

## ST. ANDREW PARISH COUNCIL

August 6, 2014

PRESENT: Pastor: Msgr. Greg Higley; Staff: Deanna Haslag; Council Members: Jim Brune, Duane Evers, Margie Hagenhoff, David Hall, Tim Hronick, Alice Hutschreider, Richard McMichael, Debbie Mehmert, Vickie Pabst, Ginny Pattyson, JoAnn Scheidt,, Craig Schnieders, Don Slinkard, Eric Volmer

ABSENT: Connie Schepers, Brenda Tighe

GUESTS: Laura Lepper, Mark Lueckenhoff, Don Manson, Helen Manson, Ken Schulte

OPENING PRAYER AND BLESSING: Msgr. Greg Higley

CALL TO ORDER: Parish Council President, David Hall

APPROVAL OF MINUTES: Call made by President David Hall for approval of June 17, 2014, Parish Council Minutes. Motion made by Alice Hutschreider, seconded by Duane Evers. Minutes unanimously approved.

NEW BUSINESS:

Cemetery Issues – Introduction of guests made by Msgr. Greg. Guests present were representatives of Cemetery Committee and a parish member representing families affected by removal of personal items on or near grave sites; whom spoke specifically of her own personal experience involving the removal of a Rosary stone and wind chimes, which was the focus of discussion to parish council members.

The Cemetery Committee discussed the operation and maintenance of the grounds as referred to in the By-Laws of St. Andrew Church Cemetery. Efforts to inform parish families and friends of deceased persons buried in cemetery are communicated through meeting notices, annual public meetings, as well as open cemetery committee meetings, posting in bulletins, and notices on entrance gate to cemetery. A special Cemetery Committee open meeting was recently held after Mass regarding this issue and the Committee voted against any items being left around the stones.

After the discussion of guests, Msgr. Higley requested those in attendance to view the concerns as a teaching moment by reflecting upon the Ten Commandments vs. man-made laws and to call upon Solomon and the Holy Spirit for guidance.

After much consideration and thought, motion was introduced by the Parish Council to draft a letter to guest parishioner present, on behalf of the Council and Cemetery

Committee, expressing the sincerity and concern of the removal of items on and near the gravesite spoken of, by placing back on the grave, the previously removed Rosary stone, until the permanent Navy monument is obtained. The monument will then replace the Rosary stone once it is in place. In addition, the letter will include the Parish Council's decision to accept the Cemetery Committee's standing position regarding removal of items being left around the stones. A motion was made by Jim Brune; seconded by Duane Evers. Motion unanimously approved.

Msgr. Greg expressed the need for continued improvement and volunteered to write the letter. The By-Laws of Saint Andrew Cemetery will be posted on the parish web page.

#### Expansion of Cemetery – Reported by Ken Schulte

The Cemetery Committee reported to the Parish Council that an interest has been made in expanding the cemetery for purchasing plots outside the current surveyed area. The expansion issue was brought to the attention of the Cemetery Committee in 2007. At that time, a vote was taken not to open any portion of cemetery until seventy-five per cent of the surveyed plots sold. The present cemetery consists of three surveyed open sections, consisting of 790 plots that are marked with stakes for locating in the cemetery. Sold and unsold plots can also be viewed on a map at the back entrance of church. At present, 191 plots are sold. Mr. Schulte projected that the cemetery could possibly serve the needs of the parish into the future by three to four hundred years out. With most of the operation and maintenance in the cemetery being done by volunteers within the parish and, at present, three quarters of the plots are still unsold, a motion was called to support the position of the Cemetery Committee by not opening any new sections for expansion. Motion made by Tim Hronick; seconded by Margie Hagenhoff. Motion unanimously passed.

#### **COMMISSIONS:**

##### **Administration** – Reported by David Hall

**Budget:** Budget was briefly discussed stating that a more complete budget report would be given to Parish Council.

**Roof:** Roofing project completed. Randy Stegeman and Diocesan Representative, Brad Copeland, both inspected work and agreed it was well done.

**Air Conditioning:** Inspection of units for church and Msgr. Higley's house is done by Kevin Lehman. He reported the units on gym are deteriorating and three of the six units do not work. Msgr. reported that five are approximately 40 years old and thinks evaluation of the situation is needed and have a future meeting for discussion. Mr. Lehman believes it would cost possibly \$10,000 to \$15,000 to replace units. With efficiency of modern air conditioners, it would not take as many to replace old units.

**Painting of Canopy Posts:** Steve McMichael reported that Tim Stuber will inspect the posts

and give committee a bid soon. If cost is found to be too high, could possibly get a volunteer group to scrape and paint. A decision will be made after bids have been received. Time Capsule: Time capsule will be buried with articles to commemorate the ten-year anniversary of the new church. Msgr. Higley asked if the Administration Committee wanted the Cemetery Committee to design and bury the time capsule. The Administration Commission agreed, if the Parish Council agrees, the Cemetery Committee and the Anniversary Committee can take care of it. Motion was made in agreement with Administration Committee proposal to have Anniversary Committee and Cemetery Committee make decisions regarding the design and burial of the time capsule. Motion made by David Hall; seconded by Tim Hronick. A further question was presented concerning timeframe for completion of project. The first motion was withdrawn to include completion of time capsule design and buried by December 1, 2014, under the direction of Cemetery Committee and Anniversary Committee. Motion made by David Hall; seconded by Tim Hronick. Motion carried unanimously. Margie Hagenhoff requested time capsule items be boxed and the display case returned to the Knights of Columbus Hall as part of the completion of project. Motion made by David Hall; seconded by JoAnn Scheidt. Motion carried unanimously.

Pictorial Directory: Parishioners are now being called for pictures that will take place on August 8, 9, and 10. Msgr. Higley

Cemetery Issues: Issues discussed in New Business above.

### **Social Concerns** – Reported by Alice Hutschreider

An overview of Social Concerns was presented for benefit of new parish council members recently placed on commission. Marcia Kennison provided an overview of the following:

Funding Sources - come from Quarter Sunday collection, private donations, and annual November \$500 donation from Orscheln's. All donations stay in parish but distributed inside and outside parish as needed, requested and approved. Requests for financial assistance contact the parish office. Ms. Kennison is contacted and meets those in need at church for an interview to establish need. At that time, a "Request for Financial Assistance" form is completed. A form is required to be completed from all churches offering assistance, in addition to Samaritan Center, and the Ministerial Alliance, so records can be maintained to track repeated requests.

Funds are used to provide groceries, medical needs, gas, rent, electricity, phone bills, etc. Funds are not distributed in cash or checks. Many times Ms. Kennison meets the person at location of need to provide the funds. The goal of Social Concern Commission is to assist with payments; not to cover entire bill. Parishioners are given assistance every time it is requested. Repeat requests are treated on an individual basis.

Rarely is Ms. Kennison asked to provide information for housing/temporary lodging. Dana Berhorst has considerable experience and a variety of resources to draw from and offered to help with requests of this nature.

Medical Equipment - are available for loan to parishioners who have a need for walkers, wheel chairs, portable potty, etc. Ms. Kennison requested help getting equipment inventoried to provide parish with items available for use.

School Supplies are regularly collected from the end of July to the beginning of August. Supplies collected are distributed between three local elementary schools: North, Callaway Hills, and New Bloomfield. Monetary donations are also accepted for supplies. The supplies are delivered to the schools before the school year begins and are distributed to students as needed. Many items are used by teachers to supplement what they normally purchase for use in classroom. Committee Response: Ginny Pattyson, Jeanine Kunz, Dana Berhorst, and Renee Phillips offered to divide this school year's supplies on Monday, August 11. Alice Hutschreider will purchase additional school items through donations amounting to \$62.00 and return them to church for distribution. Question was asked if St. Peter's parish accepted donations. Reply was given that parents of students attending St. Peter's school purchase classroom supplies from a list provided by the school and certain items are distributed as needed.

Thanksgiving Baskets are constructed with the assistance of PSR and the Knights of Columbus. PSR classes hold a competition for collecting non-perishable items. The Knights of Columbus purchase turkeys for each basket. The Kubiseck family, former parishioners, send a check that is used to purchase additional food items for the baskets. The three local elementary schools are asked for names of individuals who need help. Boxes are placed in the Gathering Space for donations of canned items by parishioners. Members of Social Concerns sort the food items the week before Thanksgiving and deliver the baskets/boxes to the schools for pick up by the families. Social Concern Commission sponsors a Pizza Party for the PSR class that raised the most goods. Fifteen families were helped at Thanksgiving last year. Committee Response: Ms. Kennison will provide information on Thanksgiving collection at next meeting.

Christmas Angel Tree - The three elementary schools mentioned above, are asked to provide names of children or families that would benefit from assistance. The teachers at these schools provide names, ages, sizes, requested gift item for the individuals. Angel cards are prepared with that information recorded on them and placed on a Christmas tree in the Gathering Space for parishioners to select a name, purchase the gift item, wrap, and return the gift with the card attached by the designated time. The Committee continues to stress the need for sponsors to return the gifts by the designated time to assure that the gifts are distributed to the schools before they close for the holidays. Nine families were provided gifts at Christmas. Committee Response: Out of need for a Christmas tree, Alice Hutschreider will provide the use of a Christmas tree for the Angel Tree Project. The tree

will be placed in the Gathering Space the weekend before Thanksgiving. Ms. Kennison will provide the group with a more detailed description of the Angel Tree Project at next meeting.

Parish "Welcome Packets" are being prepared and up-dated. Dana Berhorst presented a short history and development of the Welcome Packets. She has prepared a number of packets that are being distributed to anyone registering with the parish. Anyone who has joined the parish and has not received a packet can request one and it will be mailed. The packet will include the following information: a welcome letter from Msgr. Higley, a Parish Directory, a Time and Talent sheet, CD with church information including church events such as Fall Festival, Parish Council, Committees that are available, school information, etc. Packets are ready in the Parish Office.

Parish Directory - Scheduling of pictures are being conducted now. Social Concerns discussed submitting a picture of this year's committee members working on school packet distribution. Additional pages of special group pictures will be discussed at a later date.

Next Social Concerns meeting is scheduled September 24, 2014.

**Worship/Education** – Report given by Margie Hagenhoff and Msgr. Greg

Margie reported she has continued trying to contact Max Autenrieb Church Interior Decorating to come and discuss ideas to replace the large wreath in the church Gathering Space. There has been no reply as of yet. The Committee will continue trying to make contact.

Msgr. reported on the following parish organizations: Prayer line - home/nursing home visits are going well. PSR registration - to begin upcoming weekend, August 9. Church Camp – camper attendance was good, plenty of volunteer help, no report of medical incidences, good weather, and well-kept grounds made for a good weekend. He noted first camp was held in 1989. RCIA - information will be printed in church bulletin.

**BUDGET UPDATE:** Reported by Msgr. Higley

The reporting system for the parish budget has been converted and a copy of the 7/1/13 - 6/30/14, Budget 3 was available to each member, which provided all parish line items documenting income, expenses and the difference between the two. Msgr. Higley reported the parish budget is doing well. The increased offering has brought about a good increase and has helped with repairs/improvements and subsidy to parish school expenses. Inflating some categories help to meet budget expenses such as unknown utility usage, repairs/improvements throughout the year and lack of subsidy to St. Peter/Helias schools. This information is not available at time of annual budget preparation. As of June 30, 2014,

total expenses are under budget by \$5,555.80. The fiscal year overall total expenses are under \$26,877.82.

A projected copy of 2014-2015 Fiscal Year Budget was available for review. Msgr. provided an explanation of the format of the budget. He reported that money brought in from the Fall Festival over the last three years have been used to pay bills. Savings have not been used or needed to pay bills due to careful management of money. Some repair expenses incurred this past year has included air conditioning unit, roof and parking lot repair and inside/outside improvements to gym. Once finalized, an updated, signed 2014-2015 Fiscal Year Budget will be forwarded to Diocese of Jefferson City Chancery. President Hall called for a motion to approve the current tentative figures distributed for review for September submission to Diocese of Jefferson City. Motion was made by Jim Brune; seconded by Craig Schnieders. Motion passed unanimously.

Deanna reported office operations doing well. Unapproved minutes are now being placed on St. Andrew's website for viewing; once minutes are approved, the minutes will be removed. Msgr. added parishioners will soon be informed, through the church bulletin, reporting of St. Andrew church's weekly/year-to-date income. Pictorial appointments have been scheduled for groups/organizations on September 14 at St. Andrew.

**Fall Festival** – Reported by Alice Hutschreider

Bids for food and supplies – A bid list has been provided by Patty Stegeman to a selected group of vendors, to include delivery to St. Andrew church.

Monetary Donations – Fall Festival Account at Jefferson Bank has been closed out by Deanna Haslag, Parish Secretary. A new account is being opened at Mid-America Bank in Holts Summit to permit money counters to make weekly deposits at the same location as the weekly collection donations. Authorization to sign and write checks are Msgr. Higley, Pastor; Deanna Haslag, Parish Secretary; David Hall, Parish Council President. Fall Festival envelopes have been placed in church pews for parishioner monetary donations. Deanna reported these envelopes are being received.

Fall Festival Letter – Letter to be read on upcoming weekend Masses regarding volunteer sign-up. Mary Ann Stegeman will create and have work lists ready by the sign-up weekend.

Worker List – Lists have been prepared and will be located in Gathering Space as of August 8 and remain until August 31, then printed as an insert in parish weekly bulletin, on parish website, and available in the parish Gathering Space. Volunteers will be asked to sign-up each year in the area of interest they wish to work.

Advertising – Fliers are being updated and printed for distribution by Ed Winkleman.

Coolers, Ice, Snack Shack, etc. – It has been agreed that left-over sausage will be sold after meal hours only. Tom Mehmert is ordering 950 pounds of sausage from Gerlach Locker, will call and reserve cooler, canned soda, and Snack Shack from Coca Cola, 5 bottles of

propane to fry sausage, and a portable hand washing station for the sausage fryers to meet Callaway County Health Department regulations. Margie Hagenhoff suggested inquiring about a recycling container for soda cans.

Splatter Boards – Margie Hagenhoff will be contacting Brown Printing to print splatter boards.

Kitchen/Dining Room – Barb Hartman will be contacting Schnuck's bakery for free ice buckets.

Ice – Jeanine Kunz will be contacting grocery stores for ice needs. Hilke's Ice was contacted but does not meet the Fall Festival needs.

Bingo – Richard Hentges will be stepping down from Bingo co-chair due to poor health. Tom Gredell will continue to chair and obtain bingo license.

Tents – Marian Perrey secured two tents from Hauser-Millard. David Hall will provide two small pop up tents.

Big Raffle – Fran Draper and Diane Carney requested raffle tickets be printed and distributed by the end of August with an introductory letter mailed with tickets. Ginny Pattyson will be available in the Gathering Space before and after Mass beginning September 7 to collect ticket money and other donations.

Games Committee – To meet on August 18.

Next/Last Fall Festival Planning Meeting – Scheduled September 16 at 6:00 p.m. Chair persons are requested to prepare and bring: draft diagram of designated booth/work location in relation to parish grounds; exempt are dining room and kitchen volunteers. Draft drawings of posters that need to be made for work area. List of vendors each chair is working with, contact information, quantities of supplies ordered, and other specifics.

Time frames/Check Lists. Gathered information in making advance work area preparations will be kept in folders for future events to prevent loss of data and reduce the planning time for next year.

Ladies Sodality – Ladies Sodality will work on projects for the Fall Festival. Parishioners have responded generously with donations for these projects. There will be notices in the parish bulletin on raffle and auction items.

Fall Festival Dates - Fall Festival will be on October 5. An Evaluation Meeting will be held October 8 for Chairpersons.

**NEXT PARISH COUNCIL MEETING:** October 1, Tuesday at 6:30 p.m.

**CLOSING PRAYER:** Council meeting closed with prayer led by Msgr. Greg

**Respectfully Submitted by:** Vickie Pabst, Parish Council Secretary