

Finance Council

Meeting Minutes – December 22, 2022



St. John
THE Baptist
CATHOLIC PARISH

Location:	Parish Office
Meeting Date	December 22, 2022 called to order by Paul Patterson at 6:41 p.m.
Members present	Jeff Taylor, Karen Monfre, Fr. Jim Lucas, Gary Lockstein, Terry Patrick, Chad Bianchi, John Style, Craig Gezella, and Paul Patterson
Absent	None
Staff Present	Sarah Wulf
Opening Prayer	Chad Bianchi

Approve Minutes: Minutes from November 22, 2022 meeting - motion to approve minutes by Craig Gezella seconded by Chad Bianchi. All in favor, motion carried.

Giving Ministry:

- **SCRIP (Chad Bianchi)** – Chad will be working with Sarah Baye, Lynn McKean, Kayla Taylor, and Tracy McAllister in January to discuss how to market SCRIP to school families and the parish.
- **Endowment/Memorial (Paul Patterson)**
 - Carl Buchinger pulled together a draft letter and will be talking to his attorney to ensure it's accurate and legal.
 - Karen Monfre informed us that any **endowment donations** should be sent directly to the Catholic Foundation indicating "Under St. John the Baptist's Benefit" due to legality and protection reasons.
 - The **Memorial Fund** (St. Francis Xavier) can go directly through St. John's and is legally protected, although not to the same extent as money sent directly to the Foundation.
 - The Catholic Foundation can come in and explain to the parish about Endowment Funds. Janet Wagner would be the contact person for this.
 - JANUARY would be a good timeline for this to correlate with the funeral planning that Karen Buchinger will be holding.
- **Education (Jeff Taylor)**
 - Jeff informed us of the Catholic Charities offering called "7 keys to Financial Contentment". Kory Kraus would like to partner with St. John's to bring this not only to our parish but to develop a program that could be shared within the diocese at other parishes. There is currently nothing like this being offered but is much needed.
 - Financial Peace University is still being discussed. Jeff feels that it is a good program but that it misses the mark in some areas.
 - April or May would be a good time to introduce these programs
 - **Awareness Campaign** – The importance of sharing our financial situation with the parish was agreed upon by the group. Topics such as staff salary (high level), job descriptions, what they actually do, utilities, projects, etc. Jeff is going to reach out to Kelly Williams and Lyndsey Fisher to form a group to determine how to share this information.
- **Cost Optimization (Karen Monfre/Terry Patrick)**
 - Karen Monfre and Terry Patrick presented us with some great information around staff numbers across various parishes somewhat similar to ours as well as the national average. The national survey data was from 2011. There will be more discussion around this topic.
 - It was suggested that we have someone come in and assess our vendors and we are currently paying to potentially negotiate costs. There is a contingent fee associated with this so we may do it internally.

- We will revisit this in January with Fr. Jim, Karen, Terry, Sarah and Lisa Piechota.
- **Giving Options (Sarah)**
 - **Maintenance Green Envelopes.** This is ready to go except for the video that Sarah and Bill need to create to show at Mass.
 - **Electronic Giving** – Put an EFT box out for people to take a form, complete and sign it, and drop in a slot. Need to look into getting DocuSign capability.
- **Fundraising (Craig Gezella/John Style)**
 - **Calendar Raffle** – Sarah shared the guidelines as well as an example that may work for St. John's. The group thinks that holding a calendar raffle is a good idea. John and Craig will continue to investigate this and work with Sarah on getting it together.
 - Sarah shared a list of all fundraisers done by all committees at the parish.
 - **Blessfest** – It was decided that this will be our major fundraiser for the parish. John, Craig and Sarah will investigate other opportunities to bring to the event. One suggestion was having two fundraisers a year. Blessfest and something else.
 - **Campaign Continuation** – When we begin discussing our potential projects in detail and the cost of each we will continue the conversations around funding them. This could include: monetary match, opportunities to drive additional funding, memorialization, personal discussions with contributors.
- **TIMELINE FOR GIVING MINISTRY**
 - **January** – Endowments
 - **February** – Bishop's Appeal/Cost Optimization Roll Out
 - **March** – Green Campus Envelope
 - **April** – SCRIP
 - **May** – Education
 - **June** – Calendar Raffle??

Children's Collection/Ark of Hope – How the Children's Collection is distributed was discussed. The children's collection includes money from the children, but we know that various parents also contribute via this method. This collection generates an average of \$200. Historically we have given 10% towards the Ark of Hope. The group feels 10% is a good number due to the 10% tithing we ask of our parishioners. However, some thoughts were, rather than Ark of Hope, the money could go towards places like: St. Jude's Children's Hospital, Sacred Hearts Mission, UNICEF (Ukraine Children's fund), VIDA, etc. This information could be shared with the parish each month or quarter. This idea was voted on and Fr. Jim made the motion and Gary Lockstein second the motion and all were in favor.

Financials – (November financials) – Karen Monfre made a motion to approve the financials. Craig Gezella seconded. All in favor, motion carried.

Business Manager's Report:

Diocesan Directive on accounting – Paul, Jeff and Terry have been meeting with various committees to learn their process of handling money that comes in and goes out.

- Booster Club – (Alex Giese and Eric VanDeYacht). They are pleased with how they are doing things and as a result of their conversation will be changing some of their processes and documenting them.
- Social Concerns – (Gina Younkle/Terry Roskam) They have been instituting a new process these past 6 months. What they are doing is in line with the Diocesan Directives.
- Groups that are left: Faith Formation & Christian Women
- Thoughts from Group:
 - SCRIP should be handled as "Cash". May want to look at places that a check should be used rather than SCRIP.
 - Terry suggested consistent operation procedures and documents. Each group should provide these by JUNE 2023.
 - Each group should be "audited" periodically for compliance with the process.

Crozier Appreciation/Information Evening – The evening event hosted by Bishop Ricken will be happening, Thursday, January 12 at 5:30 p.m. It will be held in the Narthex and church. We will be asking Finance and Pastoral Council as well as staff to be hospitality for the evening. It will be catered. Sarah will take care of the catering, hosting, and inviting.

Liaison Reports – Nothing reported

New Business – No new business.

Closing Prayer – Paul Patterson

The meeting was adjourned by Paul Patterson at 8:55 PM.

Next meeting Tuesday January 26, 2022, 6:30-8:00 in the Commons. This meeting is a JOINT MEETING with Pastoral Council.

Respectfully submitted by Sarah Wulf