

SS Peter and Paul Parish Finance Council

Meeting Minutes

August 8, 2019

Members present: Father Bill, Bob Horne, Cindy Larm, Flo Howard, Judy Moser, Joe Herzog, Shelley Chrisman, Theresa Krebs, Mary Beth Conway, Philip Cottrell, Ashley Wassman, Shannon Griffy

Opening Faith Sharing by Joe

Administration Commission report: Have not met since our last meeting.

The new doorbell for the rectory is on their To Do list.

Repairs will be attempted on the organ at church. A repairman is coming next week. He advised that we need to plan to replace it within the next ten years. Flo will ask Kristina and Roz to look at the organs downstairs to see if any of them are able to be used.

July meeting minutes approved by consensus

July financial reports were reviewed and discussed.

Pastor's report: No report

DRE report: See below

School/School Finance Committee report: New Family Night is tonight. Back to School Night is Monday night. School starts on Wednesday.

Home & School report: A pre-meeting was held, as they have a new President and Secretary. Welcome baskets are being made for the new school staff.

At their September meeting they will discuss the suggestion of combining Muffins for Mom/Donuts for Dad into one event.

Pastoral Council report: Have not met since our last meeting.

OLD BUSINESS:

Parish Money Counting – draft of proposed policy attached: After discussion, agreed by consensus to accept the policy as drafted.

Parish Rental Policy – draft of proposed revised policy attached: After discussion, agreed to return to Joe and Alan to revise for the next meeting, based on suggestions. Once approved by Council, it will be sent to the Diocese to be looked-over for any legal issues that may arise.

2019-2020 Budget: After discussion, Bob Motioned, Judy second, that we approve. Motion passed.

NEW BUSINESS:

September Faith Sharing: Judy

List of account signers for all parish bank accounts: was reviewed and approved by consensus.

NEXT MEETING: September 12 at 5:00 pm in the Parish Office Building.
Note: Due to Father's schedule, our October meeting will be on October 17.

Closing Prayer: Group Glory Be

Respectfully submitted,



Cindy Larm

Finance & Pastoral Councils: August 8, 2019 Report
Theresa Krebs, DRE/YM

1) Current Classes

a) **CCD:** We need two new teachers for next year: one for second grade and one for the 5th/6th grade combined class. I would also like to have a CCD director. Please help recruit! I'd appreciate suggestions! Classes will start after Labor Day.

b) Freshmen Classes:

i) The boys group studied the Father Kapaun Virtue Series that is on Formed.org. The leaders plan to continue with the series in the fall.

ii) The girls group met August 7 for a book study of "Love Does" by Bob Goff.

c) **Confirmation:** We have 42 students who are now seniors and juniors, from SSPP and St. Joseph. They will get confirmed Monday, November 18. Most are meeting alternate Sunday mornings at 8:15 a.m. at SSPP with leaders: Bradley & Elizabeth Atkinson, Linda Runnebaum, Kristi Widmer & Connie Lee. Kris Stodgel is meeting with a group at St. Joseph, Fayette following their 8:30 a.m. Mass, following the same schedule. Those unable to attend on Sunday morning, are able to contact me for a Wednesday evening make-up session. We are using the Dynamic Catholic program and asking \$15 to cover the cost of the books and the Bibles. (Next year, plan to ask \$20.)

We had several of our confirmation students help with the daytime Kid Program of Totus Tuus, as well as several who attended the Totus Tuus Teen Program in the evenings. Several also attended the Steubenville Conference in Springfield.

d) **Kapaun Men's Group:** Deron Widmer and Eddie Hoff are leading a men's group that is studying the Kapaun series on Formed.org. This group meets at Ron Rapp's shed, every other Wednesday evening.

2) Sacraments & Liturgical Seasons

a) **Baptisms:** We had baptisms June 30, July 7 and July 14.

b) **Confirmation:** Instead of catering our Confirmation dinner this year, we are planning to prepare a pasta dinner ourselves, with help from the Funeral Dinner Committee.

c) **Marriages:** Deacon Dave has assumed the responsibility for marriage prep. Jason Broyhill & Sarah Ellebracht were married August 3.

d) **RCIA:** Brant Whitaker was initiated into the church August 3. He received the sacraments of baptism, confirmation and first communion.

e) **RCIA:** Deacon Dave has an information session scheduled for Wednesday, August 28 from 7-9 p.m. Classes will start in September.

3) **Other education/programs**

a) **Totus Tuus:** Totus Tuus was held the week of July 7-12, 2019. We charged a registration fee of \$5 per student. (Most paid, a few did not.) We had 50 students in the day program (grades 1-6) and 38 students in the teen program (grades 7-12).

b) **Formed.org:** "Pick of the Week" in the bulletin each Sunday and on Facebook. For the last month, our parish Engagement Ranking, as compared to all Formed parishes worldwide with data normalized before ranking (using actual number of registered users in each parish) to eliminate parish size bias, is:

i) Visits: See chart

ii) Events: See chart

iii) Minutes: See chart

iv) Top Video: See chart

v) Top Audio: See chart

vi) We have 116 registered users.

vii) This week's feature is: "Edith Stein," a Jewish philosopher who converted to Catholicism and died as a Carmelite martyr at Auschwitz. Go to stspchurch.formed.org to watch this video.

4) **Youth Ministry/Fellowship**

a) **Juvies 4 Jesus** (Brian & Trish Lutz): Grades 8-12, meets Sunday nights at 7:30 in the p/o basement. They are on a break for the summer but may have some fellowship activities. A high school youth rally is being planned for September.

b) **God Squad** (Grades 6 & 7): Brent & Janelle Drummond, Jesse & Kelly Rohrbach, who have led this group in the past are looking for other parents to take over as they don't have children in this age group.

c) **NCYC** We have 13 students signed up to attend the conference which is Nov. 21-23 in Indianapolis. They earned money by providing the desserts at the KofC fish fries and hosting the Valentine Dinner.

d) **Steubenville:** We had 25 students attend the Steubenville Conference, July 19-21 at MSU in Springfield. Many said they are already planning to attend next summer.

5) **Community Outreach**

a) I had a booth at Heritage Days. I distributed materials, and served lemonade & popcorn.

6) **Other Events:**

a) I will be attending a diocesan training August 23 at the Schwartz Center.

7) I serve on the Tolton Advisory Board and on the Faith Committee. Please pass on to me any ideas that you feel would be helpful for building their school faith community.

Proposed Job Split into Two Positions

Under 18 Part-time Position

CCD, Confirmation, God Squad, Juvies, First Communion, Freshman/High School Groups (boys/girls), Totus Tuus, Steubenville, NCYC, Children's Liturgy of the Word

Over 18 Full-time Position

CMU outreach, Divorce Group, Widow/Widower/Grief Support Group, Youth Grief Support Group, Men's Ministry, Women's Ministry, Baptisms, RCIA, Adult Ed, Stewardship, Vitality, Marriage Prep, Evangelization, Virtues in Practice, Outreach (festivals & events), Marketing

Draft

Saints Peter and Money Counters

Eligibility to count money from collections is as follows:

- Must be a registered member of the Parish and attending Mass weekly
- Must be approved by the Parish Finance Council
- Must be approved by the Pastor
- Must be willing to work in a minimum sized group of two unrelated persons when counting collections
- Deposit forms will be completed and signed by the personnel counting the funds
- Funds will be prepared for deposit and deposited in the Parish's local bank account.

Persons counting collections will sign and acknowledge that they are aware of parish policies handling offertory funds.

All of the above points apply to both scheduled counters and substitutes.

Note: The policy was reviewed to conform to Diocesan guidelines and audit recommendations.



Saints Peter & Paul Catholic Parish

502 Seventh Street • Boonville, Missouri 65233 • (660) 882-2589

FACILITY USE APPLICATION

Application Date _____ Name of Group or Organization _____

Name of person representing group or organization _____

Address _____ Phone _____ Email _____

Dates desired _____ Time: From _____ to _____

Facilities Desired:

_____ Church Hall

_____ School

_____ Hall Only

_____ Cafeteria Only

_____ Hall & Kitchen

_____ Cafeteria & Kitchen

_____ Gym Only

_____ Gym & Kitchen

_____ Gym, Kitchen & Cafeteria

List any school equipment desired for use: _____

Will food or beverage be served or sold at this activity? Yes _____ No _____

If yes, will kitchen equipment be needed and if so, what equipment? _____

Will an admission be charged or free will offering be collected for this activity? Yes _____ No _____

Is the group/organization requesting that alcohol be permitted? Yes _____ No _____

It is the organization's responsibility to notify the parish/school of cancellations or changes to the above request no later than 24 hours prior to the event.

Damage deposit and rental fee is due at the signing of the Contract for Facility Use.

I have read this agreement, the Parish Facility Use Policy, and the Schedule of Fees. I agree to be financially responsible for any damage to parish property that may occur during the time of this agreement. In submitting this application, the organization I represent, agrees to abide by the rules and regulations as issued by Ss. Peter and Paul Parish for the care of facilities, to accept full responsibility for damage done to school property by those in attendance at the activity and to make prompt payment to Ss. Peter and Paul Catholic Parish.

Signature of person authorized to sign this application

Date

SCHEDULE OF FEES

Church Hall

	Up to 2 Hours	2-4 Hours with Kitchen	Over 4 Hours with Kitchen
Parishioners	\$100.00	\$200.00	\$350.00
Non-Parishioners	\$150.00	\$300.00	\$450.00
Non-Profit Organizations	\$125.00	\$250.00	\$400.00
Damage Deposit	\$150.00	\$150.00	\$150.00
Parish Organizations	No Charge subject to premises returned to original or better condition		

School Facilities

	Up to 2 Hours	2-4 Hours	Over 4 Hours or Full Day
Cafeteria Only	\$50.00	\$80.00	\$150.00
Cafeteria & Kitchen	\$100.00	\$150.00	\$200.00
Gym Only*	\$125.00	\$250.00	\$400.00
Gym & Kitchen	\$225.00	\$350.00	\$450.00
Gym, Kitchen, & Cafeteria	\$275.00	\$425.00	\$550.00
Damage Deposit	Damage Deposit is equivalent to the total usage fee		

*Teams that are not sponsored by SSPP will be charged \$30.00 per practice session, up to two hours. This is for single-team practices.

Staff, Supervision & Custodial Fees

School Staff	\$40.00 / hr
Facility Supervision:	\$30.00 / hr
Custodial Services	\$40.00 / hr (2 hour minimum)

PARISH FACILITY USE POLICY

Ss. Peter and Paul Catholic Parish encourages the utilization of parish facilities by community groups. Such use of any parish facility or grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity. Use of the facilities and grounds is provided for all types of activities that strengthen the moral and social character of the parish and community. Any misuse or damage to parish property, failure to properly clean up, or conduct that is unbecoming a Christian person will result in loss of security deposit(s) and future facility use.

Normally, no rental fees will be charged to parish or school organizations. The operation and maintenance of school buildings represent a cost to the school. Free uses, outside of parish and school organizations, therefore, must be limited and a rental fee must then be charged. The parish has established reasonable fees and/or rental charges for the use of any school facility. Refer to the fee schedule.

1. Individuals and organizations wishing to use parish facilities shall file a Facility Use Application with the principal of the building at least seven (7) days prior to the date of use.
2. The use of parish facilities for parish and school purposes, meetings of students, parent-teacher associations and other organizations affiliated with the parish and school have precedence over all others.
3. The group/individual will be financially responsible for disciplining its own members. The group/individual using the facilities will be responsible for any damage to the building(s) or equipment.
4. Groups/Individuals receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the pastor or building principal.
5. Groups/Individuals receiving permission are responsible for the observance of city, county, and state fire and safety regulations always.
6. Disorderly conduct, the use of illegal drugs, or tobacco products shall be prohibited in all parish buildings and on all parish properties.
7. On days when school is closed because of snow or other unforeseen circumstances, all outside group activities for that day may be canceled or postponed.
8. Arrangements for the use of special equipment such as projectors, piano, public address systems, scoreboard controls, or other equipment belonging to the parish must be made at the time the application is filed. The use of kitchen equipment for food preparation and sanitizing of dishes, utensils and tableware may require the assignment of an employee.
9. The parish will cooperate with recognized agencies, such as the Red Cross and Civil Defense and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
10. In situations where extended usage for a long period of time is required, rates may be set at a contract price negotiated with the pastor or principal or his/her designee.
11. If a custodian is required at times other than the established custodial work schedule, the requesting organization will pay a fee with the minimum set at \$40 (\$20 per hour/2 hour minimum).
12. All payments will be to Ss. Peter and Paul Parish.
13. The parish or school reserves the right to cancel any permission granted.
14. Requests for the use of the buildings and grounds by individuals or outside organization shall be submitted to the pastor or principal. Any request for use of the buildings or grounds shall be granted or denied pursuant to regulations for use of the facilities

- developed by the administration. Any group/individual using the parish's facilities shall comply with all rules and regulations governing the use of the facility.
15. Staff members representing individuals or outside organizations shall acquire advance approval of the pastor or principal for the use of any facility, grounds, or equipment for non-school use.
 16. It shall be illegal for any person, other than a law enforcement officer, to possess a weapon in or on any school property, school grounds, or any building or structure used for student instruction or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event.
 17. The use of the building/grounds must be confined to that portion and use requested.
 18. Unless permission is specifically granted to use the building/grounds until a later time, the school facility must be vacated by 8:30 p.m. The church hall must be vacated by 1:00 am.
 19. Agreements to use school facilities will be issued for specific rooms or areas. It shall be the responsibility of the organization to see that the remainder of the building or complex is not entered or disturbed. The organization must provide competent adult supervision and/or security for all activities, for all in attendance, always. Persons signing the agreement for use of the facility shall be responsible for all persons entering the complex regardless of whether those entering are members of the group which has been granted permission to use the facility.
 20. Disorderly conduct, use of illegal drugs and tobacco products shall be prohibited in all school buildings and on all school property. Consumption of food and beverages shall not be permitted except in the designated areas. Serving and consumption of alcohol is permitted only with the approval of the pastor or principal. There shall be no drinking of alcoholic beverages on the parking lot or anywhere outside.
 21. List equipment and other items required on the front side of this application. Some school-owned equipment may require the direction of a school employee. The group using the building will reimburse the school for the cost of the employee.
 22. Some activities and use by non-school or non-parish organizations may require supervision by school staff as determined by the building principal or his/her designee. The group using the building will reimburse for the cost of supervision.
 23. After the function is completed, all property such as tables, chairs, etc. must be restored to the same setting they occupied before the function. The organization and its person in charge are responsible for leaving the building area used as it was before entering and to make sure all windows, doors and gates are closed.
 24. If a custodian is required at times other than the established custodial work schedule, the requesting organization will pay a fee. The fee may be retroactively applied if the condition of the facility is not returned to its original state.
 25. Pertaining to Gym Usage: Only players and coaches will be allowed on the playing surface. Spectators will remain in the bleachers. All matters concerning scheduling and use of the school facilities as it applies to athletics will be channeled through the director of the athletic program.

CONTRACT FOR USE OF SAINTS PETER & PAUL PARISH FACILITIES

The facilities are made available to the applicant according to the specifications on the Facility Use Application.

- The total rental fee is \$_____. The damage deposit is \$-_____.
- The rental fee and damage deposit are due at the signing of this contract.
- The applicant agrees to provide a Certificate of Liability Insurance at the signing of this contract naming Saints Peter & Paul Parish as a certificate holder. The minimum amount is \$1,000,000.00 in liability.
- The applicant acknowledges receipt of the Parish Facility Use Policy and acknowledges the responsibilities outlined in it, in the Facility Use Application, and in this agreement.
- The applicant acknowledges that the damage deposit will be refunded only if all part of the application, the facility use policy, and this agreement are properly carried out.
- Any variation of any items in the application, the facility use policy, and this agreement is only by special written permission.
- The security deposit will be forfeited if any underage person(s) are found to be in possession of alcohol at any time.

Applicant Signature

Pastor Signature

Date

Date