



Diocese of Green Bay
PRESBYTERAL COUNCIL MEETING MINUTES
June 28, 2016

Attendees: Bishop David Ricken, Very Reverends Daniel Felton and Thomas Long, Monsignor James Dillenburg, Reverends Jason Blahnik, Ronald Colombo, Robert Kabat, Robert Kollath, James Leary, OFM Cap., Rev. Thomas Reynebeau, Joel Sember, Matthew Settle, Timothy Shillcox, O. Praem.

Excused: Reverend Richard Allen

Opening Activities

- Meeting opened at 10:08 a.m.
- Father Matt Settle solicited changes or additions to the agenda. Motion was made to approve the agenda as presented. Motion was seconded and approved unanimously.
- A motion was made to approve and adopt the meeting minutes of the April 14, 2016 meeting as written. Motion was seconded and approved unanimously.
- Mission statement was recited by Council members.
- Bishop Ricken led the Council members in the Liturgy of the Hours.

Bishop's Opening Comments

Bishop began by reminding Council members that there will be midday prayer and lunch after the meeting. Bishop stated there is a lot going on in the diocese, and that we are moving forward.

Update on Ill Priests

Father Tom Long reported on priests and deacons who are ill or recovering from surgery.

Priest Vacation—Father Tom Long

Father Tom Long posed a question whether a priest's vacation time should follow fiscal or calendar year. The issue comes into play when an international priest takes a full month off. If the month off is different from year to year, then the vacation time accrued is affected. Father Tom proposed for 2017-2018 year that priests move to fiscal year for vacations. A fiscal calendar makes more sense for the parish when the priest appointments begin July 1st. The parish has a natural cycle with fiscal year and benefits already follow the fiscal year.

A member asked if a spiritual pilgrimage counts as vacation time. A spiritual pilgrimage counts as work if there are parishioners involved. The number has not been defined how many parishioners need to be present to be considered work. The spiritual pilgrimage is considered vacation if the priest goes alone.

A member asked if there are a big percentage of priests taking a month off at a time. A priest works 6 days per week, so that equals 24 days of vacation time. Father Tom said that it happens with international priests, but there is more of an issue with priests not taking enough of their vacation time. A member asked if international priests taking a month off should have their vacation time scheduled due to priest help out for weekend mass.

Father Tom Long stated that there will be weekends without full priest coverage if a priest is sick. If a parish needs to celebrate without a priest and knows ahead of time, then Father Dan would need to approve it. The parish can encourage parishioners to go to a close parish and offer mass times available. When we have more senior priests not available, then that could hinder finding priests to help out for weekend mass.

The process for a parish needing a priest on short notice for weekend mass is to contact Father Tom Long through his cellphone. A member suggested making the cellphone number available to more individuals. Father Dan Felton and Father Tom Long shared cellphone numbers to the council members as emergency contacts. Father Tom Long stated that the parish has instructions on what to do if a priest is sick. The instructions are sent out early winter every year. Father Tom Long will ask for a motion for priest vacation time to follow fiscal year at a later meeting.

Discussion of Discipleship I Seminar/Small Groups

Father Tom Long shared the feedback collected from various groups regarding how best to create the small groups for the Discipleship I Seminar. These include:

- Presbyteral Council recommended by vicariates
- Pastoral leaders preferred their existing group that meets monthly
- Support groups preferred existing support groups
- Regional Vicars good with by vicariates

Father Tom Long stated some vicariate groups would be split up based on the size and location, with the group size ranging from 13 - 23. The Fox Valley is the largest and the peninsula is the smallest vicariate. Bishop reminded the group that this is an enrichment opportunity to our pastoring. There will need to be a person in charge per vicariate. The first session will be the Alpha program. This program has pizzazz in the videos and energizes people to get involved.

A member asked if someone from Alpha will do the training. Alpha is coming to our area to do training for evangelical churches, and everyone is welcome to attend the first weekend in August. A member asked if Jim Mellen from Canada was contacted regarding Alpha training. He was not contacted, but a Catholic Deacon from Washington D.C. also does Alpha training for Catholics, and he is coming August 8th and 9th for a two-day training program. The first day goes over background and vocabulary. The second day goes over the program. Julianne and/or Joe Tremblay will be at the weekend training in August, to offer talking points to Catholics who go to that session. Also, several Appleton parishes are looking at Alpha for its parishes. So, those six parishes will be pilot parishes to see how the program works in the parish setting.

Review of Vision/Mission/Priority Statement—Bishop Ricken

Bishop asked the council to look at the draft of the vision and mission statement. Bishop stated that most priorities still need our attention, but as more of a discipleship focus.

We are adopting the mission and vision for the diocese use, but it needs to work for all. The priorities are real priorities for the diocese that we need to assist parishes with. The parishes have the opportunity to look at their own mission and vision statement. Parishes could adopt the diocese mission and vision statement or work the mission statement into their own mission statement. Priorities are focused on real practical terms. Some parishes have started to look at their mission and vision statements.

A discussion was opened up to talk about the current rough draft of the diocese mission, vision and priorities statements. Some ideas from the discussion:

- Reevaluate words within the Mission Statement(mission, building, we, homes, and communities)
- See if the mission statement can be broken down into three parts
- Have a concise statement, but also be aware of words with double meaning
- Work with the wording under priorities to make it more expressive
- Look at word options for overflowing mass attendance

August 2nd is when the new mission and vision statement will be announced. There will be a mass and lunch to follow, with live streaming of the announcement for those who want to watch. A follow-up to this event will be communicated through: parish leaders, priests and information in parish pages. Hard copies will be sent to parishes. A member also recommended that hard copies be sent to senior priests. We are looking at a discipleship prayer contest where people can submit a discipleship prayer for a chance to be chosen for the new discipleship prayer. Entries would come from people involved in the parishes.

Discussion on Parish Survey—Father Dan Felton

As disciples, the curia's priority is to support the parishes to aid in their priorities. Bishop wants the parish to share what they actually need in the survey. We all need to move forward in the right steps, and have the diocese partner with the parishes. To do this mission of discipleship, we need to determine what steps need to be taken. Some steps to look at:

- Streamline and simplify to accommodate the various types of audiences and needs
- Right people in the right place to accomplish the mission
- See if there is a need to reorganize the curia based on the results of parish needs
- Look at what we need to keep doing, stop doing, and start doing

A St. Norbert college research group will work with the Diocese of Green Bay to create a survey to look at:

- How is the diocese helping parishes
- What are your priorities, and what priorities do you no longer have
- What is getting in the way and what are the struggles and concerns
- Is the diocese aligned with where the parish is and where the parish wants to go
- Is the parish ready for and how can the diocese help with mission planning
- Is the parish aware of all that the diocese has to offer
- Is the parish ready to start on this journey and what is holding them back
- What is the parish looking towards in the next five years

The survey can be filled out by: priests, pastoral leaders and parish council members. Anybody that has served on the pastoral council within the last three years and current members can answer the survey. It may be useful to have individual and group responses. In a group setting, there would need to be fewer questions so there is time to discuss them. A member suggested a section in the survey be on social issues. A member suggested that questions be geared to the audience, such as having questions that lead the parish council in the right direction to get the most out of the answers. The survey will go out in September. We meet again in August, so we should have the survey available to review at the next meeting.

Discussion on Grellinger Hall—Father Tom Long

Grellinger Hall was intended to be an independent living facility for priests planning to retire, but it is far from full. It is part of the McCormick home structure. Benefits for priests living there include lower rent and also a sense of community among the priests. It is not known how many other dioceses have a facility for priests like Grellinger Hall. Some view it more as an assisted living facility. Another point of view is that some priests already have their support system in another part of the diocese.

Father Dan said they are at a point where they no longer can sustain the way it currently is. We will cover this fiscal year from a budget standpoint, so it will buy a little time to be able look at the situation more thoroughly. There will be a Blue Ribbon committee put together to look at feasibility. A couple of Presbyteral Council members will be asked to be on the Blue Ribbon committee. Some other individuals who will be asked to be on the committee will include: health professionals, current residents and individuals who could possibly live there in the future. Currently, this is an internal conversation. The Blue Ribbon committee will need to look at and create options, and then bring the options back to the bodies that make decisions.

Update of FLSA Changes to Exemption Threshold—Jen Buechel

Fair Labor Standards Act 2014 made it a law that salaried individuals making less than the threshold determined will get overtime pay for hours worked over 40 hours within a week. In May of 2016, Obama signed a law making \$47,471 the new threshold for salary exempt individuals. December 1, 2016 is when this goes into effect. We are looking at who are qualified for overtime and who are

considered exempt through exceptions. Ministry exceptions include an individual doing 51% of their job: teaching the faith, caring for the sick, or bringing the gospel to folks. So, there are ministry exceptions for: school teachers, administrators and ordained individuals. We are looking to see if there are ministry exemptions for: religious teaching, religious administrators, youth ministers and lay positions. The diocese is working with the necessary people to determine who the changes affect.

Volunteerism is allowed such that a maintenance employee can volunteer to stuff bulletins, since it is not directly related to one's own job responsibilities. A youth minister who goes on a service mission would get overtime with the new ruling. A member asked how is work week defined. The work week runs from Sunday to Saturday. Parishes can start looking at positions that are salary to see if switching the position to hourly makes sense. We would be looking at what is right for the employee and what is right and just for the diocese as well. Some employee duties that would bring overtime into play could include parish picnics and clearing of the snow. Overtime would be time and a half. Parishes will need to look at their budgets differently and see how they are affected. Salary folks affected will now need to record their hours.

During the Spring Leadership gathering, 60 folks from parishes went to the HR seminar and this topic was part of the seminar, so some parishes already have some kind of understanding regarding this change. Writing down hours for future use to take time off is not allowed. However, flex time is allowed within a pay period. Flexible scheduling allows an individual to work 50 hours one week and 30 hours the following week within the same pay period. So, the individual would receive overtime for 10 hours the first week and then they would be down 10 hours of pay the second week. Parish folks will get updated information through: parish pages, email and webinars. The option is there to do workshops if the need is there.

Q & A

1. Meitler group from Milwaukee is studying our schools and how they are organized. This began in June with initial meetings. Looks at where we are and where we are headed. Will look at the need for fundraising. This will be promising, but also challenging.
2. Wipfli is analyzing our IT department. There is a need to restructure the IT department. People have volunteered to help facilitate the IT Steering committee. Father Dan stated that IT is the system by which you communicate your mission and vision. The committee is working to address needs for the curia and parishes. The goal is to get IT strategically to where it should be and we are making progress.
3. Catholic Foundation is doing quite well, growing each year. Catholic Foundation can shepherd people's gift for charitable giving. Catholic Foundation is an entity of itself, but Bishop would like to see it more related to the diocese.
4. Chambers Island property. A decision is very close. Father Dan stated there is a binding offer to purchase, which means more public knowledge will be coming out. There is a draft memorandum going out this afternoon to the priests. We are looking at reserve remaining funds to go towards retreat ministry.
5. Father Matthew Settle's last meeting. He was thanked for his leadership.

The meeting adjourned at 12:36 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jami Rogne". The signature is written in black ink and is positioned below the phrase "Respectfully submitted,".

Jami Rogne

Recording Secretary