

## Parish Council Meeting

September 26, 2022

7 PM School

**Members Present** : Fr. Brad Milunski, OFM CONV.-Pastor, Paula Piela,

Sr. Andrea Ciszewski, FSSJ - Religious Education, Sr. Ceil Haier FSSJ- School Principal, Dcn. Joe Peters , Janina Lepecki, , William M. Zaskey- Chairperson, Anne- Marie Szmyt , Dcn. Michael Pray, Fr. Lucjan Szymanski OFM CONV, Mary Wroblewski, Janek Makselon and Edyta Makusiewicz-Secretary.

**Members Absent/Excused**: Karl Hammond-Administration & Finance Manager, Robert Lukasik. Rafal Bielech, , John Przybylowicz- Vice Chairperson, Diane LaCosse Chairperson-Finance Council, Sr. Agnesa Negru FMSA – Ministry of Care, Bernie Gelinias , Fr. John Koziol OFM CONV and Helen Banas.

**Greetings** : William Z. – Welcome everyone to parish council meeting. I would like to thank the 3 parish council members for their service on the council : Edyta M. , Sandra Peret, and Marian Zielinski. We are also asking for any members to volunteer to replace the parish council secretary. I would like to extend a welcome to our 3 new members, Mary Wroblewski, Janek Makselon and Peter L'heureux.

**Opening Prayer**: Fr. Brad

**Attendance**: (Roll Call)- Edyta

**Approval of minutes** - all approve minutes from May 16<sup>th</sup> , 2022

**Public Input**: The parish council nominating committee needs a lot of work and improvement.

Particularly the application process is lacking clarity and certain issues must be addressed and changes must be made accordingly.

### **Pastor's Report - Fr. Brad:** September 26, 2022

1. **New friars:** As the friars' provincial chapter concluded this July and new assignments were made, Fr. Lucjan Szymanski and Fr. John Koziol arrived as parochial vicars at the end of August. Welcome to these new members of the parish staff!
2. **Summer Ministerial Assistance:** Fr. Józef Matuła, a Conventual Franciscan Friar of the Kraków province and missionary in Uganda, lived at St. Stan's for several weeks in June and July to assist in parish ministry during Fr. Mietek's vacation and retreat. We're grateful to him for all the help he provided.
3. **Steubenville East:** Six teens and three chaperones (Fr. Brad, Deacon Mike, and Sr. Agnesa) attended this national conference that was hosted by the Diocese of Springfield at the MassMutual Center, July 29-31. This was a wonderful celebration of faith and evangelization attended by approximately 1,100 teens. The hope is that next year's conference will also be held in Springfield.
4. **Forty Hours:** As part of the Year of the Eucharist being celebrated in the Diocese of Springfield, St. Stan's hosted Forty Hours Eucharistic devotion, August 4-7. The days were well-attended.
5. **New committees:** I hope to form both the Liturgy and Facilities committees by the end of October. These committees will address two important gaps in the parish leadership and management.
6. **Liturgical minister training** will be held sometime this fall as a re-training for extraordinary ministers of holy communion, readers, altar servers, and ushers.
7. **FORMED:** Fr. Brad has initiated an annual membership in this platform for all parishioners. FORMED, developed by the Augustine Institute, advertises itself as the "Catholic faith on demand" and is an important and convenient way for parishioners, parish staff, and school staff to grow in their faith and have access to a variety of media resources. There is no cost for an individual to join; only an email address is needed; the number of subscribers is unlimited.
8. **\*\*New methodology for Parish Council:** Beginning with the November 2022 meeting, all reports normally given at the Parish Council will be submitted in written form approximately a week before the meeting and distributed to members electronically. Time will be given at the meeting for the authors to highlight salient points and entertain

questions. The change in methodology is to help the Parish Council become more future-oriented and increase discussion time on important ways for the parish to address concerns and continue to move forward.

Respectfully submitted,  
Fr. Brad Milunski, OFM Conv.

**School Report:**

September 26, 2022

St. Stanislaus School began the 2022-2023 School year on August 24th with students in Grades one through eight. The opening liturgy was celebrated by Fr. Brad on Thursday, August 25th in the upper Basilica. Preschool and kindergarten students began classes on Monday, August 29th. We have three hundred seven students enrolled this year.

Great news to share, The Republican Reader Raves Review has named St. Stanislaus School as the Best Private School in Western Massachusetts. The school will be one of the honorees at a banquet on October 19, 2022. We are very proud of receiving this award and it has special significance in this anniversary year for the school. The theme for this school year is "Children are the Heritage of the Lord." We are celebrating 125 years of Catholic Education at St. Stanislaus School this year. The focus is on the children who were educated here and formed in the Catholic Faith. The Anniversary sub-committee of the School Board has already met. The members are very enthusiastic and have generated a number of ideas for events and activities to be held throughout the year. We began with an Ice Cream Social on September 13th as the first event of the anniversary year. We had over two hundred people in attendance. It was a wonderful community event. Fr. Brad, Fr. John and Fr. Lucjan, Sr. Ceil, Karen Shea and several teachers and staff came to join us for the event as an opportunity to interact with the children and their families.

The school held a bottle and can drive on Saturday, September 10th. Students and parents assisted with counting and sorting of the donations. We raised four hundred nineteen dollars for the collection.

The Home and School Association, HASA sponsored the kindergarten Meet and Greet on Sunday, September 11at 1:00 in the afternoon. This was an opportunity for the kindergarten families to begin to get to know one another. Students participated in several activities such as frosting cookies. Decorating a tie, corn hole game, face painting and others along with a visit from a magician. Monday, September 12, 2022, was the annual Parent Information Night. This is the first time in three years we have been able to have this event in person. Parents were able to meet with their child/ren's teachers and learn how they can work together to help students find success this year.

The Student Council Officers were elected on September 22nd and will be meeting soon to plan events such as the annual coat drive and the canned food drive.

All students in grades kindergarten through eighth grade attend liturgy each week on Wednesday at 8:45 a.m. The school choir with students in grades three through eight leads the singing at weekly masses. Each week a different class prepares the readings and participates as altar servers and gift bearers. The students also participate in monthly Adoration on the First Friday of the Month.

Respectfully Submitted,  
Sister Cecelia Haier, FSSJ

**Junior Youth Ministry Report :**

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Parish Council Report

Junior Youth Ministry hosted three different evenings for students and parents to come and register to be members for the 2022-2023 school year. The youth ministry has been fairly inactive over the past few years due to COVID protocols. We are working to encourage interest in beginning gatherings in person again this year. There were twenty six children that registered to be members for this year. Members are encouraged to get involved in their parish as lectors, ushers and altar servers. There are social events on Saturday evenings once or twice a month. This is meant to provide a safe place for youth to gather and share. We will also encourage participation in service outreach projects during the year to get them involved in the community.

The adult committee will begin meeting once a month starting the first week of October. Parents assist with planning monthly events and are required to chaperone events in school and off campus in order for these events to be possible. Parents and youth will be encouraged to participate in the Parish Bazaar as volunteers assisting with activities or in the kitchen.

Respectfully Submitted,  
Sister Cecelia Haier, FSSJ  
Karen Shea

**Education Report :** Faith Formation

Classes for Grades 1-8 began on Saturday, September 24<sup>th</sup>

An Orientation Session presented by Fr. Brad Milunski, OFM Conv., Pastor, was held while the students were in their classes.

The Sacrament of Confirmation will be celebrated during a 1 PM Mass on Sunday, October 9<sup>th</sup> at 1:00 PM. There are 22 candidates. Very Rev. Piotr Calik, Vicar for the Diocese of Springfield, will be the celebrant.

Students in Grades 9 and 10 and their parents will attend an Orientation Session on Tuesday, October 11<sup>th</sup> in the Upper Basilica at 6:30 PM. Bishop William Byrne has presented changes to the timeline for the preparation classes or the reception of the sacrament. Classes will be held during one academic year. Students will be confirmed in the Fall of 2023 if ready, and they are expected to participate in the life of their parish when they are tenth graders.

During this transition year, the present 10<sup>th</sup> graders who completed a full 9<sup>th</sup> grade of session will attend only a few classes for final preparation to receive the sacrament, be expected to participate in the life of the parish and will be confirmed in the Spring of 2023.

Four adults have registered for Adult Faith Formation Classes in preparation to receive Confirmation at Easter Vigil, 2023.

Brother Vincent and Sister Andrea will meet with the candidates on Wednesday, September 28<sup>th</sup> for the first session.

### **Ministry of Care:**

As much as possible, we continue the visits to the homebound and nursing homes during Sister Agnesa's absence (visit with family in Romania). Cards, which Sister Agnesa prepared in advance, are sent every month.

### **Parish Finance Report**

A Meeting of the Parish Finance Council was held on September 22, 2022. Reports for the Basilica and Cemetery are as follows:

### **BASILICA**

For the fiscal year ending June 30, 2022, Collections continue to trend negatively when compared to the same period for the previous year. Total Collections were down approximately 5%. Fundraising continues to be nominal. Bequests increased slightly during this period, however, are tracking considerably lower than the previous year same period. Other receipts which relate to the Annual Fund collection were down by approximately 26% when compared to the same period of the previous year. Total revenues, excluding bequests, for this 12-month period, were down approximately 9%.

Expenses continue to be tightly managed, however, several expense line items such as insurance, utilities, and Diocesan Assessments have increased for this 12 month period. As a result of the decline in total revenues and the increased expenses, the Basilica realized a net operating loss of \$197,000 at fiscal year ending June 30<sup>th</sup>.

A preliminary fiscal year 2023 budget for the Basilica indicates similar operating results for revenue and expenses resulting in a projected net operating loss of \$193,000. In the near future, the Finance Council will be working with Fr. Brad to investigate several revenue enhancing measures with the goal of increasing overall revenues to offset increasing operating expenses.

### **CEMETERY**

For the fiscal year ending June 30, 2022, full ground burial rights increased by approximately 87% when compared to the same period for the previous year. Cremation Ground burial rights were up 48% for this 12 month period. Overhead expenses for the cemetery were well-controlled and minimal consisting primarily of wages. The cemetery was able to realize a small net operating loss of \$17,000 at fiscal year ending June 30<sup>th</sup>.

Respectfully Submitted,  
Diane LaCrosse, Chairperson  
Finance Council

### **Evangelization Committee Report:**

The Evangelization has decided to try and bring our Basilica into the 21st Century in terms of communication using a program called Flocknote. It allows communication through email or text message (on your mobile phone) between the administration and the parishioners, between committees, to make announcements and create newsletters, to announce liturgical events and parish events. It has far more power than these mentioned. Our aim is to get as many parishioners as we can to follow the direction on the attached sheet and join Flocknote.

Respectfully Submitted,  
Deacon Joseph Peters.

### **School Board Finance Committee Report:**

Report of School Board Finance Committee

Parish Council Meeting September 26, 2022.

FY 22 revenues were higher than in years past. The main reasons were Increased enrollment, Bingo is back in full swing and Ann Marie's ability to apply for and get Early Education and Emergency Assistance grants.

- As the end of the year on June 30, 2022
  - Revenues received: \$2,447,366
  - YE Expenses \$1,944,900
- Grant Income awarded St. Stans \$361,375
- FY22 - grant monies were used to offset some salaries, materials and facility expenses
- Fund raising including Bingo and Solar Farm was \$303,700
- FYI - \$160,000 from Bingo and \$88,000 from Solar Farm
- In Memory of Donations were \$ 53,625
- 100% of all families have paid tuition.
- Student Enrollment for 2022 was: 324 students

For the current year 2022 we have submitted a preliminary Budget to the Parish Council Finance Board which anticipates enrollment being down to 307 students, we are projecting Income of \$1,851.00 and expenses of \$1,844,00. Though Ann Marie has applied for some grants none have been awarded as of this date. We did our best to keep our budget conservative as there are many unknowns coming such as fuel costs and other utilities.

Respectfully Submitted,  
Deacon Joseph Peters.

### **Parish Council – Nominating Committee Report**

Dcn. Mike Pray

September 2022

- Committee met to discuss the process for the four nominations that were missed. The four were contacted and provided an information form to complete and return to the

Parish Office care of Deacon Mike. Once the completed forms were returned, we would schedule time to talk to each regarding the information provided and the operations of the Parish Council. Although one person asserted that they did respond, no forms were returned to Deacon Mike.

- Yearend survey was sent out using Survey Monkey. Considering the events of the past two years, following is a summary of the results:
  - 10 people responded.
  - There was good participation by Parish Council members in committees and ministries.
  - Most felt their contributions were appreciated.
  - Most felt there were no goals set for the Council.
  - Most responded positively regarding what they felt goals should be.
  - It was noted in the comments that the Bylaws may be confusing.
- Recommendations:
  - The Council should begin setting goals for the year.
  - [Bylaws should review and revised to eliminate confusion.](#)
  - [Next report – March 27](#)
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### **Community Outreach**

Dcn. Joe Peters

The sandwich ministry - Take and Eat program is operating successfully . There has been less of people coming to get sandwiches, but it is noticed that the numbers are slowly growing.

### **Old Business**

Fire Exit is in the works – Fr. Brad

Music @ 4 pm mass is being discussed the parishioners are asking for service with music. Fr. Brad will follow up .



**New Business**

Microphone issues in the downstairs church.

Nominating Committee

Bylaws

**Closing Prayer**

Sr. Ceil.

**Next Meeting**

November 21<sup>st</sup> at 7pm

Respectfully Submitted,

Edyta M.

Secretary