

Finance Committee

March 8, 2008

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 consistent with our budget. We improved accountability and internal controls especially with Extended Care, Hot Lunch, Athletic Association, and with new drop safe, all fundraising efforts.
2. We are in our “budget season” now. Our internal **financial review** of the parish late last year was positive and our annual report to the Parish in the Buzz is excellent and well received.
3. We continue to endeavor to manage cash flow and reserve investments safely and maximize short-term return to the parish.

III. Challenges for the coming Year

1. Mortgage of Rental Property due July, 2008 (\$82,500); Mortgage on Gathering Space balloon of \$472,456 due Oct., 2009 with savings of \$143,376 for the Building Fund.
2. Capital Campaign – didn’t achieve the pledge levels hoped for, but we’ve undertaken the debt retirement process and saving for the future through payments in the Generations of Joy Campaign.
3. Financial Stewardship is our biggest concern resulting in a difficult budgeting process. Longer term, we will be challenged by the cost of our parking lot and a new roof for the main building.

IV. Strategic Vision

We support the Strategic vision in areas of parish priorities being reflected in resource allocation and treating our employees fairly and justly. We strive for quality accountability and transparency in communication with the parish as quality stewards.

Parish Personnel Committee

March 2008

The primary mission of the committee is to develop practices and policies that promote fair wages and benefits for all employees within Parish budget constraints. The committee reviews and establishes policies for employees and assists Parish administration with establishing and practicing sound hiring and employment practices, and makes recommendations for personnel compensation assumptions as part of the development of the Parish's overall budget. The committee also serves as a grievance committee for employees of the parish.

The Personnel Committee also is working towards progress on the Parish's Strategic Plan. The following goals guide the committee's work during the year:

- ◇ Plan for a time when St. Matthew's had less ordained priestly service;
- ◇ Assure that our parish priorities are reflected in resource allocation;
- ◇ Work toward fair and just wages for all parish employees.

The committee spends the majority of its time on preparing its assumptions and recommendations for employee compensation as part of the development of the Parish's budget. Particularly in the past two years, with financial stewardship not increasing at the same pace as inflationary expense increases, the committee spends many hours discussing the application of fair and just compensation with limited funds.

This past year, the committee assisted in the hiring of the school principal and also went through the grievance process with a parish employee. We reviewed many issues surrounding the best way to integrate the Hot Lunch program into our parish's personnel, finance, administrative, and governance systems. The committee spent quite a bit of time on the issue of compensation and increases and communication, primarily how increases are applied to the teachers' salary schedule. This was particularly time-consuming when contemplating a freeze on wages of staff. In the coming year, the committee will help the parish struggle with prioritization of staff if financial resources don't increase enough to provide at least inflationary increases.

Strategic Vision

We help build community through professional human resource management that values our staff. We strive for fair and just wages for all parish employees and strive to assure that parish priorities are reflected in personnel allocation to prioritized ministries.

Stewardship Committee

Annual Report to Parish Council via ASCB Standing Committee

I. Description of Stewardship Committee Purpose

The Stewardship Committee is responsible for the ongoing stewardship formation efforts of the parish promoting “Stewardship as a Way of Life.” 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.
- Indirectly, assist staff with some community building/social activities in conjunction with the Stewardship Committee (St. Matthew Feastday Funfest, Winterfest, Parishioner Appreciation).

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

1. Stewardship Renewal that includes contacting all households and follow-up, resulting in 405 household pledges for involvement. (last year was 415)-- 266 households have contributed so far this fiscal year without pledging.
2. Our welcoming processes are good and working well. Participation in new member socials are improving. Hospitality Weekends now have become part of our “routines” for the year for all ministries. For formation, our committee monthly is looking at “best practice” stewardship efforts from around the county.
3. Special Edition Buzz in September was excellent addressing transparency/accountability of our funds

and participation. Our current Financial Stewardship through 7 months of this year:

	<u>7-month</u>	<u>Budget</u>	<u>Previous</u>
	<u>Totals</u>	<u>Needs</u>	<u>Year</u>
Envelope	\$369,196*	379,130	360,554
Basket	\$ 16,844	15,461	17,524
Total	\$ 386,039*	394,592	378,079

*Does not include contribution of \$32,686 that is covering compensation increases for this year.

Without *, we are 2.1% or \$7,961 ahead of last year and \$8,799 under our budgeted plan

4. The committee has asked our two pastors and deacon to call five households per week targeting either non-participating or low participating members with a positive, reaching out message.

III. Challenges

1. Recruiting new members to serve on committee.
2. Declining or maintaining Financial Stewardship giving that’s been affected by Capital Campaigns.
3. Not getting Legacy Society/Planned Giving off the ground.

IV. Strategic Vision

We see our “Stewardship emphasis” permeating the parish’s vision with an emphasis on participation, welcoming, hospitality, while helping to make our structures accountable and transparent to the community and promoting a deep sense of gratitude as a ‘way of life.’

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Communications Committee

March 8, 2008

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:
Finance/Stewardship edition in September
- b) Renegotiated with Liturgical Publication that achieved monthly, 6-page, color newsletter that helps bring parish community stories to life.
- c) Assisted alumni group in producing auction catalog

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) Assist with the improvement of the Bulletin

5) Strategic Vision: Our efforts support Stewardship as a Way of Life, Evangelization, promotes community-building, and promotes and supports all parish ministries.

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

Technology Committee

Annual Report to Parish Council via ASCB Standing Committee

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.

Major accomplishments in the past year:

1. Created 24-7 access for committee members to the building including remote access to the servers. We've completed an investment of about \$44,000 to upgrade technology and information systems in our school.
2. Completed backup of all data being saved on multiple servers in separate buildings to address effectively disaster recovery if necessary and assisted staff in learning how to save data on servers to assure backup capacity.
3. We continue to maximize our technology investments for the whole parish with reusing parts and equipment to upgrade as limited funds are available including some donated equipment. Many, many hours go into routine support and helpdesk activities.

Challenges of past year:

1. Maintaining parish-wide information technology resources including a network with 75 PC's without paid IT staff. We do not have enough parishioner-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.
2. Balancing the technology needs of the parish functions and the parish school functions in our environment where funds and resources are limited. We prioritize and achieve what our resources can provide.
3. Finding enough time & talent to meet the ever-changing technology needs without burdening "the few." Also, upgrading our website is a challenge.

Strategic Vision

Professional and timely communication is essential for comprehensive, quality stewardship and evangelization. Every ministry and staff member at St. Matthew's is supported with technology which is a major investment in the infrastructure of the parish. The parish is thoroughly dependant and can be fully functioning only if updated technology is used widely.

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

Phase II Building Committee Report to Parish Council

March 8, 2008

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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 a follow-up for the Generations of Joy capital campaign. We contacted all new parishioners that joined since the first campaign. We also made contact with those that pledge for only 1 year and others who did not pledge.
- II. Discussed modifying the existing worship space, so that it could also be used as a gym. This was discussed with a group of school parents and with parish staff. It was decided that this option would not work for the parish.
- III. There are on going discussion with a group of school parents representing a number of organizations, Home & School, Board of Education, Athletic Association and Auction Committee, regarding a proposal to raise money for a separate gym building. This proposal was approved by the Parish Council on Feb. 25th with many, specific parameters.

Three biggest challenges for the coming year:

- I. Much of the work of the committee has been involved in the various gym discussions. This has taken our focus away from the main purposes of the committee.
- 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. This renewal to start the 3rd year will take place in April-May.
- III. The amount of money pledged makes it difficult for us to be ready to start a new church in 5 years.

Strategic Vision

The vision expressed in our Generations of Joy Campaign is consistent with the Strategic Vision. While specifically mentioned in the section "Fostering a life of active prayer and worship," a new church building, a gym, raising and saving money for a long-term dream, and 'Fulfilling Our Vision,' will challenge our faith and generosity as a community.

Building & Grounds Report to Parish Council

March 8, 2008

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

Eight biggest accomplishments in the past year:

1. Conducted an energy audit which pointed out the most important energy savings projects we should do.
2. Removed old ceiling tiles, added insulation and put in new ceiling tiles, in 5 classrooms on the upper floor. We also added insulation above the coat room and entry way from the gathering space.
3. Replaced all the light bulbs in the church with energy efficient compact fluorescent bulbs. This project will pay for itself in less than a year.
4. Brought natural gas line to the kitchen in preparation for replacing old electric stoves with gas range and stove.
5. Replace broken water heater with new high efficiency gas water heater. Put in smaller circulation pump and replaced kitchen dishwasher. The new dishwasher, run at a lower temperature for reduced energy consumption. We can stop using the electric boost heater in the kitchen.
6. Added a handicap accessible bathroom near the church.
7. Repaved sections of the parking lot and re-configured the entrance. Also had the city put in a new culvert.
8. Installed new water heater in the rental property, etc.

Two biggest challenges for the coming year:

1. The parking lot, what to do about it and how long will it last!
2. Capital expenditures, we need a better short term and long term plan for taking care of the campus, with adequate monies budgeted.

Strategic Vision & Requests for Parish Council:

Assuring that our buildings and grounds are well taken care of is a statement about stewardship. It is an important dimension of hospitality and welcoming. While our “church” is not a building, being good stewards of these gifts will be an underpinning of the ministries we offer.

This is year we had adequate capital monies to accomplish our mission. We need to sustain this level. In the future the parking lot will have to be replaced at a cost of over \$100,000. The restrooms in the school building need updating, including new sinks, faucets and shut-off valves. The ceiling tiles in rest of the 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.

