**COUNCIL OF MINISTRIES**

**Thursday, February 23, 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, after one correction, by consensus and the agenda approved.

**OLD BUSINESS:** The sound system is being installed and should be in place this weekend. The grand piano should be delivered on Monday. The startup of our new program with the Parish Success Group, will be taking place after Easter sometime. Fr. John will try to set up a date for a meeting sometime in late April to early May.

**NEW BUSINESS:** There is no new business.

**MINISTRY REPORTS:**

**Finance & Administration –** Al Lingen – We had guests Barb Peterson from Music Ministry and Principal Laura Jo Jarchow.The previous minutes were approved by consensus. No additions to agenda. **Grand Piano -** Barb Peterson answered our questions about the planned purchase and quote for a new grand piano. It will require tuning about 4 times per year and there is a local technician. She will add a dolly and a cover that are not on the bid at an approximate cost of about $1,000. Council approved the acquisition by consensus. She also told us that the organ will continue to be used much of the time. We are not replacing it. Purchase for the grand piano must be approved by the Diocese as well. **Year End Projections** – **School** – Mrs. Jarchow. Year-end projection last month forecasted possible deficit of $45,000 which is reduced by use of the 15/16 surplus to an estimated $40,000. She went over the projections line by line and believes if current expenses continue we can save about $13,000 more. The remaining $27,000 deficit will be covered by Today for Tomorrow money that has been given to the school. Any other deficit that may remain can still be covered by other TFT money. **2017/2018 Budget -** Next year tuition will increase $75 increase ($50 tuition and $25 technology fee). There are many variables at play for budgeting, which include K-8 Enrollment (contracts due March 1), PreK Enrollment (Preliminary # available as of March 17). Enrollment in pre-K is optimistic because of lots of early enrollment. She will have a better idea of enrollment’s impact on the upcoming budget at that time. Teacher contracts due to be signed in April. Staff needs will be known after enrollment numbers are in place. Wage increases are somewhat dependent on overall budget bottom line. Budget Draft #3 was presented and shows a deficit at this time. This is a work in progress. The next draft budget will be presented at the March meeting. Laura Jo is working hard on marketing. She has joined many groups in town to increase her presence in the community. *Mardi Gras – February 25, 2017,*  Mardi Gras live auction will be for replacing carpeting in the classrooms. The CF Classrooms carpeting is in good condition due to being replaced by insurance when the roof had leaked into those rooms. The CF Office and Conference Room carpet will also be replaced at about $1,000 for each room. The CF Office will be replaced by building funds, and the Conference Room will be shared by church/school with the church’s portion coming from building funds. **YTD Financial**s for all cost centers were reviewed thru 12/31/16. Overall we are doing much better than anticipated with numbers as follows:

Church – $(818.41), Rectory – 202.16, CF - $(1,565.76), Cemetery - $(5,773.12), School $(20,507.29). To date the deficits have been covered by IC Savings and Endowment Interest. Now that the year to dates have been confirmed, we can begin to pull in cash as planned to cover at least portions of the deficits. Analysis of each cost center gave information about the current deficits. The church shows a small deficit, even though Adult/Youth/Loose is down by about $8,000. This might have been due to the fact that Christmas was on a Sunday this year, so one less collection. The Rectory is standing good. For CF, it was found that some textbooks were inadvertently ordered twice. Without the extra text expense, CF would have been positive cash flow. This was unexpected with all of the staffing changes and extra program expenses. CF staffing has changed from 1 FT/3PT to 1PT/3FT employees. Additional wages/benefits to the Youth Ministry position will amount to $15,016 which will be covered by Youth Ministry donations, with some left to apply to next year. The total projected increase to the other two changed positions amounts to $2,325.18. This will probably have to be covered by the church budget since the increases were part of an overall plan to revitalize the Catholic Formation program which was not in place last spring at budgeting. The Cemetery had planned to cover $3,878.50 of its budget through 12/31/16 by pulling from either the Cemetery savings or from the Perpetual Care Investment’s earnings. With the Perpetual Care Investment earnings showing a balance of $69,423, Council approved the $3,878.50 draw from Perpetual Care investments. The school has not made all its planned draws through 12/31/16. These were presented to the council with more than enough to cover the showing deficit. Overall Cash flow currently is good with Mardi Gras money which is coming in and Pre-K check from the NR Schools which just came in. **Stewardship Campaign –** Looking forward to timelines for planned campaigns would show both the school having its Endowment Campaign per the SMDP time line in 2018/2019. That is also the year when we would normally have done an Adult Enhancement campaign of some sort to increase adult giving. Since our projected Adult/Youth/Loose for 2017/2018 is down from 2016/2017, we believe that we need to move forward with this in 2017/2018. Fr. John had Jo call Rich Curran to get his input about increased giving due to the parish coaching process. Although Rich does mark that parishes giving does increase due to re-vitalization of the parishes through this process, he suggested that we still go ahead with a planned giving, using tools that the program will give us to focus towards the mission as will be laid out. Jo has talked to Wayne Miller, formerly with Cunneen Fundraising and is meeting with Steve Richter, business manager of St. Patrick’s – Hudson, to see what they are doing or have done. **Meeting Adjourned with Prayer.** Next meeting-March 15, 2017 6:30 pm. Possible Agenda Items -Updated 17/18 School Budget, Draft #1 CF Budget, Stewardship Campaign, Credit Card Acceptance – Adult Giving

**Stewardship** – Jo Germain – Jo met with Steve Richter, Business Administrator, from St. Patrick’s Hudson. The original purpose was to see if St. Patrick’s had hired a company to do an “In Pew” Stewardship campaign for the purpose of increasing adult giving and what their experience, good or bad, had been. The answer to that was “no one was hired”. But he went on to explain about the Stewardship process they have been developing for the past two years based on the book “Rebuilt” (that many of us have read), and that their formal kick off will be this fall. He did say that in their 8 page annual report, which is comprehensive for their programs, and has the finances as well, they include a soft sell pledge card encouraging people to give a certain percentage more. This has given them an increase of 6% for the past two years. But they are going to be very focused for the next 5 years, naming the projects that they hope to accomplish each year and the costs associated with them, which is where increased giving will be directed. They hope to see a 10% increase the first year, 7% the second, 4% the third and then shoot for an ongoing 2% increase in following years. Whatever excess they might get in the first couple of years will be saved towards the larger projects. However, money is just not the focus.

Rich Curran from the Parish Success Group, who is coming is soon to start our parish process, said that the focus should always be about the mission, which will be solidified during the initial 90 day process. People always put their dollars where they believe good works are happening. Steve echoed that as to what St. Patrick’s is hoping to do.

As Jo has been planning the Annual Report for this fall, she has decided to have a 4 page report, which can be run through our new school copier, folded, and stapled. CF will have two pages, one focusing on the new Youth Ministry program. St. Mary School will also have two pages, part of which will have their restricted funds information, as in the past. They must have an annual report for their stakeholders by July end, and so will use that as a basis for their portion of the Parish Annual Report. They will each write their own pages, with the only restrictions on fonts, background colors to be chosen, to have a consistent look to the report. There will be the Financials and Endowments as well, which serves for the information for our corporation.

Suggestions are welcomed for this work in progress, and part of the coaching process will probably drive the look as well. The suggestion that pictures about all the new completed projects is well taken!

**Worship & Spiritual Life** – Christi Wulf – 2017 Lenten schedule was reviewed. Schedule will be included in the bulletin the weekend of February 26-27.Easter is April 16, 2017.Discussed getting a kneeler for the cantors.

Marriage preparation book is being reviewed and updated by Father John, Barb and Chery.

Funeral booklet was discussed again and it was decided not to change anything from the present.

The sound system has been ordered. New piano was discussed and consensus was we are moving forward on the right track. Question was asked if choir could be in front but due to the acoustics of the church, this will not work.

Through donations to the Christmas Memorial Tree a holy water receptacle for parishioners has been purchased.

Maureen is checking to see about getting rosary cards for parishioners to use prior to mass.

Greeter’s ministry discussed. Still in the works. Discussed having a ministry day refresher class.

Briefly reviewed Advent. 1st Communion is April 23rdDiscussion about applying for an OCP parish grant (Barb).

Next meeting is April 20th at 7:00 PM.

**Catechesis & Faith Formation** – Pam Rutledge – Hai Nguyen observed our committee meeting tonight and decided to join. Discussion and planning for Fat Tuesday 2/28/17 at 5:30: games, food, crafts, and supplying Grace Place with 50 full dinners. Menus for the rest of CF Wednesday night dinners were planned. We will be sending home flyers of menus with CF students. Discussion of low attendance on Wednesday night dinners and options for next year to boost the counts.

**Education** – Lisa Naser – Catholic Schools Week (CSW) was a success this year. A few highlights:

At mass the weekend ending CSW Mrs. Rud spoke at 5:00 pm mass, The Anderson family spoke at 9:00 mass, both at IC, and Ms. Benish spoke at St. Pats at the 11:00 mass and talked about what St. Mary school has meant to their families. The younger grades (K-3) participated with the older kids in presenting a country in their classroom. The younger grades did such a good job with their presentations that the plans are for the younger grades to participate next year as well. This was the first year that the younger grades presented a country. Attendance at the alumni tea was diminished this year. Invitations were sent to city departments such as the police and fire departments, the chamber of commerce, the mayor’s office and an announcement was placed in the church bulletin. The tea was also announced by Fr. John at mass. The student council’s food drive to fill the shelves at five loaves food pantry was a success. The school collected a total of 513 pounds of food. It is getting harder to get school parent volunteers. The ministry discussed a variety of ways to increase volunteerism:

Include a volunteer wish list in the school newsletter

Hold a volunteer fair

Include volunteer hours as a part of the school contract with a commitment of volunteer hours or a dollar amount instead.

Mrs. Jarchow and the Ministry of Education will continue to obtain more information on each option.

As a part of the CSM strategic planning Mrs. Tenner arranged for a ghost shopper to visit the school. While there is no formal report on the ghost shopper’s impressions, verbal reports from the ghost shopper was very positive and there were no concerns identified. There was confusion however, as to where the front door was to enter the building.

Further discussion regarding the ambiguity of the front door was had. Aside from the ghost shoppers comment, other ministry members commented on how they have had to direct community members away from the south door to the north door for entrance to the school. Mrs. Jarchow will look at the south doors to see if there is still a sign directing school visitors to the north doors. The ministry of education hopes for more formal and permanent signage for the building in the future.

Mrs. Jarchow reported her efforts to be more involved in the community on behalf of the school. She is currently:

1. A member of the Chamber of Commerce
2. A volunteer with the Big Brother and Sister Organization
3. On the citizens’ advisory council of New Richmond
4. Participating in fundraising with the K9 officer in New Richmond

Mrs. Jarchow also has partnered with Westconsin Bank who provides economic education to the middle school students.

Discussion was had regarding the food booth. Marketing committee feels the food booth is important to the school’s visibility in the community. Mrs. Tenner is stepping down as the leader of the food booth and a replacement hasn’t been found as of yet. For the Park Art Fair, it was discussed to have the dipped cheesecakes, freezies and lemonade. It is hoped that CF will partner as well.

Mardi Gras is this Saturday, Feb. 25th. Doors open at 5:00 pm and dinner served at 6:15. The DJ will begin at 7:30. The theme is the Love boat and the special auction item is new carpeting for the school, an estimated cost of $30,000.

**Buildings and Grounds** – Fr. John – The group met in Fr. John’s office.

Discussion on and finalizing the job description and advertising for the Buildings & Grounds Supervisor was held. Interviews will begin in late April or early May. Two members will serve on the interview team.

Jeremiah Wendt from the City of New Richmond met with us regarding updating property deeds and what is possible for excavation etc. on the north side of the church to correct the basement leakage. He also have us a sense of what is possible and cost of adding additional parking on that side as well.

The cost for parking would be between $30,000 - $40,000 and would add 4 or 5 spots. It was decided not to add more parking on the north side of the church.

**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, May 25, 2017, at 6:30 p.m., in the Education Center Conference room.

Respectfully submitted,

Patty Johnson

Secretary