

St. Theresa Parish Finance Council Minutes

Thursday, September 11, 2025

5:30 to 7:30 pm

Attendance: Jeanne Thill, Sergio Loch, Barb Dempsey, Randy Hanten, Paul Johnson (joined later), and Jimmy Sarcone (joined later)

Others in Attendance: Fr. Raphael Assamah, John McMichael, Gretchen Watznauer

Absent: Kevin Olson, Kenneth Seymour, Fr. Mike Mahoney, Trustee Steve Michaud

The meeting was called to order at 5:30 pm, but a quorum was not present. The minutes of the July 10<sup>th</sup> meeting would be discussed/approved once a quorum was reached. Fr. Raphael led the opening prayer

**School Update** – Gretchen gave an update to the start of the school year. There were a couple of hurdles as the sewer backed up a few times in week 1, but otherwise the school year is off to a good start. Office Staff is working with the Region to pay the bills through the Region's process. Region staff has been helpful. Gretchen discussed the 3-year cycle to purchase/replace Chromebooks for teachers and students. She also said all staff positions have been filled, with the job sharing of the 1<sup>st</sup> grade Associate. The student retention rate is 90%. The 10% not returning is due to a large 8<sup>th</sup> grade class that graduated in May 2025, and only 17 students in Kindergarten this current year. The \$330,000+ Catholic School Assessment was briefly discussed.

**Regionalization Update** – there was no new information to discuss.

**Financial Update** – John briefly reviewed the August 2025 financial statements. Income has increased, but so has the expenses. He noted that there is no School information in the new reports, as those financial figures are tracked by the Region. John noted that August was a 5 weekend month, but the collection for the last weekend of August was down significantly (likely due to Labor Day holiday weekend). John also pointed out that the Childcare Income was way under budget for FY25. This is due to a decrease in participation (number of kids enrolled) as compared to prior years. Childcare is currently being billed weekly to stay on top of things and hopefully reduce the number of families falling behind of payments. Next, John reviewed the 2025 Annual Diocesan Appeal (ADA). The goal is \$149,539 and we have received \$142,677 in Pledges & Gifts, or 95.4% of our goal. The current year ADA will end in February 2026, and the new ADA year will begin in March 2026. Last item was to review the Investment/CD spreadsheet. There was a brief discussion as to which CDs are designated as "restricted" which is basically earmarking those CDs for a specific purpose.

**Pastor's Report** – Fr. Raphael said the carpeting in the Parish Hall has been completed and positive feedback has been received. The East Meeting room will likely be the next area for a carpet upgrade, at a cost of approximately \$10,000. The Internet wiring has been updated for the kiosk. Father is also researching the cost of an electronic hymn board, and possible alternatives. He also is considering a book by Matthew Kelly as a Christmas gift to parishioners. Father also said the 2026 Parish Calendars have been printed and he had a few for the group to review.

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**New Business:**

**Annual Report to the Diocese** – the group reviewed various questions and answers from the 18-page report. Barb had some questions regarding items #9, #46 to #54. Kenneth had some notes on the report that “some changes are needed” and we can follow up with Kenneth at the next meeting. The reconciliation process was discussed and we need to make sure the segregation of duties are followed. The next discussion topic was Sunday Morning Donuts, and a suggestion to consider other vendors if HyVee is increasing their costs charged to us.

**Finance Council Committees** – there was a review and discussion of the draft Committee document compiled by Jeanne. Committees should brainstorm as to what their plans and goals should be. Likely determine when to meet, how often to meet, and items to accomplish. There was a brief discussion of the Purchase Order (PO) process, noting that all Parish Committees are not required to use POs for some purchases. Discussion also noted that there are 6 credit cards assigned.

**Unfinished Business:**

**African Community** – Fr. Raphael said this community will have a 1 pm mass each Sunday at St. Theresa Church. The 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Sundays will be in Swahili, and the 3<sup>rd</sup> Sunday will be in English with Swahili translation. Father is asking the African leaders to be trained as to the St. Theresa methods (where items are stored in the sacristy and various places in Church). If things/items are moved for their mass, they should be returned to the original position when the mass is completed.

**HVAC** – there was no new information to discuss.

**Parish Membership** – Jeanne led the discussion of the “Preliminary Parishioner Activity” document that she put together. It was noted that 391 of 933 registered families (or 42%) are Non Active (financial or otherwise). Jeanne said she had not received School Activity information for this document. Father indicated that he would discuss ideas with Gretchen to assimilate the School Leadership Council and school families into participating in various Parish activities.

**Approval of Minutes** – with a quorum present, Sergio moved to approve the June and July 2025 Minutes, and Jimmy second the motion. Minutes were approved accordingly.

**Executive Session** – no executive session was needed.

**Closing Items** – the next meeting will be Thursday, November 13, 2025 at 5:30 pm. This meeting concluded at 7:30 pm, with a prayer led by Fr. Raphael.

Respectfully submitted,  
Randy Hanten  
Secretary