

**Church of St. Paul – Comfrey
Administrative Council Meeting Minutes
Thursday, September 19, 2019 at 6:30 p.m.**

Members present: Msgr. Lozinski, Fr. Andy Michels, Dan Davis, AFC DRE, James Rathman, Darrell Platz, Dale McMullen, Linda Kelly, Connie Kelly, Judy Augustin – Trustee, Jim Schwab – AFC Rep, Nellie Richter – Secretary

Members absent: Matt Elschen, Denice Evers – Trustee

Msgr. led the group with the Liturgy of the Hours Evening Prayer, with Chairman Rathman calling meeting to order at 6:48 p.m.

Agenda additions: New Business – Maintenance on Church chimney/roof; Liturgy – Clarification on school snow days and mass schedule.

Time was given for group to read thru the August 7, 2019 Administrative Council Meeting Minutes. McMullen made the motion to approve minutes as read, seconded by L. Kelly. Carried.

July and August Financials were presented – St. Mary's is handling all the checks and reports. Council would like to have maturity dates and interest rates on the Balance Sheet in the future. Matt will be asked if that is possible. The AFC monthly allocations (priest salaries, health insurance, food, etc.) are not included in these financials yet. Questions on some of the checks written and also for the electricity used already. Will also ask Matt to not include interest/loss until Certificates/Investments are matured, as it skews the balances available.

Cemetery: Financials given for Operating Fund and Perpetual Care accounts with balances and budgets as of June 30, 2019. Need to check with the Cemetery Board on putting some of the funds for the Operating Fund into a better interest-bearing account. Msgr. also suggested to check into Catholic Communities (Twin Cities) for interest rates – several parishes have put their cemetery funds into this account. L. Kelly asked to table the July/August Financials until next meeting as there were questions on some of the bills paid as possible duplicates.

Old Business: Building & Maintenance: Roof bids – Ericksen Construction came and looked at the roof in August, but no contact or bid received yet. The concrete pad by the back garage was put in on September 13th. Josh Sellner is out of the picture for doing maintenance. **Religious Ed:** Dan Davis spoke about having 4 teachers for the program – Erin Elschen - Grades 1-3; Julie Anderson - 4-6; Jeff Veerkamp - 7 & 8; and Joan Windschitl - 9 & 10. No confirmation students this year and only 1 First Communicant. First class was September 18th and will be at Leavenworth thru December, then at St. Paul's starting in January.

No Council/AFC rep stepped forward yet for the vacancies. Should put an ad in the local paper for the part-time Maintenance position.

Cemetery: The Cemetery chairman, several months back, asked the Council to consider transferring \$100,000 to the Cemetery Operating Fund and Perpetual Care. Although the Perpetual Care Fund has \$66,000 and the Diocese wants \$25,000 per plotted acres (we have 2.5 plotted acres), Msgr. feels that that amount could be increased to \$30-40,000 per plotted acre, but maybe hold off on this yet.

Fire proof file cabinet – Msgr. would like someone to look into this. Should be rated for 60-90 minutes in a fire and should hold legal-sized papers and be a 4-drawer cabinet. Should check with Doug Callanan first before looking into.

Motion made by McMullen to pay Cindy Hillesheim \$12.25 per hour as Janitor, beginning in October as our employee, seconded by C. Kelly. Carried.

New Business: Building/Maintenance: Noticing more bat activity in the church basement. Since the chimney is no longer used, and maybe where bats are entering, could a cap of some type be put over the chimney opening? Also need the base around the chimney area to be sealed, as when snow on the roof in that area melts, the light fixture in the north entrance fills with water along with water damage to the ceiling, etc. McMullen will ask his brother Ryan to look into both of these items. Also noted that a shingle off the Rectory was found, so will have Ryan look at that roof as well.

Liturgy: Need to know what the schedule will be when schools are closed or late due to snow, etc. Was decided that if Sleepy Eye or Comfrey schools close, then there will be no morning mass; if those schools have a late start, there would be no morning mass but we would still have Religious Ed classes Wednesday night. If schools are dismissed/closed early, then no Religious Ed classes Wednesday evenings.

CCW and Environment: Reports from Marianne Schotzko, read by Augustin: Respect Life Sunday will be celebrated October 6th and CCW Sunday will be October 13th with possibly serving rolls after mass. Will do the Phantom Bake Sale again this year for that Sunday. Purchased environmentally-friendly plates for funeral luncheon use. Donated to Parish Festival, paid for 4 masses for CCW, paid for ½ of phone bill for Church Kitchen. Parish Center stove burner needs to get fixed before the Church Dinner (used to make coffee) and the old food warmer table from the church kitchen is gone. Suggest putting a counter or shelving in its place. Plans for Rosary for Peace & Healing to be held in October at St. Paul's with our AFC CCW's to be invited. No Environment Meeting. Received 3 new vestments making a total of 4 – cost was covered with a donation.

Was noted that Matt Eischen since then fixed the burner on the Parish Center stove and Richard Callanan removed the food warmer table from church basement (was no longer usable) and donated back to the Cemetery what he received from Hilltop.

Cemetery: Report from Doug Callanan, read by Augustin: A lot of mowing and upkeep over the summer, but all seems to be running smoothly. Things are in good shape.

AFC: Schwab said that their last meeting was May 28th and but the meeting minutes have not been received yet. Msgr. said that the next AFC meeting (reps only) will be either October 22nd or 29th. Msgr. would like to have more of the AFC Councils, Trustees and Reps meet together like the August 27th one on Evangelization.

Church Dinner: Tickets and worklist packets will be done next week. Things are getting ordered as needed.

Msgr. would like everyone to read the newest Prairie Catholic, especially Bishop's article on bankruptcy and settlement on front page as well as the article on Pastoral Planning and stats. Will need to reduce down to 50 parishes in next 3-5 years, so 17 parishes will need to close. Wanda, Seaforth and Lucan will be closing and merge with Wabasso. Franklin is discussing merger with Fairfax or Redwood Falls. Hector cannot meet budget, so planning to close next July.

Msgr. said that the poor attendance is happening everywhere, not just here. People travel for convenience and mass times if they want to attend a mass. Concerns with parishes that do not have a lot of activities going on.

The upcoming Certificates at Triumph State Bank in Darfur will mature September 26th – interest rates obtained from area financial institutions were presented. Motion made by L. Kelly to purchase 2 separate CD's at Americana Community Bank in Sleepy Eye, each for 13 months at 2.01%, seconded by McMullen. Richter to handle the transfer of funds.

Next meeting will be on Thursday, November 14th at 6:30 p.m.

Meeting adjourned at 8:17 p.m. following closing prayer.

Nellie Richter, Secretary