

Cluster Meeting – Finance Councils

March 3, 2016 – St. Leo's

Councils Represented:

St. Leo's – Katie Einck, Sue VanMoorlehem (Parish Finance Administrator)

St. Mary's – Dan Lorang

St. Catherine's – Mary McLaughlin (Parish Administrator), Patty Evans

Discussion Topics:

- 1) Phone Systems
- 2) Computers and Software
- 3) Current Staff Positions
- 4) Future Staff Positions

Phones

- St. Leo's: 8 phones with 3 "rolling" lines
- St. Catherine's: 8 phones with 3 separate lines; 1 phone and separate line in Adoration Chapel
- Both churches currently have VAST as their provider and have call-forwarding ability

Faxes

- St. Leo's: this is linked with a computer and does not have a separate phone line
- St. Catherine's: fax machine w/phone line

Computers

- Discussed remote access, routers, sharing files (Dropbox vs Carbonite). St. Leo's uses Dropbox for a cost of \$100/year; St. Catherine's uses Carbonite

*Group agreed that before either parish makes a major purchase with phones/computers, etc. they should be consulting each other, to make sure they are compatible.

Current Staff Positions

St. Leo's: Sue – full time finance administrator

Mariam – full time faith formation w/decreased hours in the summer

Rudy – full time custodian

Doug – 10 hours/week w/faith formation; \$100/month stipend for IT services

St. Catherine's: Mary – full time parish administrator

Katie – full time w/decreased hours in summer

Lynne – 3 ½ days (part time in faith formation and part time in office)

Ken – full time custodian

Meulebroek & Taubert (Amy) – helps with books at \$130 average per month

Payroll Prep - \$55 a month

Future Clustered Staff Positions – IDEAL (based on need, budget, volunteers available)

- (1) "numbers" position (to be shared in cluster) – accounting vs bookkeeping

- (2) staff positions (one at each parish) – phones, people, bulletins, parish website, etc.
- (2) faith formation (one at each parish)
- (2) custodians (one at each parish)
- (2) part-time faith formation assistants (one at each parish)