

Finance Council

Meeting Minutes – November 22, 2022



St. John
THE Baptist
CATHOLIC PARISH

Location:	School Commons
Meeting Date	November 22, 2022 called to order by Paul Patterson at 6:33pm
Members present	Jeff Taylor, Fr. Jim Lucas, Gary Lockstein, Terry Patrick, Chad Bianchi Craig Gezella, Paul Patterson,
Absent	Karen Monfre, John Style
Staff Present	Sarah Wulf, Lynn McKean, Lisa Piechota
Opening Prayer	Chad Bianchi

Approve Minutes: Minutes from October 22, 2022 meeting - motion to approve amended minutes by Jeff Taylor seconded by Gary Lockstein. All in favor, motion carried. Change to be made Message on Stewardship – Year end stewardship emphasis talk rather than SCRIP talk #2 to be delivered on November 19/20 by Paul Patterson.

SCRIP Discussion

Lisa Piechota and Lynn McKean made themselves available to answer any questions regarding the Green Bay Area and St. John's SCRIP program. Some points that were made are:

- Security Procedure – SJB SCRIP cards are transported via vehicle every Friday evening/Saturday morning and returned on Sunday afternoon. SCRIP is kept in a fireproof safe in the parish office and in the Sunday office over the weekend.
- Every Monday Lynn balances by counting every card. She utilizes SCRIP Ware software to help with this process.
- GRACE charges 1% of net order selling SCRIP. This covers the salary, mileage, advertising, etc.
- Between Lynn and Lisa, they work approximately 8 hours per week on SCRIP
- We net approximately \$56,000 per year (\$20,000 GBASP SCRIP/\$36,000 SJB SCRIP). This is after GRACE & NDA receives their tuition portion.
- GBASP pays St. John's .25 of monthly net sales - This is captured in Sales Revenue on the monthly report
- Tuition Assistance – families receive half of every percentage made to help go towards their tuition. They do not receive this amount directly; Lynn advises GRACE, NDA, and the FF department to deduct it from their tuition total.
- Inventory Averages \$100,000 (\$35,000 SJB/\$75,000 GB) Higher during Christmas season.
- Sarah will be checking into how much we are insured for
- Jeff had brought up developing a “cause” that people could rally around to increase the SCRIP sales
- We should promote projects funded & create awareness of projects needed
- Create a “SCRIP SOLD HERE” sign

Giving Ministry:

- **SCRIP (Chad Bianchi)** – There will not be a SCRIP talk #2 but rather we will run the video we ran last year. Also, create a slide with the QR code and “Think of St. John's” on it. Chad will be working with Ashley and Kayla on getting this message out.
- **Endowment/Memorial (Paul Patterson)** – Paul introduced “Legacy Giving” in his talk at Mass on Nov 19/20. He and Carl Buchinger are creating an endowment letter and will get it approved by an attorney. They are planning on having this completed in December. Karen Buchinger will be holding a funeral planning event in January and will incorporate this topic into it. The importance of having a goal in mind was brought up.
- **Education (Jeff Taylor)** - Jeff is working with the Diocese for some budgeting tools. He is planning on doing something this spring, possibility during Lent. Fr. Jim had brought up

Financial Peace University and feels that this program would have great benefits for our parish. He has seen it personally transform lives by freeing people of debt and incorporating biblical stewardship giving principles. We would need a champion in our parish to get it started.

- **Cost Optimization (Karen Monfre/Terry Patrick)** – Karen will be meeting with Lisa the week of November 28th. Terry is excited about being on this team.
- **Giving Options**
 - **Maintenance Green Envelopes.** Discussed the project priority list put together by Building & Grounds, and how these projects can be wrapped into the green envelope giving.
 - **Electronic Giving** – Put an EFT box out for people to take out, sign and drop in a slot. Need to look into getting DocuSign capability.
- **Fundraising (Craig Gezella/John Style)** – Craig brought up the idea of a Calendar Raffle. He mentioned he may know someone who would donate \$10,000 to underwrite it. We would use SCRIP as the payout and drawings would be twice a week. Sarah will look into the guidelines of this type of raffle as well as examples and bring it back to the group. Craig had requested a list of the various fundraisers that are done within the parish.
- **Non Givers** – Much discussion occurred around the 1000 people who we have no record of any financial contribution to St John's. We would like to send a message to them "We need you!". A very pastoral approach but being transparent with where we are at, understanding that we are all impacted by the increase costs of everything. We would like to send this out in December. Sarah will be drafting a very rough draft of how this would look and send it out to the group for input. This letter will also include an EFT form.

Chad brought up the three groups: Givers/Non-Givers/Under Givers – We should create a message for each group and educate them on where the money goes, what is needed, and what is "expected". We are INVITING them to support the parish.

- **Financials** – (September financials) – Craig Gezella made a motion to approve the financials. Chad Bianchi seconded. All in favor, motion carried. Craig did ask where the payout of the Catholic Foundation Endowment went. Sarah will be following up with Lisa and get back to the group.
- **Business Manager's Report:** Sarah brought up the invoice for CCS Services. There were several questions around the amount. Sarah will look at the contract to see what the net amount contracted was. Also, the \$20,000 we already paid for the feasibility study was not deducted from the amount. Also, we will be asking about the breakout of the travel, auto rental, rooms, etc. This should have been included in the contract amount. We will be paying this amount with the Parish Mission portion of the Campaign money. We may opt to do the 24 monthly payments. WE will ask if we get a reduction if we pay it off in one payment. Jeff and Sarah will work together to speak with Josh about this.
- **Bishops Appeal** - Fr. Jim spoke about the bishops appeal last year and the plans for this year. Last year the overall Bishops Appeal goal was around \$5,450,000 and they made over \$6,000,000. However, ST. John's, for the first time in a long time did not reach our goal. We were about \$5,000 short. Luckily, we had monies to cover it from previous years when we exceeded it. We are the second largest parish in the Diocese now. The priest council recently approved a \$150,000 increase of the overall goal to \$5,600,000. Due to this, Fr Jim is anticipating we will get about a 20% increase according to the current formula used. This could equate to an increase of about \$25,000 next year (\$165,000 total). To help meet our goal, Fr. Jim has invited the Diocese (ie.,the bishop) to come to St. John's in January and hold a Crozier Society Meeting. A Crozier is anyone who as gifted the Bishop's Appeal with \$500 or more. Current Bishop's appeal donors who are close to being a Crozier and who are currently Croziers will be invited to this meeting. The next Bishop's appeal with be in February.
- Liaison Reports – Nothing reported
- New Business – No new business.

- ACTION ITEMS:
 - Sarah – Look into how much insurance we have for SCRIP
 - Jeff – Work with group to develop a “cause” for SCRIP
 - Sarah – Have Lisa/Lynn create and purchase a “SCRIP SOLD HERE” Sign
 - CHAD – work with Lynn/Lisa on how to promote what has been funded and making people aware of what is needed
 - Chad – working with Ashley & Kayla on communicating SCRIP.
 - Paul – Have Endowment letter ready to go by December
 - Jeff – Look into Financial Peace University or try and find a champion in the parish
 - Karen/Terry – Schedule a time to meet with Lisa to discuss what the “Cost Optimization” group looks like and maybe invite 1 or 2 others from the parish to be part of it.
 - Sarah – Develop the Green Envelope communication more and determine when to share it.
 - Sarah – Look into getting DocuSign option
 - Sarah – Look into Calendar Raffle
 - Sarah – Look at CCS Contract
 - Jeff/Sarah – Work with Josh on CCS expense
 - Sarah – Get list of all parish fundraisers
 - Finance Council – Message to Non Givers, and determine best timing for this communication

- Closing Prayer – Terry Patrick

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

Next meeting Tuesday December 22, 2022, 6:30-8:00 in the Commons.

Respectfully submitted by Sarah Wulf