

**Catholic Area Faith Community of Jesus Our Living Water  
Area Stewardship Committee Meeting**

December 29, 2014

**Present:** Father Steve, Mary Jo Schmoll, Ron Hennes, Rick Conway, and Mary Nordstrom. **Absent:** Steve Maher.

We began with opening prayer, recommitment to our AFC Vision and introductions. Father Steve gave a brief background to the history and need for the reestablishment of the committee.

**Pastor's report:** Father Steve gave an overview of how the Area budget for expenses has evolved. We discussed how all income stays in the parish where it was given, respecting the donor's intent. We also briefly discussed how people are giving - electronic giving, via credit card, children's envelopes, etc...

**Regular meeting day and time:** We will look at having meetings on the first Thursday evening of the month (when necessary) at 5:30 pm. We may begin meeting every other month and eventually quarterly. The backup member at each parish is Sharrie Follmann (StM), Ron Dobbs (OLOL), Joan Conway (StP) and Jim Wittman (StTM). If a member is unable to attend, let Mary know and she will inform the backup-member and ensure they get the materials.

**AFC financial reports:**

1. We reviewed the AFC financial reports through December.
2. Father Steve and Mary also briefly discussed the internal process we use for paying bills. Mary receives the invoices and codes them to the correct G/L account; Father Steve reviews and approves them; and then Dennis enters them into the system and cuts the checks.
  - Rick commented that our process follows good separation of duties, but that we also need to make sure that our employees are bonded and insured. This will protect the parishes in the case of theft or fraud. (Mary checked with Catholic Mutual (our insurance provider) and all employees are automatically bonded.)
3. We discussed drafting a policy on when to use the AFC Equipment Fund and when to use parish Equipment / Maintenance funds. In the future, we will need to begin funding this AFC account so that we don't rely on surplus funds in the AFC checking account.
4. Now that we are up on one expense budget for the AFC, we need to do a better job of communicating our financial performance to parishioners on an annual or semi-annual basis.

**Ongoing tasks of the committee:** Father listed the ongoing tasks he envisions the committee being responsible for:

1. Oversee the finances of the Area budget and parish assessments,  
As part of this we talked about how the budgeting process would take place going forward. Father suggested that the staff will prepare their proposed budget and present it to Mary and him. Then it will be compiled and presented to this committee for review and recommendations. The final step will be to take it to a joint meeting of the Area Pastoral Council and the Area Stewardship Committee. We would like to have the department heads present at this meeting to discuss their ministry areas.
2. Oversee the staffing levels for the AFC, including recommending percentage of salary increases,
3. Oversee the equipment/building needs to carry out the ministries of the AFC.

**Future agenda items:**

1. Define purpose statement. Members should review the PACs purpose statement and the ones from the other Area committees which were included on the agenda.
2. Review draft of a policy for when an item should be paid out of the AFC account or an individual parish's account for capital expenses. The IRS has used a \$500 threshold for defining “normal” repairs/maintenance/equipment expenses – any invoice less than that is considered “normal,” beyond that point the expense should be reviewed to determine which category it would fall in. We may use this as a starting point for our draft policy.

**Next meeting:**

Our next meeting will be on Thursday, February 5, at 5:30 pm at the Church of St. Mary.