

ST. JEROME PASTORAL COUNCIL MAY 28, 2026, MEETING MINUTES

The meeting was called to order by Chairman Dan Jackson at 7:05pm.

Members present: Chairman Dan Jackson, Vice Chairman John Hopkins, Angee Clark-Hellon, Jan Gremaud, Kelly Houston, Tom Mines, Joel Petry, Gail Wolff, Brenda Neumann, Paul Baumgartner, Fr. Kevin Laughery

Members absent: Lucy Ehrhardt, Betsy Weinell

Opening Prayer was offered by Joel Petry.

A motion was made by Jan Gremaud and seconded by Kelly Houston to accept the Minutes as presented; motion carried. Minutes approved.

Monthly Reports

Pastor: Fr. Kevin reported that he would be out the following week and will be on retreat/vacation most of June. Fr. Steve Pohlman will be filling in for Masses. He then provided the information for Emilie Poletti's visitation, funeral Mass and then celebration of life at St. John Neumann following her burial. Fr. Kevin and Brenda will have a video conference with the Evangelical Catholic people on May 29. They are compiling a core leadership team of 5-9 parishioners for this 12-week spirituality process. Regarding the Centennial Campaign, replacing the church roof is under way, so next week's communion services will need to be cancelled due to the noise and the scaffolding blocking the front entrance. Enough funds (\$90,000) are available to completely replace the aging heating/air conditioning unit. Fr. Kevin attended a Board meeting of Ministries Unlimited and discussion involved their new facility being built. Fr. Kevin expressed his gratitude for all the help he is receiving. He recognized Rozanne Hunter as this year's Woman of Distinction. He plans to concelebrate the Mass in Springfield and stay for lunch with Rozanne.

Written Monthly Reports: Brenda provided an oral report summary on the 3 people and a family going through OCIA; recent and upcoming baptisms every month through August; recent confirmations (Jan asked about some type of recognition of these individuals); work on Vacation Bible School; meeting with the Alliance Groups for area people in need; and she is looking for volunteers for summer lunches and children's liturgy. Kelly reported that Mr. Hart at SJN expressed his gratitude and thanks for Emilie Poletti's April 29 prayer service and adoration.

Old Business

Centennial Campaign – Capital Projects: Paul provided a progress update on the Centennial Campaign projects. Jobs completed: 6 security cameras are completely installed and working. The recorder is functioning in the narthex (motion-detection system) with 2 inside cameras including one in the sanctuary and 4 outside the church. Smoke alarm system has been completed with additional alert sirens and smoke detectors. New Wi-Fi network is completed with St. Joseph Hall, church and office on the same Wi-Fi system. Projects underway are: Hall ceiling tiles should be installed beginning of next week; rebuilding moveable walls should be complete next week; shingles are on the roof with work to start on Monday; skylight replacement is August. The new hall floor installation starts June 15 for two weeks. The hall will not be available for anything during June. Brenda added the importance of thoroughly cleaning the hall after ceiling and walls are done and again when all projects are complete; volunteers appreciated. Dan asked about the status of painting in the hall. Paul anticipates this will be done when all the other projects are done. Paul is very pleased with the quality of work being done by these top-notch contractors. Paul advised that the church front doors remain closed for the time being to avoid overworking the current lower-functioning air conditioning system before it is replaced later in the summer. Early-August dedication and celebration options were discussed for after projects are completed.

Old Business (Continued)

Pastoral Council Goals: Dan advised the group to look over the current goals to assess what has been achieved and to make recommendations to move them forward. New goals are requested.

Campus Security: John presented a list of guidelines to address security needs to ensure safety and security. Items discussed were usher responsibilities, re-keying campus doors, changing out doors to coded locks or panic hardware so doors are locked but people can exit. Small children need to be accompanied to the restroom by a responsible adult. St. Joseph Hall door must remain locked during PFF; ring bell for entry. A parent needs to walk the child to their PFF classroom. Develop meeting place procedures for emergency evacuations. Brief parishioners on campus cameras and how they are being monitored. Greeters and ushers will be made aware of the location and use of the AED's (Automated External Defibrillator) and where the phone is located in case of a health issue where an ambulance needs to be called. Brenda added that mandatory training for new and existing ushers is needed. John stated that we brief all ushers on safety and security measures with written guidelines posted in the narthex and video room where cameras are monitored. All exterior doors shall be locked during Mass and an usher will be posted in the narthex monitoring room to watch for outside intruders and to open the door for late-arrival parishioners. Create a new key list maintained in the office for everyone who has a key, what type of key – master or sub-master with code numbers. Re-code St. Joseph's Hall door at least twice a year. Dan agreed that written guidelines for ushers are necessary. John will work on this and Angee agreed to help. Joel added that we might look to a neighboring parish that may already have usher guidelines. Paul reminded the group that training for Protecting God's Children needs to be kept up to date as well.

New Business

Meeting Schedule: Dan issued the new meeting schedule for the 2026-2027 Year.

Stewardship Weekend: Dan suggested we have a Stewardship Weekend focused not on Treasure, but on Time and Talent. We can send out to everyone handouts that describe every activity in the church. On a particular weekend, every parishioner would get a form to indicate where they would like to donate their time and talent. Brenda advised that the best way to get parishioners involved is to ask them personally.

Miscellaneous: Fr. Kevin mentioned that St. John Neumann School Board needs two new members. Kelly will make some inquiries. Brenda has some suggestions. John reported that the sanctuary audio/video system is outdated, not functioning well and needs to be replaced with a new digital system. He is getting bids. Paul added that he is working to keep the slowly draining baptismal fount filled. Repair must wait until the hall is complete.

There being no further business, Joel offered the closing Prayer. The meeting adjourned at 8:07pm.

The next meeting is scheduled for Thursday, July 2, 2026, at 7:00pm, Wayland Street office.

Respectfully Submitted,
Gail Wolff, Recorder