

Meeting Minutes
Joint Finance Council / Pastoral Council
January 18, 2016

Present: Fr. John Bergstadt, Deacon Manny, Lisa Piechota; *Pastoral Council*: Eric Aleson, Pat Femling, Michelle Malone, Sarah Neal, Jean Payette, Tony Piontek, Gary Ronsman, Ruth Szapa, Jeff Taylor, Tony Yaggie, David Yeghiaian; *Finance Council*: Bob Buss, Craig Gazella, Eric Guzowski, John Hanley, John Style, Dave Withee

Absent: Gary Lewins

- I. Opening prayer was led by Fr. John
- II. Everyone introduced themselves and indicated their respective council and how long they have been on the council.
- III. Comments/Feedback on Christmas Masses: Positive feedback from those present: Amazed by amount of people at 4:00 pm Mass. Found 11:00 pm Mass to be quiet and peaceful. Having the lights down at 11:00 pm Mass “makes it”. Having the first graders on the alter step was nice. Nice to see college kids come back and families together.
- IV. Long Range Plan Updates
 - a. Stewardship Update:
 - i. Endowments (Deacon Manny): Discussion took place regarding current funds held in endowments for school and parish. As of November 2015, the school had \$183,000 in endowments, the parish had \$281,000. As of January 2015 the school had \$188,000, the parish had \$236,000. The parish held a seminar on endowments back in 2013 and thoughts were to have another late 2016. This will be revisited in June. Funds in endowments are used for operations. Both councils need to get the message out for people to include the parish and school in their estate plans, to educate what endowments are for, to keep this issue in front of the people. More people than Fr. John and Deacon Manny are needed to spread the message. The diocese can provide experts to talk with parish members on estate planning and why they should put the parish or school in their Will. Suggestion was made to include estate planning information provided to parishioners having a child baptized as this is a time when parents are focused on their future responsibilities.
 - ii. Pledge Card Drive Update: Deacon Manny reported that 460 pledge cards have been returned to date; last year at this time 542 were collected. This year we have more people signed up for electronic funds transfer (EFT). The majority of the pledges that had used EFT last year maintained their pledge amount. Last year the amount of pledge dollars collected via EFT was \$30,000. This year we expect to collect \$33,000 via EFT. The parish has 1246 households and half of those give money to the parish. 480 households give 80% of the income. Those who pledge 0-\$100 annually give 20% of the income. The amount of income collected from those who pledge 0-\$100 annually has increased each year.

- b. Cemetery Plan Update (Deacon Manny): The cemetery located on Pinecrest has recently been mapped out by NWTC surveying class students. There are approximately a couple hundred lots available for purchase. The price for a cemetery lot is low compared to other local cemeteries. The maintenance in the cemetery is an ongoing expense and is included in the Long Range Plan (LRP). A new superintendent was hired and is working out well. The cemetery on Velp and Riverview is maintained by volunteers. We have a responsibility to maintain this cemetery into perpetuity as it is a historic site.
 - c. Building & Grounds (Deacon Manny): Work is being done to clear brush and phragmites in the SJB forest area. Plans are to build a rosary trail with Stations of the Cross. Removal of snow on the walkways around the parish and school is done by teams of dedicated volunteers including those working on donating hours to the school. Youth from the parish cannot be involved in routine shoveling because the parish's liability insurance only covers youth involved in a service project. Adult volunteers are only covered up to \$1000. The parish must comply with the same labor laws as all other employers.
- V. Business Manager Report:
- a. Preliminary Budget: Deacon Manny passed out the preliminary budget for 2016-2017. The final budget will be voted on by the Pastoral Council and Finance Council in June. Health insurance premiums will rise 4%; a 2% increase in salaries is planned, mileage rate is down from \$0.575 to \$0.54/mile. A fulltime Director of Youth Ministry has been added to the budget and the job description is being developed at this time with a focus on young adults and oversight of all youth. Payment to GRACE is \$487,000 for the 2016-2017 budget and \$140,000 of this is returned as the parish owns the school building that is utilized by GRACE.
 - b. Ministry Center Update: (Deacon Manny) Plans to work on the Ministry Center must be approved by state inspectors as it is a commercial building. The preliminary plan is to redo the wiring in the building and put in water fountains and bathrooms upstairs and down. Other things being looked at include replacing windows, leveling floors, installing room dividers, updating heating and cooling, installing drop ceiling, and completing the rehab. Final plan will be presented to the parish as a whole. The Ministry Center provides 10,000 square feet of space that is needed for youth ministry, large group meetings, scout meetings, etc. A survey was completed to verify the need for that amount of space. In June a "stakeholder" meeting will take place to review plans before they go to the parish.
- VI. Old Business
- a. Long Range Plan Document (LRP): John Style spoke for the Finance Council and for them the LRP is an ongoing project, to increase endowments, continue stewardship, have families actively contributing, monitoring to make sure they are heading in the right direction, keeping the document timely and applicable. Jeff Taylor spoke for the Pastoral Council who has met with staff members over the past two years to try and keep the LRP in front of them, and is now trying to connect the parish standing committees with the LRP. A group meeting with all standing committees took place last August and feedback from that meeting has been good. The PC liaisons to the standing committees have also taken the message to their committee to make sure the LRP is

included in their mission. It was noted that the Social Concerns committee has a good written document outlining who they are, where they are heading, and how the LRP fits in. Another group meeting is being planned in the spring to promote continuing down this path. Most things in the LRP have a staff member involved and the standing committees fit in behind the staff member. The LRP should be in-line with the 6 year plan from our Bishop. Plans to improve the actual document on the website are being made and include adding a tab for the things that have been completed and color coding items to bring out those that are aging so they can be addressed. It was brought up that the school needed to be included in the LRP and if it was there it needed to be made clearer, go deeper. Steps need to be taken to decide how we address it, under what section, would it start with staff, youth, stewardship? What specific goals and actions would we like to see? It was offered that the SAC document has some great language that may be able to be incorporated.

VII. New Business

- a. GRACE Update (John Hanley): Number of students enrolled is up. Catholic Schools Week begins January 31 and there will be a full page ad in the Press Gazette and a sign placed over the road in Howard. There will be a new annual award, the GRACE Educator Award, with educators nominated by the school principals. The St John the Evangelist initiative is still ongoing, and the St. Matthew and Resurrection reorg continues with a new logo coming next week. There will be a new online enrollment coming for the next school year. There are currently 2080 students enrolled in GRACE which includes 23 parishes and 10 school sites. Our assessment from Notre Dame is lower for this year. Notre Dame has 81 students from St. John the Baptist and they represent 10% of enrollment. An accreditation process has been ongoing.
- b. Discuss Director of Youth and Young Adult Ministry: As mentioned earlier, this position has been included in the budget for 2016-2017. The search for someone to fill the position will begin after the job description has been clarified. Main focus will be on the 17-39 age group. An experienced person is needed as this is a Director's job.
- c. No other discussion topics were brought up.

VIII. Review and acceptance of December Pastoral Council meeting minutes: Motion to approve by Erik Aleson, seconded by Tony Piontek.

IX. The meeting was closed with a prayer.