



**Pastoral Council Meeting**  
**February 18, 2019**  
**6:00 pm**

Chair Amy Dilger called the meeting to order. The following members were present: Kelly Greulich, Gary Waninger, Jerry Sitzman, Diane Hoffman (in for Judy Colby), Sally Gravatte, Faith Schaefer, Ellen Haefling, Amy Dilger, and Pam Davis. Michelle Blalock was also present. The following members were absent: Romilda Pund and Karen Kern.

Pastoral Council meeting minutes, cumulative financial reports thru November 19, 2018, and the affirmation of future meeting dates were approved. Motion made by Kelly Greulich, Sally Gravatte seconded

**Review of Action and Approval of Items and Areas of Responsibility**

1. Jerry Sitzman reported on the donation of a large refrigeration unit by Jason Bennett of St. Meinrad parish. He is working on scheduling a pickup time.
2. Gary Waninger presented a draft of the Parish Center rules for safety and security during Faith Formation and other Youth Sponsored programs. Discussion continued regarding adding checklist for different rooms (turning lights off, making sure toilets are not running, etc.) Also, remembering to make sure all appliances are turned off, lights are off and doors are locked. Council affirmed, by the Chair, that they received the draft and reviewed it.
3. Pam Davis reported on the Parishioner Spot Light. She suggested starting with the oldest, and then also reporting on the new members that join the parish. It was agreed to spotlight 1 parishioner from each parish each month.
4. Gary Waninger spoke about the St. Boniface Cemetery Matching Gift Appeal. The project will be to work on restoring the oldest section of the cemetery.
5. Reminder that Public Service Announcements must be submitted at least 6 weeks ahead of time to the parish websites.
6. Information for the bulletin and websites must be submitted at least 3 weeks ahead of time.
7. Securing a Festival license application must be submitted and approved by the pastor at least 9 weeks prior to first advertisement and ticket sales. License number must be on the ads and tickets. A new license cannot be opened until the previous one is closed.
8. A Single Event Financial Report must be filed within 60 days of event. Invoices, receipts and check requests must be submitted to the Parish Coordinator within 15 days of the event.
9. Deposit forms and check request forms are available on the parish website.
10. Commission Chair will communicate future meeting dates via Flocknote effective March 1, 2019.

**Commission Updates**

1. Welcomed new Member at Large for St. Boniface - Ellen Haefling.
2. Nominations are open for Member at Large for St. Meinrad.
3. Facilities & Grounds (SB) - Gary Waninger
  - a. Reported that the dead tree leaning over the cemetery, at east fence line, needs to be removed.
  - b. Quote for asphalt for alley between church and Mrs. Peters' house is \$12,600, for future budgeting. Also getting a bid for concrete for the alley.
  - c. The bathroom upgrade in the church is going well, as is the new confessional. The project should be finished in 3 weeks.
  - d. The north air handler in the rear of church has a bad motor. A new motor is on order.

- e. St. Boniface Parish Center hot water heater needs a new mixing valve. The new one will be replaced by the end of the week.
  - f. Checking into best options for LP tanks for church and parish center. Cinergy bought out Vaal's.
  - g. Front doors have been finalized for church and have been ordered.
  - h. Lightning claim was filed.
4. Facilities & Grounds (SM) - Jerry Sitzman
    - a. Large ditch, east of the parish at St. Meinrad, is in need of work. Jerry has 2 contact numbers to look into this, IDEM and Army Corps of Engineers. Father Anthony suggested Mark Hoffman, with physical facilities, needs to be contacted.
  5. Finance Council (SB) - Karen Kern (Absent)
  6. Finance Council (SM) - Judy Colby (Diane Hoffman was present for her) - No report since previous meeting.
  7. Heritage, Fundraising & Marketing commission – no report
  8. Long-Range Planning & Stewardship - Sally Gravatte - Nothing new to report
  9. Pastoral Ministries & Activities - Pam Davis - Nothing new to report
  10. Service & Outreach - Faith Schaefer - Nothing new to report
  11. 20/20 Vision - Sally Gravatte - Nothing new to report

#### Old Business

1. Hospitality ministers for Holy Day and Feast Day Celebrations will be put into the Ministry Scheduler Pro.
2. Funeral Home hospitality - Michelle Blalock is helping with, to gather people willing to work shifts at the funeral home welcoming guests.
3. Gary Waninger reported on the Integrity of Cemetery Plot information & Plot Catalog project. Glen Welch is chairing the project and it is in progress.
4. Father Anthony reported that he is talking to a number of individuals for cultivating picnic leadership for both St. Boniface and St. Meinrad with a goal of long term sustainability. There will be more updates at the next council meeting.
5. Father Anthony reported that there is one person to be confirmed at Easter, as a part of the RCIA program.
6. Father Anthony reported on the Parish organization and restructure. Reorganizing the parish office is coming along and working well.
7. St. Meinrad received an unspecified, unrestricted gift from the Huff estate.
8. There was further discussion about St. Meinrad church and St. Boniface Parish Center. Father Anthony's question remains unanswered, about Loretta Seckinger's hourly work schedule and compensation for work. Is she being justly paid? Church and parish center lists will be reviewed after Lent.

#### New Business

1. Connected in the Spirit - Kade Megaffin will be presenting an Evangelization model as we close out the Connected in the Spirit process. Dates and times to be determined.
2. Judy Colby gave the gift of 2 laptop computers to use in the parish office.
3. Father Anthony presented the financial report for the 545 Bash that was held on the SB parish grounds in September 2018. The report was unanimously approved by the council.
4. There was a brief discussion about weekend mass times.
5. Father Anthony presented a diagram on the process of internal controls for financial management of the parish. Father Anthony reviews invoices, Caroline Mullis assigns account numbers to the invoices, enters them into the accounting system and runs the checks, and then the Chair/Vice Chair of Pastoral Council and Finance Commissions authorize the checks for payment. the checks. There was a discussion and information distributed redefining the coordinators' responsibilities. This person would help with budgeting and helping to analyze financial data.

Pam Davis made a motion to approve moving forward to hire the Finance Coordinator position. Sally Gravatte seconded the motion. The motion passed unanimously.

#### Routine Matters

1. Catholic Charities in Tell City operates Perry County Winter Shelter, Inc. from November thru end of March. These shelters rotate churches in the area. The children in Faith Formation were given their own box of stewardship envelopes. The donations received from these envelopes directly benefits Catholic Charities in Tell City.
2. Connected in the Spirit is drawing to a conclusion. Father Anthony and Father Luke will finalize it. We need to resubmit a report that we are doing what we are supposed to be doing and following the guidelines set for us.
3. Annual State of the Parish meeting is the last Sunday in February, February 24, 2019. Each Chair is asked to present 2 things executed within the last year and 1 thing being worked on.
4. Annual Day for Strategic Planning for the Pastoral Council is the 2<sup>nd</sup> Saturday before Palm Sunday, April 6, 2019.
5. Annual Archdiocesan Mission Missionary Appeal date is unknown at this time.

#### Pastor's Comments

1. Parish office adjustments are working well so far. Some offices have been moved and people are adjusting.
2. The next updates to the SB Parish Center involve the ladies restroom and making it more handicap accessible and also updating the finance room.
3. There will be preliminary budgets available at the next council meeting.

Father Anthony led the closing prayer and Chair Amy Dilger adjourned the meeting at approximately 8:15 pm.

*Respectively submitted by Romilda Pund, secretary, March 20, 2019*