

**Our Lady of Victory**

**Pastoral Council Notes**

**August 26, 2025 – 7:00 PM**

1. Jenny opened the meeting at 7:00 with a prayer. Roll call was taken. Those in attendance are noted below.

Status	Name	Ministry/Committee Assignment
	Fr. Patrick Hilgendorf	Pastor
x	Rick Thomas	President/Buildings and Grounds
x	Jenny Parvin	Vice President/SP Liason
x	Jeremy Siebler	Secretary
x	Cathy Anderson	Liturgy
x	Chris Boyd	Knights of Columbus
x	Dave Hinchman	
x	Rick Thomas	Buildings and Grounds
x	Barb Gaylord	Faith Formation
x	Lorrie Graves	Social Action
x	Erin Hagerman	Health and Wellness
x	Bernie Mack	Ex-Officio (Lay Director)
x	Molly Crosby	Ex-Officio (Lay Director)
	Chad Steimle	Ex-Officio (JFK Principal)
x	Maureen Mosse	Ladies' Council
	John Wagner	Ex-Officio (Deacon)
x	Marc Mosse	Parishioner
x	Shannon Milton	Board of Education
x	Elen Thomas	Faith Formation Representative
x	Jen Wemhoff	Faith Formation Representative

(X = Present)

2. June meeting minutes were seconded and approved by the Council.
3. Committee minutes were seconded and approved by the Council.
4. The mission and vision statements were read.
5. Old Business

**Strategic Planning Committee Update**

Jenny gave an update on strategic planning, the focus groups have concluded. The information

will be coalesced and Jackie Starion will be in attendance for the September meeting, so that we can bring planning into parish council. Erin Hagerman was involved with a youth group. There is a lot of good information coming out of it. Lorrie Graves had nothing from new members. Bernie ran a group, knew it was going to be hard to get participants, they were the non participating group. He had some good phone conversations with them, but did not wish to participate further

Focus groups, About 150 people shared input

September 4 and 5<sup>th</sup>, A QR Code will in the bulletin to get feedback from people who did not attend a group, this will collect the information that was asked in the focus groups. Jackie will then compile the list and present to parish council

Dave Hinchman brought up a question on when we will see action items come up in regard to the focus groups. Jenny mentioned that it will be a process, it will require patience on everyone's part. We will have to work on some quick wins

### **Buildings & Grounds Bid Updates**

Rick gave kudos to Scott and Chad on items that are already going or have been gone

Entrance light replaced as a safety issue. Handicap operator on the door will be done in the next two to three weeks. Thank you to finance for making that a priority. There are some other items that Father has already approved, and will be submitting quotes to the finance committee.

### **Parish Picnic Update**

Picnic planning is well underway, we will be using Smokin Butts for the meat of hamburgers and chicken. We will have games, bounce houses and face painting for the kids. We will need all Parish Council members to assist with the picnic. We will do RSVP's the weekends of 9/14 and 9/20

## **6. New Business**

### **Election of Parish Council President**

Jenny Parvin is going to take over the VP role, Jeremy nominated Rick Thomas to parish council president, Dave Hinchman seconded, Jenny will finish out the meeting.

### **Committee Assignments & Roster**

Jenny passing around the roster to proof, announced the new committee assignments.

## Schedule for Upcoming Year

Prayer Assignments, Treat Assignments, and Board of Education Assignments were all accounted for and assigned through June of 2026

### 7. Guest Comments:

Maureen Mosse mentioned all free directories that OLV had been given, have been purchased, would like to propose to order some books to give out to new members. \$15 per book, \$50 setup. We have roughly \$400 from the sales of the free books. Molly did not think that it would be a bad idea, maybe 100 books. There was general conversation of welcoming new parishioners

It was brought up to update a web page with all of the photos with names, Rick Thomas, screen in the gathering space to put new parishioners on the screen, and other items such as events as necessary.

There were 35 free books that made up the \$400.

If queen of heaven cannot cover, bring it up to Bernie and Molly.

September welcoming wagon ideas.

Ladies Council welcoming wine and cheese coming up in October, more details to come.

### 8. Pastor's Comments:

Father at a visitation service

### 9. Our next meeting will be Tuesday, September 23, 2025 at 7:00pm in the Gathering Space Meeting Room.

### 10. Meeting adjourned with closing prayer by Jeremy.

Respectfully submitted,  
Jeremy Siebler  
Secretary

## FINANCE COUNCIL MINUTES

Our Lady of Victory Church, Davenport, IA

Meeting held on August 25, 2025 in the GSMR

**Members present:** Fr. Patrick Hilgendorf, Molly Crosby, Bernie Mack, Hollie Matthys, Randy Peterson, Dave Hinchman. **Excused:** Mike Strajack, Judy Johnson. **Staff present:** Ann Lotspeich, Chad Steimle.

Meeting opened with prayer led by Fr. Patrick. **Agenda** for the meeting was approved as submitted.

**Minutes** from the Aug 4, 2025 meeting were approved as written.

### Items Distributed Prior to the Meeting:

1. Agenda—August 25, 2025
2. Minutes—August 4, 2025
3. Balance Sheet—7/2025
4. P & L Previous Year—7/2025
5. P & L Budget Comparison—7/2025
6. YTD P & L Budget Comparison—7/2025
7. Edward Jones Statement 1—7/2025 (Investments)
8. Edward Jones Statement 2—7/2025 (Savings)
9. Earmarked Savings Tracker
10. FYE 2026 Envelopes & Offertory Summary—July 2025

### Distributed at the Meeting:

- Handout from Chad Steimle regarding seed money for SCRA and RDA proposals

### Financials

Questions about particular line items were addressed at the meeting. Matters noted:

- Acct 41053a balance of \$17,357 was for two projects previously submitted to the Diocese for UTR reimbursement. An additional \$11,485 was submitted and just received in the mail at the end of August.
- Acct 51173 Restricted Gift Expenditures \$14,324 were payments made using the Foundation gift (staining @ church, and two payments for OLV Facilities)
- Capitalized project of parking lot resurfacing of \$29,200 represents payments made using the Foundation gift and will be depreciated over its useful life.
  - A check from OLV Foundation in the amount of \$85,000 was received after July 1. It was deposited to #41056 Restricted Gifts as per FYE 2026 budget. Disbursements for this contribution are to be expensed in Acct 51173, Restricted Gifts and capitalized in Fixed Assets.
- There will be an excess of Playground project funds in the earmarked Edward Jones account and the excess could be moved and reflected under the Capital Campaign column.

Hollie made a motion to accept the financials as approved and Randy seconded it. Motion passed.

### Investment Policy Statement (IPS)

Bernie had sent out an email prior to the meeting noting that our Edward Jones account balances were not in sync with the current investment policy.

### Current IPS Guidelines

- **Equity Allocation:** 50–80% of total market value.

- **Equity Definition:** Includes common stock (domestic & foreign), convertible securities, preferred stock, and managed funds composed of these securities.
- **Risk Constraint:** Portfolio beta capped at 1.2 relative to the S&P 500.
- **Original Scope:** IPS applied to a single Edward Jones account that included both investments and savings.

Discussion regarding the policy as it relates to the Edward Jones investment and savings accounts followed. Bernie will make changes to the IPS and present it at the next meeting and bring the modified policy changes to a vote.

#### REPORTS

<b>1. 2024 Annual Diocesan Appeal:</b>	Goal	\$170,463
	Pledged	178,362
	Paid (as of 8/20/25)	167,624

#### **2. Past Due Tuition:**

Initial amount	212,887.15
Adjustments/payments	<u>(55,114.82)</u>
Balance—7/31/25	157,772.33

#### **3. Pastor:**

- Work is ongoing for the automatic door opener and asbestos removal for two rooms at JFK.
- Some work was completed on the gutters and soffits at the church after the last roofing project. Scott is reviewing the troubled spots and the work that was supposed to have been completed.

#### **JFK School Report:**

Chad Steimle briefly told of the recent capitalization projects of SCCS with Joan of Arc and Grant school purchases.

Chad also proposed getting seed money from the finance council for an RDA grant application for a portable stage (\$7600) and seed money for a SCRA grant application towards a wearable communication system (\$14,000). Discussion followed. Bernie made a motion to approve the disbursement of \$21,600 in seed money for the two grants. Randy seconded the motion. Motion passed.

Current enrollment at JFK is 455, compared to enrollment at the beginning of last year of 403.

With no further business to come before the Council, meeting adjourned. Next meeting will be Monday, Sept 22, 2025 at 5:30 PM in the GSMR.

Submitted by Hollie Matthys

MINUTES OF STEWARDSHIP COMMITTEE MEETING  
Our Lady of Victory Church, Davenport, IA  
Meeting held on September 8, 2025 in the GSMR

**Members present:** Fr. Patrick Hilgendorf, Fr. Manu John, Judy Johnson, Larry Flathman, Monica Flathman, Peg Macek, Deanne Mainey. Meeting opened with prayer led by Fr. Manu who was welcomed as our new Parochial Vicar. Members introduced themselves with a brief description of their engagement in parish life.

**1. Annual Parish Report.** Draft copy was reviewed at the meeting. Members with suggested edits were asked to send their input to Judy. Publication is expected in early October as part of the fall *Victory Voice*. Hard copies will be available as part of the October Stewardship Weekend.

**2. Handbook of Ministries.** 2023 edition was reviewed at the meeting for ministries no longer in existence and new ones that should be added to the next publication. A broad request has been made via Parish Council, weekly bulletin, and Tuesday e-bulletin for updates from parish/school committees and organizations. Corrections will be made, and booklet will be reprinted for distribution to the parish.

**3. Keeping Stewardship Alive.** Discussion led off with question: “Is there more for stewardship in the church than time/talent/treasure?” How do we focus efforts on helping our members live gratefully and generously? Nothing definitive decided, but may want to come back to this during a future meeting. Brainstorming led to a general plan for Fall 2025.

FALL TIME/TALENT EFFORT

**Purpose:**

- To raise awareness about the spirituality of stewardship as a life-long commitment to be Christ-centered individuals.
- To encourage OLV parishioners to share their gifts and serve others.
- To celebrate the gifts of time and talent that make our parish strong.

**Timeline:** October 25-26, 2025

**Particulars:**

- Did You Know? presentation from the pulpit by Stewardship Committee members. To be factual re: materials available, encouraging and invitational. (2 minutes)
  - 4:30 Mass--?
  - 7:00 Mass—Peg
  - 9:00 Mass—Monica
  - 11:00 Mass—Judy
- Ministry banners displayed in church proper.
- Stewardship display in Gathering Space—Ministry Opportunities booklet, Little Burgundy Books (Gospel of John), stewardship sticky notes, children’s materials (not specifically identified yet), Stewardship Prayer cards, Living from a Stewardship Mindset (identify agencies/organizations/areas where OLV parishioners serve in any way), Gold Bucket.
- Ask Hospitality Ministers to partner with distributing materials as people exit church.

Next meeting will be Monday, October 13, 2025 at 7:00 PM in the GSMR. Agenda: Fall Time/Talent Effort.

Submitted by Judy Johnson, Secretary

1. Meeting was called to order at 6:35 PM by Lynn Frank
2. Fr Patrick led the Opening Prayer
3. Roll call was taken and a quorum was established. 8 of 10 members were present.  
[Quorum is a simple majority. Bylaws require 2/3 of members]
4. Present:
  - a. Board members: Amanda Clarke, Christine Sigwarth, Dawn Henning, Lynn Frank, Ellen Thomas, Kari Lystiuk, Vern Vondera
  - b. PC/Staff: Barb Gaylord, Fr Patrick, Jammie Jamieson, Jennifer Wemhoff
5. Absent: Chad Steimle, Matt Riesberg, Stefanie Carlson, Tom Day
6. Dawn made motion to accept minutes as submitted for June; Amanda seconded the motion. Motion passed unanimously.
7. Fr Patrick moved to accept agenda as submitted. Approved.
8. The committee welcomed Kari Lystiuk as a new member. Stefanie Carlson is also planning to join the committee. She is also part of the Youth and Family Engagement Group.
9. Committee Reports were accepted as submitted:
  - a. K-8 Faith Formation/Sacraments submitted by Jammie Jamieson;
  - b. Youth/High School Ministry
  - c. Adult Faith Formation was submitted by Jennifer Wemhoff
10. Discussed if the Diocese has any minimum guidelines for Faith Formation programs. It was stated that there is no posting on the Diocese website for this.
11. Jammie is going to work with Tom Day to identify his strategy for public schools; especially focused on how to bridge 8<sup>th</sup> grade that attend North HS.
12. Jen is pulling a team together from the Theology of the Body class that was held this summer. That team will discuss how OLV may create additional outreach opportunities for the church community with Theology of the Body content.
13. Ascension Press inserts will be discontinued. Little feedback as to how it is being used. Future discussion could include the greeters handing these out to families as they enter church. The cost is \$350 annual.
14. Discussed how to expand adult studies to additional days of the week based on space availability. Jen Wemhoff would be willing to help get additional studies started and then have other interested study leaders take over. Can something be scheduled during FF classes? This will not happen yet this fall.

15. New officers are the following:
  - President – Lynn Frank
  - Vice President – Amanda Clarke
  - Secretary – Christina Sigwarth (Ellen Thomas is willing to act as a backup secretary).
16. Lynn will move the Welcoming and Belonging to the beginning of the agenda for next meeting.
17. Lynn ended the meeting with a Hail Mary
18. Lynn adjourned the meeting at 8:05.

My only update for buildings and grounds is as follows. The new Ada operator on the church west entry door is scheduled for completion by end of next week 26th.

We have many other things in early process but not all bids are back so not ready for official notes

Thank you for all you do. See you in the morning.

Respectfully

Rick

With school back in session, Erin and Steve are back to serving daily mass. Six of the new eleven alter servers have served at mass. Ten of the servers are from JFK one is from public school.

One new lector Vern Vondron. He is a permanent lector on his journey to become a deacon.

Christina, Jen VanSpeybroeck, Trish Hinchman, and Sharon are splitting up the duties of choir director rotating weekly.

All Souls mass of remembrance is Monday Nov 3rd at 6:00pm

Thanksgiving Nov 27 there will be a 7:00am and 9:00am mass. Choir will sing at 9.

Hospitality is checking back with 40 old ministers to see if they would be interested in coming back.

Youth and family engagement is being restructured. The family mass is currently halted.

Thanks to Alice Timmerman for making the new alter banners.

New meeting time of 6:00pm for liturgy starting in October.