

## **January 10, 2004 Administrative Services/ Community Building (ASCB) Committee Meeting**

**Attending:** Kenn Cicigoi, Al Hobbs, Mark Kozlowski, Tom Marciniak, Tom Schneider, and Fr. Bill Stanfield

**Unable to Attend:** Alan Bronikowski, Jim Habanek, Markene Kaminski, and Frank Wellstein

### **Parish Council Reaction to ASCB Report to Parish Council**

- 1) Council found the report useful for getting an overview of the parish activities.
- 2) ASCB Committee's value is suited to addressing practical issues in context with the bigger vision for the parish
- 3) Budgeting issues were raised. The January ASCB Committee is timed to allow for budgeting discussions. This meeting is key to the budgeting process because the groups closest to the financial issues are gathered to address them.

### **Committee Reports**

#### **Communications**

- 1) December Buzz was distributed at Christmas Masses.
- 2) Need to adjust quantity of newsletters printed to reduce the number of left-over Buzzes.
- 3) Parishioners need to be made aware that the parish is facing a financial crunch.
- 4) One idea was to ask Parish Council members to distribute the bulletin or special edition of the parish newsletter after weekend Masses. Fr. Bill cautioned that the bulletin only reaches only the 1/3 of the registered families who attend Mass on a regular basis.
- 5) Another thought was to offer tours of the parish/school 2 times a year. It would be an opportunity to explain costs of operation by giving the parishioners a visual of the needs.
- 6) A mailed "special edition" devoted to parish finances/needs was proposed, and will probably be done in February or March.
- 7) The question of how to measure readership of the special edition of the newsletter was discussed. One idea was to include a "bounce back" offer in the newsletter - something that the reader returns to the parish so we know the newsletter is being read. One idea was to include something like a free ticket for a raffle drawing with the newsletter.
- 8) Parish financial needs message should be tailored to each audience. The 2/3 of parish that is unaware of the parish finances should get a different message than the 1/3 of the parishioners who are aware of the needs.

## **Stewardship**

- 1) Parish income is down \$17,842 YTD compared to last year
- 2) The parish registry will be culled of inactive members. People will be notified before they are removed from the list. If there is no response or reaction, they will be removed.
- 3) Criteria for removal from parish rolls will be no evidence of giving in 2003, no stewardship pledge in 2004, and no response to repeated parish contacts (mailings) to indicate their desire to continue as parish members.
- 4) Fr. Bill noted that the involvement criteria could be misleading, because a person could be volunteering time because of Home and School commitments, which does not necessarily indicate a commitment to the parish.
- 5) Fr. Bill also said that some parishioners approach St. Matthew from an “ala carte” perspective. Rather than seeing themselves as members of a congregation, they interact with the parish only on a needs basis, such as for the school or religious education. Example, they attend baptism classes in order to have their child baptized, then do not return to St. Matthew until another need arises.
- 6) 28 out of the 156 school families give \$100 or less per year. 19 give nothing and choose not to support the parish through stewardship.
- 7) Mark suggested we should be asking ourselves (and the “ala carte” parishioners) why they don’t stay in the parish. This could be a good opportunity for “cross-selling” of the parish
- 8) Perhaps groups serving the “ala carte” parishioners should be doing the “cross-selling” of the parish. Introduce a component of responsibility that parish groups (such as baptism classes) would be encouraged to “sell” the parish.

## **Building and Grounds**

- 1) Not much Building and Grounds activity during the winter.
- 2) The work evenings on weekdays were successful and will be continued. It made it easier for people to commit time, especially since they did not have to give up a Saturday morning.
- 3) Two weeks ago Alan Bronikowski and Pat Dailey installed conduit in the building addition. The conduit was installed now while ceilings are open, and will be used in the future for data and phone lines.
- 4) After over a year of trying, the Technology Committee has yet to get off the ground. Need for this type of expertise is urgent. The parish and school network has been maintained by two parishioners who have expressed a desire to step back from these responsibilities at the end of the current school year. If no parishioner resources have been cultivated by then, the parish will have to outsource these services at a cost to the parish.
- 5) A letter is being sent to 25 parishioners who had expressed an interest in volunteering their technical expertise in an effort to jumpstart the Technology Committee...
- 6) Dan Wachs and Tom Schneider are forming a “St. Joe’s Crew”. This group of retirees will meet at St. Matthew on Tuesday mornings twice a month. They will clean the cafeteria, and then play cards and socialize.

## **Building Progress**

- 1) Capital Campaign giving is on target
- 2) Parishioners are kept informed about building progress via bulletin, newsletter, and seeing the building progress when they are at church.

## **Finance**

- 1) Personnel Committee examined the current budget crunch and made recommendations to Finance in order to keep staff salaries fair and just

### **Personnel**

- 1) Rescheduled their January meeting in order to receive feedback from Finance on decisions on cost containment.
- 2) In the process of updating the “employee” handbook given to the parish staff

### **Sub Committee Representation at ASCB Meetings**

- 1) January ASCB meeting is critical because of budget implications and discussions. Meeting productivity is compromised if all committees are not represented.
- 2) In order for ASCB meetings to have value, all subcommittees of ASCB must be represented at each ASCB meeting. Sub committees are asked to send a prepared substitute member to ASCB meetings if the regular representative is unable to attend. .

### **Revised ASCB Meeting Calendar**

<b>Date</b>	<b>Time</b>	<b>Chairperson</b>
<i>March 11</i>	<i>Meeting Cancelled</i>	
April 7	7 p.m.	Al Hobbs
<i>May 13</i>	<i>Meeting Cancelled</i>	
June 5 (Leadership Day)	TBA	TBD
October 14	7 p.m.	TBD

— Reported by Kenn Cicigoi, January 16, 2004