

St. Mary's Parish
Administrative Council Meeting Minutes
Monday, August 17, 2020, at 6:30 p.m. in the social room

1. Call to Order - Present: Fr. Mark Steffl, Jared Miller, Andrea Boyle, Brenda Walden, Matt Grausam, Peter Roufs, Sean Connolly, Dan Davis, and Chris Heiderscheidt. Absent: Mark Schwartz, Terry Helget, Mary Krambeer, Mary Portner and Josh Sellner. Fr. Steffl led the opening prayer.
2. Financials – Matt Grausam reviewed financials for FY ending June 30, 2020. We were fortunate that our major fundraising was complete prior to COVID-19. Our fundraising makes up about 26% of our revenue which is more than the average parish in our diocese. A purchase order is required for anything \$100.00 and over. The PPP loan helped to cover payroll and benefit expenses for April – June. Nex-Tu-Nu II is open again with fewer volunteers. Our estimated loss due to the pandemic is \$57,500.00.
Summer Festival – was held August 2nd with a silent auction and raffle ticket sales. Many people included an extra donation. Final figures are not available yet.
Staff Training Videos – It is necessary that all staff view the safety training videos for St. Mary's to receive the full discount offered by Catholic Mutual.
Estates/Stewardship Goals – we continue to receive gifts from estates. We continue efforts to help our parishioners understand stewardship in its true form.
3. Pandemic Protocols – Fr. Steffl receive positive feedback about our protocols during Mass from a public health nurse who attended Mass here. We continue to live stream Mass for those unable to attend Mass. Weddings and funerals have taken place with the protocols in place. People are adjusting to this “new norm.”
4. Mass Schedule changes/suggestions – Beginning next week, daily Mass will move from 7:15 to 7:00 AM to allow the school staff the extra time needed to prepare for the day with the protocols in place. Mass on Monday will be held at 5:30 PM instead of 7:00 AM. Prayers to Our Lady of Perpetual Help will follow.
5. Adoration – Perpetual Adoration began on August 3rd in the St. Francis Chapel at St. Mary's Church every day, including Saturday. We are considering an app for adorers.
6. Religious Education – Dan Davis reported he is looking for about two more teachers with in-person classes to begin on Wednesday, September 9, following the protocols in place at St. Mary's School. First Holy Communion will take place on September 27 for last year's second graders.
School – Peter Roufs reported the computer network project is almost complete and the A/C units are in place in the elementary classrooms with updates in the school kitchen. The gym, auditorium and field house floor project is complete. The teacher positions are filled and the necessary protocols are in place. MSHSL moved football and volleyball to spring (March –May).
7. Youth Group – Fr. Steffl plans to continue with this group once a different evening is determined.
8. Adult Education/RCIA – RCIA will be offered if the need occurs. Adult education is being looked into.
9. Maintenance – In efforts to keep our church more secure, we have locked the sacristy doors and are looking at security cameras for the other entrances. Future projects needing attention are the church floor and the remaining stained glass windows.
10. Update on AFC Pastoral Council – minutes from their last meeting will be sent to our Admin. Council members.
11. Pastoral Concerns (Questions) – Fr. Steffl opened it up to any questions and concerns; none were brought forward. Meeting times were discussed.
12. Next meeting – Monday, October 19, at 6:30 PM. Fr. Steffl closed with prayer.

Respectfully submitted by Chris Heiderscheidt