

SJA Pastoral Council Meeting Minutes 7/14/26

Attendees: Deacon Steve Barton, Deacon Ryan Burchett, Keaton Connell, Mike Dahlinghaus, Dennis Gerard, Jason Hawman, Les Lipinski, Pat Meade, Roger Perk, Betsy Polaschek, Janet Willet. Absent: Steve Melbourne, Nick Stabo

The Meeting opened with a prayer by Deacon Ryan and introductions were made.

Deacon Ryan commented on the purpose of the new council as an "Advisory Council". St. Joan of Arc is now the 2nd largest parish in the State of Iowa.

The Canonical merger of Our Lady of Lourdes and St. John Vianney happened on July 1, 2026. Some of the Financial and Legal matters are still being completed. The implementation of shift of giving to St. Joan of Arc will be a few month project.

The staff merger is going well. Monthly meetings will take place. Full Staff on 1st Tuesday and Ministry Team on 3rd Tuesday. Finance Office will be on SJV Campus and the Lourdes Offices will be moving to the Brown St. Offices.

The new website, social media and new email addresses have been launched.

The new Parish Database went live on July 7. It includes the database, bulletin, all scheduling of various ministries, and sacramental history.

The finances of both parishes have been merged into one as St. Joan of Arc Parish. Together the two campuses are equally responsible for all expenses including the school mortgage.

The Parish Council will be implementing a new Constitution. A small committee will be working on it. Research on both councils will be taken into consideration as well as the make-up of the council-whether members are vetted or nominated.

The terms of current members were decided.

LC-Betsy Polaschek-1 year, Keaton Connell-2 year, Roger Perk-3 year

VC-Steve Melbourne-1 year, Janet Willet-2 year, Pat Meade-3 year

New Members-Mike Dahlinghaus-1 year, Nick Stabo-2 year, Jason Hawman-3 year

September 13 there will be a Unity Mass at 10:45 at St. Joan of Arc School-10 and 10:30 Masses at both campuses will be cancelled for that day.

The next meeting date for the St. Joan of Arc Parish Council August 11 at 6 pm on the Lourdes Campus.

Father Rich closed the meeting with prayer.

Parish Facilities Consolidation & Operations Plan

Administrative & Office Consolidation

Finance — St. John Vianney Campus

Nick and all finance operations will relocate to SJV. This centralizes billing, vendor communication, and mail under one address, which also allows us to update all administrative accounts simultaneously as part of the transition to the St. Joan of Arc Parish name.

Evangelization & Parish Nurse — Shared Flexible Workspace

Because Kathy and Carole both serve parishioners across campuses, they will share a flexible workspace with dedicated desks at both locations rather than being tied to one. This keeps both ministries visible and accessible throughout the parish.

Pastoral & Administrative Staff — Brown Street

Ryan, Paulette, and Carolyn will move to the Brown Street office area. The boardroom table and conference technology will return to the Brown Street conference room; existing conference room furniture will move to the rectory living room, which will function as an additional meeting and collaboration space. The rectory kitchen will serve as a staff break room.

Technology Transition

Phone systems, internet and printer/copier will need to be reconfigured in the Brown Street location. Marty will coordinate the infrastructure work.

Heating & Building Operations

After consultation with Northwest Mechanical, several key constraints were identified. The school boiler also heats the gym and PAC, so the system cannot be shut down entirely. It is also older and significantly less efficient than the church boiler, which operates in a high/low capacity mode, or the rectory's modern HVAC system.

Northwest recommends running the school boiler and rooftop HVAC system in a reduced maintenance mode which means running enough to protect plumbing and infrastructure from freeze damage and support continued use of the gym and PAC, but no more. This limits unnecessary wear on an aging system and reduces utility costs while salvage and transition work proceeds in the school building.

To support this, Northwest can install control equipment for under \$1,000 that will allow the boiler to hold steady at minimal heat levels without cycling unnecessarily. We recommend proceeding with this as soon as possible.

Electrical service can be reduced at the breaker box to shut down unnecessary electrical expense.

Facility Security

The school building will remain locked after the transition. Access should be limited to staff and contractors with a specific reason to be there. In addition, we will develop a regular schedule of facility walkthroughs to catch any issues such as water, heat, or unauthorized entry before they become larger problems. These do not need to be formal inspections, but someone should be walking the building on a consistent basis.

Mail & Deliveries

Because finance operations are relocating to the St. John Vianney campus, all billing, vendor accounts, financial correspondence, and finance-related mail will transition to the SJV address.

General Lourdes parish office operations and administrative correspondence will transition to the Brown Street office address.

A mailbox will remain at the Mississippi Boulevard entrance for any mail, donations, or correspondence that may continue arriving there during and after the transition. Mail from that location will be collected regularly and routed appropriately.

Timeline

There is no hard deadline driving this move, and we can begin the process when it makes sense. That said, the goal is to have all Brown Street offices settled by the end of August. Before we schedule anything, we will do a walk-through to assess what furniture needs to transfer and what can stay. Once that is sorted, we will bring in a moving service to handle the physical relocation.