

AGENDA FOR ST. MARK PARISH COUNCIL MEETING  
Tuesday, July 14, 2020

Present: Father Kadlec, Addie Berg, Wayne Barbot, Warren Emmer, Mary Gorder, Cindy Lauckner, Vickie Gangl

The Meeting began with an opening prayer led by Father Kadlec

**I. ROUTINE MATTERS**

- Call to order
- Approval of new agenda items

**II. COUNCIL COMMITTEE REPORTS**

**Social Ministries:**

Warren Emmer explained that the Social Ministries addressed the social concerns in the parish. Vickie catches wind of the particular needs, calling Warren, and they trouble-shoot how to solve the demands that ping on the parish radar. It starts and stops as the months move along. Some examples: we have cleaned a few yards when people were away for medical problems, or helping to coordinate rides for people to Minot or Bismarck.

**Liturgy Committee:**

No report was provided.

**Religious Education**

- Mary Gorder explained that she co-coordinates the grades 1-6 with Jessica Tagestad on Wednesday evenings. There has not been interest in kindergarten because of Wednesday evening religious education being inopportune timing for the young age.
- High school is coordinated every other Wednesday. Matthew Kelly's program has been received well which was held one Wednesday evening a month and some other topic was addressed an alternate Wednesday.
- Adult education  
--Adult education is summed up in two categories: RCIA and an adult catechetical experience, e.g. Bible Timeline.

**Altar Society**

Vickie Gangl reported that Altar Society's Funeral Committee served three funerals.

**Knights of Columbus**

Warren Emmer reported there has not been a meeting since Lent. The Council is going through a transition. We will meet the first Monday of the month at 7:00 p.m. David Agnes and Mike Nero are two men who are key leaders of the organization.

**Cemetery Report**

In regard to cemetery, for most part, Addie Berg reported the main expenses are electricity and maintenance/mowing. Eric Herbal has the contract for three years. It was further noted:

- Donna Porter has noted that trees are in need of trimming out at St. Mark's cemetery. Warren Emmer and Wayne Barbot have agreed to address the tree trimming.
- Allen Cote noted some fence panels are missing from St. Paul of Tarsus cemetery.

## **Maintenance Overview**

There was a running list of maintenance repair work. Significant needs are drawn to the attention of the Pastoral Council.

- The front doors of the church need to be looked at. It was noted that one parish member has already done some homework in this regard, and it would be prudent to review what has already been learned in order to better inform the Council's consultation. Father Kadlec has agreed to reach out to that parishioner in order to report back to the Council for the next meeting.
- The railings are too close together in order to bring a casket to the front of the church.
- The water reservoir between the garage and church should be looked at. After the meeting, Father showed interested Council members. This could be long term a source of water damage, especially when the reservoir reaches capacity and begins to spill over between the buildings.
- There is evidence of some minor water damage in the rectory basement that needs to be looked at. Addie Berg has agreed to follow-up on this with a plumber to see what would be the cause of the damage and to determine what would be a way to address the issue.
- There is a crack in the exterior (Breezeway side) of the rectory garage. Father Kadlec was asked to seek out the counsel of the Diocesan Property manager.
- There is mason work that needs to be followed-up in regard to the church's front entrance outside pillars. Addie Berg agreed to reach out to the mason.
- There is need to address some outdoor decorative emblems where the stonework has grown brittle and decorative emblems could fall; therefore, they need to be secured. Addie will follow-up on that, as well.

## **Financial Report**

Addie Berg submitted a financial report to the Council members. Please see the addendum. Basically this report identifies our current cash on hand; less designated funds in our cash accounts.

It then reflects a 3 month average of the Parishes "fixed costs" that we as a parish are obligated to pay monthly; with a projection of how many months we can pay these expenses from our checking account. If the offertory continues to be approximately \$8,300 a month, we should have sufficient funds in our checking account to continually pay for two months expenses through end of year.

With the changes in Mass/attendance/collections, etc. - Our Year to Date (YTD) Offertory Collections are down approximately \$11,000 and Building Fund collections are down approximately \$3400. For the last two years we have budgeted approximately \$10,200 offertory per month; our current average per month is approximately \$8300. These reductions need to be understood and considered with one major/additional fixed cost of Building Insurance coming due at the end of year – Estimated at \$10,500 for 2020.

- We need to be attentive to stay focused on fixed expenses, conservative in our spending, so that we do not need to tap into our savings in order to pay the building insurance premium at the end of the year.

## **Building Fund Collection**

A question has been posed to the Pastoral Council to specify the purpose of the Building Fund Collection taken as a second collection the first Sunday of each month.

- This collection is for capital improvements. This collection is not intended for repair and maintenance; for, repair and maintenance items are already incorporated in the budget.

## **III. OLD BUSINESS**

### **Marion Honer Memorial**

It was the consensus of the Council that not enough information is available to have a substantive

conversation. Father Kadlec agreed to contact Father Hickin to ascertain exactly what conversation has been had with the Honer family.

### **St. Anthony Shrine update**

The Council was informed that the statue has arrived. Two benefactors expressed intention to help with costs of the shrine. One benefactor has contributed for the purchase of the St. Anthony statute that will be placed next to the marquee. Addie agreed to reach out to the second benefactor. It was noted that the cost of shipping was \$500, a detail that is not provided until the statue is actually purchased.

- The Council asked Father Kadlec that before any gifts of money are accepted for unanticipated projects that the Council be sought out first for consultation, especially (a) if any added expenses [as in this case was the cost of shipping] are going to be assumed by the parish; and, (b) to be certain the project fits in with the global vision of the parish's long-term planning.

### **Waxing the tile floors in the Social Hall**

Vickie Gangl reported that this project has been concluded.

### **Parking lot**

Jessica Tagestad is looking at seeking a bid for repaving the parking lot. Mary will follow-up with Jessica on this.

### **St. Andrew's Hospital Chapel**

Warren Emmer asked that this item be placed regularly with the committee reports. The chapel won't have a public mass in the chapel until September, provided there are no more Covid-19 problems. Tentatively, and provided we do not have Covid-19 problems, Father has been asked to offer Mass the third Tuesday at 2:00 in August at the hospital chapel.

## **IV. NEW BUSINESS**

### **Fr. Jared Kadlec's introduction**

Father Kadlec offered that he has one goal in the early months here: Become better acquainted with parishioners, become acquainted with the ministers of the community, and become better acquainted with the greater Bottineau area. Father did note that it is an awkward time to try to integrate into a parish. He does not want to pressure folks who may be trying to socially isolate in order to protect themselves and their loved ones from coronavirus. On the other hand, he would gladly do home visits if invited, with no pressure whatsoever intended.

### **Do we need to cancel the Fall dinner this year?**

Everyone's consultation was specifically sought in this matter. It was the consensus of the Council that we needed to cancel. It was noted that the larger demographic that comes to this dinner is a vulnerable population. It is impossible to coordinate the dinner while trying to keep a safe distance. Whether we should do take out only? It was noted that a fall dinner is intended to cultivate fellowship. The idea of takeout fails to cultivate that sense of fellowship. It is with regret that the Council deemed it necessary to cancel the Fall Dinner in 2020.

## **V. ADJOURNMENT**

Meeting adjourned with prayer led by Father Kadlec.

Next meeting on Tuesday, August 11, 2020

## Current Financial Projection - St. Mark's Catholic Church

Fixed Cost		Cash on Hand - \$29,936 Less \$6K Dsgntd				
Church	April	May	June	Monthly Average	July PD	
SALARY- Clergy	\$2,273.65	\$1,705.24	\$1,705.24	\$1,894.71		
Salary - Secretary	\$2,110.00	\$1,582.50	\$1,582.50	\$1,758.33		
Salary - R&P	\$0.00	\$550.00	\$556.25	\$368.75		
Salary - DRE			\$0.00	\$0.00		
Salary Housekeeping	\$0.00	\$510.00	\$0.00	\$170.00		
Salary - Musician			\$225.00	\$75.00		
Contract Labor Services	\$112.85	\$290.45	\$409.05	\$270.78		
Sub-total	\$4,496.50	\$4,638.19	\$4,478.04	\$4,537.58		
Payroll Taxes	\$136.55	\$183.51	\$162.18	\$160.75		
Insurance Bnfts - Fr	\$648.75	\$648.75	\$648.75	\$648.75		
Insurance Bnfts -Sec	\$325.00	\$243.75	\$243.75	\$270.83		
Retirement - Fr	\$452.10	\$420.45	\$329.00	\$400.52		
Retirement- Sec	\$94.95	\$94.95	\$94.95	\$94.95		
Food Allowance	\$513.00	\$384.75	\$0.00	\$299.25		
Salary Related Subtotal	\$6,666.85	\$6,614.35	\$5,956.67	\$6,412.62		
Other/Contractual						
Website Fee	\$0.00	\$6.00	\$0.00	\$2.00		
Office Equipment Lease	\$147.75	\$164.00	\$150.03	\$153.93		
New Earth Expenses	\$133.92	\$133.92	\$141.84	\$136.56		
Transportation/Mileage	\$156.98	\$338.70	\$931.21	\$475.63		
Liturgy/Worship/Music	\$542.38	\$293.88	\$1,102.61	\$646.29		
Sub Total	\$981.03	\$936.50	\$2,325.69	\$1,414.41		
Parish Facilities						
Janitorial Supplies	\$0.00	\$30.42	\$0.00	\$10.14		
Heat/Electric/Gas/Oil	\$1,270.84	\$1,128.95	\$834.00	\$1,077.93		
Water Sewer & Garbage	\$142.16	\$134.17	\$134.64	\$136.99		
Telephone	\$75.00	\$241.74	\$149.06	\$155.27		
Cable TV & Internet	\$201.54	\$96.98	\$149.26	\$149.26		
Repair & Maintenance	\$0.00	\$0.00	\$121.75	\$40.58		
Ground Maintenance	\$75.00	\$275.00	\$39.55	\$129.85		
OTHER	\$269.00	\$210.00	\$165.00	\$214.67	AudioV/Bfees/EasterFl/Charity/Office	
Sub Total	\$2,033.54	\$2,117.26	\$1,593.26	\$1,914.69		
Church Totals	\$9,681.42	\$9,668.11	\$9,875.62	\$9,741.72	\$0.00	

Summary: \$23,936 on Hand; Paying for primarily fixed Costs only (est of \$10,000 Mo) St Mark's could pay approx. 2 Month's expense (July/August) with current bank funds; before drawing from Savings

Cemetery - Cash on Hand \$11,975.91

Electricity & Ground Maintenance	\$53.70	\$53.70	\$53.70	\$53.70	
Cemetery Mtn - May/July 2019 Est.	\$0.00	\$0.00	\$675.00	\$225.00	
Altar Society - Cash on Hand \$3,385.21				\$278.70	
Conf/Funerals & Misc	\$442.00	\$372.09	\$0.00	\$271.36	

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