

Administrative Services/Community Building Committee Report to Parish Council – January 22, 2007

Administrative Services/Community Building (ASCB) Committee
represents the following subcommittees:

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Personnel Committee

January 22, 2007

Chair: Al Hobbs

I. Mission of Personnel Committee

The Personnel Committee's primary mission is to develop practices and policies that promote fair wages and benefits for all employees within Parish budget constraints. We accomplish this by:

- Making recommendations for personnel compensation (base and benefits) as part of the Parish's overall budget.
- Participating in subcommittees that are formed to identify new employees for the Parish
- By establishing underlying Human Resource practices to ensure consistent employment practices
- By serving as a grievance committee option for employees of the Parish.

II. Three biggest accomplishments in the past year were:

- Achieved a 3 % salary compensation average for staff in current year's budget.
- Added/replaced 2 new members on the committee and addressed Personnel issues as they arose including Hot Lunch and school.
- Utilized a comprehensive spreadsheet that measured our teacher's salary compensation against parity in the Oak Creek-Franklin system. Created budget assumptions/processes that integrated well with the Finance Committee and school's budgeting processes.

III. Critiques from last year:

- Budget constraints continue to keep our personnel compensation goals out of reach,
- Balancing personnel resources that keeps our total parish mission in perspective.

IV. Goals for the current year are:

- To make budget/personnel recommendations that ensure our continued progress against achieving compensation market parity.
- To continue to review benefits for potential cost savings while maintaining them to be competitive in the job market.

To: Parish Council via ASCB Committee

Date: January 22, 2007

From: Stewardship Committee

Re: Annual Report to Parish Council via ASCB Standing Committee

I. Description of Stewardship Committee Purpose

The Stewardship Committee is responsible for the ongoing stewardship educational efforts of the parish. Members of the committee are faith-filled individuals committed to building a community of prayer and hospitality which welcomes and affirms all gifts. This committee works closely with the other standing committees of the parish to ensure stewardship efforts are consistent and fulfill the parish mission.

Areas of focus for the Stewardship Committee:

- Developing a variety welcoming processes for new parishioners;
- Designing creative tools which invite all parishioners, including children to share their time, talent, and treasure;
- Producing quality reports that communicate the generosity of the parish community and the accountable use of the parish resources;
- Expressing gratitude in many ways including our bulletin, Buzz stories, quarterly financial stewardship/building/memorial contribution letters, etc. is a pattern we strive to fulfill.
- Because of Tom's leadership, some community building/social activities are reported in conjunction with the Stewardship Committee.

II. Three (3) biggest accomplishments in the past year?

1. Stewardship Renewal that includes the coordination of 2 Ministry Fairs, and follow-up, resulting in 415 household pledges for involvement. (2006: was 476). During the last capital campaign, we achieved 336 households pledging in 2003. The capital campaign does seem to affect pledging for financial stewardship.
2. Our welcoming processes are good and working well. Participation in new member socials are not what we'd like them to be. Hospitality Weekends now have become part of our "routines" for the year for all ministries. For formation, our committee monthly assessed our parish's quality of stewardship functions from an assessment tool created by the Archdiocese
3. Special Edition Buzz in September was excellent addressing transparency/accountability of our funds and participation. Our current Financial Stewardship through 6 months of this year (December): we are at 49.9% of budget and .1% or \$232 behind last year (which was 2% short of budget). This should be understood in the context of contributing \$300,000 annually to our Capital Campaigns.
4. Sustaining St. Matthew Feastday Funfest and maintaining our "Winterfest." (Not really Stew. Cmt.) are accomplishments as community building/celebration experiences.

III. Critiques from Last Year

1. Not enough time/resources to analyze time/talent/treasure participation.
2. Our dwindling membership on the Stewardship Committee.
3. Not getting Legacy Society/Planned Giving off the ground.

IV. Goals for 2006-2007

1. Recruit new committee members as we “lost” quite a few members and provide committee members and parishioners the formation required to actively help the parish grow in its understanding and commitment to total parish stewardship.
2. Explore additional ways to reaching out to less than active members for financial stewardship and involvement.
3. Get Legacy Society education functioning.

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Finance Committee

January 22, 2007

To: Parish Council via ASCB Standing Committee

From: Finance Committee – William R. Ahlstrom, Chair

I. Description of Finance Committee Purpose

The purpose of the Finance Committee is to oversee the financial operations of the parish, including accounting and internal control procedures; and to develop a parish budget in cooperation with parish ministries and present it to the parish council for their approval. Our goal is to maintain financial stability in the parish.

II. Accomplishments in the past year

1. Monitored parish financial situation operating in the black. We particularly addressed the integration of the Hot Lunch Program and some billing issues in Extended Care.
2. Produced balanced 2006-07 budget.
3. Increased committee's involvement in review of parish cash management and investment activities. Most parish reserve funds are now invested in bank certificates of deposit with varying maturities. This month we will have "paid back" our parish reserves and will begin investing Phase II funds in CD's and accruing interest for our church and gym. We can invest in CD's at higher rates than our 4.5% bank loan.

III. Challenges for the coming Year

1. Capital Campaign – didn't achieve the pledge levels hoped for, but we've begun the process of saving for the future through payments in the Generations of Joy Campaign.
2. Stewardship income - we are at 49.9% of budget at 50% of the year. Historically, we have not sustained that level of giving in the last 6 months of the fiscal year. Financial Stewardship was 51% of the budget and we're monitoring other sources of revenue while keeping our attention on expenditures as well.
3. We've begun the 2007-2008 budget process of generating assumptions and the preliminary outlook is lean and not positive for growth.

Respectfully submitted,

William R. Ahlstrom,
Finance Committee Chair

Building & Grounds Report to Parish Council November 2006

PURPOSE: The Building and Grounds / Cemetery Board is responsible for the care and upkeep of the parish building and grounds, including the cemetery.

Four biggest accomplishments in the past year:

- I. Clean bricks and clean and paint the wall in the church, last winter. In summer, reconfigure the worship space and build new altar platform.
- II. Additional Eagle Scout projects have been completed. This includes the dumpster enclosures and picnic tables.
- III. Completing the pavilion which attaches to our new garages. Much time and effort has been spent pouring concrete, putting up the beams, assembling the trusses, putting on the OSB board and finally roofing the pavilion.
- IV. Tear down and remove the two old garages.

Three biggest challenges for the coming year:

- I. Putting together a handicap accessible bathroom on the upper level.
- II. Put the new dividers in the upper level restrooms.
- III. The parking lot, what to do about it and how long will it last!
- IV. Capital expenditures, we need a better short term and long term plan for taking care of the campus, with adequate monies budgeted.

Requests for Parish Council:

Buildings and Grounds requests that more money be put in the capital budget. Clearly we will need a new parking lot in the near future. The price tag for this is \$80,000-\$100,000. The restrooms in the school building need updating, including new sinks, faucets and shut-off valves. The ceiling tiles in classrooms and hallways should be replaced. All of these things don't have to be done at once but there needs to be some money set aside so some of these projects can get started each year and not wait until we have a crisis. This is why more money is needed in the capital budget.

Phase II Building Committee Report to Parish Council November 2006

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PURPOSE: Our Committee's charge was:

- Maintain momentum;
- Systematically listen to parishioners;
- Plan our future efforts to implement the Master Plan as soon as feasible while retiring our debt and addressing our interim needs as identified;
- Lead our parish's efforts to raise the funds to implement Phase II that we are considering a new Church building and a gym/performance venue.

Three biggest accomplishments in the past year:

- I. Prepared for the Generations of Joy capital campaign.
- II. Conducted the Generation of Joy Capital Campaign, by contacting hundreds of parishioners.
- III. Report to the parish on the outcome of the campaign.

Three biggest challenges for the coming year:

- I. Continue to maintain the momentum by communicating with the parish.
- II. Continue the Generations of Joy Capital Campaign by contacting parishioner each year as their pledges end. We will also solicit pledges from new parishioner and those that did not previously contribute.
- III. The amount of money pledged makes it difficult for us to be ready to start a new church in 5 years.

Requests for Parish Council:

Please support us and help us as we continue with our challenging tasks.

To: Parish Council via ASCB Committee

Date: January 22, 2007

From: St. Matthew Technology Committee

Re: Annual Report to Parish Council via ASCB Standing Committee

I. Purpose of Committee:

Our parish-wide technology committee provides consultation, vision, and technical assistance in the design and implementation of hardware and software configuration, network training and technology system support and maintenance as well as web page management. Knowledge and skills in this ever-changing environment can enhance staff and parishioner capacities to communicate, grow, and serve God's people.

II. Major accomplishments in the past year:

- a) Created a 24-7 access for committee members including remote access. Replaced two existing servers. Substantially completed the upgrading process to migrate from Windows 98 to XP. We moved servers to a more energy efficient location in the lower level of the Gathering Space and created a secure location.
- b) Created a "help desk" mechanism for staff to access support and trouble-shooting and are responding to almost daily requests.
- c) Completed backup of all data being saved on servers to address effectively disaster recovery in necessary and assisted staff in learning how to save data on servers to assure backup capacity.
- d) Provided technical assistance with Church audio system and installed new, wireless, Extended Care Software that will enhance billing and attendance functioning.

III. Challenges of past year:

- a) Maintaining parish-wide information technology resources without paid IT staff. We do not have enough workers with the available time to provide all the support we'd like to provide. We are accomplishing extraordinary support with no paid IT staff.
- b) Balancing the technology needs of the parish functions and the parish school functions in our environment where funds and resources are limited. We ID needs with staff; and communicate these needs to funders in the parish. We prioritize and achieve what our resources can provide.
- c) Finding enough time & talent to meet the ever-changing technology needs.

IV. Goals for the current year

- a) Based upon funding available, upgrade aging hardware, and improve staff knowledge).
- b) Train & empower staff through support and FAQ/self-help support mechanisms.
- c) Improved the reliability and availability of hardware and software systems.

– submitted by Technology Committee: Brian Kucharski, Chair, Dave Johnson, Greg Wheatley, Roger Janquart, Gary & Aaron Hay, Mike Nuss, and Gary Marifke; Tom Schneider, staff.

Communications Committee

January 22, 2007

1) **Purpose of Committee:**

Research, report and photograph parish events and groups for parish newsletter.

2) **Major accomplishments in the past year:**

- a) Produced Monthly Buzz Newsletter featuring two 6 pagers mailed to all households: Generations of Faith in August and Finance/Stewardship edition in September
- b) Assisted alumni group in producing auction catalog
- c) Produce DVD slide shows highlighting parish events

3) **Challenges of past year:**

- a) No success yet in growing the committee
- b) Limited story suggestions or requests for coverage from parish groups, but kept on top of current events and need to know stories for the parish.

4) **Goals for the current year**

- a) Grow membership
- b) Stay “tuned into” parish events
- c) Work with staff to upgrade Bulletin.

– submitted by Kenn and Amy Cicigoi, co-chairpersons of the