St. John the Baptist Catholic Church Finance Committee
Meeting, December 20, 2012

Finance members attending were – Curtis Tyler, Jim Brickey, Lisa Nelson, & Brenda Oster.
Bookkeeper – Joan Roe
Guests in attendance – Don Kistler

Income and expense statements were reviewed.

Agenda items –

Secretary/Bookkeeper – Discussion was held to add this position as Joan will no longer be the bookkeeper for St. Johns. Looking at four hours per day five days a week (Monday – Friday). Hours of the day can be negotiable (i.e. 9:00am to 1:00pm or 10:00am to 2:00pm). Hourly wage will also be negotiable depending upon experience. (minimum starting hourly wage would be $11.00 per hour). Benefit package could also be negotiable.
Curtis Tyler and Brenda Oster will be working on position description for this employee. Have Joan and Mary Eide review position description. Will also set up a time for interviewing the individuals that have submitted resumes.

Bulletin – suggested to combine all three church's information onto one weekly bulletin so each parish knows what activities are being conducted in the other parishes. (Custer, Hot Springs, & Edgemont)

Finance Committee – Fr. Tim suggested we add two more committee members and set up term limits. Term limits will be staggered to keep the flow uninterrupted. Some members have been part of the committee for more than three years. Committee members will come to the next meeting with suggested members of the parish to be asked to fill the two open terms.

Committee Budgets – Committee budget forms will be given to each committee to be filled out and returned to the finance committee by the end of March each year so the church budget can be presented to the Parish Council for approval and finalized and reported to the parish by the end of June of each year. (church finance year is July – June)

Nonprofit Report – was reviewed and approved.

Maximum dollar amount the pastor can spend without finance council approval - $500.

Cleaning at the rectory – Barb Caylor asked to be paid $10 per hour to clean the rectory. Worked three cleanings @ two hours each. Paid Barb Caylor $60 for the month of December.

Next monthly meeting will be held on January 16, 2013 @ 11:30am @ St. John's Annex

Respectfully submitted,

/s/Brenda Oster
Brenda Oster
Finance Council Chairperson