

Stella Maris Parish Finance Council Minutes

Thursday, February 27, 2020

1:00 pm General Meeting

General Meeting

1. Introductions

- Call to order 1:10 PM
- Check-in (2-minute time limit)
 - Present: Fr. Tom, Pastor; Kevin Revolinski, Manager; Garey Bies, Trustee; Peg Berezewski, Chair/Secretary; Chuck Germain, Co-Chair; Walter Vail
 - Absent, Mike Desmond; Terry McArdle
 - **Call in Number 605-313-4121 Access code = 366880**
- Approval of December 13, 2019 Minutes -approved
- Agenda additions or subtractions None
- Opening prayer: Fr Tom

2. Comments or questions from non- council members

3. Current Financial Report & Investment Review

- Collection down approx. \$10,000 in the offertory collection
- Mike Desmond will be working with Tom Polacek to put together a narrative budget. A narrative budget shows how parish funds are spent in graph form. The traditional budget is scheduled to be completed by the end of April.
- The Diocesan Assessment for the 2020-2021 fiscal year is \$24,260 and the high school assessment is \$5,112 for a total of \$29,372. This is an increase of \$1,280 from the current year assessment. To date, \$18,150 has been collected toward this assessment.

4. Pastor/Minister of Finance, Facilities, and Administration Report

- **2020 Bishops Appeal Meeting January 15, 2020 – report**
- **Stella Maris Parish Mission Planning**
 - Tom Mulligan has volunteered as Core Team Facilitator, Lou Covotsos has volunteered to serve as Communications lead. Still seeking a core team Tech lead. When full team is assembled, a volunteer from the Finance Council will be needed. **See next bullet.**
 - Mike Desmond has volunteered to be the tech person and is also representing the Finance Council on the team
 - Kevin submitted request to diocese roll back start date until mid-late June and was granted his request.
- **One by One Campaign (Capital) – report**
 - The goal for Stella Maris Parish is \$600,000. There is a 5-year pledge period.

5. Committee Reports & Project Updates

- **Stewardship Committee**
 - The Stewardship committee is changing its stewardship campaign approach for this year. Parishioners will be given a two-sided card at Mass and will be asked to fill them out. There will also be an interactive form on the parish website.
- **Endowment Committee -**
- **Buildings and Grounds – See Discussion items**
- **Cemetery –**
 - Sale of plots in BH new section.

- St Rosalia Cemetery has plots that are not suitable for traditional burial because of bedrock.
- JP has been mapped; pavers with numbers have been placed on the graves of the unknowns.

6. Project Updates

- Sexton Replacement progress – Mike Orthober has agreed to be the new sexton. He will be paid hourly. In addition, the office staff will assist in the sexton duties. June Biemeret will be mentoring in the transition process. See Attachment.

7. Discussion Items

- **Church parking lot signage**
 - One sign per parking lot.
- **Village of Egg Harbor snow removal agreement**
 - Garey obtained disclaimer agreement, which will be signed pending approval from Terry
 - Gas cards approved for parishioners who have helped plow the parking lots.
- **Fish Creek Tree Removal Project** - FC tree removal project has been completed. Parent Co. also installed heat tape to prevent icing around the doors. A trench was dug to improve drainage. Cost in total was \$1,250.
- **Kneelers and chairs for EH and BH**
 - Kneelers have been purchased for SB and BH for use in weddings. The cost was \$1100 each. Also purchased were upholstered chairs costing \$31 each.
- **Confessional for EH**
 - Location of confessional still under discussion
- **Condition of Office and Parking Surfaces in EH**
 - EH office condition discussed. Repairs needed include: staining, window replacement, asbestos roof replacement, insulation, blacktop below church, sink-hole like shift in blacktop next to garage (possibly caused by an underground tank), removal of enclosure around original porch. B&G committee to discuss and make recommendations
- **BH Landscape plan**
 - 4 planting circles are recommended, with the rest of the area filled with gravel or stone to prevent erosion.
- **SB Landscape plan**
 - Use caution when choosing some native plants which look unsightly in the fall and winter.
- **Finance Council Chair** – Peg to step down as chair as of June 30, 2020. She will remain on the council as secretary.

8. **Coming Events: Next Meeting Thursday, April 16, 2020 at EH at 1:00 pm**

9. **Evaluation**

10. **Closing Prayer – All prayer intentions for the parish**

Adjourned: 2:52 pm

Respectfully submitted by
Peg Berezewski, Chair/Secretary

2/28/2020

Cemetery Sexton Replacement
Salary Justification Study

Guiding Factors:

- Guidance from Dioceses of Green Bay HR department suggests P/T hourly wage should range from \$16-\$20 based on comparable compensation for roles closest to this in current diocesan salary survey
- Existing Sexton estimates current workload equates to 40-50 hours monthly
- Stella Maris Finance Council authorized annual wage not to exceed \$10,000 during December 2019 meeting
- Candidate is current member of Stella Maris Cemetery committee and has experience and working knowledge in several key areas of Sexton requirements
- Candidate is a currently an active parish member in good standing

Calculations:

- If assuming monthly workload of 40 hours/month with a total not to exceed \$10,000, hourly rate would be approximately \$20.83 (\$10,000/480 hours annually) – amount exceeds recommendation from diocese
- If assuming monthly workload of 50 hours/month with a total not to exceed \$10,000, hourly rate would be approximately \$16.66 (\$10,000/600 hours annually) – amount within guideline from diocese and is open for consideration
- If assuming monthly workload of 48 hours/month with a total not to exceed \$10,000, hourly rate would be approximately \$17.36 (\$10,000/576 hours annually) – amount within guideline from diocese and is open for consideration

Logic:

- Candidate is already familiar and experienced in a limited number of parish cemetery functions which justifies an amount above the base rate
- New section of St. Mary of the Lake Cemetery has been mapped but must be staked before sales can begin in 2020. Man hours for this effort will likely create additional hours above the low estimate of 40hours/month
- Remaining work exists in the completion of the 2019 project at St. Michael's in Jacksonport
- Workload for cemetery manual efforts will be supported by parish maintenance staff to serve as a control of Sexton total hours and costs
- Geographic study will be needed at St. Rosalia's Cemetery in Sister Bay to understand future usability of sites not yet sold.

Recommendation:

Based on diocesan guidelines and candidate experience, allowing room for growth and performance-based compensation increases, recommended starting wage for Mike Orthober would be \$17.25/hr. effective 03/01/2020 pending Finance council approval.

Created and submitted by:

Kevin G. Revolinski

February 28, 2020