

## PARISH FINANCE COUNCIL MEETING January 2, 2020 - MINUTES

Attendees: Reverend R. Marc Sherlock, Jenny Swigart, Rick Monnier, Norm Shearer and Kathy Herzog.

Adult Faith Formation - Scripture reading and prayer.

### Agenda Items:

1 **BULLETIN FINANCIALS:**

-December was not the best month to implement the new bulletin collection report. Multiple early submission deadlines only allowed three weeks of the new format.

- Regular Sunday Collections are budgeted at \$8,846.15. There are 52 Sundays in the current fiscal year.

- Still contemplating the format for the 2nd quarter report of the current fiscal year. This format will list special collections, charity donations etc..

2 **Christmas donations** totaled \$11,314.00. Christmas donations will continue to be received for several more weeks. (This is also true of any special Collection such as Religious Retirement, Easter, Holy Days, etc.)

Historical Christmas Collections:	2018	\$14,211.72
	2017	\$16,007.23
	2016	\$13,740.05
	2015	\$16,308.01

3 **Office Personnel Changes:** Kathy Herzog will be leaving her position at St. John's in late April or May. Her husband Steve has accepted a new position with his current employer in Clarkesville TN. She and her husband will be relocating. The duties of current position will be reallocated.

-Norm Shearer will be joining the St. John's staff, filling the Financial, Human Resource and Payroll areas of the position's current duties. Norm will start part-time on January 15, 2020.

-A part-time employee will be hired to fill a receptionist and communication position within the parish office.

-New job descriptions will be written for both positions.

4 **Jenny Swigart** will be the Parish Finance Council Liaison to the January 9th Parish Council meeting.

Parish Finance Council Meeting Dates for the remainder of the 2019-2020 Fiscal Year are:

March 5, 2020 (Rick Monnier PPC Liaison)

April 2, 2020

May 7, 2020 (if needed)

Respectfully submitted Kathy L. Herzog January 6, 2020