

# ST. MARY HYDE PARK

## Parish Council Report

**February 2021**

Reports from:

- Catechesis & Evangelization Commission
- Parish Administrator
- St. Mary Athletic Commission (SMAC)
- PTO
- Stewardship Commission
- St. Mary School
- Worship Commission

## **Pastoral Council Report February 2021**

### **Catechesis and Evangelization Commission**

Staff Member: Michele Carle-Bosch

Parishioners: Jay Galla, MD, Annie O'Brien, Jeffrey Zalar PhD, Tom Lieser MD, Stacey Devlin, Ron Lamping, Voyage, Youth Ministry, Jen Reker-Murphy, SMS Principal, Trisha Moore, Candice Lessing

#### **Year of Mary 2020**

To Jesus Through Mary events

August, October, December, February, May

Participation -- in person up to 60

Each event was Live streamed

#### **Adult Faith Formation**

Bible Studies - Combined in person and zoom meetings last August. Tuesday Mornings and Wednesday evenings have up to 25 participants in studies

St Mary Men's Retreat – 6 men

Lenten Series 2021 The Beatitudes

Participation average --17 in person and 17 on zoom

#### **Sacraments**

Confirmation – Three Masses to keep children in cohorts (**74**), Fr. Ken Confirmed

First Reconciliation in three sessions – to keep children in cohorts (**62**)

Decision to hold 3 Masses for FHC April 24 (**9AM, 11AM, 1PM**)

Confirmation preparation to begin late Spring 2021 for Fall 2021

Sacramental Preparation –

- SMS in classroom 2<sup>nd</sup> Grade and 8th Grade
- PREP 2<sup>nd</sup> & 8<sup>th</sup> Grade meetings in traditional classroom setting

#### **Youth Ministry**

Maggie resigned in September; actively seeking new Youth/Young Adult Minister, currently planning

Totus Tuus July 11 – 15 in person, VBS July 26- July 30 in person

#### **Voyage**

Leadership resigned in December; actively seeking new Youth/Young Adult Minister

Facebook and Newsletter presence, outside of St. Mary activities – 40 Days for Life

#### **PREP**

45 Families / average 20-25 attending monthly

In person Whole Family Catechesis

**A. The Sacrament of Baptism**

Ongoing Scheduling Baptisms on First and Third Sunday's after 10:30 mass.

July 2020- Feb 2021    40 baptisms.

Currently scheduling/planning 20 upcoming baptisms

**B. Outreach**

*7 Parish Community Ministry Leaders* foster communication between parish and school outreach activities.

12 Community Organizations received total of 2% parish donations

Day of Giving -October 2020 involved 6 ministries receiving goods/donations from parish

Planning for Same in 2021

**C. Inreach**

*Elderly and Homebound Ministry*

15 Homebound Parishioners receiving correspondences from

12 Parish Volunteers

*Eucharist to Homebound and TriHealth*

6 Parishioners take Communion to parishioners on an as needed basis

*EPIC Group*

7 Parishioners beginning Programs and Activities for 65 and over

**D. Welcome Committee**

New Parishioners welcomed and paired with Parish leaders/ groups etc.

**E. Ministry Fair**

Planned for June 27<sup>th</sup> to promote involvement

**F. St Mary Parishioners – come back**

Moving forward to ask parishioners back to mass- phone calls to a portion of parishioners between now and March 19<sup>th</sup>.



## Parish Administrator Report February 2021

### ***Facilities and Grounds***

- Continued to analyze HVAC large systems for Church and School
  - Continue to tweak controls
  - Planning and budgeting for necessary future upgrades
- Master Plan for the future of St Mary Campus
  - Buildings and Grounds Committee has been assessing needs for an updated Master Plan.
    - School needs more space for a dedicated Science Lab growing CougarCare, classroom for Spanish, etc.
    - Rectory/Parish Office needs about \$2 million to update to our current needs and for decades to come
    - Seton Center will need substantial work to meet our needs and bring into code.
  - new School Building Advisory Group
    - Comprised of staff, parents, teachers and facility professionals
    - Purpose: to guide projects to restore St Mary facilities and move forward to meet needs
      - for budgeting each year and years ahead
      - Currently over \$1.1 million of prioritized projects and growing
      - Summer projects start chipping away at continued improvements
  - Advancement Committee has been reevaluating how we ask for time, talent and treasure.
    - Some of this planning intersects with B&G as well as School Facility Advisory

### ***Business Office and Staff Development***

- WinterFest Major Award - Made \$18k including sponsors; plus Lisa Habel donated back the \$10k award = \$28k profit
- Budget preparation in progress. Many changes necessary to meet the lower donations and increased demands due to COVID-19.
- Hired Pastoral Admin, Mary Landrum, 15-20 hours per week
  - Admin to coordinate events, groups and missions for Religious Education and Pastoral programs
  - Frees others to address a broader amount of services
- NOTE:** Wages in 2015 (prior to joining St Mary) for Pastoral, Business, Religious Education and Outreach were higher than current. We are able to provide more services to parishioners with more PT staff.
- Maintenance Planning - Began weekly coordination among Bill, Joe and Jeff. Prioritize tasks and duties
- Planning to rejuvenate Youth Ministry – prior Youth Minister resigned
  - combining with Young Adult liaison
  - looking at new, different options

## ***Network and Data Management***

*Completed working through effects of the Ransomware hack on St Mary's Network.*

- Third Party specialist verified that no sensitive data was breached
- They confirmed security holes in old network that were used to hack our network. Those holes have been “plugged” with appropriate security now implemented.

*Developing plans for future.*

- Continue layering Best Practices into St Mary environment
- Logging all issues; managing priorities while working through a continual support work list
- Riverside (contractor) is handling a large percentage of the issues remotely
- Planning toward moving whole school to 1 to 1 computers
  - Prepares junior high for high school use of computers
  - Evaluating cost

Re-bid St Mary internet contract

- Was under a 5 year contract; first opportunity to revisit
- Will save \$2,000 per year with more flexibility for bandwidth and security options built in
- Contract starts July 1, 2021

## ***Industry Collaboration for the benefit of St Mary and the Archdiocese***

- Continuing to work with Archdiocese to build Centralized Database for all parishes
- Revising Human Resources in Archdiocese
  - In contracting stage with new vendor to replace multiple, incompatible vendors
  - Many inefficient processes that waste time will be corrected
- Started discussions with Archdiocese about a common network and technology platform for all parishes and schools.

## ***School Operations***

- Tweaking implementation of new School Information System, FACTS SIS . Many advantages, but hurdles to implementation.
- Continue to work through COVID-19 issues to keep SMS open
- Hired “new” Principal (remove Interim tag)
- Assisting Principal in processing re-contracting faculty for next school year
  - Retirements and moves among faculty and staff

## SMAC Update: Parish Council Meeting 2/2021

1. Winter sports seasons of girls and boys basketball have come to an end.
  - a. Girls had 9 teams
  - b. Boys had 12 teams
  - c. Total # of players: Girls -81 / Boys- 102
  - d. Gym space continues to be an issue with the number of teams fielded each season
    - i. UCP is an additional cost each season to be able to accommodate practices/games for all teams.
    - ii. Middle School Teams are unable to play in the SMS gym due to the small size of the court. With CPS not allowing any outside rentals of their facilities this year, we needed secure additional rental hours and cleaning costs to UCP.
2. Spring Sports seasons will resume in late March/early April.
  - a. Soccer will start late March
    - i. Girls: 8 teams
    - ii. Boys: 8 teams
    - iii. Total players: 191
    - iv. New compliance guidelines have been set for SAY including Safe-Sport. Commissioners will be following up on compliance
    - v. New uniforms were purchased for this season. Last purchase of soccer uniforms was over 6 years ago.
  - b. Softball will start in Mid- April
    - i. Teams: 3
    - ii. Players: 39
    - iii. No new cost to field rental- the 2020 fee was transferred to 2021.
  - c. Baseball will start in early April.
    - i. Teams: 8
    - ii. 96 players
    - iii. There will be no 'Kid Glove' revenue this year from the Reds due to limitation in fans at the stadium.
  - d. Little Sports:
    - i. Soccer registration has opened.
    - ii. Basketball and Volleyball will be resume in 2021-2022 school year.
3. Facilities:
  - a. Gym stage pads will be removed in April or May to be refurbished.
  - b. Gym floor will be sanded and refinished with new graphics in June/July.
  - c. Gym ceiling will be painted to a light color prior to gym refinishing to brighten gym space
  - d. New lock has been for the concession stand in the gym. New lock has an easily changed code for security and will have an auto lock deadbolt.
  - e. Replacing gym doors for security remains on our budget.

## PTO – Update to Parish Council February 2021

- Volunteers remain unable to be inside school buildings and most school events are not being held this year, so volunteer opportunities have been significantly limited.
- Very active Teacher Appreciation Committee has been organizing monthly “treats” to keep up teacher morale and ensure they know families are supporting their efforts this year. Activities they’ve spearheaded include:
  - Amazon Teacher Wishlist containing everything from snacks to teacher supplies to hand warmers
  - Weekly Teacher “Love Letters” sent in by families
  - Amazing SMS Educator Yard Signs
  - 100<sup>th</sup> Day of School - balloons and virtual messages from over 100 students listing all the ways they are grateful for St. Mary teachers.
  - Catholic Schools Week Teacher Appreciation Luncheon catered by the Wheel
- Teacher’s Christmas Fund raised \$23, 875, which included participation from 236 families (88% of school families).
- Spirit wear and Virtual Christmas Shop have been very successful this year. However, we have had delays in receiving amounts due from vendors and have been working to resolve this.
- All funds raised from the Virtual Christmas Shop have been directed towards indoor and outdoor recess equipment and supplies for classes such as balls, jump ropes, board games, decks of cards, bubbles, and crafts. Teachers have also requested a storage container to keep outdoor recess equipment and working to supply that as well.
- In February, PTO hosted first Virtual Cooking Night for families. Sean Laudeman and Brian Geeding lead the night and 60+ families participated. We have received great feedback and are considering hosting a follow up night.
- Recent Expenditures include:
  - Yard Signs
  - Teacher Luncheon
  - 8<sup>th</sup> Grade French Fry Friday
  - Recess Supplies
- In March the Nomination Committee will meet to select the slate of officers for next year’s PTO Board. Open positions for this year are: Vice President, Auditor, Correspondence Secretary, and President-Elect.
- Upcoming Events/Activities include:
  - Raising Cane’s Giveback Night
  - Possible Family Art Night either virtually or “take home” activity
  - Easter Cookies sale

# St Mary Stewardship Commission Update – February 2021

- **Giving Team has been expanded to form the Parish wide Advancement Team**

- Restarted activities in February after “COVID Pause”
  - Reviewed Financial Results (including reduction in weekly offerings), Facility and Technology needs for Church and School
  - Discussed how best to move forward to address all the needs
- **2020-21 FY Parish wide weekly giving ask initiated in January 2021**

- **Financial Results – FY 2020-21 First 2 Quarters (July – December)**

- Church Revenue **5.7% Over Budget (Early Receipt of Shott Grant 100 K) – (Weekly Offerings 8.4% Under Budget, Christmas 3% Over Budget)**
- School Revenue **14.0% Over Budget (Tuition Payments ahead of Budget)**
- Total Revenue **11.3% Over Budget**
- Church Expense **6.0% Over Budget (G&A spending ahead of Budget, Facilities Spending ahead of Budget)**
- School Expense **4.4% Under Budget (No Latchkey Expenses, Misc. Small underruns)**
- Total Expense **1.0% Under Budget**

- **Cross-functional Building and Grounds Team continues working to help keep Short and Long Range Facility needs focused and moving forward**

- **Initiating the FY 2020–22 Church and School Budget Planning Cycle**

- **Providing ongoing support and guidance to Parish Administrator, as required**



# St. Mary School Update

## Parish Council

### February 2021

#### Faculty

- Mrs. Jen Reker-Murphy was announced as Principal following her Interim Principal appointment that began on July 13, 2020. Jen successfully opened the school in the middle of the pandemic, completed in person 5 days per week instruction to date\*, and has met and exceeded standards put forth by the AOC.
  - \*Covid case information for the school has been posted on the front page of the website per the health department order. There has been zero spread inside the school. Cases all occurred from household and outside community exposure.  
CURRENT STATISTICS\*\* – January 8, 2021  
Student Positive Cases: 15  
Staff Positive Cases: 0  
CUMULATIVE POSITIVE CASES - STUDENTS & STAFF  
August 2020: 0  
September 2020: 0  
October 2020: 0  
November 2020: 6  
December 2020: 7  
January 2021: 2  
*\*\*Per the health department order, this web page will be updated within 24 hours of being notified of a positive case.*
  - Faculty and staff will receive their second Covid vaccine dose on Wednesday, March 3.
- Actively working the Accreditation process for St. Mary School. In October 2021, we will have a review by an outside committee. The AOC is providing guidance.
- Teachers letter of intent for the 2021-22 school year were due on February 26. Any available positions will be posted on the AOC website and due diligence will be given to hiring including Fr. Ken, grade level teachers and others in the process.
  - A Campus Ministry role is being introduced in the 2021-22 school year utilizing our local talented Jr. High Teacher, Sean Laudeman, and faith centered inspiring youth organizer, Brian Geeding. These fine educators will be working with students in K-8 on faith retreats, community service, and infusing Catholic teachings into their lives and the lives of their families.

## St. Mary School Update continued

### Enrollment

Enrollment for the current school year 2020-2021 was closed in early June 2020 to allow safe social distancing practices to be put in place. Current school enrollment: **451**

- Current student re-enrollment was completed in February and offers of placement have been sent to new students. We have had an extraordinary amount of interest and new student registrations for 2021-22 due to the public-school closures etc. Many grade levels currently have waiting lists.
- With guidance from the AOC, and in consideration of continued social distancing practices, enrollment for most grades was capped at 54 (minus Kindergarten where it was determined that capacity could be managed and any grades that already had current students enrolled.)  
Next year school enrollment projection: **475**

### Annual Fund

- Results to date: **\$136,543.78** / 285 gifts. The Annual Fund year ends on June 30.
- For your reference and comparison here are AF Results for the past 15 years which suggest that we are on track for exceptional results for the 2020-21 AF.

2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-2012	2012-13	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-19	2019-2020
\$89,113	\$78,690	\$95,938	\$83,110	\$73,137	\$80, 220	\$80, 765	\$89,705	\$87,474	\$103,606	\$98,104	\$92,812	\$102,323	\$140, 830	\$125,319

## **Worship Commission Meeting 2/8/21 and updated per KB**

**Attending: Katie Barton(remote/early), Chris Carnes, Sheila Hamilton (remote), Ron Lamping, Carla Romanelli, Claire Schneider**

Sheila opened with the Server prayer (on the Server training document-see below)

Lent Schedule as of 2/8:

\*Ash Wednesday (2/17) masses 9:00am- regular school mass and 7:00 pm. Ashes will be sprinkled on the head per Archdiocese.

\*Stations of the Cross TBD; awaiting info from Michele; when known, Worship will recruit volunteers to lead Stations as requested

\*likely no Evensong

\*Confessions—"The Light is On" is cancelled per Archdiocese again; parishes are asked to offer more Confession times – TBD by Father Ken

\*Rite of Election will be Feb 21<sup>st</sup> at 10:30 am mass at St. Mary—Archdiocese has asked for parishes to host their own

Holy Week:

\*750 palms ordered (down from 1600); distribution procedures TBD by staff; note there are boxes of old palms that need to be burned

\*Archdiocese has permitted 2 evening masses on Holy Thursday—challenging to execute with one priest

\*Good Friday services begin at 1:00pm

\*Easter: Vigil 8:45pm; Easter Sunday TBD by staff – discussions underway regarding possibility of 3 masses

\*Divine Mercy Sunday: Even Song w/ Chaplet

Ministries

\*Lectors: will be returning with one per mass. Return date and process/protocols TBD by staff

\*Extraordinary Minister: Archdiocesan training available targeted for homebound

\*Servers: 26 new 6<sup>th</sup> graders have been trained; Claire stated this group is honored and excited

Vestibule:

\*General clean up and organization was led by Terri Knappenberger with 2 new tall wooden stands designed to store materials.

\*the Ushers would like to keep the old stands as they provide additional "table top" space for Worship Aids.

\*Proposed paper material/posters:

\*\*Guest donation requests (e.g. Food for the Poor, Retirement Fund etc) be kept for 2 weeks then disposed of

\*\*3 Vocation posters are kept for the calendar year in 2 glass cases and Shady Lane hall

\*\*Liturgical year poster(s) are kept in these same glass cases

\*\*Current St. Mary services are posted in both glass cases; to include: Mass times, Confessions, Rosary, Holy Hour, other

\*\*Seasonal materials are removed at the end of the respective season; Christmas calendars can be taken to the Church office

\*\*plastic "shelves" should contain: information on the Sacraments, seasonal prayers, St. Mary organizations e.g. SVdP, Knights, etc.

How to encourage "the return to mass"

\*Pictures on Web site of people at mass that show masks and distancing

\*Call parishioners like we did a year ago; offer to pray with them, ask if they need help, invite them back

\*Letter to each parishioner

Meeting was closed with the Our Father.

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### **Servers Prayer**

Loving God, creator of the universe,

You call your people to worship,

to be with You and one another at Mass.

I thank You for having called me

To assist others in their prayer to You.

May I be worthy of the trust placed in me

and through my example and service,

bring others closer to You.

I ask this in the name of Jesus Christ,

Who is Lord forever and ever.

Amen.