draft put together by Noel Hindt; seconded by Jon Weber. **Motion passed unanimously.** Karen Kerns noted that

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the schedule for implementation of the bookstore will proceed as indicated in the Community Development and Communications Commission report ([Attachment #02](#)).

- B. Info re the Orthodox Church of America:** Father Nienhaus shared information regarding a request to permit use of the Burke Chapel for services of the Orthodox Church of America, which intends to establish a presence in the Ames area. Father has shared the information with the Archbishop and has received approval to allow such use. Mark Imerman moved to support Father Nienhaus, at his discretion, to permit temporary use of the Burke Chapel by the Orthodox Church of America. Motion seconded by Janine Greenwood. **Motion passed unanimously.**
- C. Norms for Finance Councils:** Jerry Greving introduced this topic, referring to a communication from the Archbishop in the March 15, 2008 Official Bulletin (Please see [Attachment #04](#)). The bottom line is that we must have a Finance Council that conforms to the Norms. The norms will be effective July 1, 2008 and transition to conformity with the Norms is to be completed by June 30, 2010. Jerry expects to receive additional information at an April workshop. The parish council assumes the Finance and Administration Commission will study how we will conform to this mandate and generate a plan on how to do so.
- D. Leadership Retreat:** Karen Kerns addressed this topic. The Community Development and Communications Commission has developed a leadership training proposal to address 1) criteria and qualities of mature leadership for a dynamic community and 2) leadership roles in parish visioning processes. It is envisioned that these will be applied in the development of a master ministry plan and a master facility plan. Leadership retreats are scheduled for the afternoons of May 4 and May 18. These will involve parish leaders, including current and prospective Parish Council members, Board of Education members, Commission members, and staff. Ideally, Parish Council members will attend both afternoons.
- E. Commission Roll-Out:** Karen Kerns provided a PowerPoint presentation concerning the status and vision of the commissions and their activities. Please see [Attachment #05](#) for Karen's summary of the presentation. Karen also distributed a one-page (front and back) handout describing the commission structure and identifying commission leaders ([Attachment #06](#)). Highlights included the following:
- Deacons at St. Cecilia are meeting regularly now (for the first time) and each has a specific role in parish ministry under the direction of Father Nienhaus
  - The deacons (in rotation) will be attending future Parish Council meetings.
- F. Proposal re Recruitment of Leadership for the Board of Education:** Todd Clancy addressed this topic, as described in [Attachment #07a](#). He invited the Parish Council to consider partnering with the BOE to use the same procedure to recruit candidates for Parish Council membership. Chuck Gilarski also distributed notes regarding a procedure the Election Committee generated for selecting Parish Council candidates ([Attachment #07b](#)). After discussion, there was consensus that the BOE and PC Election Committees would work together to implement the proposed process for both bodies.
- G. Half-Time Bookkeeper:** Randy Dalhoff introduced this topic. He noted that staff members hired for other purposes are having to spend considerable time doing bookkeeping, which takes them away from work they were hired to do. He also noted we are one of the few parishes our size who do not have at least a part-time bookkeeper. He reported that the Finance and Administration Commission has proposed and has approved the hiring of a 1/2-time bookkeeper. Jon Weber moved that a 1/2-time bookkeeper be hired, as has been approved by the Finance and Administration Commission. Seconded by

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Todd Clancy. In succeeding discussion, Randy Dalhoff clarified that funds are available to support the hiring for this fiscal year and will be budgeted for that purpose for next fiscal year. **Motion carried unanimously.**

**7. Board and Commission Reports**

**A. Board of Education:** Todd Clancy provided a report for the Board of Education ([Attachment #08](#)) and a report for the Religious Education Commission ([Attachment #09](#)). Highlights included the following:

- Recruitment of a new principal is proceeding.
- For next school year only, there will probably be only one section of Kindergarten at St. Cecilia School. Preschool enrollment is very strong.

**Vocations Committee:** No report.

**B. Worship & Spiritual Growth Commission:** Bob Hauser noted that the Commission has been working on budget preparation and appreciates the help that Cheryl Carlile has provided on behalf of the Finance and Administration Commission. He thanked all those who helped with preparing for and celebrating Easter. On behalf of the Parish Council Chairman Chuck Gilarski thanked Bob for his excellent work. Bill Haas noted that the Commission is quite conscious of the need to partner with the Sacramental Life and Catholic Education Commission, to address the Spiritual Growth portions of its responsibilities.

**C. Community & Family Life Commission:**

**Family Life Committee:** Pat Halbur noted that a written report was in the packet ([Attachment #10](#)).

**D. Local and Global Outreach and Service Commission:**

**Deanery Report:** Jacek Koziel reported that Karen Kerns and John Feyerer helped draft a letter inviting the Archbishop to visit St. Cecilia on the occasion of the Gala. The Archbishop responded saying that the Gala date was in conflict with Pope Benedict's planned visit to the U.S. Plan B is to invite the Archbishop to visit Ames after the Pope's visit, to share the Pope's message with the Saint Cecilia community

**Good Shepherd:** LouAnn Vulgamott provided a written report ([Attachment #11](#)) and a copy of the The Good Shepherd Newsletter ([Attachment #12](#)). Highlights included the following:

- 47 CCD students; one of the best year ever
- 5-7 adults attending Deacons John McCully's class each week
- Thanks to Father Nienhaus and Deacon McCully for their commitment and dedication to the Good Shepherd community.

Jacek Koziel noted that such support could be the model for how the Archdiocese might support other closed parishes.

**Sanctity of Life Committee:** Janine Greenwood provided a written report in the packet ([Attachment #13](#)).

**Social Concerns Committee:** Chuck Gilarski noted that a written report was provided in the Parish Council packet ([Attachment #14](#)).

**E. Finance and Administration Commission:** Randy Dalhoff noted that a report was included in the packet ([Attachment #15](#)).

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**Business Manager's Report:** Jerry Greving noted his written report was included in the Parish Council packet ([Attachment #16](#)). **Highlight:** Ames Police notified us that three individuals have been apprehended and charged in connection with the January 2008 burglary at St. Cecilia's and at several other churches in Iowa and northern Missouri.

**Facilities Committee:** Jonathan Weber reported that the committee is completing an inventory of all facilities on the property. This will be used to prepare a master maintenance plan.

- F. Community Development & Communication Commission:** Karen Kerns noted that a written report was included in the Parish Council packet ([Attachment #02](#)) and that many topics had already been addressed in the preceding discussions/actions. Karen called attention to Gala promotion work including solicitation of donors, work with the Gala raffle committee and wine and cheese and coffee and donuts events planned to generate excitement and interest in Gala participation. John Feyerer noted that, because of the Council's action on the Bookstore proposal, he would begin working on Bookstore implementation matters tomorrow.

**Elections Committee:** Chuck Gilarski & Karen Popelka reported. Please see the discussion at item 6.F., above.

**Stewardship Committee:** Bill Haas noted that a written report was included in the Parish Council packet ([Attachment #17](#)).

**8. Other Business and Comments:**

- A.** Karen Kerns noted she will be mailing five Gala raffle tickets to each Parish Council member. The idea is to purchase one or more and to sell the remainder to others.
- B.** Four young men will be recognized in an Eagle Scout Court of Honor to be held in the church at 2:30 p.m. Sunday, March 30. They are:
- Mark Gilarski
  - Adam Halbur
  - Nick Imerman
  - Patrick Snell

The first three are members of St. Cecilia's and sons of Parish Council members. St. Cecilia's is the beneficiary of several major Eagle Scout projects completed by these three men and previously recognized Eagle Scouts.

**9. Pastor's Comments:** Father Nienhaus had several comments:

- Father distributed copies of two communications he received from persons who visit and donate to St. Cecilia's ([Attachment #18](#)). He said he frequently receives such communications. People do appreciate what we are doing here.
- Duane Siepker has been hired as Principal at Sacred Heart School in Boone.
- Thank you to Bob Hauser for excellence in music and liturgy during the Lent and the Triduum.
- Congratulations to Elizabeth and Jacek Koziel on the birth of a new son, Maximillian.
- The Commission structure seems to be empowering our staff.
- I meet with the Community Development and Communications Commission for one hour at 8:30 a.m. each Tuesday. We work together and that meeting is often the best meeting I participate in all week. I invite Parish Council members to attend. Mark Bortle has agreed to serve as PC representative at these meetings once a month.
- I really appreciate Karen Kerns' expertise and efforts in development and communication.

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10. **Closing Prayer**: Father Nienhaus led the group in prayer.
11. **Adjournment**: Bill Haas moved that the meeting be adjourned. Seconded by Todd Clancy. The meeting was adjourned at 9:12 p.m.

The next regular meeting will be in the Social Hall at 7 p.m. Tuesday, April 22.

Respectfully submitted,

Bill Haas, Secretary