

St. John's Administrative Council Minutes

Tuesday, November 22, 2016 – 7:00 pm

Members: Gail Caulkins (2015-2018, 2T); Bob Hillesheim (2014-2017, 2T); Rhonda Kramer (2015-2018, 4T), trustee; Gary Lamka (2016-2019, 1T); Dave Wilkinson (2015-2018, 3T) trustee; ex officio – Lael Dornseif (bookkeeper), Sara Anderson (AFC business manager), Fr. Dennis Labat (pastor).

A. Call to Order

1. Opening Prayer chairperson – Bob Hillesheim
2. Approval of Minutes vice chairperson – Rhonda Kramer
3. Additions to Agenda secretary – Lael Dornseif
4. Roll call – All present except Gary Lamka and Dave Wilkinson.

B. Reports

1. Committee reports – AFC pastoral council, education, liturgy, building & maintenance
2. CCW report – Rhonda – They met on Nov. 20th; had craft sale and lunch; chairpersons from 4 AFC parishes met on Sept. 9 about greater collaboration.
3. Area Pastoral Council report (reps Carol Westhoff, Tony LeGare) – met on Sept 15; mostly new members; watched a video from the Amazing Parish website; discussed AFC picture directory after a presentation from Lifetouch rep; need a new rep to replace Tony LeGare; discussed a logo for the AFC and for the update to our website;
4. Annual Report to Parishioners – was included in the parish bulletin as an insert.
5. Annual Self Study Report – was reviewed, looked at trends in the last few years for parish population, Mass attendance and sacramental celebrations.
6. 2016 Turkey Supper Report – saw to it that final updated information was put in bulletin, will send out updated report following the meeting.
7. FY 2017 Financial Reports through October 2016
Some expenses were not recorded yet, we will send updated financials out via email following the meeting.

C. Unfinished Business

1. AFC parish staff & parish staff – Area staff (3 priests and Sara Anderson) working out well. Moving toward bookkeeping becoming area also. Process will start with budgeting for 2017-2018.
2. Update of Parish census – planning to welcome new parishioners at coffee and donuts Sunday; Put announcement in the bulletin and print form and place in back of church.
3. Funerals – To be discussed at the AFC Pastoral Council
4. New Parishioners – To be discussed at the AFC Pastoral Council; working on welcoming packet.
5. Update on Sexual Abuse Claims – There will be a Dec 6th meeting with Pastors
6. Men's Breakfast & Cash Raffle – Decided to go with January 22. Bob will contact Sue to schedule and discuss the gambling permit.

D. New Business

1. Diocesan Plan for Parishes – Hutch/Stewart, Hutchinson and Stewart have started their discussions of closing or merging Stewart.
2. CM Insurance, Safety Inspection Report, Rebate Program and Capital Repair and Replacement Program – St. John's has not completed this application for the last two year and will apply next year. Sara will work with the maintenance committee to complete the report.
3. Project for DMA Funds – It was agreed that all DMA funds are designated for building and maintenance projects.

4. Quarterly meeting with SJ Staff and key volunteers – Staff would like to schedule a quarterly meeting with key volunteers. Volunteers suggested by the council include: Diane Washburn, Betty Ritz, Terri Hill, Lance and Monica Sorensen.
5. Representative to AFC Personnel Handbook Committee – We asked for one representative from each admin council in the Heart of Jesus AFC to be a part of the Ad Hoc committee that will create an employee handbook that serves all 4 parishes. Bob Hillesheim agreed to be the rep for St. John's.
6. Website, Online Giving, Church Envelopes – Fr. Denny and Sara attended a few vendor workshops to explore online giving options. Two vendor's being considered at this time are OSV and LPI. In addition to online giving, church envelopes, updating the website, creating a parish app and bulletin printing are other solutions provided by the two vendors.
7. Calendar of Events: Discussion of events from Dec. 28- End of Feb. Fr. George will be leaving a few days after Christmas and be in Florida in January and February.

E. Schedule to take collection to bank after Mass:

Nov - Rhonda	Dec – Gary	Jan- Bob	Feb- Gail
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F. Future Business

1. Next regular meeting – Feb. 28, 2017 (Rhonda will be gone)
2. Agenda items -

G. Closing Prayer

Meetings for 2016-2017: Sept. 27, 2016; Nov. 22, 2016; Feb. 28, 2017; May 23, 2017. All at 7:00pm