

Parish Council Meeting Minutes
St. Malachy Church Conference Room
August 25, 2025; 7:00-8:30 p.m.

Members present: Fr. Gifford, Jeremy Bries, Kathy Hanford, Maddie Oltman, Ginny Pettit, Jim Turner, Caryn Vandersnick, Heidi Vorac, Matt Wilkinson, Kristin Wilson

Ex Officio Members present: Parish Trustees, Julie Atwell and Kevin Lillis

Additional Parishioners present: Jeanne Ryan-Hartsock

Meeting Summary: Parish Council met Monday, August 25, 2025. Time was spent discussing the assignment of council members to standing committees. Report outs for standing committees are scheduled through the fall. Council discussed potential best practices for communication across key committees within the church and school. A couple of Parish Council members brought in two discussion items at the request of parishioners. A complete set of the meeting minutes can be found on the parish website. The next Parish Council meeting will be Monday, September 22, 2025, 7:00-8:30 p.m.

1.0 Call To Order

1.1 Opening Prayer: Jeremy Bries

1.2 Minutes from June meeting reviewed and approved.

2.0 Faith Formation

2.1 Fr. Gifford Growing Disciples reflection tabled until September meeting

3.0 Reports

3.1 Officer Reports

3.1.1 Chairperson Report -

- Introduction of Parish Council members
- Purpose of Parish Council stated: to provide discussion and counsel to pastor

3.1.2 Vice-Chair report including Finance Council report

- Nothing major to report
- Finalized upcoming budget
 - Expenses have gone up and cuts have been made
- Next Finance Council meeting December 4, 2025

3.1.3 Secretary -

- Calendar invitations to be set for each meeting

- Revised standing committee assignments will be sent out

3.2 Committee reports

- School Report from Principal, Devon Schaaf:
 - We currently have 112 students registered.
 - Largest class is 25, smallest is 12.
 - First Education Commission meeting will be held prior to first Parents Club meeting on September 8.
 - Currently a task force sub committee of Education Commission members working with Mrs. Schaaf to understand the financial state of our school.
 - Working to increase school income along with increasing salary.
 - Mrs. Schaaf and Fr. Gifford are still on track to share whether St. Malachy School will permanently transition to a K-5 school.

4.0 Old Business

4.1 None

5.0 New Business

5.1 Review and update committee assignments

- Assignments made including new members
 - Document will be revised and updated and sent out to council members next week
- Standing Committee Reports Scheduled:
 - September
 - Finance Council (discussion on sustainability), Kathy inviting Mark Roberts on recommendation from Jim Turner
 - October
 - Youth Ministry, Heidi inviting Sara Osborn
 - Religious Education, Heidi inviting Michelle Ganson
 - Quads, Caryn inviting Katrina Jensen
 - November
 - Prayerful Service, Ginny reaching out to contacts to invite or provide report
 - Invite Mrs. Schaaf to attend a meeting during the month of her choice for an in-person school report

5.2 2025-2026 goals/objectives

- Better organization around standing committees
 - Request was made by Kevin Lillis to receive minutes from Education Commission
 - Everyone check in with committees under their assignment and check in on minute taking procedures
 - Parents Club? Education Commission?
 - How to funnel in work and information from various groups
- Considered options to invite parishioners to open meeting and potentially submit

question/comment in writing in announcements the week before next Parish Council meeting

- Move up open comment portion of the meeting earlier in the agenda
- Discussion surrounding whether parishioners know who is on Parish Council to represent them.
 - Template for a document to introduce council members will be shared to Google Drive

6.0 Parishioner Comment

6.1 Open floor (discussion items shared by council members to represent parishioner concerns)

- What is the status of the search for a Music Director?
 - Father Gifford:
 - Need came at a difficult time, was hard to give more time and attention
 - Committee has been established and will be meeting to consider the job description and review the 2 applicants we currently have
 - Looked for a full time person in the past and were not able to find someone, in that time school needed to fill their position so it restructured the position
 - Budget restraints may limit expansion of the position
 - Volunteers have stepped forward to plan for the interim (Jeanne Anderson and Mary Frimml)
- Was there an exit interview?
 - Father Gifford:
 - No, change in staffing was based on Lance's limited availability.
- Questions surrounding the elimination of the Parish Nurse position:
 - Father Gifford:
 - Decision based on budgetary considerations and true needs of the parish
 - Wellness committee will consider needs of the parish (2 priests and pastoral care team already minister to those who are ill)
 - Question of appreciation/send off for Cathie Stinson
 - Father Gifford: While she was a gift to our parish and will be greatly missed. Discussed recognition and will be followed up by Kathy Hanford.

7.0 Announcements

7.1 Staffing additions/changes

7.2 Pastor then Open Floor

- Planning for installation of stained glass windows
 - Fr. Gifford will talk about planning for the windows
 - Installation prep work happening in mid-September
 - Window installation to happen in October
 - Consider a blessing of the windows at the Masses
 - Advised by council to communicate upcoming steps as installation draws

nearer

7.3 Next Meeting - September 22, 2025

Motioned to adjourn the meeting approved.

Closing Prayer: Jeremy Bries

Next Council Meeting: Monday, September 22, 2025, 7:00-8:30 p.m.