



Church of the Japanese Martyrs

Administrative Council Meeting
Tuesday, June 11, 2019 - 6:30pm

Minutes

- A. Opening Prayer – *led by Msgr. Present: Msgr. Lozinski, Andrew Dieter, Deb Windschitl, Jim Hillesheim, Randy Lax, Jamie Pietig, Arla Dockter, Willy Schumacher. Missing: Clem Windschitl, Don Mickelson, Ronda Mathiowetz Fr. Andy Michels.*
- B. Review
1. Review/Approval of Agenda – *M/S/A*
 2. Review/Approval of Minutes – *M/S/A*
 3. Review Financial/Approval of May Financial Reports – *M/S/A*
 4. Cemetery Committee
 - a. Meeting report - *Cemetery board recommends tarring the cemetery driveway. Cemetery will pay half.*
 - b. Possibility of tarring road – *reviewed estimates from MR Paving. Will get estimate for concrete also. Msgr. needs to proxy from Bishop.*
 5. Farm Board – *no meeting yet. Need to find a replacement for Sylvan Schumacher.*
- C. Maintenance
1. Church Maintenance
 - a. Need to get church grounds mapped out (water & gas lines) – *will have utilities marked before church festival.*
 - b. Storage shed roof – *Materials are in. Plan to job done before festival in July.*
 - c. East windows – *Windows have been leaking. New Ulm Glass gave est to clean & caulk for \$2800; replace windows \$5500. Will also get a bid from Nosbush Glass.*
 - d. AC unit #3 – *water leaking. Osmonson will be out to check all units before festival.*
 2. Religious Education Center/Office
 - a. Basement – *white mold on all walls. Ron is approved to get new dehumidifier.*
 3. Rec Center Maintenance –
 - a. Roof – donations review. *\$23,075.00 collected to date.*
 4. Rectory – *any leads for new renters? – Would like to rent to family.*
- D. Area Faith Community/Parish/Cluster events
1. AFC events – *Totus Tuus program underway – participants are down. Msgr. would like to have a meeting with all the administrative councils within the AFC at SESM on August 27th. AFC secretaries met last Friday for updates/reviews.*
 - a. Religious education programs – *DREs Rhonda Lux & Linda Schwab have resigned. Working on programs for next school year.*
- E. Old Business
1. Softball Complex – *Jamie will begin talks with Leavenworth BB Assoc. regarding selling.*
 2. Church Dinner – *going well, posters are here, raffle tickets at printers.*
 3. Administrative Council – *Willy Schumacher will fill one position. Need one more.*
- F. New Business
1. Thank You – *received a thank you from Friends of San Lucas for our \$2500 donation.*
 2. Review Catholic Mutual inspection report – *it is recommended that the playground equipment be removed because of potential safety and/or liability risks.*
 3. CD's up for renewal in the future: *#1614 \$25,000 9/15/19.*
- G. Announcements: *Next meeting Tuesday, August 13, 2019 at 7:30pm.*
- H. Closing Prayer – *Glory Be.*
- I. Adjournment – *7:30pm. Submitted by Deb Windschitl pending council approval.*

**Church of St. Paul – Comfrey
Administrative Council Meeting Minutes
Tuesday, May 21, 2019 at 6:30 p.m.**

Members present: Msgr. Lozinski, Fr. Andy Michels, Andrew Dieter, James Rathman, Darrell Platz, Matt Eischen, Dale McMullen, Linda Kelly, Connie Kelly, Denice Evers-Trustee, Richard Callanan, Marianne Schotzko, Doug Callanan, Nellie Richter-Secretary
Absent: Margaret Hopwood, Judy Augustin-Trustee

Msgr. led the group with Liturgy of the Hours Evening Prayer at 6:48 p.m., with meeting called to order at 7:00 p.m.

Agenda addition: Budget question regarding Building & Maintenance.

Administrative Council Meeting Minutes from April 23, 2019 – Corrections: 1) 1st page under Rain water issue, last sentence, should read: ...breakdown of costs. When received, bid should be shown to Steffi, giving him 2 weeks to decide. 2) 2nd page under Education: Dieter said it should state that the Family Faith Program is being reviewed, not discontinued - should read: St. Paul and Japanese Martyrs doing Family Program now, but it is being reviewed. Motion to accept the minutes with corrections made by Eischen, seconded by McMullen. Carried.

Eischen said he talked to Steffi 2 weeks ago after mass and Steffi is not looking into another bid, nor is he interested in going with the digging (\$10,000 estimate), but did ask about possibly extending the church downspouts instead. Eischen feels this item can be taken off the Agenda. Rathman presented an itemized estimate from Heiderscheidt's, which is good for one year (\$10,220.00), but is for digging/tiling only. Eischen said the extra to repair the street, curb and gutter is assumed to be an additional \$5-6,000.00. The deadline given to Steffi when Rathman and Eischen talked with him has passed. Steffi knows who to contact if the need arises.

April Financials: Evers brought up that an Edward Jones Investment (3-month Certificate) for \$25,000 matures 6/06/19. She has called around the area, but CD rates are mediocre and for longer terms. Eischen asked about possibly compiling some of the funds. Evers stated that initially, the funds were staggered to help with cash flow, if needed, without cashing in a large investment. Msgr. is meeting with David Milbrath on Friday, May 24th regarding Leavenworth's investments. Evers will talk with Mark Clennon (Freedom Financial) and get back to Msgr. with findings. Edward Jones advisor will also be contacted to check on terms/rates. R. Callanan mentioned that it was the Council's decision last year to invest with Edward Jones as they did not favor having money involved in the stock market. D. Callanan left at 7:23 p.m., stating he will present what he has at next meeting.

Sub-Committees: Msgr. will work on this in summer.

Church Roof: R. Callanan said he sent the bid information to 3 area companies, but nothing returned back yet. Project to be completed by mid-September, 2020.

Concrete Pad: Tom Sues will do this when in town doing other projects.

Wireless Microphone: Fr. Andy said it is not working well at all and feels the ones with a toggle switch work better. With the button ones (which SP has), the vestments and not being able to see what button to press or if microphone is on are all issues. Toggle switch microphones are still being made. R. Callanan would like to table this until next meeting since D. Callanan has left meeting and he is knowledgeable in this topic. Msgr. said just purchasing a toggle-switch pack would take care of problems. Rathman will talk with D. Callanan about this.

Building & Maintenance: R. Callanan reported just odds and ends for repairs. He also has more questions on the budget and asked what the Maintenance person from St. Mary's will be doing for

his \$4,300/year for the upcoming budget year? Msgr. said that Josh Sellner will oversee all AFC maintenance and talk with each parish Maintenance person and then report to Msgr. A job description of Josh Sellner and what he will be doing was asked for. Eischen asked about Josh and if our church will get 7% of his time for his pay? Msgr. answered that Josh is salaried and he has worked for St. Mary's for years. Msgr. needs 'point' people whom he can ask as to what is going on in each parish. Eischen replied that sometimes there are too many chiefs, as he is concerned about our finances.

Education: Dieter handed out his Job Description for 2018-19 Fiscal Year. Dieter said that they are trying to find a replacement for Schwab. Programs have been evaluated and not much for modifications for this coming year and unlikely to change programs. Eischen feels that the JM/SP Religious Ed program works well and wants to see it continue. Dieter would like the program to be more effective and accessible. C. Kelly stated that she felt that the Family Program has too large of an age span for teaching K-7th grades at the same time – difficult for the younger kids to grasp what is being taught. Eischen also stated that many factors to consider to make things work for Religious Ed classes, such as sports, bedtimes, meals. Dieter said his office is open to any ideas that people have. L. Kelly added that prayers used to be taught in Religious Ed classrooms, with more prayers added for each grade level.

Liturgy: Augustin not in attendance.

Liturgical Environment: Schotzko stated we are finishing up Easter Season, Ascension and going into Ordinary Time.

CCW: Schotzko reported that 3 people from St. Paul's attended the NUDCCW Convention in Hutchinson on April 27th. Very good speakers. CCW members served cake on May 19th for Baccalaureate for our 2 Seniors, with good attendance. Circles can now charge at various out-of-town grocery stores for funerals. CCW gave Linda Schwab a gift for her years as DRE. CCW paid for dry cleaning 2 priest vestments and washed several albs. CCW Officers will stay the same for next year. Msgr. added that he ordered 4 vestments for approximately \$1000.00 for St. Paul's.

AFC: Next meeting is May 28th.

Parish Council Elections: Eischen is finishing his 2nd term (3 years each) and he is willing to serve a 3rd term, if possible. Msgr. is not in favor of parish elections – need 7 people who are involved in church and strong in their faith. Many parishes are keeping people on their Councils who are willing to serve, as it can take up to several years for a new person to gather knowledge on how things are run. Msgr. has no problem with Eischen serving for another 3-year term. Can also put a notice in Bulletin asking for an interested church member to serve on the Council for the other vacancy (if Hopwood declines). Msgr. would like to try to have all 4 Administrative Councils (AFC) together for a meeting in August.

Wages: Increases for Staff (Organist/Janitor/Maintenance/Secretary-Bookkeeper) - Motion made by Eischen to approve 25 cents per hour raise starting July 1, 2019, seconded by Platz. Carried. Evers mentioned that a new DRE would need to have a base salary set.

Comfrey Community Days Parade: Schotzko said that in the past, parade entries advertised our Sausage Dinner in October. McMullen said maybe his dad would drive his limo in parade.

Next meeting – probably none in June or July.

Meeting adjourned at 8:10 p.m. with closing prayer.

Minutes presented, but not approved
Nellie Richter - Secretary