

**St. Andrew Pastoral Council Minutes**  
**April 14, 2021**

1. Chairperson Janice Hill called the zoom meeting to order at 7:01 pm on Wednesday, April 14, 2021.

2. Deacon Terry led the Council in prayer.

**3. Roll Call**

Present: Jan Hill, Alan Ehrecke, Jay Matlock, Judy Matlock, Mary Nelson, Deb Ehrecke, Chris Rubley, Kathy Elliott, Shirley Schmidt, Barb Reiland, Deacon Terry Starns and Deacon Dan Freeman.

**4. Minutes**

Council reviewed the March minutes for any corrections or additions. Barb R. made a motion to approve the minutes and it was seconded by Shirley S. The minutes were approved as corrected.

**5. COMMITTEE REPORTS:**

**a. Building and Grounds –**

1) Alan Ehrecke reported that on Saturday, April 10th, there was a ceiling leak from the rain in the church proper. Roofing Tech came to look at it. They said the leak was coming from above the roof line. Brian from lossi is investigating the cause of the leak.

2) The Finance Council has liquidated \$20,000 of stock assets to fund replacement of windows and doors in the church and parish center. We will be asking for bids on windows in the spring.

**b. Faith Formation -**

Jay Matlock reported that the schedule for masses and services are in the Worship and Prayer report. The committee also discussed when Religious Education will be in the fall and are in favor of Sunday for Religious Education.

**c. Justice & Peace -**

Judy Matlock reported that the committee met and had \$4,600 to distribute. Donations were made as follows:

2 International Orgs	\$ 800.00 each
Buffalo Food Pantry	\$1600.00
Cafe on Vine	\$1600.00

**d. Christian Service -** Mary Nelson: Nothing to report

e. **Mary's Angels** - Deb Ehrecke reported that they will have a Zoom meeting on May 11 at 6 pm.

f. Parish at Large – Chris Rubley: Nothing to report.

g. Parish at Large – Jan Hill: Nothing to report.

h. **Welcoming Committee** -

Kathy Elliott reported that they have had no visits with new parishioners since January of 2020.

i. **Worship & Prayer** -

Shirley Schmidt represented Worship and Prayer.

Stations of the Cross – attendance was about 10 in person with several online.

Candlestick update - Deacon Terry left message with Mark Gould. He hopes to have them for Easter. Holy Week Services -

Palm Sunday guidelines have been set.

Holy Thursday services will be at 7 pm - NO washing of feet.

Good Friday services will be at 7 pm with no veneration of the Cross.

Holy Saturday will be at 8:30 pm with set guidelines. RICA Elect and their families will stand around the fire as Paschal Candle is processed and is lit and will proceed into Church with Father. Exultant and Litany of the Saints will be sung. There will be three readings, an Epistle and the Gospel. Responsorial Psalm will be replaced with a silent pause. There will be no taper candles. We will have three Baptisms, two Profession of Faith, seven Confirmations and seven First Holy Communions. Easter Sunday will be at 9 am with chairs set up in gathering area and chairs set up in Center with TV. 15 dozen cookies are ordered for the Holy Saturday RC1A reception and Easter services. Deacon Terry will discuss decorations with Bonnie Strong.

j. **Knights of Columbus** -

Chris Rubley reported that the donation for Buffalo Food Pantry was \$227.00 in cash. The food pantry is able to buy more food with cash donations.

k. Finance Council – Barbara Reiland: No report

**6. Old Business** -

a. Pandemic - No changes in operation

b. Easter Services – Discussed in committee reports

**7. New Business** -

a. Changes in Diocesan Staffing – As of July 1, 2021, Father Bud will also be the Sacramental Minister for St. Mary Parish in Wilton and Deacon Dan Freeman will be the Parish Life Coordinator.

b. Mass Time and Religious Education – A proposal for changes to the St. Andrew Mass and Religious Education was offered by Deacon Terry Starns. As proposed, due to the fact that Father Bud will be saying Mass in Wilton at 8:30 am on Sundays, it is proposed that Mass time at St. Andrew's will be moved to 10:30 am on Sundays and Religious Education will be at 9:00 am on Sunday mornings. There will be no Saturday Mass. Following considerable discussion by Council members and visiting parish members attending via Zoom, Barb Reiland moved, and was seconded by Shirley S., to accept Terry's proposal as written. The motion passed.

1. Personnel change – Deacon Terry proposed cutting his hours from 30 to 20 hrs a week and hiring a parish secretary. A motion to accept Deacon Terry's proposal was made by Barb Reiland and 2nd by Deb Ehrecke. The motion passed.

**NOTE:** The zoom council meeting was attended by approximately 15 parish members and discussions on Deacon Terry's proposals were held prior to being voted upon. Both proposals are attached to these minutes.

**Next Meeting -**

The next meeting will be held at 7 pm on Wednesday, May 5th, 2021, via zoom.

**Closing prayer -**

Deacon Dan led the prayer.

**Motion to Adjourn -**

At 8:30 pm, a motion was made by Shirley Schmidt and seconded by Barb Reiland to adjourn. Motion passed.

Respectfully submitted,  
Mary C. Nelson  
Secretary

PS Minutes subject to approval at the next meeting to be held at 7 pm on Wednesday, May 5, 2021.

**Attachments:**

1. Permanent Mass Change Proposal
1. Personnel Changes Proposal

# Permanent Mass Change Proposal

By Deacon Terry Starns, Parish Life Coordinator

## Recent History of Masses:

- Our previous Mass dates and times were: Saturday – 4:30 pm and Sunday 9:00 am with Religious Education classes following the Sunday Mass.
- Mass Attendance traditionally was considerably higher on Sunday's when Religious Education classes were in session. Mass attendance was roughly 125 on Saturday and 150 on Sunday. In the past recent years, excluding the pandemic year of 2020, the two Masses had evened out quite a bit to barely over 100 at each Mass. One reason was that religious education classes have been about 55 as opposed to 120 students about 6+ years ago. This drop in attendance coincides with the norm of the country.
- Last year, when we were shut down and then reopened, our Mass attendance was averaging 15 people at both Masses. This certainly did not warrant two weekend Masses. So, we shut down the Sunday Mass and then the Saturday attendance averaged about 30 people for quite a few months. We shut down Sunday, because it was more convenient for Fr. Brian Miclot, our Sacramental Minister at that time and, St. Peter in Buffalo offered a Sunday morning Mass.

## Current Situation

1. 15 priests have turned 70 years old (retirement age) in the last 3 years. We have three priests retiring on July 1 of this year. One of those priests is the pastor of St. Mary, Wilton.
1. Bishop asked Fr. Bud Grant to also be Sacramental Minister of St. Mary, Wilton. Bishop asked Deacon Dan Freeman to be Parish Life Coordinator of St. Mary, Wilton. Both accepted the position.
1. Deacon Dan will leave the parish on July 1.
2. St. Mary's Mass time is Sunday at 8:30 am with religious education following Mass.

## Things to Consider

- We don't have enough people attending Mass to justify two Masses. Actually, we didn't have enough before to justify two Masses. The Church seats 300+.
- Sunday is our day of worship.
- The congregation being all together at one Mass bonds us better as one parish community. (Canon law states that Churches should be one Mass. It takes a bishop's approval to have more than 2 Masses at any church!)
- 2 Masses cost twice as much to operate: priest salary, organist, utilities, etc.
- Trying to accommodate religious education should be one of our highest priorities. Splitting Mass and religion class over a two-day weekend is very hard on the catechumens and the catechists.
- Fr. Bud would prefer to have both Masses on the same day. He basically never gets a day off with having Mass on Saturday and Sunday since he teaches at St. Ambrose during the week. He is fine with starting out at 8:30 am in Wilton.

### Recommendation

- Change our Mass to Sunday at 10:30 am beginning on Trinity Sunday, May 30.
- Change religious education classes to Sunday at 9:00 am. This would work well timewise since we made classes 1 hr -15 min. the year before pandemic so the kids could have fewer classes a year. *(This is actually a Faith Formation Committee decision.)*
- Review Holy Days, Easter Triduum and other special situations after July 1 when the new leadership takes over at St. Mary's.

There will need to be collaboration between the two parishes since we share the same priest saying Mass. ie: We need to use the same readings each week so that father doesn't have two distinct homilies.

## **Personnel Changes Proposal**

By Deacon Terry Starns, Parish Life Coordinator  
April 14, 2021

### Current Situation:

- 1 PLC – considered full-time and paid at 30 hours per week = \$44,571/year.
- There is no paid clerical help in the parish office.
- PLC, who is 68 years old, will retire in one to two years.
- Per discussion with bishop, PLC will probably be replaced with one half-time position who is also assigned to another parish. So, a parish secretary is a necessity to put on staff.

### Proposal (Effective July 1, 2021):

- Reduce PLC from 30 hours to 20 hours per week. This reduces salary from \$44,571 to \$29,714.
- Hire part-time clerical help in the parish office working 3 to 4 days per week. The remaining \$14,857 from PLC salary would go toward this position. Budget 1,000 hours per year at \$15.00 per hour = \$15,000/year salary.

### Benefits:

- This will give more operating hours in the parish office.
- Secretary will be trained and know how to operate the parish database and envelope contribution database. Will know how to complete yearly reports: Sacramental Records, CARA report, budget reports, parish member report, etc.
- Will make transition easier for new PLC/Pastor who would otherwise have to make these changes at the start of his assignment.