

Meeting Minutes – November 27, 2017
Parish Council Meeting

St. Kenneth Vision Statement: “To become an increasingly welcoming and inclusive parish centered in the Gospel of justice, love and compassion.

Members Present: Fr. Tom, Deacon Denny, Brian Owens, Peggy Darrah, Art Belloli, Bob “Maz” Mazarowski, Judy Torosian, Sarah Fish, Andy Wasiniak, Tom Okress, Kim Rize, Jeff Kessen, Tracey Emmanuel, Ray Smock, Carol Parker, Joe Henderson

Opening Prayer: Brian Owens

Approval of the Minutes

Art Belloli requested that under the “Parish Master Plan” section of the October 30, 2017 Meeting Minutes the word “drafted” be changed to “written.” Art Belloli made a motion to approve the October 30, 2017 Regular Meeting Minutes as amended. Judy Torosian seconded. Motion carried with unanimous approval.

Administrative Updates

- **Welcome to New Parish Council Members:** Andy Wasiniak welcomed new Parish Council members Tracey Emmanuel, Carol Parker and Joe Henderson. The new council members introduced themselves to the Parish Council.
- **Vicariate Representative:** The St. Kenneth seat on the Northwest Wayne Vicariate Council remains open. Andy Wasiniak strongly encouraged new and existing members to consider serving on the council.
- **Website:** Fr. Tom and Deacon Denny said that there were no major updates regarding the new website. Deacon Denny said that Communications Manager Paula Steele continues to work on options to add obituaries to the website as well as options to create an e-mail distribution program. Fr. Tom added that they are looking to update the design of the bulletin as well. It was reported that 150-200 people filled out the Time and Talent survey online this year, and that the form remains online. It is provided to new parishioners as part of their welcome packet, so that they can express their interest in participation as soon as they register rather than waiting until September of the following year.
- **Feedback from parishioners:** Art Belloli said that he noticed that there were many large, expensive items on the Giving Tree tags and he suggested that some of those items be broken up amongst several different tags in order to make it more manageable for parishioners to provide those gifts. Fr. Tom thanked Art Belloli for the feedback, and said that the Christian Service Commission could review the process for tags with expensive items in future years.
- **Parish Council Contact List:** Andy Wasiniak asked new and existing Parish Council members to provide updated contact information for the contact sheet. Sarah Fish will update the list and distribute it to Parish Council members as well as office staff.

Parish Council Operating Guidelines

Andy Wasiniak provided new and existing Parish Council members with an updated version of the Parish Council Operating Guidelines document. Fr. Tom asked council members to review the document prior to the January 8, 2018 meeting.

Parish Master Plan

Andy Wasiniak presented an updated version of the Parish Master Plan to the Parish Council. He explained that the purpose of the document is to carry the Parish Council as well as the parish forward.

Andy Wasiniak noted that much of the data in the document was compiled by Jeff Kessen. The data is largely from 2013, which was the most recent year available. Andy Wasiniak said that he and Judy Torosian also utilized U.S. Census Bureau data to explore population changes in the local area, and said that there has been a 6.5 percent decline in population in the region.

Andy Wasiniak also said that Mass attendance is levelling out from year-to-year, but he reminded the Parish Council that it will be important to create programs that will keep parishioners engaged with the parish, particularly as construction begins in the church building. Carol Parker said that St. Colette's in Livonia is reducing the number of weekend Masses that they offer, and had advertised the Mass times of other local parishes, including St. Kenneth's schedule. She said that it may have an impact on future Mass counts at St. Kenneth.

Andy Wasiniak also reported that the parish has been in good standing financially, and the parish has been able to put net gains into savings, which are now being used to help with the building project.

Art Belloli asked if additional security measures in the sanctuary had been considered, and Andy Wasiniak said that there are training programs available that the parish could consider. He also said that any training program must be approved by the Archdiocese of Detroit. Fr. Tom said that he was aware of a seminar being offered by the Michigan State Police, and said that a future training program could be a possibility.

Andy Wasiniak encouraged the Parish Council to read through Archbishop Vigneron's pastoral letter and prayerfully consider his points. He and Judy Torosian used the pastoral letter as a basis for their updates to the Parish Master Plan document. He encouraged the commission representatives to thoroughly read through their respective sections of the Master Plan.

Andy Wasiniak thanked both Jeff Kessen and Judy Torosian for their help in creating and updating the document. He said that now that the document has been updated, it will be important for the new Parish Council to begin implementing it.

Commission Reports

- **Christian Service Commission** – No representative was present at the meeting. Fr. Tom said the Christian Service Commission is currently focused on the Giving Tree and St. Vincent DePaul collections.

- **Education Commission** — Brian Owens said that the Education Commission met with Ron Ward again, who emphasized the need for the Parish Council to prioritize evangelization efforts. He said that the commission will be discussing current religious education enrolment levels at their next meeting.
- **Worship Commission** — Art Belloli provided Parish Council members with his full report prior to the meeting. Within the report, he noted that annual lector training had recently been completed by Lane Ritter, the Giving Trees had been assembled and installed in the Gathering Space, and the altar and Gathering Space had been decorated for Thanksgiving. In the report, he said that the commission is finalizing plans for Advent and Christmas décor. The commission is also soliciting feedback regarding the building renovation project and providing the Building Committee with support and suggestions as appropriate.
- **Evangelization Committee** — Deacon Denny said that he and Matt Burke met with Ron Ward as well, and the group discussed basic strategies to implement evangelization through discipleship. Deacon Denny said that it is not an overnight process, but that efforts will continue in 2018. He said that he and Matt Burke will keep the Parish Council involved, and seek approval from Fr. Tom before implementing any strategies.
- **Finance Council** — Rich Noelke provided the Parish Council with the October 26 Finance Council Meeting Minutes prior to the meeting. There was no further report.

Stewardship Commission

Fr. Tom provided the Parish Council with the most recent results of the fundraising campaign, which he received on November 27. He said that 794 have participated in the Let Us Rejoice! Capital Campaign, and \$2,476,365 has been raised at this time.

Fr. Tom said that his intention is to continue providing the parish with information about the project and to continue raising awareness about the fundraising campaign. He said that he believes when construction begins on the church, it will help encourage further participation.

Fr. Tom also reported that the Building Committee spoke with the Board of Consultors regarding the possibility of an interim loan. On November 1, Fr. Tom wrote a letter to Archbishop Allen Vigneron in order to put in a request to be placed on the Loan Committee agenda in February 2018 and to place this request on the Board of Consultors agenda prior to Thanksgiving. The request was placed on the agenda, and Fr. Tom provided the Board of Consultors with the necessary information. He said they are waiting to hear if their request for an interim loan will be placed on the Loan Committee's February 2018 agenda.

Fr. Tom provided the Parish Council with Brad Neilson's Building Committee report, as Brad Neilson was unable to attend the Parish Council meeting. The report said that the Building Committee conducted interviews with three potential construction managers on November 16. After the interviews were completed and the written proposals were evaluated by the committee

members, the committee chose to hire J.S. Vig Construction as the construction manager for the building renovation project.

The report also said that documents were submitted to Plymouth Township officials for the final site plan approval. The final site plan approval will be placed on the December Township Board Meeting.

The report also said that the final Design Development drawings were expected on November 28, and from there the construction manager would be able to consider the designs, perform value engineering and begin scheduling and budget refinements. Construction drawings will be issued for bids in February 2018, and a guaranteed maximum price will be presented the AOD Board of Consultants in March 2018 so that approval can be granted to break ground on the project.

The report also said that sample boards, updated floor plans and conceptual renderings will be placed in the gathering space in the near future to be displayed for parishioners. Brad Neilson also has written an update for the bulletin, and plans to continue to write updates to keep parishioners informed of the work that is taking place behind-the-scenes.

Fr. Tom said that the parish is blessed to have a lot of people with significant knowledge and experience in the building industry working on this project.

Andy Wasiniak said that he would encourage Brad Neilson to distribute the design development documents as soon as they are available.

2017-2018 Parish Council Leadership

The following members were nominated for leadership positions for 2017-2018:

- **President:** Kim Rize
- **Vice President:** Judy Torosian
- **Secretary:** Sarah Fish

Ray Smock made a motion to approve the nominations for Parish Council leadership positions for 2017-2018. Bob “Maz” Mazarowski seconded the motion. The motion carried unanimously.

The Parish Council decided to continue to meet on Monday evenings for the coming year.

Fr. Tom’s Prerogative

Fr. Tom acknowledged the departing members of the Parish Council. He thanked Andy Wasiniak, Bob “Maz” Mazarowski, and Tom Okress for their time and service to the parish. He also welcomed new members Carol Parker, Tracey Emmanuel and Joe Henderson.

He reported that he was pleased with the success of the Parish Mission that took place in October. He said approximately 400 people attended each evening of the mission. He said he will be looking for other ways to incorporate spiritual renewal into the annual calendar.

He said that the Advent season will be beginning shortly, and that the Art and Environment committee will be installing the Advent wreath. He said that the Advent blue books also will be available in the Gathering Space. He noted that the 4th Sunday of Advent falls on Christmas Eve, so there will be a 4:30 p.m. Saturday Mass on December 23 as well as a 9 a.m. Mass on December 24, in addition to the typical Christmas Eve Masses at 4 p.m., 6 p.m. and 10 p.m.

Fr. Tom encouraged the Parish Council members to keep the focus of their Advent season on quiet, prayerful reflection. He said that everyone should make time each day to be quiet and still, and to focus on the presence of God in their lives.

He said that he is looking forward to a great new year, particularly with the building renovation project. He said that the biggest challenge will be keeping the community together throughout the construction project.

Fr. Tom also told the Parish Council that Trish MacDonald left her position as the Business Manager in order to pursue a new opportunity. He said that he has hired a part-time bookkeeper and he is considering hiring another part-time employee who will focus on parish life and event coordination.

Closing Prayer: Judy Torosian

Next Meeting: January 8, 2018

Opening Prayer: Ray Smock

Closing Prayer: Tracey Emmanuel