

St. Mary's Parish
Administrative Council Meeting Minutes
Tuesday, May 19, 2026, at 6:45p.m. in the Parish Meeting Room

1. Call to order - Present: Fr. Craig Timmerman, Peter Roufs, Matt Grausam, Mark Schwartz, Sheila Schmid, Lisa Portner, Tony Hagen, Ronda Mathiowetz, Shelley Roufs, Mary Portner, Jared Miller, and Chris Heiderscheidt. Absent: Terry Helget, Jamie Pietig, and Mary Krambeer. Fr. Timmerman led the opening prayer.
2. Financials: Matt Grausam reported on the financials ending April 30, 2026. Our Sunday offertory adult support is behind budget by \$147,107.46 but we remain ahead of last year's actual at this time by \$43,903.79. The marathon donations exceeded \$91,000.00, our highest to date. The Diocese held a meeting in April for all employees who are part of the employee retirement plan explaining the plan going forward. As of now, the goal is that all those who are retired and receive a pension will continue to do so with little adjustment to the benefit amount. All current employees who work 20 or more hours per week will be enrolled in a 403b account, which the employer will contribute to, and offer an employer match if the employee chooses to do a contribution as well. All current vested employees will also be offered the option to keep their vested benefit in the pension plan or roll that benefit amount over to their 403b. The fiscal year budget for 2026-27 reflecting an income of \$401.04 was approved. This budget reflects the addition of three full time staff members, large insurance and benefit increases, and increases for facility management expenses which will be prioritized by need. Our Sunday offertory is essential to the budget as the single largest source of income for our parish and school.
3. School Report and Updates: Peter Roufs reported – Graduation for our seniors was held on May 17. Our staff changes included the following who are not returning next year: Brynn Mathiowetz, Sister Cora Marie, Ben and Mary Moritz and LuAnn Schwint along with a volunteer, Krista Heiderscheidt. New hires for the 2026-2027 school year include: Beth Steffl, Cheyenne Runck, Rachel Sickler and Ross Hebel. Our school's bell system that was installed in 1950 is no longer functioning and replacement parts are no longer manufactured or available. Our phone system is also in need of upgrading.
4. Religious Education Update: Shelley Roufs reported – The second graders received their First Holy Communion on May 3, and we finished religious education on May 6. Sophomores have received their applications and interviewed with Fr. Timmerman to begin preparation for the sacrament of Confirmation. Youth ministry has formed a team as Keven Losleben has decided to step away from this position after Totus Tuus this summer.
5. School/Parish Development: Chris Heiderscheidt reported receiving a grant from Mark and Jean Schroepfer/Schroepfer Bertrand Founders Fund for \$104,600.00 consisting of \$50,000.00 for tuition assistance and the balance for various classroom and resource needs. The next Recall will go out in June, plans are underway for the All School Reunion on July 25, and our annual appeal fund is at \$184,000.00 at this time.
6. Church Project: Fr. Timmerman reported. There was an on-site meeting on May 19th with Conrad Schmitt and all of the parties involved in our plaster/paint project which is set to begin June 8. Fr. Timmerman stressed his concern that everyone understands Church will be held as usual, just relocated to the (basement) social room. Perpetual Adoration will remain as is in the St. Francis Chapel in our north entrance. An insert will provide more information in our parish bulletin soon.
7. Maintenance updates: Our high school roof project is on hold until we meet fire department code requirements, at which point we plan to begin. Part-time help will be hired to complete summer projects at school.
8. CCW/KC Updates: Minutes from the previous meeting were provided and are available on our AFC website.
9. Other: Fr. Timmerman has been meeting with Leonard Gutierrez, the Director of Evangelization for our diocese, discussing ways our organizations (CCW, KC, etc.) could be of better service in this ministry.
10. Next meeting: Tuesday, August 11, at 6:45pm.
11. Closing Prayer: Fr. Timmerman closed with prayer. Meeting adjourned at 7:55pm.

Submitted by recording secretary, Chris Heiderscheidt