

Stella Maris Parish Finance Council Minutes
Egg Harbor
Tuesday, June 25, 2019
3:30pm

Stella Maris Mission Statement:

Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.

Stella Maris Vision Statement:

We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

~~~~~

**General Meeting**

**1. Introductions**

- Call to order 3:30 PM
- Check-in (2-minute time limit) Present: Fr Dave Ruby; Garey Bies; Peg Berezewski; Tom Polacek; Chuck Germain; Michael Desmond; Terry McArdle; Walter Vail.
- Approval of May 31, 2019 Minutes - approved
- Agenda additions or subtractions: CD discussion, Endowment clarification
- Opening prayer:

**2. Comments or questions from non- council members**

**3. Current Financial Report & Investment Review**

- Weekly Collection Review
  - Poor Spring weather contributed to lower than expected collections
- Financial Statements 5-31-19
  - Question re: Youth Faith Formation liability / unused budgeted and donated funds. Peg to follow up with Diocesan policy re: carryovers in budgeted amounts
- Bank Statements – CD laddering protocol
  - Return to previous method of putting surplus cash received during busy season into money market account rather than CD's to ensure adequate cash flow in the slow season.
- Endowment distribution
  - The Finance Council oversees the distributions from the Endowment fund. Because of the newness of the endowment and the relatively small amount in the endowment, distributions will be declined in the foreseeable future. It was decided that no distributions will be made until the Endowment Fund has a balance of \$2,000,000

**4. Pastor/Minister of Finance, Facilities, and Administration Report – See Project Updates**

**5. Committee Reports & Project Updates**

- **Stewardship Committee-**
  - Annual stewardship campaign in underway
  - Annual report to be completed by the end of July
- **Endowment Committee** -nothing new
- **Buildings and Grounds**

**6. Project Updates**

- SB Parking Lot – sealcoating and re-stripping
  - Concrete by Andy Franke
- EH Office Stairs – railing to be fixed
- BH Rectory –updates in process
  - ⊖ Plaster done in living room; new cabinets and counter tops were purchased; Direct TV to be added but Dish may be a better deal;
- BH Landscaping – no bids have been received. The Goss family did the planting by the statue
- Other minor repairs were also discussed

## 7. Discussion Item

- **Washington Island part-time position – see attached**
  - Council members discussed the part-time position at Washington Island. Suggested that an addition to the job description be made to include attendance at meeting on the mainland. Travel expenses to be reimbursed by the parish.
  - This stipulation has been added to the job description attached.

## 8. Action Items

- **Tom to write up clarification guidelines for Endowment distribution**
- **Peg to ask Diocese for policy on contributions to CSR, Youth FF, etc and how they affect the budget.**

9. **Coming Events: Next Meeting July 26, 2019 in Egg Harbor. Accountants' Year End review at 1:00pm; general meeting at 2:00pm**

10. **Evaluation** – Fairly good meeting. Next meeting will focus on goals for the new fiscal year.

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

**Adjourned: 5:00 pm**

Respectfully submitted

Peg Berezewski, Chair/Secretary



## Stella Maris Parish Worship and Administrative Coordinator for Washington Island

### **Job Description**

The Worship/Administrative Coordinator on Washington Island is a part time employee who is under the direction of the pastor and/or Director of Administration and Facilitates and is a support role for the mission and ministries of Stella Maris Parish on Washington Island.

Duties include, but are not limited to

### **Music and Worship**

- Responsible for organizing cantors, accompanists
- Planning and choosing music for Masses and liturgies.
- Accompany or Cantor when needed.
- Organize weekly binder and provide training for musicians.
- Make sure musicians have necessary music supplies.
- Communicate and coordinate with Trinity Lutheran Church pastor
- Serve as lay presider in absence of priest.
- Clean and maintain worship area; ensure altar supplies are kept current.
- Maintain access to the tabernacle per the bishop's instructions.
- Provide appropriate worship site when church is not available.
- Ensure that transportation for priests during their Island visits is always provided.
- Organize potlucks and Island church events
- Distribute communion to homebound
- Organize readers, communion distributors.

### **Administration**

- Maintain call center/electronic communication for Island parishioners.
- Oversee adult/youth faith formation
- Communication with Stella Maris office
- Advertise special events and holy days/posters, Observer
- Responsible for collection and the deposit of money collected
- Perform other duties as needed
- Attend worship committee meetings on the mainland. Travel expenses to be reimbursed.