

**Church of St. Paul – Comfrey
Administrative Council Meeting Minutes
Thursday, March 18, 2021 at 6:30 p.m. (via Zoom)**

Present: James Rathman, Matthew Eischen, Dale McMullen, Darrell Platz, Marianne Schotzko, Judy Augustin, Denice Evers, Fr. Mark Steffl, Fr. Sam Perez, Matthew Grausam, Dan Davis, Nellie Richter – Secretary

Absent: Connie Kelly

Meeting was called to order by Eischen at 6:38 p.m. Fr. Steffl led group in prayer.

No additions to the Agenda.

January 21, 2021 Administrative Meeting Minutes – Rathman asked if Sturm Funeral Home charged for snow removal (done by Eischen's) for Walt Evers' burial out at the cemetery? Richter had contacted family member and no charge listed on their bill. M/S/C Evers, Schotzko approved minutes as printed.

January and February, 2021 Financials – Rathman asked about the market loss on investments. Grausam said that he adjusts it monthly as to what is on the statement. Otherwise, financials are going pretty good and we are ahead of budget. Davis asked about the telephone costs for Religious Ed expenses. The telephone bill is split amongst church and religious education along with heat, water/sewer/garbage and electricity. CCW no longer pays towards the church/Religious Ed telephone bill. Under Income - Fundraising & Donations: CCW Circles used to pay \$200 each to church annually, but no longer do.

Fr. Steffl doesn't want to have a budget approved that the Diocese looks at that shows a deficit amount. Hopefully an increase in stewardship will balance the budget. Grausam increased the Adult envelopes to \$63,000. Reduction in expenses with some increases due to salaries for 3 priests. Priest expense for Morgan also was allocated. Property Insurance went way up this year, approximately \$2,000.

Eischen asked if any of our income or expense numbers stick out when compared to the other AFC parishes? Grausam said that every parish is unique – each has different revenue, such as land/rent (Morgan and Leavenworth). Without the land or investment income, not really anything different. Schotzko asked about the custodial amount – Grausam left it in the budget – includes Maintenance and Janitor. Eischen stated that a budget is strictly a guideline and the goal is to end up with a balanced budget. M/S/C Evers, Rathman to approved projected budget. M/S/C Schotzko, McMullen to approve January and February, 2021 Financials.

Old Business: Tuesday evening mass – Are there enough people attending? Fr. Steffl feels that we should either drop Tuesday night or Wednesday morning mass. Priests are committed thru end of June for covering different parishes, so priests' schedules are getting stretched. Augustin said that there are 2-3 people that work during day that Tuesday evening mass works better for, but as teachers, would also be off in summer. Three weekday masses are probably too many. Decided to drop Wednesday morning masses and keep Tuesday evening and Friday morning masses. Will start this schedule after Easter. Homebound visits will continue on last Wednesday of each month in the morning. We have plenty of mass stipends right now.

Evers talked about the Calendar Raffle Profit of \$5,291.50. Winners were drawn on February 7th with first \$250 winner – Alex and Ashley Brown – drawn at church and remaining winners drawn at Parish Center. Fr. Steffl said Evers should plan on doing this fundraiser again next year.

Fr. Steffl said that the Rectory will get rekeyed by Josh Sellner. Cameras at Church entrances – Grausam talked with Judd Walter from Sleepy Eye Electric and he will get a quote to present soon. Discussion on number of church doors unlocked some days – don't feel they all need to be. Grausam said that there would be a camera at each door and also some in interior of building.

Fr. Steffl continued the tabled Maintenance position from last meeting. He met with Dick Callanan and got the sense that Council members feel that this position is needed and helpful, but have a money deficit and financial concerns. Callanan is not tied to an hourly wage but wants the parish to know that there is a value added to this job. Fr. Steffl would like a job description done with a timeline on when things get done or checked. Would need to be paid hourly, fill out timecard and do VIRTUS as an employee. Items on list could be combined. Eischen asked if Fr. Steffl felt Callanan would volunteer his time and Fr. stated he did not get that impression. Maintenance and Janitor are both included under Custodial. Diane Radtke is our Janitor. Rathman felt that when Radtke is cleaning, if she finds items that need attention, she could let Callanan know.

Some items on maintenance list aren't necessary, such as making a path for gas truck. Evers feels we should have a book on how to do certain things and then a replacement person would know what needs to be done. Schotzko asked if we can put a cap on hours we would allow a maintenance person to work for a year? Eischen said with an hourly wage in place, we can then decide how many hours we would allow for a budget amount. Eischen feels \$12-\$13/hour. Fr. Steffl would like the list Callanan handed in to be looked at and see what can be taken off. Eischen said that the Clancy's Fire Extinguisher guy was here today and his dad, Kurt, walked thru the church with him. Augustin has concerns on the elevator and front entry heaters as Callanan seems to be the only one that really knows how to handle issues with these items. Lori Schumann opens/closes the church doors and would let someone know if she notices any problems. Eischen feels that Richter or Fr. Steffl should be contacted on issues and then Callanan can be contacted. Rathman feels that Maintenance would need to know if work was designated and if the work is justified. McMullen added that a cap on hours would keep him focused on things that need to be done and not just doing piddly things. Decided to have Eischen, Fr. Steffl and Richter to clean up work list. Fr. Steffl said that Callanan mentioned \$12/hour in Job Description. Also, Callanan would have to set up a time with Richter to do a weekly rectory walk-through. M/S/C McMullen, Rathman to approve the maximum hours for Maintenance (Richard Callanan) as 100 hours per year at \$12.00/hour.

Lockbox in Rectory porch entry is being worked on by volunteers.

Church Dinner – Committee members are needed. McMullen said his dad suggested having multiple people be responsible to take charge of different areas of the dinner. Although certain groups do their own things and set up, still would need an overall charge person(s) to make sure things are ordered, etc. Take-outs and Drive-thru went really well last year.

New Business: Governor Walz loosened up capacity with social distancing, so Fr. wants strings to be removed from pews. Funeral luncheons can be done at 50%, but not all churches are ready or capable. Precautions would need to be followed and changes on how food is served, etc. St. Mary's has the

catering ladies make sandwiches for funerals now and people can eat in basement or take-out. Our CCW will meet next Thursday (March 25) and discuss. Masks are still a part of being in church.

Fr. Steffl is looking at possibly moving our Sunday mass time to 10:00 a.m. IF our AFC would drop down to 2 priests next fiscal year, and then Morgan would have their mass at 8:00 a.m. This would allow Fr. Steffl to come out for Sunday mass and still get back to St. Mary's for the Latin Mass.

Dan Davis on Religious Education: Program running smoothly with good attendance. Ash Wednesday had kids go to a mass instead of class. St. Paul's had 4 Juniors get confirmed at St. Mary's on March 14th. First Communion will be on May 2nd for 2 students.

CCW Report by Schotzko: March weather cancelled the March meeting but will have next meeting on March 25th and discuss funeral luncheons. (Changed CCW meeting date from April 1st to March 25th due to Holy Thursday.)

Liturgy Report by Augustin: Putting things together for music and Holy Week services coming up. Fr. Steffl said that we will be doing a 'no-touch' veneration of the cross this year, such as genuflecting, on Good Friday. No foot washing on Holy Thursday. Also, our new Easter candle will get taken to Leavenworth for Holy Saturday mass and be blessed at that service.

Liturgical Environment by Schotzko: Did Lenten décor and will decorate for Easter.

Nothing needs to be done with our elevator as the code requirement pertains only to elevators older than year 2000.

Discussion on Contribution envelopes for 2022 – looked at quotes on cost of boxes that we have now, quarterly mail-outs, bi-monthly mail-outs and whether to include the children's envelopes as mail-outs. Also talked about person-to-person delivery of the boxes of envelopes that aren't picked up – not sure what type of response the delivery person would receive. M/S/C Schotzko, McMullen to approve going with quarterly mail-outs for 2022 envelope system, including mailing of the children's envelopes. Quote for 210 sets would cost \$839.88/annually, including postage.

Placement of the cornerstone paintings that were painted by Brian Callanan: M/S/C Schotzko, Evers to table this until next meeting.

As there were no other items to discuss, M/S/C Evers, McMullen to adjourn the meeting. Fr. Steffl led group with closing prayer at 8:23 p.m.

Date for next meeting in May will be decided on in near future. (Note: Thursday, May 20, 2021 at 6:30 p.m. via Zoom for next meeting)

Submitted,
Nellie Richter - Secretary