

**St. Francis of Assisi Parish**  
**Pastoral Council and Finance Council Annual Joint Meeting**  
**Minutes June 13, 2018**

The Annual Joint Meeting of the SFA Pastoral Council and Finance Council was held on June 13, 2018 at the Grand Xavier Community Room.

- Pastoral Council members present were: Father Doug LeCaptain, Wendy Nett, Barb Jenkins, Kevin Wilke, Judy Denor, Lee Kummer, Bob Fricke, Mike Snell, Ken Brooks and Nancy Ottum.
- Finance Council members present were: Randy Miller, Ken Brooks, Bill Censky, Tom Angst, Denise Kitzerow, Bob Fricke, Jerilynn Gill and Kate Reynolds. Hank Sturm was excused.
- Also present were Pat Brandel, Deanne Kuenzi, and Steve Mirsberger. Mike Legreve, Steve Thiele, Taylor Geiger, and John Stelzer.

1. Call to Order. Wendy Nett called the meeting to order at 6:00 p.m.
2. Opening Prayer. Father Doug provided the opening prayer.
3. Introductions. Each person introduced himself/herself and commented on one positive thing about the Parish.
4. Approval of Minutes.
  - a. **A motion was made and seconded to approve the minutes of the Pastoral Council of May, 2018 with the correction regarding the parish office building, that two building appraisals will be completed, and a proxy request will be submitted. Motion passed.**
  - b. **A motion was made and seconded to approve the minutes of the Finance Council meeting of May 30, 2018. Motion passed.**
5. Pastor Comments.
  - a. Summer Newsletter and Update. The Summer Newsletter has been mailed and is also available on Facebook. The next newsletter will be issued in fall, 2018. The Newsletter provides an update on various parish and school matters, and also provides a reminder and opportunity for giving. Discussion occurred regarding the report on the options relevant to the school system, and the consideration of a regional school.
  - b. Vision 2020. For the School Planning Process and the Pastoral Planning Process.
    - i. Alpha Involvement of Wider Parish. Small communities of Alpha are going forward. Program will be rolled out to the parish in the fall, 2018. See the Summer Newsletter for more information.
    - ii. Regional School Discussions. The priests of the region are holding meetings on this topic. The diocese is compiling statistics and demographics for study and analysis. Families will be surveyed. Timetable: Expect to be close to a decision in February-March, 2019, with a final decision in March-April, 2019. That decision regarding the schools will be rolled into our Parish Plan in May-June, 2019.
    - iii. Diocesan Development Campaign: Phase and Parish Pastoral Planning.

- We are in phase two “Parish Mission Planning” following the first phase “Disciples on the Way”.
- Parish Mission Planning incorporates the Catholic School Mission Plan and the Children and Youth Formation Plan, continuing through fall, 2019.
- We will be studying the demographics of the parish in the planning process.

iv. Divine Renovation Summary Fr. Doug pointed out three of the many important concepts:

- Must move from Maintenance to Mission
- Give priority to the weekend Mass
- Maximize the time for the Pastor to perform duties of preaching, leading, communicating vision, overseeing strategy and developing, by having capable people to delegate to for the other ministries that are necessary.

If a member is willing and able to summarize all the comments submitted, please contact Fr. Doug.

6. Budget 2018/19 Review. Randy Miller reported that the Finance Council took action to recommend the budget to the Pastoral Council. He pointed out the following:

- The budget is balanced.
- There is no expense entry for line 996 Capital Outlay. It is anticipated any capital projects will be accompanied with a separate fundraising project.
- Line 402 shows budgeted parish support down \$60,000.
- Lines 450 and 450.02 total \$227,560 for estates/bequests. That amount of donations is what is balancing the budget.
- Expenses have been reviewed closely and are very tight
- The two school subsidies remain.
- There remains on the balance sheet an amount from a generous estate bequest that continues to balance the budget. This is a short-term benefit and not a long term solution.

**A motion was made and seconded by two members of the Pastoral Council that the Pastoral Council approve the 2018-19 budget as presented and recommend it to the Pastor for approval. Motion passed.**

7. Facilities Update.

a. Marshall Site Steeple. Two insurance claims have been paid, and repairs to the shingles and decorative pieces will be completed. Cost to the parish is \$5000, the amount of two deductibles. The Parish will seek donations for the \$5000 deductible amount.

b. Parish Central Office. Two appraisals are needed for any sale. Those will be performed by June 30, 2018. Gene Maloney has volunteered to provide information on the improvements necessary to the Waldo Rectory, in the event it is needed for Parish Office facilities.

c. WI School Safety Grant. Steve Thiele reported the school has applied for a school safety grant for federal funds administered through the Wisconsin Department of Justice. Eligible costs for the grant include locks on doors, security cameras at the elementary school and staff training. The amount requested is \$20,000.

8. Cross Marketing. Bob Fricke recommended that mailings of the parish be upgraded to show what is going on in the parish, or applicable to the topic of the mailing. He pointed out the excellent publication of Roncalli showing several relevant pictures and the parish bulletin which has increased its pictures. He suggested this be a joint effort with both the grade schools and Roncalli. This is a common trend which calls attention to the cause and is more likely to generate a response. It was suggested perhaps the person in the new Financial Specialist position of the school could assist with this.

9. Closing prayer. Father Doug led the closing prayer.

The meeting adjourned at 7:20. A tour of the Grand Avenue School building followed together with a social provided by the Knights of Columbus.

Respectfully submitted,

Kate Reynolds  
Finance Council Secretary