



# Administration Commission

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## **Finance Council**

Contact: Judy Plemel 446-0667 judy.plemel.gm2y@statefarm.com

A group of selected adult parishioners give their time to help the pastor in the development and management of parish resources and financial obligations at Sacred Heart. The Finance Council works with the pastor to develop an annual budget, select and promote fund raising activities within the parish and review parish expenditures to ensure appropriate stewardship and to meet the fiscal needs of Sacred Heart.

## **Pastoral Council**

Contact: Bill Lawrence 451-2075 william.lawrence@crowncork.com

This council is made up of thirteen members, ten of whom are elected. Elections are held each May. The council's role is to coordinate and unify our parish community. Its mission is to achieve full participation of the whole parish. The council helps determine the direction the parish should take. Everyone is invited to attend the monthly meetings, which are held the third Thursday of each month, September through June, usually at 7:00 PM.

## **Personnel Advisory Committee**

Contact: Diane Holland 455-2302 dholland1@charter.net

PPAC advises the pastor and administrator on parish staff additions/changes, develops necessary Human Resource policies and job descriptions for parish employees, and monitors that annual job evaluations are being completed by Pastor and/or Administrator. The committee meets once per quarter.

## **Stewardship Committee**

Contact: Joe Stiles 444-0941 jrstiles1224@msn.com

This group works in conjunction with the Parish Council to assess the needs of the parish; advertises the various parish ministries to parishioners; updates the Ministry Directory; coordinates the annual sign-up of parishioners who pledge their time, talent, and treasure; makes recommendations for allocation of parish resources and committee structures; and assists the pastor in educating parishioners on the principles of "stewardship as a way of life." Meets about once per month.

## **Archives**

Contact: Fran Janous 451-6608

This is an outgrowth of the work done in 1996 by the Archives Committee in connection with the writing of the new Parish History Book. Historical items already collected plus more to be collected need to be properly preserved and stored.

## **Building & Grounds**

Contact: Leo Vieths 451-1588

This ministry supports the physical needs of the parish. We invite people with a talent for carpentry and a willingness to tackle "fixer up" projects.

## **Bulletin Boards**

Contact: Teresa Klecker 451-1588 teresak@sacredheartowatonna.org

We strive to keep current, useful information posted in the Narthex and Parish Center. Prior to posting anything on parish bulletin boards, approval must be given from the parish office.

## **Money Counters**

Contact: Parish Office 451-1588 paulat@sacredheartowatonna.org

A small group gathers to assist the office in processing the church sacrificial giving envelopes and special collections.

### **Office Volunteers**

Contact: Teresa Klecker 451-1588 teresak@sacredheartowatonna.org

We need help in the office from time to time with things like parish mailings, stuffing bulletins and applying mailing labels. We usually need help during regular business hours. Teresa Klecker is the parish administrative assistant. Call the Parish Office, if you are interested in helping.

### **Parish Newsletter**

Contact: Barb O'Neill 444-0261 swimfamily@charter.net

"From the Heart", parish newsletter, published quarterly, strives to inform parishioners about the good work being done by various parish groups & ministries. Looking for volunteers with skills in writing, photography, layout, etc.

### **Parish Website**

Contact: Paula Trendera 451-1588 paulat@sacredheartowatonna.org

We are working towards creating a more interactive website. If you have writing, graphic design, or internet programming skills, we welcome your involvement.