

Pastoral Council Meeting Minutes

Date of Meeting: October 8, 2015

Attendees:

Fr. Larry Hoffmann - P	Deacon Dan - A	Steve Wieneke - P
Vicki Berberich - P	Bruce Mehlhop - P	Dave Enos - P
Cari Higgens - P	Mike Walsh - P	Jason Hatch - P
Paul Carlson - P	Nicole Lindsey - P	

Action item, by whom, by when

1. Approval of Agenda -

- a. A couple of additional subjects will be added to the end of the meeting.
- b. Jason motioned and Paul seconded the motion to approve.

2. Approval of September Minutes

- a. Vicki motioned and Bruce seconded the motion to approve.

3. Finance Council Annual Report

- a. Mike Fitzpatrick, Chair of the Finance Council provided a report to the PPC.
- b. Mike presented a Budget Worksheet.
- c. Mike presented an update on the building. We have spent \$8.3m to date with the contractors. There were also some additional costs above the contractors totaling ~ \$200k. This brings the likely project total to \$8.5m.
- d. We have a loan of \$6m of which there is an open line of ~ \$90k. The rest of the expenses will come out of checking. All said and done, we will have ~ \$200k in our operating account and ~\$800k in our building fund.
- e. Capital campaign - \$2.176m pledged with \$1.138m collected (53%) and \$1.038m left to collect. These numbers include the Catch Up Campaign.
- f. Budget - projecting shortfall of \$153k for 2015, but it includes depreciation for the facilities and rectory which equates to approximately the same amount. The income projections are conservative and Mike expects to be very close on our expenses.
- g. School and RE historically run a deficit.
- h. Mike - remarks & concerns
 - i. Mike instituted a finance calendar.
 - ii. Monthly department reports are now being generated.
 1. The school and staff will be included going forward.
 - iii. It is difficult to project expenses with the new facility. (i.e. utilities & school)

- iv. Proformas were generated for the next 5 years. Goals for 2016 total members are 396, 499, 649. The proformas are based on these numbers. One thing that we are experiencing is that new member contributions seem to be below the older member contribution level. We registered ~ 75 families in the last 3 months. Most new parishioners registering are not coming from OLIH but are coming mostly from other areas and new to the Ankeny community.
- v. Mike also has concerns with the school not being at full capacity. This also stresses the financial health of the parish.
- vi. We need to focus to leverage a strong relationship with OLIH Pre-Kindergarten program. We need to put together a plan on how to accomplish this.

- 1. Katie Walsh is on the Family School Association & acting as the liaison to advocate for the St Luke School.

- i. The fiscal year is July through June.
- j. Plan for a future capital campaign (likely 2018). STL will have a note to pay off in 2018.
- k. Senior housing planning will also need to begin. Fr Larry indicated that the Bishop would like to see this move forward. This should be able to happen at a net zero cost to STL. Fr Larry has attended meetings where discussions on senior housing are taking place. They are trying to start this initiative at other parishes in the area. The likelihood is that the senior housing will be at Ankeny market rate vs. low income housing.
- l. New hardcover multiple year Hymnals have been ordered. A new sound system for in the worship space is being investigated as many people are finding it difficult to hear effectively. Extra tables and chairs, additional pews, playground equipment, carpet for offices, security locks, additional parking, and others items have been requested to the Finance Council. Finance Council would like to eliminate the deficit before we spend additional money.
- m. STL has several payroll staff additions (full and part-time school staff members and office staff).
- n. What responsibility does the PPC have in relation to the Finance Council regarding the decision making for spending additional funds above the budget (i.e. sound)? Actions are being taken to identify options for sound. Finance Council was not aware of the request for a new sound system.
- o. STL needs to figure out how to raise additional money. Small fundraising activities throughout the parish will help meet some needs.
- p. The external rental agreement has not been completed. The diocesan rental agreement model may need to followed. We need to study the new rental agreement to determine if we are required to use it. Fr. Larry indicated there is a diocesan insurance program that is cost effective. This will need to be a policy decision.
- q. Discussed ways to recognize Dick Johnson. He has done a tremendous job and spent a tremendous amount of time throughout the building process. One idea is to have a STL logo item built from wood and given to Dick (possibly from Sticks).

4. Faith/Study: Forming Intentional Disciples - Review Chapter 8

- a. Postponed to next month.

5. Parish Pasta Dinner

- a. Bruce - planning is going very well. There have been donations that have covered most of the food and supplies. The remainder will be covered through ticket sales.
- b. Volunteer worker positions have been filled through sign-ups. There was a miscommunication and some people that are volunteering may not have used the web site signup genius to sign-up but we will have plenty for them to do.
- c. The planning book handed down was put together very nicely and is extremely useful.

6. Capital Campaign for New Parish Families

- a. Fr Larry - Walsh was used again for the Capital Catch-Up Campaign. They facilitated a phone-a-thon which did not have good response (only 25% people responded). There was \$60k-\$70k pledged through the campaign. The cost was ~ \$9k. WE did not achieve our goal. We will likely not use a phone-a-thon in the future.
- b. We will look at doing additional campaign in the future. Perhaps there is an opportunity to solicit the community for specific needs. We may want to look at the Dave Ramsey type training in the future. Steve & Vicki expressed the value with Dave Ramsey or other programs. We will want to include this in a future PPC agenda.

7. Council Succession Plan, Terms, Elections

- a. Steve - PPC members are asked to consider volunteering to be a Vice-Chair. Please contact Steve if you have interest. A Vice-Chair will need to be in place before the end of the current term. The Vice-Chair will run the PPC meetings in the absence of the Chair and will transition to Chair for the next term.
- b. Dave Enos will serve as the primary scribe and Cari will be the alternate.
- c. Vicki volunteered to be the time keeper.
- d. Please notify Steve in advance if you are not able to attend a meeting.
- e. New members will need to indicate if they are interested in serving a 2 or 3 year term.

8. Synchronization and Unity on Church Projects

- a. Steve - There has been one meeting to synchronize project activities of the parish. - Steve, Fr Larry, Melissa Teggatz, Paul Moritz, Tonya Eaton attended.
- b. Paul - We need to figure out how to incorporate this process through all the committees going forward. This needs to be a very forward looking process.
- c. All councils, committees and ministry groups are asked to provide Steve with monthly meeting minutes to share with all PCC members.
- d. Fr Larry - *Jubilee Year of Mercy* is a major set of activities that apply to this process. *Catholics Come Home* is another example.
- e. Christ The King is doing an *Alpha* program. Fr. Larry is very interested in this for STL. This is another example of another activity that fit this process.

9. Committee Updates

- a. Six Committees provided monthly meeting minutes to the PCC and were electronically sent to all members along with the agenda prior to this meeting. No discussion was conducted on these reports.

10. Items for Open Comment / Discussion

- a. Fr. Larry - On Saturday 11/07/15, 8:30-11:30 a.m. a Summit on Church Administration Workshop will be held at St Pius X Parish. Fr. Larry would like someone from the major committees to attend on behalf of STL. Bruce indicated interest to attend.
- b. Cari - Marketing the school. Cari mentioned she hoped there would be more cooperation of the school to participate.
- c. Bruce - We have begun a Facilities Committee with responsibility for aspects to keep facility and grounds in good shape. There are 7 or 8 people on this committee.
- d. Vicki - People have been expressing the lack of readability of our sign during the day. Fr Larry indicates there is a solution to fix this and they are working on getting this done.
- e. Amos meetings have begun taking place.
- f. The bonfire and s'mores event was a great success.
- g. Steve & Mike to facilitate the gift idea for Dick Johnson.

11. Next Meeting - Thursday, November 12, 2015 @ 7:00 pm. Remember to read and be prepared to discuss chapter 8 at this meeting.