



*SAINT CLARE CATHOLIC PARISH*  
A Christ-Centered Community

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**COMMANDED**

to love God with all our being  
and to love our neighbor as ourselves.

**COMMISSIONED**

to make disciples of all peoples.

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Annual Report  
covering  
July 1, 2021 – June 30, 2022

## 2021-22 Saint Clare Leadership

Most Reverend David L. Ricken, Bishop

Julie Rohan, Treasurer Trustee

Bonnie Nockerts, Secretary Trustee

Fr. Brian M. Wideman, Pastor

Deacon Mike Zebroski

Senior Deacon Ken Kabat

### **Parish Pastoral & Office Staff**

Lisa Kohlman, Office & Facilities Manager

Theresa Reynders, Music & Liturgy Coord.

Kelly Bamke, Finance Minister

Peter Rotzenberg, Facilities Caretaker

### **Catholic Education**

Anne Stemper, Disciple Formation Coord.

School Leadership Team:

Lea Vande Hey (Admin. Assistant)

Mary Smits (Teacher)

Cathy De Groot (Teacher)

*(Assisted by the diocesan Office of Catholic Schools)*

11 Teachers total

6 Teacher Aides

Melissa Schuh, School Custodian

Maria Andrade, School Custodian

### **Cemeteries & Caretakers**

St. Paul Wrightstown Cemetery *and*

St. Patrick Snyderville Cemetery

Ken Vander Heiden

Gary Vander Heiden

Mary Geurts

St. Mary Greenleaf Cemetery *and*

St. John Morrison Cemetery

John and Tracey Koltz

St. Patrick Askeaton Cemetery

Jerry and Donna Wall

### **Parish Pastoral Council**

Brock Christensen, Chair

Mary Ann Sharkey, Vice-Chair

Maxine Beach, Secretary

Bonnie Nockerts, Secretary Trustee

### **Parish Finance Council**

Karmen Lemke, Co-Chair

Laura Farrell, Co-Chair

Peter Hatchell, Vice-Chair

Andy Pennenberg, Secretary

Julie Rohan, Treasurer Trustee

### **School Advisory Board**

Brooke Van De Hey, Chair

(vacant) Vice-Chair

Meghan Smits, Secretary

Ann Vanden Wymelenberg

Kristin Mayer

Karla Voss

Stephanie Van Zeeland

Melissa Wiese

Anne Stemper (ex-officio)

Lisa Kohlman (ex-officio)

Annie Wells

Judy Boots-Becker

Joe Ellis

Leslye Erickson

Jen Buechel

## OPERATING BUDGET SUMMARY

*(see below for more detail)*

### REVENUES

Parish	\$756,619.82	
School	\$538,285.76	
Disciple Formation (RE)	\$30,261.98	
<b>TOTAL NET REVENUE</b>	<b>\$1,325,167.56</b>	Total Revenue was \$16,672 less than budgeted

### EXPENSES

Parish	\$421,569.60	
School	\$748,386.50	
Disciple Formation (RE)	\$66,281.50	
<b>TOTAL EXPENSES</b>	<b>\$1,236,237.60</b>	Total Expenses were \$113,284 less than budgeted

### NET REVENUE/LOSS

**\$88,929.96 / (\$24,354)      \*\*\* See note below**

**NOTE:** The total expenses were significantly less than budgeted because the principal position was vacant, a full-time teacher left mid-year, and a high school disciple formation was not filled. If those two positions had been filled as budgeted, our end-of-fiscal-year Net Revenue/Loss would have been approximately **(\$24,354)**.

## OPERATING REVENUES & EXPENSES OVERVIEW

### REVENUES

Parish Support	\$671,785.90
Tuition (School & RE)	\$316,767.23
School Choice	\$112,513.00
Fund-Raising (All)	\$128,264.91
Fund-Raising (Scrip)	\$ 31,860.55
Raffle (All)	\$ 78,337.00
Rental Income	\$ 3,750.00
Investment Income	\$ 5,564.78
Unrestricted Donations	\$ 16,002.33
Restricted Contributions	\$ 12,993.81
Covid Related Revenues (EANS Grant)	\$ 51,461.48
Program Revenues	\$ 670.00
All Other Revenues	\$ 34,181.04

**Total Gross Revenues                    \$ 1,464,152.03**

Fund-Raising Expenses	( <b>\$49,902.88</b> )
Raffle Expense	( <b>\$27,009.51</b> )
Covid Related Expenses (EANS Grant)	( <b>\$50,943.81</b> )
Programs and Sales	( <b>\$11,128.27</b> )

**Total Cost of Goods Sold                (\$138,984.47)**

**TOTAL Net Revenues                    \$ 1,325,167.56**

### EXPENSES

Salaries and Wages	\$763,654.54
Personnel Taxes and Benefits	\$183,820.56
Other Personnel Expenses	\$2,635.01
Insurance	\$32,028.84
Liturgical Supplies and Services	\$23,656.14
Instructional Materials and Supplies	\$16,776.12
Other Purchased Services & Supplies	\$42,561.53
Utilities	\$53,733.91
Buildings & Grounds Maintenance	\$30,516.53
General Office	\$40,246.67
Diocesan Assessments (Cathedraticum)	\$28,803.00
Educational Subsidies (Xavier HS)	\$8,501.00
Bad Debts Expenses (Write-offs)	\$7,681.88
Interest & Debt Expense	\$135.88
Other Misc. Expenses	\$1,485.99

**TOTAL Expenses                            \$ 1,236,237.60**

## CASH & INVESTMENT TOTALS

(as of June 30, 2022)

Parish	Unrestricted	\$99,592
	Restricted	\$317,928
School	Unrestricted	\$5,071
	Restricted	\$78,728
Discipleship Formation	Restricted	\$1,380
Cemeteries (Perpetual Care & Operating Funds)	Restricted	\$438,797
Scrip (Checking & Inventory)		\$82,356
DMI (Deferred Maintenance) Collection	Restricted	\$66,096
One By One Campaign	Restricted	\$112,448
TOTAL CASH & INVESTMENTS		<b>\$1,202,396</b>

The term “**restricted**” used above means that the funds labeled as such can be used only for expenses pre-determined by the donor(s).

The term “**unrestricted**” used above means that the funds labeled as such can be used at the discretion of the parish.

## ANNUAL DIOCESAN COLLECTIONS

Fall 2021	Seminarian Appeal	\$9,925.00
Fall 2021	World Missions	\$1,943.00
Fall 2021	Retired Religious	\$2,558.00
Fall 2021	Missionary Co-op	\$1,345.00
Spring 2022	Bishops Appeal (Diocesan Ministries)	\$67,988.09
Spring 2022	Home Missions (Our Own Needs)	\$1,215.00
Spring 2022	Holy Land	\$1,875.00
Spring 2022	World's Poor	\$3,020.00
Spring 2022	CRS Rice Bowl	\$884.00
		<b>\$90,753.09</b>

**PARISH MEMBERSHIP AND SACRAMENTS**  
**July 2021 through June 2022**

	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>
Total Registered Households	1,063	1,025		1,055	1,116	1,116
Newly Joined Households	28	24	21	39	36	17
Total Individual Persons	2,953	2,860		2,971	2,972	2,967
<b>Baptisms</b>						
Children/Infant	36	37	32	31	26	23
Adult	0	0	0	0	0	0
<b>Confirmations</b>	29	41	39	34	47	49
<b>1st Holy Communions</b>						
Total	35	30	29	48	42	30
from Disciple Formation	20	22	20	32	27	25
from St. Clare School	15	8	9	8	11	4
from Latino Community	0	0	0	8	4	1
<b>Marriages</b>						
Total	5	14	8	13	9	16
Both Parties Catholic	5	11	7	9	6	11
Mixed Marriages	0	3	1	4	3	5
<b>Funerals</b>	19	19	11	27	29	31

## PARISH COUNCILS, COMMITTEES, & BOARD

July 2021 through June 2022

**The Pastoral Council** continued to work on implementing the four goals set by the Parish Mission Planning group in 2018 regarding the **Domestic Church, Community Connection, Vocations, and Relational Growth/Participation.**

**I.** In terms of **Community Connection**, the Council has been active in supporting a new Catholic library (set to open in early 2023), securing fresh signage for the Greenleaf campus, and promoting the parish's support of community events through sponsorship via the Wrightstown Spirit. Additional projects discussed by the Council include: speaker programs for the wider community, a chapel/prayer space, and a Neighbors-In-Action connection point where people can post their needs and others can see and respond to those needs (e.g., snow shoveling, raking, rides, etc.). An additional area of much needed attention is the Latino Community. Lastly, the Council worked to establish a cooperative relationship with the Wrightstown Area Food Pantry, with the pantry letting us know of their needs, and St. Clare publishing those needs in our weekly bulletin as they come up.

**II.** In terms of **Relational Growth/Participation**, the Council spearheaded a column in the bulletin called "The Holy Spirit Among Us," as a place where parishioners can share their faith and spiritual experiences in order to inspire others along the way of faith. The Council also supported the introduction of the Flame of Love devotion at St. Clare; the devotion is on the 4<sup>th</sup> Wednesday of each month, 6:30pm at Greenleaf. The Council supported the formation of a new women's group at the parish, the "Women of Worth;" the group gathers on the 3<sup>rd</sup> Thursday of each month, 6:30pm at the Parish Center. The Council also surveyed the parish community to get their thoughts on adding an annual Fall Fest to the parish calendar; because of the low survey return, however, the Fall Fest idea was dropped.

**III.** In terms of the **Domestic Church** and **Vocations**, the Council did not address these goals in a comprehensive way in 2021-22.

In addition to the Parish Mission Planning goals from 2018, the Council also engaged in discussions on long-range planning and faith formation/worship.

**IV.** With respect to **Long-Range Planning**, the Council asked for the formation of an Exploratory Committee for School; the committee would consider the long-term facilities, staffing, financial, and programming needs for the school. The committee's formation has been delayed, but is expected to begin in early 2023 with assistance from the diocesan Office of Catholic Schools and the diocesan Office of Parish Planning.

Another long-range planning topic the Council discussed was the need for a 20-25 year plan/view of the Askeaton area: the Askeaton campus as well as the needs of folks in the area. While there wasn't any concrete advancement in this discussion, the Council did see the need: (1) to involve the local residents of the area in the discussion, (2) to do some intentional evangelization in the area, and (3) to consider ways the campus might be utilized to further the mission of the Church, not only within the parish, but for people beyond the parish territory. An idea which has begun to have some

legs is converting the Askeaton campus (church, rectory, and land) into a retreat center, for day-retreats, or for rental by groups wishing to host retreats.

**V.** With respect to **Faith Formation and Worship**, the Council brought in the 8-week Chosen series during Lent. About forty people took advantage of this. The Chosen was offered four days a week, at various times of the day to reach as many people as possible.

The Council approved the addition of a Thanksgiving Eve Mass to meet the needs of those who are busy Thanksgiving morning preparing food for company.

The Council also supported three ways by which the USCCB's Eucharistic Revival would begin to be implemented at St. Clare: (1) a Corpus Christi procession in June 2023, (2) a Liturgical Commission to study the Church's liturgical documents and compare how St. Clare's worship is in comparison, and (3) designating the first week of the month as a time to introduce parishioners to Eucharistic Adoration at the end of Sunday Mass.

**The Finance Council** was engaged in several activities, in addition to its work of managing and monitoring St. Clare's finances and temporal goods. The Council approved a new fundraiser, the "Sweet Stroll," which netted \$1,300. It was determined that the Sweet Stroll would perhaps do better if it were held in conjunction with another fundraising event, rather than as a stand-alone fundraiser. The Council decided to publish a more detailed monthly Profit-and-Loss in the bulletin to keep the parish community aware of its financial standing. The Council also discussed more intentional planned giving initiatives.

The Finance Council (in conjunction with the Pastoral Council and Cemetery Committee) did a survey regarding St. Paul Cemetery. While there are plenty of plots available for those parishioners interested in securing plots at St. Paul's, of our five cemeteries, St. Paul's has the fewest available. The consensus of the Council was that no immediate action was needed; however, it was noted from the survey that parishioners (with family members buried at St. Paul's) preferred to expand the cemetery, if possible.

Regarding school finances, the Council worked with the School Advisory Board and people from the diocesan Office of Catholic Schools to prepare the 2022-23 school year budget. Normally, the school budget will be assembled by the school finance committee and principal, and then presented to the Finance Council for review; however, in the absence of a principal, the budget process was necessarily taken up by the Council.

Regarding school tuition, the Council approved a Tuition Assistance Packet (which includes questions about determining eligibility for the School Choice program). The packet makes the process of approving tuition assistance in the Business Office more objective, even as the awarding of tuition assistance takes into account individual families' circumstances.

The Council also approved an annual Tuition Assistance Drive to be held the last Sunday of January; the funds collected go directly into the tuition assistance fund and right out to families needing assistance. This drive benefits both school and disciple formation families.

The Council agreed that a multi-year plan is needed for increasing the salaries and wages at school. They are currently at 75% of public school salaries and wages; the goal is to increase that to 80% over the course of the next few years.

**The Buildings & Grounds Group** has been working (with both volunteers and paid contractors) to implement components of the Deferred Maintenance and Improvement (DMI) plan. By the end of June 2022, the following projects were either completed or in progress:

**St. Mary Greenleaf**

- Confessional project at St. Mary was completed (enlargement, safe environment)
- Large church windows were completed (repainting, new plexiglass, recaulking)
- Refinished wood carving above entrance door
- Replacement of front door off the highway (old one was rusted shut)

**St. Paul Wrightstown**

- Air Conditioning was installed in the church
- Constructed a large storage room in the church hall for liturgical environment supplies
- Repair and strengthening of wooden choir chairs
- Replaced drain tile by the elevator entrance (the tile had collapsed)

**St. Patrick Askeaton**

- Siding on the rectory garage was replaced
- A small pipe organ from Antigo was purchased for installation in the church
- The chimney was removed (poor condition) and a new vent was installed in its place
- The entire interior of the rectory was repainted

**School – Wrightstown**

- Ceiling replacement and new lighting in the lower level was completed
- The lower level and principal's office were repainted
- Playground fencing was moved to improve safety
- A new boiler (and backup boiler) was installed

**New Acquisitions:** St. Clare was able to acquire some items from Holy Family College (formerly Silver Lake College), Manitowoc, as a result of the college's closure. A donation was made to the Franciscan Sisters in Manitowoc for the following items:

- The main crucifix from the college's chapel (to be installed at St. Paul Wrightstown)
- A set of Stations of the Cross from the college's chapel (to be installed at the Parish Center)
- Two wall sculptures of St. Francis and the Holy Family (to be installed at the Parish Center)
- A set of 10 wooden book cases (to be installed at the Parish Center as a library)
- Two kneeler screens from the college's chapel (to be installed at St. Mary Greenleaf)
- The main tabernacle from the college's chapel (future use TBD)
- A set of brass candlesticks to match the tabernacle (future use TBD)
- A lot of books from the college's library (to be kept at the parish library at the Parish Center)
- Four doors with stained glass inserts from the college's chapel (future use TBD)



**The Cemetery Committee** worked to improve the garden by the crucifix at St. Paul's Cemetery. The carved sign at St. Mary's Cemetery was refinished. Vern Meulemans and Maurice Lamers retired as the caretakers of St. Paul's; the task was taken up by Ken and Gary Vander Heiden, and Mary Geurts. The Committee also assisted the Finance Council with the cemetery survey referenced earlier under the Finance Council heading. The Committee also improved the uniformity of paperwork involved in operating a cemetery.

**The Picnic Committee** organized the event to be held at Greenleaf Fireman's Park. The feedback received from parishioners was very positive and that the location and parking space worked really well. Some suggestions for next year included: having a live auction, a better sound system for Mass, the addition/return of booyah, and improved music for the Mass. (As of the writing of this annual report, these adjustments have been made and the picnic held in August 2022 was a great success.)

**The Knights of Columbus** council at St. Clare continued to host its events and increase membership. These events included: the Tootsie Roll Drive to help people with intellectual disabilities, the Pancake & Porkie breakfasts, among others.

**The Clare's Connections** group organized the Soup Cook-Off, held in November at the Wrightstown Church Hall. Lisa Vande Hey was the 2022 winner with her Creamy Chicken Wild Rice Soup, and Joe Ellis took second place with his Booyah.

**The Care Ministry** at St. Clare resumed its work of visiting the homebound, following a year away because of the pandemic.

**The Prayer Shawl Group** continues to knit and crochet the physically and spiritually comforting shawls (and pocket shawls) which so many people take full advantage of.

**The Prayer Chain Group** continues its very active ministry of receiving prayer requests and interceding with God for those requests and needs.

# CATHOLIC EDUCATION AT ST. CLARE

July 2021 through June 2022

## Saint Clare Catholic School

In August 2021, the principal resigned. Given the timing and circumstances, a joint decision was made by parish leadership (Fr. Brian, Lay Trustees, and Councils) and the diocesan Office of Catholic Schools to begin the school year without a principal, with the hope of beginning a principal search at the start of the second semester.

In the absence of a principal, the school was led by an *ad hoc* School Leadership Team comprised of senior faculty and staff members: Lea Vande Hey, Cathy DeGroot, and Mary Smits. They were assisted by Jane Schueller (Assistant Superintendent of Catholic Schools), who was at the school 2-3 times a week, and also by the School Advisory Board. While it wasn't ideal to not have a principal, the School Leadership Team did a fantastic job of keeping the education of our youth, and the involvement of families, at the forefront of the school's attention.

**The School Advisory Board** was guided this year under the direction of Todd Blahnik (Superintendent of Catholic Schools) and Jane Schueller (Assistant Superintendent of Catholic Schools). The Board reviewed its operating guidelines, and was assisted in its self-understanding by Mr. Blahnik. The Board also offered input regarding desired qualities and qualifications for a new principal.

A Principal Search Committee was formed and comprised of: three members of the Board, Assistant Superintendent Jane Schueller, and the principal from Xavier High School (Appleton). There were two interviews: the first was with the Search Committee, and the second involved the entire school faculty and staff, the Search Committee, and a group of eight parents—each taking their turn in getting familiar with the principal candidate. Following the interview process (the most in-depth St. Clare has conducted for a principal), there was unanimous consent among the Search Committee, the interviewing parents, and the faculty and staff to recommend hiring the candidate, our current principal, Mrs. Katie Stanczak. Mrs. Stanczak began at St. Clare School on July 1, 2022.

**Enrollment** for the 2021-22 school year was at 120:

3K	18	5 <sup>th</sup> Grade	7
4K	13	6 <sup>th</sup> Grade	9
Kindergarten	12	7 <sup>th</sup> Grade	7
1 <sup>st</sup> Grade	13	8 <sup>th</sup> Grade	7
2 <sup>nd</sup> Grade	15		
3 <sup>rd</sup> Grade	8		
4 <sup>th</sup> Grade	11		

**The \$10K Raffle Committee** was able to have the event in-person again, which they did at the Swan Club in De Pere. Aside from the raffle itself and the community interactions, the highlight of the evening was the welcoming our new principal, Mrs. Stanczak. People were very happy to be back in person, and it was a successful and energy-filled event for the school.

**The Home & School Committee** coordinated the St. Nick Breakfast at the St. Mary Greenleaf campus. As with the \$10K Raffle, people were relieved and happy to have the event in-person again after a year's absence. It was a well-attended event, filled with the holiday spirit, and served to energize people's excitement about our school.

### **Saint Clare Disciple Formation (DF/RE) Program**

The Disciple Formation program returned to its fully in-person format. One change from the pandemic that continued was the monthly elementary and middle school sessions in church where both parents and children gathered together to learn. This was received well by families during the pandemic, and so the decision was made to continue that monthly gathering; the other weeks of the month, the students returned to their classrooms and learned alongside their classmates.

The number of catechists for the elementary and middle school levels was less than preferred (this is no longer the case with the current 2022-23 formation year).

The high school program continued with the Formation House format, which seems to have had a positive impact on students, who are growing in their ability to share, discuss, and live their faith with peers.

In August, the Disciple Formation program organized a trip to see a Timber Rattlers' Game in Appleton; about 20 parishioners attended the game.

**Enrollment** for the 2021-22 formation year was at 197:

1 <sup>st</sup> Grade	18
2 <sup>nd</sup> Grade	19
3 <sup>rd</sup> Grade	18
4 <sup>th</sup> Grade	8
5 <sup>th</sup> Grade	10
6 <sup>th</sup> Grade	13
7 <sup>th</sup> Grade	10
8 <sup>th</sup> Grade	6
Freshmen	19
Sophomore	25
Junior	24
Senior	27

## 2022-23 Saint Clare Leadership

Most Reverend David L. Ricken, Bishop

Diane Roundy, Treasurer Trustee

Bonnie Nockerts, Secretary Trustee

Fr. Brian M. Wideman, Pastor

Deacon Mike Zebroski

Senior Deacon Ken Kabat

Senior Deacon Mike Madden

### **Parish Pastoral & Office Staff**

Elaina Koltz, Parish Secretary

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Theresa Reynders, Music & Liturgy Coord.

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### **Catholic Education**

Anne Stemper, Disciple Formation Coord.

Katie Stanczak, School Principal

Lea Vande Hey, School Admin. Assistant

11 Classroom Teachers

3 Specials Teachers

3 Teacher Aides

### **Cemeteries & Caretakers**

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St. Patrick Snyderville Cemetery

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Gary Vander Heiden

Mary Geurts

St. Mary Greenleaf Cemetery *and*

St. John Morrison Cemetery

Lisa Kohlman (Parish Staff)

St. Patrick Askeaton Cemetery

Jerry and Donna Wall

### **Parish Pastoral Council**

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Jenny Zemple, Member

Mary Ann Sharkey, Member

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Diane Roundy, Treasurer Trustee

Paul Lewandowski, Member

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Joe Ellis, Member

Jen Buechel, Member

Anne Stemper (ex-officio)