

**St. John Paul II Parish
Transition Planning Meeting
3/9/19
Gallagher Hall – 9:00 a.m.**

Attendance: Fr. Bill Burks, Timothy Buckley, Donna Michael, Anne Bainbridge, Jay Comstock, Bob Goens, Sharon Hibbs, Elaine Hulsman, Drew Osting, John Ridenour, Patti Vance, Tom Wargel, Laurie Warren

Absent: Ron Hohmann

Opening: Donna Michael asked Fr. Bill to say an opening prayer.

Prayer: Fr. Bill thanked our merciful, loving God for the great work already accomplished by this committee and their subcommittees, and for having a deeper understanding of the overall needs moving from two campuses to one. He asked that God provide us guidance with what lies ahead as we work to move all facilities over the next several months.

Objective: How to proceed after Fr. Bill and Tim Buckley's meeting with the Archdiocese.

Discussion: Fr. Bill and Tim Buckley met with Dr. Brian Reynolds, Bob Ash and Bill Zoeller at the Pastoral Center this past Monday to present the timeline our Transition Team created. The archdiocese made it clear their preference is for our parish to wait to obtain bids for the architect until a new pastor is in place so that the new pastor would have a better understanding of our needs. Fr. Bill added to the initial letter that we would use Savings on Deposit, a low-interest loan, or proceeds from the sale of Hikes to cover the cost of the new construction. They would definitely like us to give the new pastor through the summer to become acclimated with the progress thus far. Therefore, based on their recommendation, we will hold off on securing bids until the new pastor is in place and has had a chance to be brought up to speed. We are now looking at the end of August, beginning of September. If the new pastor wishes to move forward sooner, we will adjust our timeline to do so. The Archdiocese also encouraged us to secure 3 bids—to protect ourselves fiscally, to be competitive, and to respect the integrity of any architectural firm. They appreciated that we had a timeline in place and reminded Fr. Bill and Tim that once an architect is hired, we will still need to seek legal permits. This could impede the timeline and we may need to revisit it. With providing time for the new pastor to become acquainted with our transition process and review the committee's work, it also affords us more time to do things right. It slows the process down and allows the opportunity to make this positive for all parishioners. Tim said that Dr. Reynolds was not clear about our plans for the Hikes property—did we want to keep it and rent it out? Did we want to sell it? Fr. Bill will generate a letter and send it to the Archdiocese stating that it is our intention to sell or have the Archdiocese assume responsibility for the complete Hikes property. He will include that we have the Parish Council and Finance Committee's permission to move forward with the sale of the complete Hikes property once ministries and offices have been moved out. We do not wish to become landlords. All assets and fiscal responsibilities belong to the parish. Upon a transfer of property to the Archdiocese or sale of the property, we would gain all profits. Fr. Bill reiterated that if the property is no longer under the care of the parish, we will be reimbursed based on the amount assessed. In the previous realtor assessment that was performed by the Buildings Assessment team, the land was valued at \$1.25 Million. We will keep in dialogue moving forward with the Archdiocese and there is a possibility after Holy Thursday that we could sit down and discuss other options for groups outside our parishioners to use church space in the interim. The Archdiocese will have the final say and oversee the sale of the property just as they did when we sold the rectory.

Drew Osting asked, "Do we need to put things in place to move ministries sooner, in the event we need to move everything to Goldsmith?" Fr. Bill and Donna Michael both agreed that they do not feel the Archdiocese would put us in a bad scenario such as having us vacate Hikes Lane before we are ready.

Donna Michael asked, "Does the Archdiocese sign a contract with us?" Tim Buckley said it's more of an informal understanding and that they've acted in good faith with other parishes in similar situations. Tim also said that Bill Zoeller cautioned us that even after hiring an architect, we will need to solicit bids for the construction and acquire permits and that we may need to revisit our timeline. So, they are aware we need the space on Hikes during this process.

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Elaine Hulsman stated that this gives us more time. The team needs to remain positive and incorporate the new pastor's input. This also gives us more opportunity to complete the transition to one campus correctly and look at things that could have been missed if we hurried.

Bob Goens addressed concerns that rumors are beginning to surface. It was reminded to all many times the rumors develop from nothing more than someone repeating dialogue from discussions, not approved recommendations. We need to encourage people to review the minutes, whether via the internet, picking up a copy at the parish office, or calling in and requesting a copy be mailed.

New Business: Develop an approximate draft of cost/budget for each subcommittee for presentation and approval from Finance Committee and next objectives of importance for each Subcommittee:

Update Current Space at Goldsmith: Tom Wargel

- Finishing final written scope of each job
- Have obtained names and are waiting on structural report on rectory before moving further. We need to obtain a structural engineer to make the determination, do the write up and present what needs to be done. (He would like to add a pitch roof to the overhang roof on the cafeteria side of the church/school at a later date, but the cost should be well under the \$20,000 requirement for securing 3 bids)
- Will create budget based on line item by line item
- Tim Buckley stated that both PC and the Archdiocese are fine with moving forward on the rectory repairs and securing bids to present to finance for any cost over \$20,000
- Donna Michael asked if we need to get bids on projects less than \$5,000 and we do not; however, as a courtesy to finance, Tom Wargel will present amounts
- Fr. Bill will be able to live in the rectory during the renovation, but may choose to vacate for a day or two while the painting gets done

Unified Worship Space: Anne Bainbridge

- There was a question if the door leading out of the reconciliation room at Goldsmith could be sealed as a permanent window with stained glass. Tom Wargel confirmed it is considered an egress for the building (exit only) and needs to remain as an egress door
- Anne Bainbridge asked if her committee needs to secure carpentry bids for the cabinets to be built in the alcove to present to the Transition Team and Donna Michael said yes that without an estimate of what are the costs, the team cannot approve the project.
- Dr. Shadle suggested that we have a screen and prie-dieu in the reconciliation room at Goldsmith for anyone wishing to go to confession in this manner. Hikes has 3 screens that can be moved and Goldsmith already has a pray-do in place
- Dr. Shadle suggested that the ambo be handicap-accessible. In the past, there was a ramp; however, it takes away from the choir area and was not used when we had one. During the 2010-2011 renovation, the ramp was removed. As a way of including everyone, a microphone was moved to where the lector was close-by the cantor stand when they could not access the ambo because of physical constraints. Everyone agreed that a microphone being moved would resolve any issues of physical constraints of getting to the ambo as a solution to this concern
- Dr. Shadle also suggested that the Arts and Environment might look into creating a few new things (i.e. banners) that would reflect the feeling of a new sanctuary
- The tabernacle on Hikes will be left open and dark following the Holy Thursday Mass and the sanctuary and chapel will remain as a sacred space for now
- Volunteers should be able move statues, hymn number plaques, and sacred oil vessels. The suggestion was made that perhaps Boy Scouts could assist with this and Anne should contact Matt Huber, Scoutmaster, to make the request

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- For the installation of the hymn plaques, a time will need to be coordinated between RCIA and Tom Wargel so that RCIA can practice for the Easter Vigil while also allowing enough time for Tom and his committee to put the hymn plaques in place on Holy Saturday
- Fr. Bill has entrusted the deacons to create one sacristy and handle moving the relics that are locked in a cabinet on Hikes to one reliquiam on Goldsmith

Inventory: Bob Goens

- Inventoried the Hospitality House
- Discovered small attic above sacristy in church on Hikes, above chapel, and beside cry room
- Mentioned having several plant risers in the mechanical room on Hikes
- Researched dumpster and learned one would hold 4 truckloads at a cost of \$425/day, he believed. Rachel Reccius told him we should be able to get one cheaper; however, after further review of inventory, Bob feels his committee could purge on a weekly basis and just use the dumpster already on site. Perhaps, with more frequent pick ups, if needed
- Discovered that both locations have more trophies than initially thought; in gym at Hikes and upstairs at Goldsmith; will plan to put in the picnic
- All sacramental records from St. Barnabas and St. Pius X are already intact and will remain with Saint John Paul II Parish. Parishes that close entirely move their records to the Archdiocese

Ministries: Drew Osting

- Would like to centralize ministries
- Spoke with Yvonne concerning the scheduling of school and campus
- Spoke with Sr. Ruth about Francis Center's needs, including Kid's Café and the Community Garden. They would like the potential for a future garden on the one campus somewhere. Sixty families currently participate and they would like to continue this project. The team felt at present it was feasible to keep the community garden opened this coming year and possibly next gardening season in 2020
- Mary Ann Wheatley will continue to budget for gym rentals for next fiscal year

Office Move: Elaine Hulsman

- Committee is not meeting at this time
- Will meet with the staff, but the consensus of the subcommittee is that the majority of staff members will need private office space vs. cubicle space. However, Elaine will meet with staff to ensure their input and consideration into any decisions made and also to practice fiscal responsibility on the part of the subcommittee

New Construction: Jay Comstock

- Minutes were provided ahead of this meeting
- With waiting for the new pastor to be in place and time to review everything, this gives us the proper time to prepare and plan. It might be best to begin trying to determine the estimated optimum size square footage needed for the new building prior to meeting with and securing bids from architects so that we know what we need going into the bidding process and discuss other building options.

Closing: Donna Michael would like all subcommittees to create their expenditures based on cost per itemization and have ready to present to Parish Council by March 25th and to Finance by May 6th. Elaine Hulsman said without having to secure bids for jobs costing less than \$5,000, it will speed up the process. Fr. Bill cautioned everyone to be really clear that we are following the policies as given. The Finance Committee needs to see what we expend, even though we do not need 3 bids. It was decided that we will present a

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“Transitional Expenditure form budget” for moving to one campus to Finance instead of trying to build it into the “operating budget” for the upcoming fiscal year 2019-2020. Donna stated for clarity purposes the Transition budget should remain separate and not be phased into the general budget. Fr. Bill said he will make the recommendation to Mary Ann that the Transition Team will develop its own budget for the move to one campus in 2020. He further suggested that subcommittee heads get with Mary Ann to discuss concerns and then have their budgets ready for Tim to present to Parish Council and Finance for their perusal along with the remainder of the parish’s budget for the May 6th meeting. Subcommittee budgets will be expenditures only as none are expected to generate income during this process.

Next Meeting: Saturday, March 16, 2019

Meeting Adjourned: 10:55 a.m.