

St. Theresa Parish Finance Council Minutes  
Thursday, January 8, 2026

Attendance: Jeanne Thill, Barb Dempsey, Randy Hanten, Paul Johnson, Kevin Olsen, and Sergio Loch Others in Attendance: Fr. Raphael Assamah, Fr. Mike Mahoney (joined after mass), Kenneth Seymour, Gretchen Watznauer, and Thomas McMahon (guest).

The meeting was called to order at 5:35 pm. Fr. Raphael led the opening prayer. Barb Dempsey made a motion to approve the minutes of the November 13<sup>th</sup> meeting, Kevin Olsen seconded. The minutes were approved.

HVAC – Thomas McMahon was introduced to the group. Thomas has a construction management background and has been in several meetings with Motis regarding the HVAC upgrade. Thomas recommended that the parish ask for full-scale for both buildings (Church and School) from Motis. Basically it would be a design and bid situation. The parish would bid the entire project and then stage the construction. Mechanical units would be built to order. Motis and the architects will be giving Kenneth financial amounts, fees, and bid items in the week or two. Preliminary estimates of the project costs are between \$3 and \$4 million. The Diocese will have to approve the project, and they have staff to review the plans. The parish expects to make a presentation to the Diocese regarding the HVAC campaign in May 2026. Also, the documents provided by Motis will be reviewed by Kenneth, Thomas, and Jimmy Sarcone. They will send these to the Finance Committee once their review has been completed.

School Update – Gretchen gave her school report. The current STCS enrollment is 252 from two year olds to 8<sup>th</sup> grade, and 215 kids are registered for next school year. Kindergarten enrollment for next year is low, and the STCS Roundup will take place on January 22, 2026. Gretchen is working on a mailing to select parish families with two to five year old children. The African community might be a good source for new school kids.

A question was asked as to where/what account the school expenses for facilities are being recorded. This should be asked to John McMichael (who was sick and not in attendance for this meeting)...

Financial Update – No report as the December 2025 accounts are not reconciled yet.

Annual Diocesan Appeal (ADA) / Certificates of Deposit (CDs) – The ADA goal was approximately \$149,500, and there is about \$1,400 remaining on pledges from 266 participants. St. Theresa can expect about an \$800 refund if all pledges are honored. There was a short discussion regarding CDs. There are several CDs coming due in the near future. It was noted that the money market account is currently earning a better interest rate than the CDs

Pastor's Report – Fr. Raphael stated that in 2026, he would like the parish to focus on spiritual renewal and evangelization. The parish enrichment programs and committees will be involved, but we need to help each group develop a budget. What are their goals and intended

accomplishments and how to we get there... This would be a change from past practices, as these groups have been allocated money in the past and then they spent it on their program. With more specific goals, a working budget can be developed for each program/committee. The reimbursement process was discussed and the need to improve the timeliness of reimbursements.

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### New Business:

Wall repair – Per Kenneth, the parish hall wall repair has been completed, but is NOT fixed. The steam is now being vented, but is still coming out. This is a temporary fix.

Cry room remodel – The cry room will be closed for a few weeks as the remodeling project proceeds. A portion of this room will be used to house the livestream equipment.

### Unfinished Business:

HVAC Bids – see above for HVAC discussions.

Boiler Repair – the boiler repair has been completed. The final repair cost was \$35,713, which was within the approved amount of \$40,000 from the November 2025 Finance Council meeting.

### Committees:

1. Budget (Kevin & Sergio) – Kevin handed out a document outlining this committee's Mission Statement, Scope of Responsibilities, and meeting frequency. Sergio suggested that each church program/committee should formalize an annual budget.
2. Fundraising/Development (Jeanne) – continuing to compile data – does it align with the Church's need. There was a brief discussion of 2<sup>nd</sup> collections and dates.
3. Building/Grounds (Jimmy) – there was no update as Jimmy was absent.
4. Safety/Security (Jimmy) – there was no update as Jimmy was absent.
5. Financial Investment (Paul) – interest income is currently hard to estimate. A concern was raised that we will be asking for ADA and HVAC capital campaign contributions as the same time.
6. Financial Oversight (Barb & Randy) – will be meeting with Kenneth on 1/15/26 to discuss select policies and procedures, and begin to develop committee goals and responsibilities. Looking to take the non-compliance items in the Diocese Annual Financial Report (AFR) and develop corrective actions/procedures, or identify compensating internal controls.

Parish Membership – Jeanne has identified “inactive” parishioners and resolved about 20% of this population (homebound, deceased, etc.). Will continue to compile the data.

Next Meeting – Next meeting will be March 12, 2026 at 5:30 pm in the conference

room. Closing Prayer – Fr. Mike led the closing prayer. Meeting was adjourned

around 7:15 pm.

Respectfully submitted,  
Randy Hanten  
Secretary