

# St. Aloysius Administrative Council Minutes

Tuesday, January 24, 2017 – 7:00 pm

*We the members of St. Aloysius Parish, Olivia, Minnesota, believe our mission is to be a community of Catholic Christians young and old, bound together as a community of one faith celebrating the sacraments with Jesus as our center.*

*We believe that the Holy Mass and the Sacraments are the spiritual sources of strength that we need to live out our Roman Catholic faith.*

*We are one in Christ with many gifts striving to create a Catholic Christian environment where all can grow spiritually, physically and emotionally within the limits of our resources.*

*We live out our beliefs in loving service: to the sick, the elderly, the lonely, bereaved, to people in mission countries and to work for justice in our society. We make a special commitment to parents in order to assist them in handling on faith and tradition to their children.*

*It is in St. Aloysius Parish that all of this faith activity happens. Our mission is to part of the Diocese of New Ulm and the Church in the world – the mission of Jesus.*

*~ Parish Mission Statement approved 2002.*

**Members:** Jean Herdina (trustee), Duane Remer (trustee), Mike Filzen (2005), Jim Boersma (2016), Dr. Mark Moorse (2015), Rob Thurston, Jr. (2015), Jim Zenk (2011), Corinne Tuaber (2013), Fr. Denny Labat (Pastor - ex officio), Sara Anderson (Business Mgr – ex officio), Barb Mathiowetz (Financial Mgr – ex officio)

## A. Routine Matters

1. Opening Prayer – led by Fr. Denny
2. Roll Call – not present: Duane Remer and Corinne Tauber
3. Additions to Agenda – new business: Crisis Committee – motion was made and seconded to approve agenda with addition – motion carried
4. Approval of minutes – September 27, 2016 – correct report date and add Mike Filzen and Rob Thurston, Jr. voted as chair and vice-chair toward end of meeting – motion was made and seconded to approve minutes with these changes – motion carried – clarification was made on the return of the retainer fee check of \$1k for the sexual abuse lawsuit that it was returned because the archdiocese will pay all legal fees for the lawsuit against St. Aloysius since we were under the archdiocese at the time of the alleged abuse

## B. Reports

1. Area Pastoral Council report (reps Abby Thurston, Kim Lippert) – neither Abby or Kim were able to attend so Sara provided report
  - a. Lifetouch – AFC directory for all four parishes - two options presented by Lifetouch to AFC Pastoral Council - same as last directory or smaller size which they will then update with changes and reprint and resend out which will also provide on-line version – AFC Admin wants to go with second option with pictures taken in August of this year – looking for feedback from each parish Admin Council – Council liked the small one
  - b. AFC Logo – requested submissions in bulletin, reviewing at March meeting
  - c. Goals and Objectives – priest, prophet, king – trying to identify two goals for each – to be decided at their March meeting
2. AFC Handbook Committee Report – will be coming up with one handbook for AFC to be used for all four parishes – one rep from each parish Admin Council, one from St. Mary Ed, Tracy, Sara and Barb – reviewing St. Mary’s handbook and also have copy of Willmar’s handbook for reference
3. Maintenance Report – November 17, 2016 Meeting – met to begin prioritizing projects – parish office duct work priority one (\$16.5k – work beginning this week) then elevator (\$10k approximate cost) – others to be prioritized: church roof leaks, front steps, rectory windows, rectory a/c, bell tower screens, heat circulation pump in church basement (\$5k), vent covers in church
4. Fundraisers Report – Fall Festival – Sunday of second full weekend in October which is October 15, 2017

5. Finance Report
  - a. FY 15-16 – Year End Report – provided at last meeting in September – parishioner report put in bulletin in early January
  - b. July thru December 2016 – balance sheet as of December 31, 2016, and profit & loss were provided for July thru December, 2016 including notes – overall we are right on budget – designated funds were discussed/reviewed as well as specific p&l line items (notes were included with the p&l)
- C. Unfinished Business
  1. Maintenance – see notes under Maintenance Report above in B.3.
    - a. Capital Repair & Replacement Program – rebate available from Catholic Mutual - this is one part (and the largest part) of the requirement by Catholic Mutual to receive rebate – this has never been done by St. Aloysius
  2. AFC Financial Manager Transition
    - a. Questions or Concerns – Barb will be Financial Manager for all four parishes – Council was asked if they had any concerns – looking to standardize processes for AFC
    - b. AFC Checking Account – looking to have each parish support AFC Checking Account so that St. Mary does not have to cover all the AFC costs
- D. New Business
  1. New Emails for Staff and Ministries – domain set up for AFC – heartofjesusafc.org – AFC staff will then have email accounts – does not include St. Mary school – will also be domain for new AFC website – volunteer groups can also have email address (AFC CCW has been set up) – will allow us to transition to google calendars – will allow us to backup each computer
  2. Online Giving, Website, Parish App, and Bulletin Printing
    - a. LPi – Pricing on Website, Online Giving, and Parish App – Fr. Denny and Sara went to LPi and Our Sunday Visitor (current envelope provider for St. Aloysius) demonstrations for online giving, website, etc. – LPi provided the most in depth on-line giving and websites better looking – also have parish app availability and bulletin printing where they contact advertisers – advertisers cover cost of printing bulletins – profit sharing available where we could receive money back – current bulletin advertising is calculated to break even (\$110 for year) – costs would go up approximately three times – concern was expressed by council members that this may cause some of the current advertisers to stop advertising – LPi felt confident that they would be able to get advertisers – fees for on-line giving 1% + \$.10 per ACH, 3% for credit card (deal for diocese of New Ulm parishes) – they retain all data including bank and credit card numbers – [www.4Lpi.com](http://www.4Lpi.com) to look at sample websites – they provide materials to inform parishioners regarding on-line giving – we have the designated donation to cover start-up fee for AFC (\$1k – as mentioned during Financial Reports)
  3. Organization Chart – passed out draft for St. Aloysius – Jean is secretary and Duane is treasurer for trustees – mission statement is on the agenda (from 2002)
  4. Change of Reporting -CCW, Liturgy, Education/FF – these should be committees of AFC Pastoral Council rather than the individual parish Administrative Council and report as such
  5. Staff being present on Sundays – asked council for response to suggestion to have a staff member present on Sundays - should we consider doing this (as recommended by “Amazing Parish”)
  6. ParishSoft Pricing – St. Aloysius already has this software for census, offering, faith formation and ministry scheduler – would be an update for other three parishes for census – accounting would be further down the road
  7. History of Priests – Don Haubrich – recommendation by Don to put up pictures of all pastors for St. Aloysius somewhere in the church (Holy Redeemer and St. John have this) and have a history of the priests (for all four parishes) – would need to determine where would we put pictures up (if we can get pictures) – it was recommended to include religious – Polly Stahl was historian for

the church – Mary Kosak is the historian for CCW and she includes church events (not just CCW)

8. Purpose of the Gathering Space – Sara met with Corinne Tauber to set up next maintenance meeting and they were discussing what is the purpose of the Gathering Space – in specific, is a bulletin board appropriate in the Gathering Space – is this maintenance or admin item – asked council for input on how would we describe the purpose and to think about it – since used for visitation for a funeral bulletin board would not be appropriate but would be for when coming out of church – it is a place of gathering but also a memorial place (multi-purpose) – close-up bulletin board recommended – Sara will take recommendations back to maintenance
9. Nursery in the Jubilee Center – no nursery in church – would like to convert room next to library to a nursery – although room not close consensus is it is a good idea
10. Crisis Committee – Tracy Bertrand, Sara Anderson, Joan Honzay meeting to put plan in place using diocesan and St. Mary school plans as template with generic plan for AFC and detail for each parish (will be done this summer) – for St. Aloysius looking for one person from usher and one from liturgy side but does not have to be from those areas to help with planning the detail for our parish – once plan in place training would be provided – looking for recommendations on who could assist with planning – several names were provided to Sara

E. Schedule of Upcoming Events

F. Future Business

1. Next regular meeting – March 28, 2017 – St. Mary Ed Committee will be at this meeting
2. Agenda items

G. Closing Prayer

Admin Council Meetings (4<sup>th</sup> Tuesday – Jan, Mar, June, Sept) **2017: June 27, 2017**