**COUNCIL OF MINISTRIES**

**Thursday, January 26, 2017**

**IC Education Center Conference Room – 6:30 p.m.**

**MEMBERS PRESENT:** Al Lingen, Tom Wulf, Ed Everson, Jo Germain, Christi Wulf, Pam Rutledge, Fr. John Anderson, Lisa Naser, Tanya Weinzierl, and Patty Johnson.

**CALL TO ORDER**: Fr. John opened the meeting with prayer.

**SECRETARY’S REPORT**: Minutes from the previous meeting were accepted by consensus and the agenda approved.

**OLD BUSINESS:** No old business.

**NEW BUSINESS:** Pat LaVenture would like to put a mausoleum in our cemetery. We weighed the pros and cons. There are concerns about where it would fit well in the cemetery, if a building permit would be required, and about the upkeep of it. The rules are that the family would need to take care of the maintenance while there are any living members. Also, most mausoleums are in “for profit” cemeteries. We voted on a policy to allow mausoleums or not. The consensus was no. We will not be allowing mausoleums.

There is concern about the outside sign. Could we get someone to clean it or do we want a whole new signage system. Unless you are from here, you wouldn’t know where the office or anything else is. Building and Grounds will look into it.

There has been a suggestion that the choir be moved to the front of the church because they do such a wonderful job. It will be looked into further.

**MINISTRY REPORTS:**

**Finance & Administration –** Al Lingen – Approval of previous minutes was done by consensus. **Welcome New Finance Council Member** – Joe Beuning. Deacon Mike Germain made a **presentation on the new Sound System** for the church: $51,868 for basic, add 4 additional wireless handheld microphones for $6,127. Camera system upstairs, $6,654 which does not include a laptop and software needed to control it (additional cost estimated to be $1,000). Additionally, electrical wiring will need to be done to give the sound system dedicated receptacles for a cost of $1,221. Total Cost - estimated $66,870. Approved by consensus. Funds will come from the Doar estate donation. Also quoted $5,880 is the cost for expanding the audio service to cover Corrigan Hall. A Video system downstairs is $7,831. This part of the project is tabled until the downstairs renovation occurs. **Year End Projections** – **School** –Jo passed around projections which show a projected deficit of $45,702. In her absence, Laura Jo had sent a letter to the council which included why a deficit is showing which includes the mistake made on the tuition calculator (which resulted in $28,000 of the deficit) and lower numbers in registrations on the 4K, K-8, Wrap Around Care, and After School Care. The expenses are coming in where projected. With planning, Laura Jo believes that some of the expenses could be lowered. The plan is use the surplus from 15/16, to draw from Today for Tomorrow funds, and to make a larger draw from Scrip to cover the deficit as it happens and shows on the month to month Year To Date financial statements. Specifics will be brought to the February meeting along with 2017-2018 tentative budget. **Adult/Youth/Loose Projections 2017/18** were sent to the Council so that budgeting for subsidies could be started. The Council chose to take the option which gives us the exact income received from January 1 – December 31, 2016 which would give an income of $508,232. This is about $8,700 less than is budgeted for 2016-2017. **Jo’s Report** New phone systems are installed and training is completed. Copiers installed recently in school and church. Last training Thursday. 2016 Contribution Statements are mailed, 2016 Child Care Statements have been mailed, 2016 Tuition Tax Statements are almost complete. FACTS included Volunteer Assistance and Scholarships in the money received as part of their tax statements. Jo had to hand pull the information and marry it with Peachtree information. 1099 Misc forms will be completed next week. All but IC December bank statements are reconciled. Jason coming Friday to help with 2016 Perpetual Care report (since it is tied to an investment) and to do as much investment reconciliation and mini audit as he can.

**Stewardship** – Jo Germain – The End of Year Contribution Statements have been completed and mailed. The Tuition Tax Statements and the Child Care Tax Statements are completed and mailed. The 2016 Perpetual Care Report is completed for the state and sent to the diocese. And the 1099-Misc forms have been sent to those that barter over $600 of time for tuition, or for sole proprietors that contract work for us. Now it’s on to the next thing☺

**Worship & Spiritual Life** – Christi Wulf – No report.

**Catechesis & Faith Formation** – Pam Rutledge – The preparations were discussed for the Fat Tuesday celebration coming up on 2/28/17.

**Education** – Lisa Naser – Surveys will be sent out to the parents of St. Mary School soon, Mrs. Jarchow is working on the final draft. Surveys will also be distributed to the students. This survey is both to assess satisfaction among students and parents as well as meeting requirements of the SMDP grant.

As of January 1, 2017 there has been approx. $12,000 given to the school in donations and gifts. The Knights of Columbus donated 4 iPads and cases which are used in Kindergarten and First grade for the daily 5. The Anne Marie grant was awarded to the school again this year and this allowed for the purchase of 2 more iPads to be used in the second grade also for daily 5. The star grant provided 8 globes and several map puzzles for the students and classrooms.

The church and school have received new copiers and phone systems. The copier will allow the school to print all marketing materials in-house rather than sending these jobs to outside businesses. The copier will be able to track the number of copies each user makes to better track the amount of copies made each year for budgetary needs.

The phone system will allow parents to call the classrooms directly if parents need to speak to the teachers.

MAPS testing this winter will be for grades 3-5 and will focus on math and reading. These grades and subjects were selected specifically as Mrs. Jarchow looks to the future and textbook needs.

It was discussed that the Ministry of Education members should be more visible to the parents of the school. It was recently brought to the attention of a ministry of education member that it is very difficult to know who is on the ministry. All school related committees and members with contact information will be placed on the website.

The ministry of education is supportive of the church’s efforts at self-study. Mrs. Arlene Tenner has volunteered to work with this self-study process as a representation of the ministry.

**Buildings and Grounds** – Fr. John – Basement leakage solution is in place to happen this spring. There are some permits and property items that Al is working out with the city as it will involve some excavation and perhaps adding additional parking on the north side of the church.

Discussion of the wood carved Image of Mary near the church office entrance. There are concerns that it is splitting and leaning. The committee recommends it be taken down this spring.

All on the committee were given the current job descriptions for Maintenance Supervisor and Custodian. They will review and make any suggestions. We will put those together at our next meeting as we prepare for the search when Mike Bernd retires this June.

**Outreach** – Patty Johnson – No report.

**Parish Social** – Tanya Weinzierl – No report.

**Parish at Large** – Tom Wulf and Ed Everson – No report.

The next meeting will take place Thursday, February 23, 2017, at 6:30 p.m., in the Education Center Conference room.

Respectfully submitted,

Patty Johnson