

## HAVEN OF MERCY AREA CATHOLIC COMMUNITY MINUTES FROM MARCH 25, 2021

Present: Fr. Ben, Joe LaForce, Darrell Welle, Fr. Mark, Michael Retka, Bill Kuesel, Mary Jo Backowski, Gail Johnson, Mary Sowada, Fr. Jimmy and Brigid Fitzgerald

Fr. Ben had the prayer

Fr. Ben opened discussion concerning potential employment positions for the ACC community:  
1) Youth Minister/DRE and 2) Administrator for Parishes

Background: The LF tri parish youth minister stepped down this past summer and the tri parish does need to fill the position. The position has been discussed as a goal for the ACC. Question is if the timing is right for ACC as a whole to hire the position.

A job description entitled Director of Young Adult and Family Evangelization and Formation was shared. It embodies the future goal of the breadth of the position which includes a youth minister for all 6 parishes and to assist with LF Tri parish DREs.

Consensus was that there should be discussions with the 3 outlying ACC parishes to determine their needs in this area. It was noted that if it encompasses only the LF parishes the ACC would not necessarily be involved in the decision. Suggestion was made to have a meeting of all the DREs and explanation that while a hire will take place, the position may/will evolve and change to likely encompass all 6 parishes and this could affect current staffing/duties.

Discussion of which the second position ( administrator) ensued as having an administrator hired would mean that person would be closely involved in the hiring of the Director of Young Adult and Family Evangelization ( or whatever we call it).

Fr. Jimmy acknowledged the 3 additional parishes could join in this position at a future date. Fr. Ben will move forward on this and meet with the DREs.

### For the Business Administrator:

This position would take many of the administrative tasks off of the pastors of the 6 parishes. The Tri Parish administration is taking a huge chunk of Fr. Ben's time which shortchanges his ability to meet the spiritual needs of the parishes.

This again is a larger need to the Tri Parish than to the 3 outlying parishes but it is part of the goals the ACC developed. A job description was reviewed. Having an administrator handling these areas could help the ACC meet its goals in a timely manner.

Issues to be researched include whether to consider it a trial position or probationary position for 6 months; yet the work to be done likely will take more than 6 months.

If it is shared by all parishes a plan or formula will have to be agreed upon for the division of duties, time spent in each parish and division of salary/benefits between all ACC parishes.

Members agreed that all ACC parishes would benefit by having an administrator; and that the job description be based on the needs we define. There will be a cost for the salary, etc but it is our need that should propel us to hire. Salary would have to be competitive to ensure a satisfactory pool of applicants.

Fr. Jimmy and Fr. Ben will meet to discuss further and specifics for posting the position/s.

Joe LaForce thanked everyone for helping decide on the Logo. The selection has been picked. #1 of the last selection group. Joe knows the person who designed it and could help in the future with the color of it or other items.

Submitted by