



# MULTIPARISH COOPERATIVE SERVICE GROUP

*They sowed fields and planted vineyards that yielded a fruitful harvest  
Psalm 107*

May 10, 2003

## **Cooperative Minutes of May 9, 2003 Board Meeting**

Pastors of the Cooperative voted by phone and email on the following five proposals presented by the Director, Joseph Swyt. The vote was unanimous to approve as written.

### **Proposed Budgetary Actions**

#### **1. Approval of Stewardship Lay Formation program using the Loyola New Orleans CSS format.**

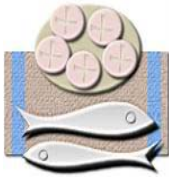
To help all the parishes improve their Stewardship programs, our goal is to have 40-50 lay leaders from each parish attend two weekend sessions presented by Carol Guenther, a consultant with Reid Associates based in Washington and a Director of Ministry at Washington parishes. This is tentatively scheduled for two consecutive weekends sometime in the late July or early August timeframe.

Fr. Brocato, Bro. Jim Sanders and I attended the two-day seminar here at St. Francis in January that Carol presented and we agreed that it was well done, extremely informative and valuable to our parishes. I spoke to Roger Jaroch about this Cooperative proposal and he supports the idea.

We will follow the same type of format used for the Lay Ministry Formation program recently completed. There will be no cost to parishes, but we will ask for a contribution of \$20.00 per person for the program to cover the cost of refreshments and materials generating income of \$3000 to \$5000. I have been working with Carol on the proposal and the total cost for her time and travel will be under \$2500 for this conference.

A follow-up Workshop will be scheduled in September specifically for the Stewardship teams of the six parishes to assist them organize the launch of their Stewardship Campaigns. The objective is to train and motivate them to conduct a successful time, talent and treasure campaign in the fall. They would also benefit from being together and sharing with each other. The cost for this Workshop is estimated at \$1700. If we have surplus income from the first event to cover this cost, then there will be no cost to the parishes. If not, each parish would be asked to share the cost of the Workshop at about \$300 each for their teams.

To organize this event, I will put together an organizing team with leaders from each parish. You can help me by getting me at least two names of individuals from your parish that would be willing to help. They will decide the time, place, equipment, refreshments and communications needed to make it successful.



## MULTIPARISH COOPERATIVE SERVICE GROUP

*They sowed fields and planted vineyards that yielded a fruitful harvest  
Psalm 107*

### **2. Approval of budgeting for part-time Purchasing Agent.**

Job position was to be advertised in each of your parish bulletins this weekend. I have two candidates already. The budget for this position covers 64 hours per month at \$15 to \$20 per hour, working as a consultant. Total monthly cost is \$960 to \$1300. Purchasing experience and computer proficiency is required. Work can be done at home with visits to the parishes to set up communications and gather data. My goal is to hire the Agent in May, gather current purchasing information from each parish in June to establish cost savings per parish, set up the system and start placing orders in July.

### **3. Approval of budgeting for Accounting and Finance support**

To replace Service Ministries at St. Maria Goretti and St. John Vianney, and at Most Holy Trinity (Business Manager retiring in July) and Our Lady of Guadalupe (current Bookkeeper on disability). The Cooperative has retained consultants Marefel Alexander at \$30.00 per hour for two days per week and Angie Ordinario as bookkeeper at \$15.00 per hour at four days per week. St. Maria Goretti's Parish Council will vote on the proposal on May 8. Because of the current financial challenges facing all the parishes in the Fiscal Year 2004 due to the increase in the Diocesan Tax and other cost increases, the Cooperative will share the cost of these services with the parishes. In FY2005, after the parishes have had successful Stewardship drives, they can assume more of these costs.

### **4. Approval of a budget for a monthly retainer of \$1500 for IT Support from Ron Mitchell.**

This would eliminate all separate agreements he now has in place with your parishes. I will work with Ron on interpersonal relationship building, documentation and backup support.

### **5. The Cooperative Directors compensation.**

In the Cooperative budget presented to the Diocese and approved by the Implementation Funding Team, included was a total of \$1200 per month for the Director's compensation. This amount covered 40 hours per month at \$30 per hour. I am now paid for four days a week at St. Francis, so Cooperative compensation is for the additional time I spend for the Cooperative over and above my time at St. Francis. The way it would work is that I become full time with the Diocese paid through St. Francis. The Cooperative will reimburse St. Francis monthly for my Cooperative time to this amount. The compensation is proposed to begin May 1.