

Tri-Parish Council Minutes  
April 2, 2008

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Members Present: Mark Brigham, Tammy Hasenoehrl, Bill Neumayer, Joyce Majure, Fr. Les Kish

Guests: Kelly Hall, Sue Kirking

Meeting called to order at 5:25 p.m.

Bill invited Kelly Hall & Sue Kirking (Communication Committee members) to attend tonight's meeting for their input on the communication committee.

Kelly began by briefly describing some of the history of the Communication Committee. They are not sure that the committee is being useful or utilized to its full capacity at this point. Kelly gave an example to illustrate the duplication of information between the monthly newsletter and the weekly bulletin. They are experiencing this duplication on an ongoing basis. All in attendance agreed on the importance of getting information to the community in a timely manner. The committee proposed reevaluating how the community is best served. What are some of the options for the future?

The idea of utilizing space in the weekly bulletin was proposed. The possibility of having a page inside the bulletin every week from the communication committee would allow quicker communication of information. This bulletin area could outline ongoing developments and various aspects of the project. The possibility of adding one page to the bulletin was suggested. Further discussion revealed the addition of one page to the bulletin would actually add four pages to the publication and this eliminated that as an option. Alternate options to allow project information to be incorporated into the weekly bulletin were explored.

Persons to write the weekly information pieces representative of the different project components were proposed. When the council wants something specific written, they will contact the communication committee.

The committee suggested compiling a bi-monthly recap newsletter mailed to parishioners as a replacement to the current system of inserting the monthly newsletter in the bulletin and mailing quarterly recaps.

Fr. Les feels there is an issue with combining the two formats-newsletters & bulletin.

Continued use of the communication logo, modified and or condensed will be attempted.

Can the communication logo be changed to read *All Saints Catholic Community*?

The change was approved by Fr. Les and the Tri-Parish Council.

The need to remain flexible with the ability to adapt throughout the project is necessary.

Mark relayed a desire to have an electronic update/blog for even quicker communication of project news.

Fr. Les stated that no one forum of information is effective, you've got to keep coming at this with bulletin boards, priest announcements, websites, bulletins, newsletters, quarterly recaps-- all forms of communication.

The necessity of funneling information to Sue, Lewiston Catholic Community bulletin editor, in a timely and cooperative manner is essential to this transition. The communication committee editors will meet with Sue and see what they can come up with.

The council next discussed administrative structure. Mark & Bill have both made inquiries with other parishes & the diocese about administrative structure.

Mark spoke with Molly Hennessy, Administrative Assistant at Holy Spirit Catholic School in Pocatello. Molly described the schools administrative staff consists of the principal, administrative assistant, business manager & administrative specialist. She believed there were some ways to consolidate & share staff with the parish.

Mark also spent about an hour on the phone discussing administration needs and possibilities with the diocesan Human Resource director, Dr. Bob Fontaine. Dr. Fontaine felt some of the parish positions could

change and that the positions at the school may stay about the same. He shared if you have a principal deeply involved in finances that could be a shared position or a pastoral associate could work for both the parish & school. The suggestion was made to explore the possibility of a retired school superintendent that could work both sides.

All the folks Mark spoke with thought janitorial, maintenance & landscape employees could be shared by the parish & school.

Dr. Fontaine recommended talking to Dan Makley, Superintendent of Idaho Catholic Schools.

Diana Tetreault, Administration Pastoral Associate at St. Mark's parish Boise spoke very highly of the Power Church software to Mark. She saw no problem at all with one finance person managing both the school & parish finances. She explained how Power Church is capable of tracking project pledges & contributions separately from parish finances

St. Mark's has 15 employees: 4 full-time, 4 at 75% time and the rest are less than 75% time. There are 2,400 families at St. Marks'. They employ two secretaries-one is accountants receivable and one is accounts payable. These two funnel to Dianna as pastoral administrator. In Lewiston it appears we would need to restructure or we would be overstaffed. Mark felt good about saving some money, consolidating and sharing resources.

Fr. Les pointed out if you want your own administrative space then you can't be sharing copiers etc.

St. Mark's building project cost \$10,000,000.00. They raised \$7,000,000.00 and 92% of funds pledged are being received.

Mark will follow up with superintendent, Dan Makley.

Mark recommends council members going to Boise in the very near future to explore administrative structures and to tour recently completed building projects.

Bill spoke with a parish administrator in a Gig Harbor, Washington parish. The parish has one priest, 1,500 families, & a school. The administrator is the human resource manager, and responsible for all finances. One bookkeeper is shared by the church & the school. If affordable, they are looking to bring on a program developer. They provide all the administrative services for the school and parish. He & the principal are on a pretty even administrative basis. Their school is K-9<sup>th</sup> grades. He recommends avoiding junior high grade levels. The school has eliminated all parish subsidies.

The staff consists of: Parish Administrator, administrative assistant at school, administrative assistant at church with responsibilities as the receptionist, secretary, duties with the priest, Director of Religious Education, Youth Minister, bookkeeper (for both the school & parish), a principal, & 2 janitors. The two janitors care for the church & the school.

The council agreed to continue to pursue what they think is a good administration model and go forward. Fr Les agreed a new model is needed.

Joyce reported the building committee decided on Monday, after rethinking priorities, that a third building is necessary. The social hall should be built and the church offices would be located in this building. A basic social hall would be constructed to include meeting rooms and parish offices. Mark asked if there has been discussion about storage for the different groups. It was stated that yes, this is being provided. One possibility would be under the social hall.

The need to have some sort of drop off spot has been identified.

The council discussed whether there was a need at this point to get the word out to entities that may be interested in purchasing our properties. Further discussion continued about the timing of appraisals. The question was raised as to whether the diocese is involved in the process of putting the properties on the market. Bill will follow up with Larry Hellhake, Diocesan Finance Council, on these issues. It was reiterated that everything has to go through Larry.

Joyce presented the need for a logo to go with our recently announced name of All Saints. She has done some preliminary research on logos associated with All Saints. The question was posed: Do we want to

have a logo contest? The council & Fr. Les were in agreement to go forward with a logo contest. Prizes, eligibility standards and submission requirements were outlined. Three cash prizes will be awarded: Grand Prize-\$250.00, 1<sup>st</sup> & 2<sup>nd</sup> runners up-\$50.00 each. Joyce will review the parishioner participation forms for parishioners who may have indicated an interest in the area of church art to possibly serve as judges for the contest.

Bill summarized that at this time things are moving in an okay direction. The finance committee is taking on that aspect of the project and the building committee is continuing its work on the project. He stated now is the time to set forth the future focus of the council.

The council identified the following future council focuses:

1. Prepare to market existing properties
2. Identify and illustrate all options for St. Stanislaus church
3. Look at development and sale of our properties

Tammy will write a note of thanks to Bishop Driscoll for his recent visit to Lewiston and leave the note in the parish office at Our Lady of Lourdes. Bill asked each council member to stop by the Lourdes office and sign the note.

The fee schedule of the architects for the scope of the project was outlined.

Bill will ask Jacque Haener to prepare a financial statement each month on a specific date. He is going to request that it be submitted to him on the same date every month, regardless of when the Tri Parish Council meets.

The minutes of the March 5, 2008 meeting and the March 11, 2008 meeting were approved with corrections.

The next Tri Parish Council meeting will be on May 14, 2008 at 5:15 pm at Our Lady of Lourdes.

*Respectfully submitted,  
Gail Estes*