

**St. Mary's Visitation Pastoral Council Meeting**  
**January 5, 2010**

St. Mary's Visitation Parish

Submitted for Approval

Participants: Jim Parks, Jim Olson, Therese Novotny, Mary Sue Protz, Kathy Myers, Ed Kileen, Fr. Wenig, Iggy Smetek, Jim Parks, Scott Wozniak, Howie Pryor, John Malloy, Mike Bruek, Ms. Reesman, Anne Zagar, Mike George

- I. Opening Prayer: Fr. Laurin**
- II. Roll Call**
- III. Approval of Minutes: Minutes approved as amended.**
- IV. Committee Reports**

*New Staff Members – Mary Sue Protz*

Among other parish items, Mary Sue will be working this year with Faith in our Future, other stewardship goals and the parish census.

She also discussed the parish directory and an involvement sheet that is always included with a request to return it with volunteer information. Last time the parish directory was sent, she received enclosed 50 questionnaires/involvement sheets back.

*Suggestions to Increase Volunteer Involvement*

Anne Zagar recommended that we should expand volunteer opportunities. Iggy Smetek noted that we want to ramp up something for next fall as a significant stewardship push to the parish in a more formal manner.

Fr. Laurin likes to gather the parish time and talent piece in summer, but the finance is usually in the fall. He would like to set Pentecost as a week to talk about there being many gifts. If you can get parish members engaged in time and talent, then financial support will follow.

Ms. Reesman urged the parish to know what people like to do. It would be helpful to know what people's hobbies and professions are.

On a volunteer level, the parish should let people know we need specific help with projects. Some people can call parishioners to see what their interests are. Committees can come up with a list of 10 projects or 10 longer term commitments. Between now and end of April think about next year and think about what could be accomplished and give us a wish list and that is what we put out there. Use that as a groundwork leading up to Pentecost. We could be using e-mail lists to create a small bank of people who could do "just in time" help.

*Financial State of the Parish- Mike George*

Mike George distributed budget sheets and discussed in detail. He noted that we controlled expenses enough that we could absorb some expenses covered in the past year. There were a number of expenses we had budgeted for, but we never spent the funds. For instance, Mike budgeted for an assistant last year, but we did not implement that salary expense. Much of the deferred maintenance has also been covered in the last year, so we do not expect many of those expenses in the next year.

A concern was addressed regarding balance sheets. Are we going to present a balance sheet for all of the committees in the parish? Mike noted that we have a balance sheet for each committee or sub organization, but we are changing our controls. Our goal as we start fiscal 2011 July 1 is to have those new controls in place. Some controls are currently in place. For instance, two signatures are needed for checks, and Fr. Wenig is to sign on all of those checks. Bank statements come to George each month, and he scrutinizes each of those statements.

It was noted that from mid-Nov. on we saw a drop in our weekly collections. At that point we were behind in weekly collections, but now we are at 27 weeks. At 27 weeks we are \$39,000 behind budget and \$26,000 behind last year.

As for FIOF, we are currently at about 50% for pledges. Parish School tuition was at estimated at 298 and we are at 320. Grounds care is down for us as opposed to what we budgeted. New boilers have held heating expenses in check. December was better than last year in snow control. Teaching expenses are down. Technology support is up as an expense. Parish staff expenses are down, since we have not hired a full time assistant for Mike. Outreach donations we make a few times each year, and we have not. Expense are down over \$100,000 over the past 5 months.

Dec. will be the last month we will put numbers together this way. We recently bought and installed Quickbooks. Easy to pick up and train people. We will start to input items in January for payroll and check data. The process of budgeting was very conservative and that was reflected in the overall budget. School tuition was the biggest swing factor. The appeal to the parish by the trustees also helped. Our future goal is to have monthly statements including balance sheets. Some of this will also change the chart of accounts which will interface more easily with the Archdiocese accounting.

As for debt, we made \$25,000 principal reduction in late Oct. We set up a sinking fund, so we can funds to pay down our debt. We could make a secondary debt reduction. Although we are not sure about what to expect, approximately \$500,000 pledges in FIOF will be helpful.

*Prayer and Worship Committee– Howie Pryor*

Ministry Day was discussed. An explanation of the New Roman Missal, coming into publication in 2012 was discussed, along with adjustments for the parish. Family Rosary will be in honor of Fr. Pakenham. Sunday Jan. 10.

*School Committee – Jim Olson*

\$850 was made at Barnes and Noble. Planning for auction is moving ahead as planned. Early fall parent survey was completed and stats are still being compiled.

Ms Reesman noted that the new Archbishop will be at the SMV Anniversary Celebration Mass on May 28. She also wanted to acknowledge the generosity of the community for the Angel Tree. Within 24 hours, gifts and \$2,000 in gift cards were given and delivered to a very needy parish just before Christmas.

#### **V. Pastor's Report-Fr. Wenig**

Parish Mission with Fr. Nelson – We will want to consider how to include school and evening programs. During the mission, Mar. 21-24, no other activities will take place in the evening.

#### **VI. Closing Prayer**

Respectfully Submitted,

Therese Novotny