

Church of St. Paul – Comfrey
Administrative Council Meeting Minutes
Thursday, April 28, 2022 at 6:30 p.m. – Parish Center

Members present: Fr. Steffl, Fr. Sam Perez, Matt Grausam, Samuel Rosemeier, Jim Rathman
Marianne Schotzko, Judy Augustin, Denice Evers, Nellie Richter – Secretary

Members absent: Matt Eischen, Dale McMullen, Darrell Platz, Connie Kelly

Note: Due to an electrical outage in church, meeting was moved to Parish Center.

Meeting began at 6:42 p.m. with Fr. Steffl leading the group in prayer.

Agenda additions: Maintenance issues; Carillon Bells; Lock for basement cabinet. M/S/C Schotzko, Evers to approve agenda with additions.

M/S/C Evers, Augustin to approve February 17, 2022 Administrative Meeting Minutes as presented.

Financials: Grausam mentioned that the Adult giving is up \$7,600 and Loose plate is over \$2,800 more compared to last year. Doing really good but still may not make our budget by end of June. Augustin asked if our monthly income is covering our monthly expenses? Grausam stated we are for the most part, but had to withdraw \$10K from Savings to pay the camera system bill (a parishioner paid a portion of the bill) and also have a cushion in the Checking account. The safe for the sacristy cost approximately \$400. Grausam said that \$15K has been transferred from Savings to Checking so far this Fiscal Year. Schotzko asked Grausam if it would be possible to put a notation after each check paid in the Check Register as to what the bill is for - he will start doing that.

Schotzko asked about the \$1,890 paid to CLA. It was payment for them to do the Employee Retention Tax Credit and the IRS Quarterly amended returns. Not sure when we will receive our refund of over \$9K. Would also like to see a breakdown of St. Mary's bills that we pay. M/S/C Evers, Schotzko to approve the Financials for February and March.

Budget for Fiscal Year 22-23: Grausam said not a lot of changes from previous years, mostly adjustments. Financially sitting better due to budget increase last year. Religious Ed Budget has increase of Salary and other minor changes, so looking at difference of \$44.10 increase from last year. Church/Parish Budget: Adults were increased by \$1K and Loose Plate was increased to what it is running this year. Budget is more attainable this year.

Fr. Steffl is planning to have a letter sent out to parishioners in early June with their contribution statements as to what has been given so far in 2022. He will ask the parishioners in the letter to consider increasing their giving to help meet our budget. M/S/C Schotzko, Evers to approve Budget as presented.

Camera system was installed in March and is working. The NW entrance, our 2020 DMA project, quote from Jon Vogel increased \$300 from last fall due to paint and cost of materials increase. M/S/C Evers, Schotzko to approve Jon Vogel for the project. Richter will contact Vogel to let him know.

Rectory basement needs a dehumidifier. Rathman will get one purchased from Menards and run it directly into a drain. M/S/C Schotzko, Augustin to approve a dehumidifier purchase for Rectory. Rathman mentioned that he installed a dehumidifier in the SE corner storage room in church basement and it is keeping up with the humidity levels. An outlet was installed by SE Electric in this storage room the same time they did the camera system. Schotzko said that Stan felt that the Rectory outside basement doors are too much work for one to do, but with help from Rathman, Stan would help. There are no exterior downspouts on the rectory.

Outside Church Sign: Denice Evers gave presentation on Sid's Signs information. Shared pictures of SESM sign – it is 1/8" aluminum called B-Bond. There is also another material called Lexan that is more expensive but allows light to come through if you have a lighted frame. Denice also shared exterior pics of church where there was room for sign placement – the largest blank area being in front of the elevator brick wall. Could also do a different shape of sign rather than just a rectangle, but could cost more. Decided to include the Mass times, Parish Office phone number and website address. Fr. Steffl suggested getting a rendering of what it will look like and costs and then send to everyone. Denice thought with the outside light by the door, maybe a light over the sign could be added.

Rathman talked about the glass double doors and the gaps between them. He talked with Fairmont Glass Co. and he was able to adjust the north doors. Purchased an extra for future replacement and also purchased weather strip for the main double doors. Rathman said Matt Eischen cleaned and fixed the heater by the entry door and it works. Lamberton Plumbing & Heating came and replaced the outside faucet (South side) and cleaned the inside shut-off valve.

Cemetery Report - Next Cemetery meeting is planned for May 17, 2022.

Religious Education by Samuel Rosemeier, our new DRE: Last night was last regular class. Sunday, May 1st we will have 2 students make their First Communion. Religious Ed closing Mass is May 4th at St. Mary's and all students are expected to attend. Totus Tuus will be held at St. Mary's the week of June 5th. The Appreciation Server Trip to Valley Fair will be June 29th – for altar servers currently in Grades 5-12. Fr. Steffl said that the AFC will have a 2nd Collection to help with the expenses of the Server trip. Baccalaureate at St. Paul's is May 8th.

CCW Report by Schotzko: After the March meeting the ladies did Chalk Couture Easter Decorations. April Meeting a fleece blanket was tied and will be given to Faith Helget. Giving monetary gifts to the graduating Seniors. Also will pay for flowers for berm, will be putting petunias in cups and give out for Mother's Day and will have St. Theresa Circle clean Rectory. Cabinet in basement that hold keepsakes of old needs a lock on it.

Liturgy Report by Augustin: Holy Week went well – a special thank you to the dedicated choir.

Liturgical Environment by Schotzko: Holy Week and Easter decorating. Problems with altar cloths and candle wax and soot stains. Fr. Steffl suggested placing sections of plexiglass on altar cloth to help prevent these stains. A brown paper bag and an iron can help remove wax and Goo Gone also can help. Fr. Steffl said that old, used altar candles can be boxed up and given to the Sisters of Ghent.

Rathman said that we do have dusk-to-dawn lights by each church door now, but most switches aren't left on – possibly convert them to LED since switches are there. These would help our camera system capture activity at night.

Radon test (free from county) for Rectory basement was completed and sent in – awaiting results. Food Safety Training will be offered on June 2nd in New Ulm and is free to all attendees. As churches are exempt from licensing requirements, people attending this training will help fulfill the requirement of having either a Certified Food Manager or volunteer(s) trained in a food safety course who then trains the food prep workers for the Church Dinner/other meals that would be prepared at church.

Schotzko asked about our Carillon Bells. Augustin said that Doug Callanan looked at the system a while ago, but was unable to get it to work. Will ask Doug about them again. With the roof leak in the bell tower a few years ago, maybe something corroded.

Fr. Steffl mentioned that priest moves take place at end of June and Fr. Zach will be moving to Olivia/Bird Island. We will be getting a newly-ordained priest (in May), Tanner Thooft. Will be switching Holy Hour each Sunday to different church in AFC to fulfill Eucharistic Adoration. Will be keeping Tuesday evening Masses rather than switching to Wednesday mornings. Corpus Christi Procession will be June 19th in New Ulm – First Communicants are invited to attend. Marian procession will be May 1st in Sleepy Eye from Schoenstatt to St. Mary's.

Rathman said that the flickering fluorescent lights in basement are due to a bad starter – he will keep an eye on it. Sooty registers in front – north of altar. Was noticed at time of decorating for Easter. Register was wiped off. Furnace filters looked clean and Kurt Eischen switches the furnace filters.

Next meeting will be Thursday, June 30th at 6:30 p.m. in Church Hall. Closing prayer led by Fr. Steffl.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,
Nellie Richter - Secretary