

**St. Hildegard Catholic Church**  
**Parish Council Minutes – October 13, 2016**  
**7 PM**

**Attendance:** Fr. Frank, Myron Rogstad (Chair), Gary/Coreen Richter (Vice-Chair), Josey Milbradt, Travis Schweitzer, and Pat Anderson, Business Manager

**Fr. Frank led the opening prayer.**

Myron Rogstad called the meeting to order.

**Review and approval of meeting minutes of August 2, 2016**

Josey moved to approve the August 2, 2016 minutes; Gary seconded the motion; the motion passed.

**Additions to Agenda (none)**

**Committee Reports**

**Financial:**

*Financial Statements*

- Pat distributed the statement of financial position as of September 30, 2016 and the July 1 – September 30, 2016 statement of activities. After our upcoming expenditures are paid there will be around 3-4 months of operating money in the checking account.
- The statement of activities report was reviewed and Pat noted that our line item for repairs and maintenance (non-rectory) is higher than budgeted as there were electrician costs to provide wiring to the statues and to add an outlet above the light by the handicap door.
- Josey moved to approve the financial statements; Coreen seconded the motion; the motion passed.

*Fall Dinner Report*

- The fall dinner financial statement was reviewed. Income was \$32,495.62; expenses were \$15,068.22 with a net profit of \$17,427.40. 995 meals were served this year.

*Diocesan Financial Guidelines – Safe*

- The Diocesan Financial Guidelines recommend that collections and all cash should be stored in a safe. **Action: A safe will be purchased and bolted into one of the new cabinets with a keypad combination.**

## **Maintenance/Capital:**

### *Kitchen (Sink)*

- A new sink will be delivered tomorrow morning from Capital City Restaurant. It won't be put in right away. Northern Plains will install the sink at no cost to the parish.
- There is a remaining balance on the bill. **Action: Myron Rogstad will review the extra costs (texturing/painting and phone line) on the bill with Sara before authorization is made for payment.**

### *Office (Cabinets)*

- Pete Kraemer has installed the cabinets. The countertops and finishing touches will be completed soon.

### *Statues*

- The statues will be installed soon between farm work schedules. Travis will anchor them down. It was discussed that we will need to move the bulletin holder; no action taken for now.

### *Electrical*

- Tabled; Father Frank needs to call Dean Schmitz.

### *Pew Book Holders*

- Some of the pew book holders are cracked and need to be replaced. Action: Josey will **replace them tomorrow.**

## **Liturgy, Ministries and Evangelization:**

### *Stewardship Committee Meeting*

- Val and Nathan Kuntz are willing to serve on the stewardship committee and have suggested putting in the bulletin a request for people to serve on the committee.

## **Education, Vocation and Youth**

- Confirmation will be Sunday, Oct. 16 at 10 a.m. at Sacred Heart Church. There are 8 confirmands from St. Hildegard and 2 from Sacred Heart.
- Adult Faith Formation began last evening and will continue for 9 more sessions. The sessions will run concurrent with CCD classes.
- The Thirst Conference will be October 28-30 at the Event Center in Bismarck.

## **Unfinished Business**

### *Usher Training (Emergency Preparedness; Collection, etc.)*

- Myron will get Pat some dates that training can be done for the ushers; sometime after deer hunting season is done.

## **New Business**

### *Diocesan Synod (November 9; 10:30 a.m. – 5 p.m.)*

- Three representatives are needed to attend the synod. Marlyn Richter and Ron Aberle will attend since they are our trustees. **Action: Father Frank will call Jim Heisler.**

#### *Catholic Mutual Group Inspection*

- The report from the July 15, 2016 CMG Inspection was reviewed with parish council. The following areas of concern were discussed:
  - 1) Emergency lights in the church basement; one of the emergency lights was not functioning properly. Action: Josey and Myron will fix them. **It was recommended that we put this on the usher's list to check them weekly.**
  - 2) Carbon monoxide detectors are not installed as needed in the rectory. Action: Father Frank will buy a couple of smoke alarms and carbon monoxide detectors.
  - 3) The exterior of the buildings are in need of paint and/or maintenance. No more action is needed as this has been completed.
  - 4) Guidelines should be in place for shoveling, salting or sanding walkways. **Action: A process is in place; Fr. Frank shovels and Ron Aberle provides snow removal. The scheduled ushers take care of the sidewalks and use ice melt.**
  - 5) Ongoing reminder whether all staff and volunteers have reviewed online training courses as needed. **Action: Pat to review and prepare volunteer training.**

#### *Parish Council Terms (Gary/Coreen – 2016; Josey Milbradt – 2016)*

- Parish council terms will be up for Gary/Coreen and Josey at the end of December. Names were suggested by the council and Father will choose from the suggested names.

The next meeting will be Thursday, January 19 at 7 p.m. in the parish rectory. The meeting was ended with a closing prayer and adjourned at 9:00 p.m.

Respectfully submitted,



Pat Anderson  
Business Manager