

**St. John Paul II Parish
Transition Planning Meeting
2/2/19
Annex – 9:00 a.m.**

- Attendance: Fr. Bill Burks, Donna Michael, Anne Bainbridge, Timothy Buckley, Jay Comstock, Sharon Hibbs, Ron Hohmann, Elaine Hulsman, Drew Osting, John Ridenour, Patti Vance, Tom Wargel, Laurie Warren
- Absent: Bob Goens
- Opening: Donna Michael introduced asked Fr. Bill to say an opening prayer.
- Prayer: Fr. Bill thanked God for the progress made thus far and asked God to show us clarity and openness.
- Objective: Prioritize tasks; Provide update on newly-formed Unified Worship Space subcommittee; Develop subcommittees and Work on Timeline

Old Business: Develop the plan; then hang the pieces:

1. Meeting with Dr. Brian Reynolds:
 - a. Fr. Bill emailed Dr. Brian Reynolds last Sunday requesting a meeting for Monday. He provided the final minutes from the 1.26.19 meeting for Dr. Reynolds to review prior to their meeting. He met with Dr. Reynolds Monday at 11:30 a.m. In their discussion, Fr. Bill stated that the Core Team wanted the last Mass on Hikes Lane to be the Holy Thursday Mass. He further explained that with the stripping of the altar, etc. was a symbolism of closure. He asked if he needed permission to announce it to parishioners this weekend at all Masses and Dr. Reynolds assured him it would be fine to do so and a written statement from the Archbishop would be forthcoming.
 - b. Tim Buckley took this information to parish council last week and they approved.
2. Questions regarding sale of property:
 - a. "What is the responsibility for selling this property?" Fr. Bill said we will partner with the Archdiocese at the appropriate time. He did not ask any questions in his meeting because we still do not have a timeline in place. But, he reassured everyone that it will be a collaborative effort. The Archdiocese will lead the process when a timeframe exists. This is an area of discussion for a later date.
 - b. Tim Buckley asked, "What do we tell groups interested in the Hikes Campus, if we're approached?" Fr. Bill said that it would be okay to let them know we are working on a timeline, provide an estimated timeline, if known, and then bring those names to the Diocese to add to their roster.
 - c. Jay Comstock asked, "Should we leave audio/sound system in sanctuary if the property is sold with the purpose of being a church for the new owner?" Fr. Bill explained that we want to make the Unified Worship Space the best we can and if that means removing audio equipment from the Hikes sanctuary, we would do so. A real estate agent would handle sale negotiations when that time comes.
3. Fr. Bill asked the Core Team to be clear on whether we want to set up temporary office space. Fr. Bill stated that temporary office space needs to be decided and noted in the minutes, then provided to the Archdiocese. The core group agreed at this time to leave the office where it is – on Hikes Lane campus.
4. Question regarding new construction:
 - a. Laurie Warren asked, "Should 'new construction' be at the bottom of the timeline? Maybe we should make that a higher priority." Donna Michael reiterated that while it is stated as #7 on the timeline, this subcommittee will exist simultaneously and intermingle with other subcommittees once all subcommittees are in place and we have liaisons named. If the core team works backwards as to when the new building is to be complete then the subcommittee working on that will have a better timeline as to when to begin the process.
 - b. Donna Michael said we may need to add a (7.c) to the timeline: Hikes property completely vacated.

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New Business: Subcommittee Report, Develop Subcommittees, and Work on Timeline for Inclusive Inventory:

1. Unified Worship Space Report (Anne Bainbridge provided a written update to Core Team Members):
 - a. Primary task: to create a unified worship space that is both new and familiar and that reflects the current churches and honors the contributions of parishioners from both of the original parishes equally.
 - i. Items 1-6, the subcommittee will begin working on
 - ii. Items 7-8 may fall to the Core Team
 - b. Committee Members:
 - i. Anne Bainbridge (Liaison)
 - ii. Nikki Swiderski (Hikes Campus Art & Environment Chairperson)
 - iii. Marsha Kareken (Goldsmith Campus Art & Environment Chairperson)
 - iv. Donna Nistler
 - v. Sr. Jeanne Ann Zappa
 - c. Contacted Dr. Shadle at the Office of Worship to get guidelines for worship space:
 - i. She is willing to answer questions
 - ii. She suggested the parish purchase their own copy of “Built of Living Stones” which is the U.S. Bishop’s document relating to all worship matters
 - d. Survey of 3 most treasured items due by February 3, 2019:
 - i. Deacon Bruce Warren will announce tonight and Fr. Bill tomorrow that the Holy Thursday Mass will be the last Mass at the Hikes Lane Campus and that subcommittees are being formed
 - ii. Deacon Bruce will collect surveys tonight at the 4:30 Mass, Anne Bainbridge will collect 8:30’s, and Elaine Hulsman will collect 11:00’s. All will be available at the parish office Monday morning.
 - e. Develop responsibility for subcommittee team members.
2. Develop Subcommittees:
 - a. Name the Core Team members who will serve as the liaison for the remaining subcommittees:
 - i. Inclusive Inventory (both campuses): Bob Goens
 - ii. Updating Current Space on Goldsmith: Tom Wargel
 - iii. Moving Ministries and Organizations: Drew Osting
 - iv. Office Move and Office Space Needs: Elaine Hulsman
 - v. Hiring Architect and New Construction to Begin: Jay Comstock
 - b. Guidelines for subcommittees: Major decisions will be presented to the Core Team, subcommittees will make recommendations, justify the reason when presenting (i.e. logistics, parameters – i.e. is Risen Christ too big and what would be the needs? Knowledge of where weight-bearing walls located), Make sure recommendations are in accordance with U.S. Bishops. Core Team makes final decisions. Fr. Bill stated that subcommittees need to first ask, “What is their job task? Next, what are the steps to figure out what needs to be done? They will seek experts advice to justify reasons, then make the recommendation to the Core Team, and once approved, implement.”:
 - i. Set parameters – a box to fit in all tasks to accomplish or solve the issues
 - ii. Minutes from subcommittee meetings to be provided electronically to Core Team at least 2 days prior to a Core Team meeting. The Core team will read and discuss any subject/subjects they feel need clarification but not have a complete report read to save on time.
 - iii. Each subcommittee will have 4-5 members. Liaison will choose from volunteer list for subcommittee members (Drew Osting suggested an odd number for voting purposes to avoid ties, everyone agreed)
 - iv. Liaisons will seek volunteers to assist subcommittees with larger tasks
 - v. Liaisons will keep the subcommittee task-specific
 - c. Procure and name advisors (parishioners with working knowledge/professional licenses that could volunteer to assist subcommittees with a certain task/s and provide advice, as a non-member of the committee) – once we know needs, then solicit all parishioners for help with this – Core Team will approve advisors – task for next week:
 - i. Core Team members will bring names of 3-4 people with expertise for input on list of advisors

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- ii. Explain how that person can help in the process
 - iii. Then create a list and phone them
 - d. Core Team may discover voids in workloads that might fit into another subcommittee's responsibilities and ask that subcommittee to take on the task
 - e. Core Team will follow a "consensus" model in decision-making processes. A "majority rules" creates winners and losers. Through general consensus, we maintain an approach of what's best and fair for the total community.
 - f. If a subcommittee has a major disagreement, that argument will be presented to the Core Team and the Core Team will decide. Core Team works for the best pastoral approach and brings unity
 - g. Goldsmith Campus must also make changes. Both sides must be represented
 - h. Ongoing communication to parish will be presented through the bulletin
- 3. Questions/Concerns:
 - a. Original blueprints from Building a Future of Hope were destroyed and new ones from Gil Stein are only a rough sketch
 - b. Inventory could impact some things moving from Hikes Campus to Goldsmith Campus
 - c. Roofing/fire system-bringing up-to-code/drainage/rectory issues will have to be corrected
 - d. Everyone needs to prioritize and logically process steps
- 4. Beginning Timeline Structure:
 - a. At the original meeting, Mary Ridenour suggested that we bring a Hospitality component - "Coffee & Donuts" after every Mass to bring parishioners together. Drew Osting suggested beginning now rather than later to help unify instead of further divide parishioners. John Ridenour will ask Mary to head this up and get volunteers to help at all Masses.
 - b. Inclusive Inventory Subcommittee – It was decided to have a September 1, 2019 deadline (6 months):
 - i. Core Team gives permission to this subcommittee (and other ministries) to begin purging items that are broken, damaged or will serve no purpose in the future (clutter).
 - ii. Inventory team will meet with ministries to ensure needed items are not accidentally thrown out
 - iii. Encourage ministries that store items on either facility to purge items no longer needed
 - iv. Make recommendations of items that could be donated to other parishes or organizations
 - v. Frank Hulsman and Mary Ridenour have a lot of the information already in place about ministries, number of participants, meeting space (i.e. is meeting space based on room availability or fitting the number of people into the best space for the number participating?)
 - c. Subcommittee liaisons will bring a timeline suggestion to next week's meeting for discussion.

Meeting adjourned at 10:30 a.m.

Next meeting: Saturday, February 9, 2019, 9:00 a.m., in the Annex.

Minutes submitted by Patti Vance