

St. Theresa Parish Finance Council Minutes  
Thursday, November 13, 2025

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

Others in Attendance: Fr. Raphael Assamah, Fr. Mike Mahoney, Kenneth Seymour, John McMichael, Gretchen Watznauer, and Trustee Steve Michaud

The meeting was called to order at 5:30 pm. . Fr. Mike led the opening prayer. Paul Johnson made a motion to approve the minutes of the September 11<sup>th</sup> meeting, Barb Dempsey seconded. The minutes were approved.

**School Update** – Gretchen gave her school report. Re-enrollment began on November 1<sup>st</sup> and school is nearing 50% re-enrollment currently. Enrollment to parish families without kids currently enrolled and other Catholic parishioners will open on November 29<sup>th</sup>. School enrollment will be open to the public on January 25, 2026. The current STCS enrollment is 251 from two year-olds to 8<sup>th</sup> grade. Gretchen is advertising for a bus driver. Overall, things are going well at school.

**Regionalization Update** – Kenneth said there was no new significant information to discuss. The various processes are continuing to get worked out.

**Financial Update** – John briefly reviewed the Annual Diocesan Appeal (ADA) financial picture. The goal was a little more than \$149,500, and we are currently about \$1,500 short of this. However, there are 10 open pledges, so we should be ok to meet our goal. There are 262 contributors. October was a good month for tithing and the plate collection has been steady. There was a short discussion regarding CDs. Paul asked why it appears that we are about \$340,000 year over year. John said he will prepare a summary report outlining the use of funds, and send it out once it is completed.

**New Business:**

**HVAC** – Kenneth said the large boiler is inoperable at church. The repair will be approximately \$40,000. Church and school are currently heated with the small boiler only. Modus will be here next week to discuss our HVAC needs. Jimmy said we need Modus' help to develop a Scope of Work (SOW), solicit bids, and ensure bid consistency. Jimmy Sarcone made a motion to approve up to \$40,000 for HVAC repair, Sergio Loch seconded. Council approved the repair.

Jeanne outlined the next steps in the process. First, we need to draft a document as to why this HVAC project is needed. Next, we will need 6 to 8 months to acquire these HVAC units. Then, we will need approximately 50% of each unit cost for the vendor to start constructing the given unit. There were some questions and discussion regarding the Foundation and what that entity may be able to help support financially.

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**Unfinished Business:**

**HVAC Bids** – see above for HVAC discussions.

**Committees** – there are 6 proposed committees.

1. Budget (Kevin & Sergio) – working on vision and mission of this committee. Sergio noted that he and Kevin do not know what the Region doing for school budget.
2. Fundraising/Development (Jeanne) – has vision document, working on goals, structure of committee, and the current & long-term tasks.
3. Building/Grounds (Jimmy) – has documents and passed them out.
4. Safety/Security (Jimmy) – has documents and passed them out. Members of this committee meet regularly, and Police Chief and Officers are also involved.
5. Financial Investment (Paul) – the investment policy was written and approved last year, per Paul.
6. Financial Oversight (Barb & Randy) – no new policies developed yet. Trying to gather background information. Will request the current written policies from Kenneth and review for completeness, etc.

Parish Membership – Jeanne is still working on gathering data. Sergio outlined his past experiences working with parishioner info. Fr. Raphael indicated that we could do more evangelization and reaching out to others as a parish.

**Pastor's Report** – Fr. Raphael stated that Bishop Joensen will be speaking at St Theresa on December 3<sup>rd</sup> regarding the Jubilee. There are several chalices that are being refurbished – Father said we may get them back by Easter. He will also publish a church “Christmas Wish List” in the bulletin, mainly some minor projects/upgrades.

**Next Meeting** – Meeting frequency has changed to every other month. Next meeting will be January 8, 2026 at 5:30 pm in the conference room.

**Closing Prayer** – Fr. Raphael led the closing prayer. Meeting was adjourned around 7:15 pm.

Respectfully submitted,  
Randy Hanten  
Secretary