

**St. Francis of Assisi Finance Council Minutes**  
**January 10, 2018**

A regular meeting of the Finance Council was held on January 10, 2018 at 6:00 p.m. at the Parish Office. Randy Miller called the meeting to order.

The following members were present: Father Doug LeCaptain, Father Mark Mleziva, Tom Angst, Ken Brooks, Bill Censky, Jerilynn Gill, Denise Kitzerow, Randy Miller, Kate Reynolds, and Hank Sturm. Bob Fricke was excused. Also present were Pat Brandel, Steve Mirsberger, Deanne Kuenzi and Kevin Wilke.

1. Opening Prayer. Father LeCaptain provided the opening prayer and discussion and reflection.
2. Minutes. A motion was made and seconded to approve the December 19, 2017 minutes of the Finance Council from the joint Pastoral/ Finance Council meeting. Motion passed.
3. Pastor's Comments.
  - a. The Parish Annual Meeting will be held on January 17, 2018 at 6:30 p.m. at the Grand Avenue site. All committee members are encouraged to attend and participate.
  - b. The Gather Books are on order and the payment goal will be reached.
  - c. Father Doug asked for feedback on the liturgy for the 4<sup>th</sup> Sunday of Advent (no music) and Christmas. There were some favorable comments on the liturgy without music, but the majority of the comments were to include music in the liturgy.
  - d. Discussions are taking place among representatives of the diocese, Mr. Meitler and Father Doug on the topic of schools: regional or parish. The trend is to regional schools based on the experience of many surrounding communities.
  - e. Father Doug led a discussion on Chapter 5 of Divine Renovation. Comments included:
    1. Maintenance to mission—how far do we have to go?
    2. There is a fear of change, but the ideas in the book make sense; there is much work to do; are we willing to do it?
    3. 20-30 years ago the 6 parishes in Manitowoc were filled; now two schools are barely filled.
    4. Although we are one parish combined, there are still people who go to “their” pew and are annoyed if it is occupied.
    5. What was the driving force 40 years ago for people to invest in the parish and schools?
    6. The plan for a new school presented 10 years ago was not handled well when it ended. What was the driving force for a new school at that time? A regional school was also discussed then.
    7. Enhance the mass in all aspects.
    8. Improve hymns, hospitality and homilies.
    9. Recognize the Holy Spirit as part of the triune.
    10. Analyze the Parish budget to see how we are spending our money.
    11. It is about the priority of the weekend mass.
    12. Presently we try not to offend anyone, resulting in a mild experience.
    13. Most people in the parish are not active.

**At the next meeting we will discuss Chapter 6 of Divine Renovation.**

f. The mass survey regarding Saturday Mass times will continue for next week. Alpha Groups will be starting, with the first phase being training for parish leaders and potential leaders of the Alpha Group. Father Doug will send additional information.

4. SFA and Calvary Cemetery financial statements. Deanne Kuenzi distributed the November, 2017 Income Statements for the Parish and School, and the Statement of Financial Position for the Parish. Expenses are within budget. The December, 2017 statement is expected to show higher income compared to budget. The committee also reviewed the School Choice Program. The Parish is maximizing the available receipts by allocating as many expenses as practical for qualification. Our Parish team is also a resource for other schools seeking advice. Nevertheless, the committee believes it may be advantageous to have the program audited to verify our procedure. Hawkins Ash, accountants, will be contacted for a quote for an audit.

Ken Brooks distributed the Statement of Financial Income and Expense for the Cemetery for the period July, 2017 through December, 2017 and the Statement of Financial Position as of December 31, 2017. The cost to operate the cemetery is approximately \$200,000 per year, and the annual income is approximately \$140,000. The assessment from the City of Manitowoc is pending; no final assessment or terms of deferral have been determined.

5. Budget Recommendation from Board of Education – Review. Deanne Kuenzi presented the 2018-19 budget approved by the school board. A graph of the school subsidy trend was also provided showing both St Francis and Roncalli. The school budget is based on a projected 380 students, with 100 students in the School Choice Program. That results in a projected increase of \$166,000 in School Choice funds from the 2017-18 budget. It also includes a 1% raise in teachers' salaries, and a 1% decrease in the parish subsidy (\$11,240) to a subsidy of \$1,112,760. After discussion, **a motion was made and seconded to approve the School Budget for the 2018-19 school year as presented. Motion passed.**

6. Roncalli Subsidy 2018-19. Roncalli requests the same subsidy from the parish as 2017-18. After discussion, **a motion was made and seconded to approve the subsidy of \$349,746 for Roncalli for 2018-19. Motion passed.**

7. Properties.

a. DVC (InCourage). Pat Brandel reported the DVC is in process of razing the building. The plan is to sell the lot back to the Parish.

b. SFA Menasha Lot. No report.

c. Waldo Blvd. No report.

d. Building and Grounds Committee. Kevin Wilke distributed a report showing the results of the committee's review and inspection of every parish property compiled over the last several months. The report lists for each separate property the estimated costs for repairs in three categories: essential for safety and functionality needed within 2 years; necessary but not immediate needed within 1-5 years; and desirable for the long term needed in 5 or more years. One general conclusion is that every parish building needs significant work. The committee

discussed the report and the information. Mr. Wilke reminded the committee of the members of the Buildings and Grounds Committee and each member's expertise. The Finance Committee recognized and thanked Mr. Wilke and the committee members for their many hours of work and resulting information. The information will be submitted to the Parish Council and the Vision 2020 committee.

8. Other Updates.

- a. The new federal tax law will be analyzed as to how it may impact parish giving.
- b. The parishioner contribution tax statement will be mailed January 12, 2018.
- c. The Financial Peace University Family Ministry-Financial Advice Program by Dave Ramsey will be offered to parishioners. The program starts February 3, 2018.
- d. The topic of unrestricted estate allocation will be placed on the agenda for the next meeting.

9. Parish & School Development & Communications Report was emailed to all members.

10. Next Meeting. There will be no meeting on February 14, 2018. The next meeting of the Finance Council will be **March 14, 2018 at 6:00 p.m.** at the parish office

11. Closing prayer. Father Mark led the closing prayer.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Kate Reynolds