

Church of St. Michael
Joint Pastoral & Finance Council Minutes
May 19, 2009
7 PM: Meeting in the Gathering Space

Finance Council Members Present:

Mark Wood, Charlie Weber, Jeff Keopp, Shawn Delaney, Julie May

Absent: David Johnson, Randy Silva

Parish Council Members Present:

Dottie Knutson, Laura Pitzen, Steve Cunningham, Paula Herme, Caroll Kelzenberg

Absent: Joe Oeth

New Parish Council Members Present:

Joe Folz, Doug Sitzman, Mike Clemmens

Trustees Present:

Fr. Dennis, Jeri Jolley, John Frank

1. Opening prayer: Fr. Dennis
2. March Finance Council meeting minutes approved (motion Weber/second May). There were no minutes from the April meeting, as there was not a quorum.
3. April Parish Council meeting minutes approved (motion Cunningham/second Herme)
4. **April P&L:** YTD contributions are down approximately 3.5% but other areas of income are solid. Current budget was set with projection that contributions would be flat and they are coming out a bit lower. The good news is the expenses are being managed very well and are currently down approximately 5% under budget. The parish is trending upward with the active number of contributing families. The Uniting in Faith campaign is nearing an end. Funds from UIF pay down the loan principal. Monthly loan payments come from the operating budget but UIF funds reimburse the operating fund for the principal portion of the payment. **April Cash Flow:** The parish fiscal year ends June 30th. **April Balance Sheet:** The church loan has been refinanced with Castle Rock Bank. No loan costs were rolled into the new loan. The first payment is due June 9th. We did pay Premier Bank a prepay penalty of approximately \$7k (lower than expected) and this cost was included in the loan payoff amount. The refinance has reduced the monthly payments from \$20k to \$14k. The new loan has a 5 year term and the payments are based on a 25 year amortization schedule. April financials approved (motion Weber/second May).
5. Update on Parish Mission: The mission is set for November 28th to December 2nd during Advent. Jim Van Doren, who is stationed at St. Francis, will be hosting the mission. He will attend/assist at the masses as well. There will be events on Sunday, Monday and Tuesday evenings. This will be a great offering for spiritual renewal.
6. Update on Fall Festival: The dates for this year's festival are September 19th and 20th. This year instead of a small handful of volunteers, the tasks have been divided into groups. There are 15 different volunteer groups. The theme for this year's festival is 'Western Hoedown'. The festival will start off with a dinner, cribbage tournament (instead of bingo) and a bonfire. The Parish Council is looking for cribbage boards. The Parish Council has decided to increase the price of the raffle tickets from \$2.50 each to \$3.00 each. Each home will still get \$30 worth of tickets sent.
7. Update on recent Archdiocesan Finance Meetings: The Archdiocese recently called on leaders from each parish in the Archdiocese to attend a finance meeting to discuss the current state of financial affairs for the Archdiocese and the parishes within it. The good news is St. Michael's is ahead of the curve compared to other parishes but that does not solve the problems the Archdiocese is facing

overall. St. Michael's is caught up with their assessment payments but many parishes are not. No more delayed payments will be allowed. St. Michael's must do what it can to keep up with payments (which we have been able to do recently) but could come at the cost of expanding ministries in the future. The Archdiocese will be under a lot of pressure to make sure that parishes are fulfilling their obligations. There will be discussions in the near future at the Archdiocesan level concerning the redistribution of income to parishes in greater need or in less affluent communities. It is very likely that our assessment will increase. Our current assessment level is set for the upcoming fiscal year.

8. 2010 Budget Review: The current budget as written is showing a \$51k deficit. After adding back in UIF principal payments of \$36k and an estimated cash carryover of \$22k from the current fiscal year, there is a projected budget surplus of \$7k. The parish trends are positive but a key area of concern is the top line (contributions) is not changing/increasing....but the good news is that it is flat and not decreasing. The message the parish is working on spreading is to be positive and stewardship will follow. Joe Folz is working on some new ideas to increase the usage of the SCRIP program which can increase our revenue side. The bookstore continues to do OK and has a small amount of revenue...but provides a meaningful 'soft ministry' for our parish. Staff is looking at ways to increase the traffic flow, primarily after masses, to stop in the store. Mark will inquire with the faith formation staff about possibly decreasing their department's expense budget, as their current YTD numbers are coming in below budget. The Finance Council has 30 days to finalize the budget and must approve a final budget at the June meeting. If anyone has any suggestions or questions, please email Mark (Finance Council Chair) at Mark.Wood@CNA.com

9. Other business:

Building committee: currently reorganizing

Website: currently if a parishioner sends an email to the addresses listed under the Finance and Parish Councils, the email is sent to all council members. It will be understood that the Chair of each council will provide a response. The Parish Council will be voting in a new Chair at their next meeting.

Shawn is a new member of the Finance Council and a CPA. He has offered his area of expertise to review the financials in depth if requested. A copy of the recent audit will be sent to him for his review and opinion. He may be able to offer some advice for areas in which we can improve.

Finance Council meetings: meet the third Tuesday of each month

Parish Council meetings: the next meeting is at Dottie's home (June 22nd) and will be a picnic. Regular meetings are the fourth Monday of each month.

Thanks for the dedicated service of the outgoing Parish Council members and a big welcome to the new members.

Joint Finance and Parish Council meetings: 3 times per year (May, September and December)

10. Meeting adjourned at 9 PM. (motion Weber/second May)