

Cluster Pastoral Council  
May 14, 2015 – St. Pat's McCauley Center

The Cluster Pastoral Council held its regular monthly meeting on May 14, 2015 at 7:00 p.m. in the McCauley Center at St. Patrick's in Monona. Present for the meeting were: Chairman Wayne McGlaughlin, Julie Heitland, Jennifer Benda, Lilia Tinderholt, Dave Koopman, Ron Berns, and Fr. Nils Hernandez. Those unable to attend were: Ashley Simon, Deb Smith, and JoAnn Lang. The meeting was opened with the recitation of the Lord's Prayer led by Wayne McGlaughlin.

Penny Minnhan from the Archdiocesan Auditor's Office was present for the meeting. She has been in this position for 15 years. Penny is currently conducting and inclusive audit the books at each parish and for the cluster. She will look at all areas but can focus on particular areas if there is a request to do so. Penny explained the process that she goes through when doing and audit for a parish/cluster. She explained that according to Cannon Law whenever there is a change in administration within a parish/cluster she is required to conduct an audit of the finances. The process is done in two phases. Phase One occurs at each location within the cluster by meeting with the staff and finance council and looking over the deposits and expenses. Phase Two is the compilation of the findings into an audit report. The first part of the preliminary report is a listing of all the accounts and a summary of the activity for those accounts. The pastor is responsible for all those accounts, which must be operating under a federal ID number. The second half of the audit report is a list of recommendations to correct some discrepancies according to three levels. Level One issues must be changed to meet the archdiocesan regulations. Many of the things in Level One are easy to fix with Fr. Nils and the staff making adjustments. Level Two corrections must involve the parish/cluster and finance councils. This level addresses the best business practices. Many of these require the council to come up with a solution to correct the issue. Level 3 also involves the council and finance council coming up with solutions to those areas that are part of the church but are usually a separate entity such as cemeteries. These accounts are the only ones that may earn interest.

Penny asked the council if any one had any questions for her. Fr. Nils asked whether or not a church pays sales tax. Penny stated that a church is not tax exempt, they must pay sales tax. However, any renovations that are done are tax-exempt such as replacing locks. There was some discussion on how perpetual care works with cemeteries, in particular ones that are full (there are no more lots for sale). Penny stated there is a process to follow when requesting funds from the perpetual care accounts. These funds should be used only if there are no other funds available.

Fr. Nils will receive the preliminary report once it is complete. The report should be a summary of the findings and should not contain any surprises. He will have 90 days to meet with the councils and boards to look over the report and make recommendations to correct the areas as noted in the report. By the end of the 90 days Fr. Nils will have to rely to the Archdiocesan office what changes have been made in the recommended areas. If the deadline is missed, Fr. Nils will have 30 days to show proof that he did discuss the report with the councils and boards. Once this

is done, the final report will be sent to Fr. Nils and other people within the Archdiocese. The final report will be presented to the cluster council.

Following the audit discussion, Ron Berns presented the budget for 2015-2016 for St. Patrick's. This report also included all the expenses for the cluster so it was difficult to read. Each parish pays 1/3 of Fr. Nils salary with the other cluster expenses divided by percentage based on the number of people in each parish. St. Patrick's federal ID is used to pay the expenses so each parish will deposit their cluster expense reimbursements into this account. The format of the budget report will be redone for next year to make it easier to read and understand. It will contain five columns – the list of expenses, a column for each parish, and one for the cluster. The SCRIP has been included in the budget, which skewed the numbers. It will be taken out of the budget and listed separately. Dave Koopman presented the budget information for St. Bridget's. He stated that an increase of approximately 10% in giving is needed if the budget expenses are going to be met. Fr. Nils is confident that this goal will be met as the number of Spanish masses has been increased from two to four per month. Fr. Nils stated that this is a realistic goal and will have special collections as needed for special projects. A member of the finance council gave a presentation at a weekend mass to explain the need to for increased support. There was no report available for St. Mary's.

There was some discussion on SCRIP and the benefits of the program. St. Patrick's has seen some great success with the program. There is a possibility of moving this program to the other two parishes in the cluster. It will benefit the subsidy of the parishes and ease some of the burden in meeting budgets. There are a couple of issues that will need to be addressed as this program moves forward. One is the issue of security – the inventory will have to be kept in a secure place when it is not being sold. An accurate inventory will need to be kept. Workers will need to be scheduled to be available for sales each weekend. There are state regulations that will need to be met with this program.

Fr. Nils showed a comparison report of expenses over the last four years for the first two months of each year (2012-2015). The increase in the expenses was evident over the four years but the amount of income has remained stagnant. A definite budget for each parish is needed in order to create a budget for the cluster. Dave Koopman made a motion to accept the budget as presented with a second to the motion by Ron Berns. The motion carried.

Fr. Nils also presented the Faith Formation budget. In order to meet the budget, there will be a reduction in pay for the teachers at St. Bridget's and St. Mary's from \$20.00 per session to \$10.00 per session. The site coordinators will also see a reduction from \$30.00 per session to \$20.00 per session.

Election of officers was tabled until June so all board members could be present. The Archdiocesan Office approved the Cluster Constitution as written. It became effective on April 8, 2015. Wayne McGlaughlin shared a book that Fr. Nils asked him to read. It is titled: Our Iceberg is Melting by John Kotter. It looks at the structure of the organization and how to change using the talents of the people within the organization. It looks at how to work together to find solutions that will benefit everyone in the organization. It challenges the organization to use motivation to look at the positive things and find hope that all will work out. Books

were presented to each member to read and discuss at a future meeting. Books are to be returned to Fr. Nils when finished so he can share them with other committees.

The council will look at the cluster agreement in the fall. The next meeting will be Tuesday, June 2<sup>nd</sup>.at 7:00 p.m. Lilia Tinderholt will lead prayer. There will not be a meeting in July, as Fr. Nils will be gone to school.

The meeting was closed with the recitation of the Hail Mary. Adjournment was at 8:40 p.m.

Respectfully submitted,  
Julie Heitland, secretary