

Holy Redeemer Administrative Council Minutes

Tuesday, September 19, 2017

A. Call to order – meeting was called to order at 7:02 p.m. by Erin Lippert

1. Fr. Denny led the council in opening prayer.
2. Roll Call – present: Jeanne Wertish (Trustee), Alma Gasca, Cody Bakker, David Grund, Erin Lippert, Jason Rice, Mark Chan, Jessica Wertish, Diane Adamski (AFC Pastoral Council), Fr. Dennis Labat (ex-officio), Sara Anderson (AFC Business Manager), Barbara Mathiowetz (AFC Financial Manager); absent: Lynn Schueller (Youth Min/DRE), Nancy Standfuss (AFC Pastoral Council) (12 present)
3. Election of officers – Chair and vice chair needed. Erin Lippert agreed to become chair person and Jason Rice agreed to become vice-chair person. All were in agreement.
4. Additions to Agenda
5. Minutes – Motion made and seconded to approve minutes. Motion carried.

B. Reports

1. Area Pastoral Council report – Sara Anderson reported that the main project for the AFC was the pictorial directory which is in the final stages. Discussion was held on the AFC website and that the ap will be available soon. You will be able to receive notifications and messages directly from the ap.
2. AFC Handbook Committee Report – Sara Anderson reported that the handbook is completed. After all the meetings the handbook was put together and reviewed by the trustees of each parish and the diocesan Human Resource Consultant. It was presented to the AFC staff on August 29 and the in-service.
3. Financial reports – The Balance Sheet as of June 30, 2017, Profit & Loss vs Budget for 2016-17 and Profit and Loss vs Previous Year for 2016-17 vs 2015-16 were provided at the meeting. Fr. Denny commented on: 2016-17 actual 4110 Christmas and 4115 Easter need to check coding, 2015-16 actual: 4250 Unrestricted money for roof shingles, 2016-17 4282 Parish Fund Raisers for 2016-17 include two years.
- b. Budget for 2017-18 – 2016-17 actual for 5236 Rectory Electricity includes % of parish rectory at St. Aloysius. 2017-18 budget for 5617 Janitor Church includes 10% of SA custodian and 25% of AFC Facilities Manager. 2017-18 budget for 6510 DRE/YM Salary is based on 15 hours per week for the entire year (this needs to be discussed with Lynn and then the budget can be finalized). Increase in custodial staff and DRE salary make up the majority of the increase in expenses and resulting net loss. Minor improvements to the church are included in the budget under 5638 Repairs/Maintenance and 5645 Grounds. The council did not feel that any other changes needed to be made. Motion was made and seconded to approve budget with the change to DRE/YM. Motion carried.
4. Maintenance Report – Sara Anderson reported the Capital Repair and Replacement required by Catholic Mutual is in place and we will hear back from them on our rebate in the spring. More will be reported on the maintenance projects needed once the AFC Facilities Manager is in place.

C. Unfinished Business

1. Transition to AFC Parish Staff and AFC Business Manager – Barb Mathiowetz has transitioned to the AFC Financial Manager and is now processing the books for Holy Redeemer from the St. Aloysius office. It was mentioned that it is being looked into combining the Mass Fund account into the general checking for Holy Redeemer. The council was Ok with this.
2. Transition to LPI – Sara asked if the council had heard any feedback from parishioners. Deadline for the bulletin is now noon on Thursdays (10 days before the bulletin date). Other envelopes (Christmas,

Easter, flowers) can be added to the on-line giving. This needs to be figured out. The on-line giving is not tied in with the ap. Notifications are sent out to those once new funds are added.

3. Parish Soft transition – Sara Anderson reported that it is completed. There is some minor census data “clean-up” that needs to be done.
4. Transitional items – sacramental books moved to SA – Fr. Denny reported that about one month ago, all the sacramental records for Holy Redeemer have been moved to St. Aloysius. The parish seal has also been moved to St. Aloysius so that it can be used when sending out sacramental record requests. Sara Anderson reported that the financial records for the current and past year are kept at St. Aloysius and will be returned so that no more than two years are at St. Aloysius.

D. New Business

1. One priest schedule – Fr. Denny reported that the one priest weekend schedule was set prior to his arriving. The Saturday night time of 7 p.m. is being looked at being moved to an earlier time of 6:30 p.m. which may mean moving the St. Aloysius time up also. One priest week there will be no Mass on Mondays, Tuesday is at St. Mary, Wednesday is at St. John, Thursday is at Renville, and Friday at St. Aloysius. Sara has heard comments that we could always have a one priest weekend schedule for the priest’s sake. Nothing has been discussed further on this.
2. Maintenance Staff – Doug Olinger and Steve Schouten – This was discussed during the budget review: Doug will be AFC Facilities Manager (25%) and Steve is custodial shared with St. Aloysius (10%) for Holy Redeemer. Doug will meet periodically with the Administrative Council (as asked at the meeting). There is no separate maintenance committee. It was mentioned at the end of the meeting that the wall was looked at by Dan and he was supposed to send an estimate (has not been received). It was recommended that Dan’s info should be given to Doug and to have Doug look into this.
3. Church dinner – November 5th – Fr. Denny asked if they want to have Mass at 10:00 a.m. again this year. The council agreed to keep the Mass at 10:00 a.m. The same people are chairing the dinner. He also mentioned that St. Aloysius Fall Dinner is on October 15th so Mass will be at 8:30 a.m. at Holy Redeemer.
4. Trustee – Barb Benson is no longer interested in being trustee as soon as she can be replaced. Jeanne Wertish has agreed to be the new trustee.
5. AFC Mission – Fr. Denny reported that this was discussed at the AFC Pastoral Council. Fr. Denny recommended Good News International who came to Springfield while Fr. Denny was there. He preaches at all Masses on the weekend and the mission is Sunday night through Wednesday night. The AFC Pastoral Council wants this to be during lent so the next available time is in 2019. The mission is set for March 31 through April 3 of 2019. It was recommended to have in one place (not one night at each of the four parishes). Planning will take place six weeks prior.

E. Future Business

1. Next meeting – Thursday, November 30th at 7:00 p.m.
2. Agenda items for next meeting – none

F. Closing & Prayer - Motion made and seconded to adjourn. Motion carried. Meeting was adjourned at 8:18 p.m. Fr. Denny led us in closing prayer.

Respectfully submitted,

Barbara Mathiowetz

Acting Secretary