

Saint Christopher Parish Finance Council
Meeting Minutes
June 21, 2017

Members Present: Jim Delaney, Patty Howe, Fern Reilly, Deb Rufer, Jim Schroeder, and Fr. William Vernon

Call to Order: The meeting was called to order at 6:00 pm and opened with a prayer by Fr. William.

Review and Approval of Minutes: The minutes of the May 4, 2017 meeting were reviewed. A motion for approval was made by Jim Schroeder, seconded by Fr. William, and approved by the Council.

Budget Final Review/Approval: Patty Howe distributed the 2017-18 proposed budget which included comparisons to the budgets from 2009-10 through 2017-18. Most budget items had been previously reviewed and discussed at the June 21 meeting. Before approving the 2017-18, budget the following items were discussed.

Cemetery Proposal: Patty Howe reviewed the St. Andrew and St. William Catholic Cemetery plot prices and fees. We have not had a fee increase in our parish for several years. The current fee for a single cemetery plot is \$500 at St. Andrew and \$250 at St. William. She had researched the burial plot fees for area cemeteries and learned that our parish cemetery fees are well below most. She also discussed and compared the cemetery fees with the City of Verona. In consultation with Fr. William a proposal for the Finance Council was prepared to consider recommending a single grave plot at St. Andrew Cemetery to increase to \$1,000, and a single grave plot at St. William Cemetery to increase to \$500. Both cemeteries would also have a slight fee increases for plot marking of \$80 and monument fee of \$50. The Council discussed the fee schedule and proposed increases in the plot fee, marking and monument fees. Jim Schroeder recommended to approve the proposal to increase cemetery fees for both St. Andrew Cemetery and St. William Cemetery. Fr. William seconded the motion, and the Council voted unanimously in favor.

Personnel Policy Changes: Patty Howe presented proposed changes to the employee benefit policy to be effective September 1, 2017. The proposal including the addition of working hours and schedule policy to clarify and set parameters of employee work schedules around parish office hours. The policy is intended to be as flexible as possible, but meeting the office staff needs. Alterations from the work schedule policy would require preapproval by the parish pastor. A second policy change was to the sick leave policy to clarify sick leave eligibility, uses for sick leave, and accrual of leave up to a maximum of 90 days. The Council discussed the changes and were in agreement with the policy, and added the following stipulation to the policy: For employees who currently have greater than 90 days accrued, they would be grandfathered to allow them to retain their current balance but would not be allowed to accrue additional sick days. If their leave balance dropped below 90 days, they would only be allowed to accrue leave up to the 90 day maximum. The Council also recommended and approved an additional change to the sick leave policy for the situation when an employee needed to take a continuous leave of absence of greater than 40 hours, they would be required to provide a medical certification.

Additional areas discussed by the Council were the addition of the Catholic School Scholarship Fund, a review of the staff salaries, and the Adult Faith Budget/Reach More Program budget.

Jim Schroeder moved approval of the budget and to change the Adult Faith budget to \$6,500. The motion was seconded by Fern Reilly, and approved by the Council.

Next Council Meeting: The next Finance Council meeting date was not set.

Closing Prayer: Fr. William closed the meeting with a prayer and blessing.

Adjourn: The meeting adjourned at 8:00 pm.

Respectfully submitted,
Fern Reilly