

**CHURCH OF OUR LADY OF THE LAKES**  
**PARISH ADMINISTRATIVE COUNCIL**  
**November 27, 2012, 5:00 PM**  
**MINUTES**

**Members present:** Fr. Steve, LuAnn Sieben, Steve Maher, Duane Day, LaVon Gustafson, Bernie Schwaegerl, Ron Dobbs, Carol Lee, Ed Pirota, Tom Tengwall, and Mary Nordstrom

**Members absent:** Bill Taunton

Fr. Steve led us in our opening prayer for the year – the Prayer to the Holy Spirit from Vatican II.

We recited our AFC mission statement.

- The minutes from October were approved as printed.
- Pastor's Report – Fr. Steve indicated that everything to cover was on the agenda
- Area Pastoral Council & Area Committee Reports
  - Area Pastoral Council – discussed the need for volunteers for the Pentecost Civic Center Mass
  - Area Bereavement Sub-committee
  - Area Health & Wellness Sub-committee
  - Area Service Committee
  - Area Stewardship Committee
  - Area Word Committee
  - Area Worship Committee
- Finance Reports – addressed questions concerning expenses this past month. Also noted was that with Cate Giroux's resignation, the AFC budget should show a surplus at the end of the year. Father Steve indicated that when we budget for next year, we can either return the surplus to the parishes or reduce the AFC budget by that amount next year.
  - a. He also explained the numbers that show up in the bulletin are simply the total budget divided by 53 weeks (52 Sundays plus one week for Christmas/Easter). While this doesn't show the complete financial picture of the parish, it is the cleanest way to present the information to the parish.
  - b. A question came up whether or not Fr. Steve would need to send out a Christmas letter this year. He is hoping that while we have a deficit in our income YTD, our expenses are down as well and the cash flow is a bit better than last year. He will be sending out a letter to the parishioners in all of the parishes that will focus on the spiritual aspect of Christmas. An envelope will be included with that letter.
- Discussion / Action Items
  - a. DMA – We reviewed our current collection status, and the fact that it is a "hard goal." If we fall short, the diocese will bill us for the difference. Fr. Steve indicated that we may want to mention this again in the next week or two.
  - b. LINK – Rhonda and Jane Andersen came to lead a discussion on the Link and the services they offer. She recommended that if we get people coming in to the church for assistance, we call the Link. If Rhonda is not available, she suggested calling United Way's 211 or the Kandiyohi County Sheriff's office for emergency housing. We presented her with our annual pledge of \$2,500. Fr. Steve also asked for quarterly financial reports.
  - c. Staff Christmas gifts – A motion was made and approved to provide small Christmas bonuses to staff as has been done in the past. He also commented that instead of gift cards to volunteers, we will be making a donation in their name to the Food Shelf.

- d. Maintenance update – Ed came to give a maintenance report. Tom reviewed the minutes from their recent meeting.
  - i. The lights have been replaced except for one that was damaged. Ed discovered that we can replace the bulbs on the sides from above. Derek from Lake Region Electric has offered to replace bulbs that burn out. We are also looking into getting retrofit-systems.
  - ii. He also got a quote from Nationwide regarding weather-stripping on the doors for \$600. Fr. Steve approved that bid.
  - iii. There is a need for another light at the East driveway. Ron also pointed out that down the road, we need to consider straightening out the driveway so that people aren't entering into the out-going traffic lane. There is some electrical wiring in place with a junction box.
  - iv. The Maintenance Committee (Cliff Jerabek, Chuck Groff, Herb Mueller, Greg Kelly) met recently and are looking at some other minor issues. They are going to meet regularly.
- Items for next month's agenda
  - a. Kids Against Hunger

Next meeting: Tuesday, January 22, 5:00 pm.