



Members: Jeff Leitch (M) Chairperson, Cathy Graham (M),
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CSC Liaison: Kathy Farago (P)
Staff: Scott Menningen (P), Jeanette Shemo (M)

This group was tasked to: **Evaluate current staffing at both parishes and recommend right-sizing for future parish collaboration considering immediate and long term staffing needs with particular attention to budget concerns**

Current St. Patrick Staff

Position	Name	#hrs
Pastor	Fr. Gurnick	
Pastoral Associate	Kathy Wadowick	12 hrs.
Deacon	Bill Merriman	
Administrative Manager	Scott Menningen	FT
Catechetical Leader	Stephanie Pritts	10 hrs
Parish Admin. Secretary	Mary Gagen	22.5 hrs
Parish Office Assistant	Marilyn Carrol	25 hrs
Communications Coord.	Christy Bartley	20 hrs.
Maintenance Lead	Terrence Bush	40 hrs
Maintenance Assistant	Josh Stinton	27 hrs.
Priests' Cook	Michelle Phifer	15hrs.
Priests' Housekeeper	Eleshia Johnson	5 hrs

Current St. Malachi Staff

Position	Name	#hrs
Administrator	Fr. Gurnick	
Parochial Vicar	Br. Phil Bernier	
Liturgy & Music Minister	Charlene McElwee	FT
Administrative Manager	Jeanette Shemo	FT
Pastoral Associate	Stephanie Pritts	30 hrs
Administrative Secretary	Eileen Ladden	15 hrs
Communication Coord.	Christy Bartley	8/10 hrs.
Maintenance Lead	Steve Gresham	40 hrs
Maintenance Assistant	Willie Cummings	28 hrs.
Back Door Ministry	Judy Mazur	15hrs.
Back Door Ministry	Eleshia Johnson	25 hrs

Guide Fr. Gurnick in the upcoming staff changes:

- **Retirement of Administrative Managers (STM - July 1, STP - Oct 1)**
 - Will consolidate both existing positions into one, serving both parishes- search underway.
- Hire (PT) Accountant to manage both parish books.
 - Accountant (part-time) appointed. Will report to Admin Manager and commence 7/1.
- Hire Campus Coordinator for St. Malachi by 7/1/24.
 - Will be responsible for all SMP daily activities & ministries (25 hours): Search underway; Will report to Admin Manager.
- Hire Pastoral Minister – initially by (7/1), now on hold, pending further evaluation & review by Pastor.
- Evaluate Administrative Support - (likely full-time): Search initiates after Administrative Manager hired.
- Evaluate and make recommendations regarding current administrative systems and processes.

Research Conducted:

- Reflective study of Org Charts for both parishes.
- Met with admin managers and other personnel knowledgeable of current staffing set-up.
- Discussed with Fr. Gurnick daily workings of present staff and budgetary concerns going forward.
- Thorough evaluation of current maintenance roles & potential leadership & support options.
- Careful reflection on position and duties of liturgical music leadership at both sites.
- Read and evaluated *Divine Renovation* by Fr. James Mallon as research for what vibrant staff could be.
- Reviewed and discussed *Vision 2029* and what staff enhancements might be necessary long term to transition from a “maintenance to disciple-making” parish.

Topics Addressed:

General concerns include the combined new Org Chart while reducing costs, increasing efficiencies, providing consistent office coverage, and still meeting needs at both campuses. Staffing areas of immediate concern are Maintenance Support, Liturgy/Music Ministry, Administrative Support, Pastoral care, and perhaps, most

importantly, the new activity and ministry Coordinator at SMP campus. Additionally, all IT assets & services were reviewed. Finally, there was much discussion about challenges for staff/admin to resemble a “missionary” parish.

Feedback & Dialogue :

- It will take extraordinary training for all staff and leadership to inspire and initiate a successful transition (long-term) to the *Divine Renovation* model. All future hires should be aware of this long-term goal.
- Additional human & financial resources (plus time) will be required to transform to this new model.
- All future staff hires and reorganizations should be made with careful consideration of current economic conditions at St. Patrick & St. Malachi parishes. Staff & Admin should work with Finance to develop a model that ties all budgeted salaries and benefits to annual collections and a percentage of fundraising.
- The current focus must be on achieving success in the near-term with imminent hires & transition to a parish/oratory model that retains parishioners, continues to deliver acceptable services while expanding outreach. And somehow controls cost. This is a (1-3) year approach. A critical component will be the hiring, proper training, & development of the SMP Campus Coordinator.
- Transition to the new Org Chart may be rocky initially but must be monitored closely to verify delivery of quality services while maximizing efficiency and every opportunity for cost reduction and/or containment.
- With the pending merger, admin support in near-term likely to include (1) full-time and at least (1) part-time person.
- Music is an integral component of vibrant worship. In the near-term, it will be critical that at both sites there be a high degree of coordination, continuity, and responsible fiscal stewardship regarding liturgical music.
- Overall maintenance support would likely best function with a strong full-time “lead” responsible for both sites and supportive PT staff to cover both maintenance and custodial duties.
- Pastoral ministry area will be in flux for near-term but likely consolidated over time. Expectation is that person will be passionate about those social services & ministries still provided with a vision for developing a volunteer network and attracting new members.
- SM Campus Coordinator should be a mission-driven person with the skill set to lead & inspire in the tradition that is the hallmark of ministries & social services at St. Malachi’s.
- Additional volunteers must be developed to support all facets of ministry at both sites.
- All IT assets, services, & procedures should be consolidated in as timely a fashion as possible.
- At the appropriate time all formal policies & procedures (HR & IT/Privacy/Security) should be reviewed and/or created for the new entity.

Options/Alternatives:

- Admin Support: Assuming (FT) Admin Manager, (PT) Communications Coordinator, (FT) Secretary, (PT) accountant (PT) SMP Campus Coordinator are a “given”, how do we blend volunteers with any additional (PT) support to deliver adequate services at a manageable cost?
- Maintenance Support: Can we transition away from the current model of (2-FT) and (2 PT) by identifying (1) very strong (FT) “lead” with (PT) support OR (2-FT) “leads” with even less (PT) support?
Liturgical Music: Can we identify (1) strong (FT) leader for both sites, supplemented by additional “as needed” support OR (2) capable (PT) leaders to provide necessary leadership & coordination for vibrant worship?

Next Steps/Additional Considerations:

- Assist, when requested, with any new hires and orientations in coming months.
- Assist, when requested, with benchmarking effectiveness of transition to new Org Chart.
- Coordinate with other Teams & stakeholders as transition to parish-oratory model evolves.
- Begin to look longer term at the support which staff & administration will require to transform from a maintenance parish into the *Divine Renovation* and *Vision 2029* model.