

St. John's Administrative Council Meeting
February 28, 2017

Members present: Gail Caulkins, Lael Dornseif, Bob Hillesheim, Gary Lamka, Lael Dornseif, Sara Anderson, and Father Denny. Absent: Rhonda Kramer.

A. We opened with prayer. Minutes were accepted as printed. Agenda accepted with one addition – housekeeping under new business.

B. Reports

1. **Area Pastoral Council** – Maggie Wiggert is our second rep for St. John's. The council is looking into having Lifetouch do an AFC pictorial directory. We are asking input on having a smaller directory or a large one like we currently have. The sense was to go with the smaller one. We are working on an AFC logo. We are working on developing updated goals and objectives for the AFC.
2. **AFC Handbook Committee Report** – Bob Hillesheim. Continuing to work on a policy handbook for the whole AFC. Reps from each parish are meeting with Tracy Bertrand, principal of St. Mary's School, and Sara Anderson.
3. **Maintenance Report** – no report.
4. **Fundraisers Report** – Bob Hillesheim reviewed final information about the Men's Breakfast.
5. **Financial report – July – December 2016** – The revenue and expenses were reviewed.

C. Unfinished Business

1. **Capital Repairs & Replacement Program** – nothing new. We need to work on updating information about our buildings.
2. **Online giving, Website, Parish App, & Bulletin printing** – We are working with LPi on our new website for the AFC. We are also working on the online giving, and the layout of the bulletin which LPi will be printing starting on July 1st.
3. **OSV Flyer on Periodic Mailings** – We are in the process of changing our Sunday envelope from the once a year box of envelopes to every two month mailing of Sunday envelopes. We also talked about how many and which extra envelopes to include.
4. **Update on Sexual Abuse Claims** – The diocese is working on this matter. No new information.

D. New Business

1. **New Emails** for staff and ministries are being set up. They will be listed in the bulletin.
2. **Organization chart** was shared by Sara. It was reviewed and there were no corrections.
3. **Change of reporting** – CCW, Liturgy and education will be reporting to the Area Pastoral Council since these are more concerned with ministry.
4. **Staff being present on Sundays** – We are bringing this up with the staff. It would not be every Sunday but perhaps once a month or when we have coffee and donuts.
5. **ParishSoft** – We are planning to switch to this program for our census and contribution program.
6. **History of Priests in AFC** – There is a desire to get information on which priests served in each parish and for the years they served here.

7. **Housekeeping** – question came up about taking care of the rectory, not knowing whether or not we will be getting another priest.

E. Schedule of taking collection to bank

Feb. – Gail, March – Gary, April – Bob, May Dave and June Rhonda.

F. Future Business

1. Next meeting – May 23, 2017

2. Meeting closed with prayer

by Fr. Dennis Labat