



ST. RAPHAEL THE ARCHANGEL CATHOLIC CHURCH

830 S. Westhaven Dr. | Oshkosh, WI 54904 | 920 233 8044 | raphael.org

Finance Council Meeting

Tuesday, February 17, 2026 – 6:15 PM – Room 105-106

Minutes for Approval

Attendees: Jerry Stephens (acting in Chair for Sue vH); Claire Kleinschmit; Michael Schellinger; Scott Jennings; Peg Sylvester; Fr. Tom Long; Fr. Ben Pribbenow; Tony Wihlm

Excused: Su van Houwelingen; Dave Hetzel; Ed Jeziorny

Opening Prayer – Fr. Tom

Finance Council Minutes (9/16/25) approved with following edits: Attendees: Hoffman changed to Jennings.

Pastor's Updates:

- **Bishop's Appeal:** \$147,834 with 555 total donors is goal for 2026. In 2025 our parish gave \$166,314 (goal was \$145,400) from 529 donors. Excess donations are shared 50/50 between parish and diocese.

Review of December 31, 2025 Financial Statements:

Per Tony, no foreseeable dramatic changes and January on track. The Christmas support was slightly less but January was above. Probably due to changes in parishioners' donating habits.

The 3rd payment of \$25,000 for the St. Jude Adoration Chapel was made in February. 4th and final payment scheduled for May but may be paid out earlier depending on cash flow.

Our natural gas expense was under budget; interesting considering the extreme cold temperatures we had. We are currently on a program with Constellation in managing this utility. Tony will be looking into the actual data against utility company current costs to determine if this is still beneficial.

A question was raised in regard to our checking account balance as to any limits and interest earning capabilities. May propose to transfer some of these funds into a higher interest earning Money Market account. All in agreement.

The SFX investment accounts made \$17,000 in January.

Restricted Giving Summary and Update:

In the AFI (Annual Financial Report) required by the diocese, Tony detailed the expenses paid out of the restricted liability accounts as an "FYI" for board members. None of us believed this was a necessary bit of detail we needed provided for our meetings. Tony will produce one at year-end for our review.

Estate Gift Policy:

Tony provided a sample draft of an Estate Gifts Policy Statement. Brought to the board the question of whether or not the parish should define a policy to have on record. Scott commented that this was a good idea in that we are trying to encourage more estate planning giving within the parish. All in agreement.

The next questions arose in regard to what it should cover:

1. How gifts are given?
2. Appropriate gifts?
3. Can we fulfill the donor's intent for the gift?
4. Does the Diocese have any guidelines or policies in this regard?

The Catholic Foundation may have some suggestions as we develop this further.

Fr. Ben commented that the Esto Vir meeting he recently attended just passed a gift policy. Indicated that there be certain thresholds, such as any gifts under \$15,000 be "unrestricted".

St. Raphael's hasn't had any large bequests yet, bringing the recent \$60,000 gift into question as how we handle these. Do we have the donors bequest directly through the Catholic Foundation or directly to the parish? The donor will want to know where it is being spent...not in operations per se.

This topic will require further investigation and discussion to get us thinking about these types of donations.

General Donations:

Discussion on General Donation Handout provided by Tony. OACF and CF of GB. Estates to be considered long term and put into endowments. When it comes to OACF and CF, we must abide by the guidelines and restrictions of those particular funds. Their disbursement policies are 5% each year. It was suggested that we could create our own Quasi-Endowment, limited to the restrictions and rules set by the finance council.

SFX Funds – Savings Investment. These can cover our operational needs and many capital improvements.

Tony recommended we put estates into Long Term Endowments. Lengthy conversation followed covering how/what big donations might be handled. If/when Parish Council would be involved. Whether we might need to separate the Estate Policy from the Gift Policy, but then where does the \$ actually go? Tony will put something together. This requires further discussion.

Tony would like to transfer \$75,000 into Money Market and will contact Trustees for authorization. All in agreement.

Conflict of Interest Responses:

Per diocesan guidelines, employees are required to complete a Conflict of Interest document. After review, only two employees cited relatives that worked for vendors the parish utilizes. Festival Foods and Huller Electric. It was determined that neither of these posed a conflict to the parish nor do we have any concerns as relates to employees. All in agreement.

Budget:

Tony has started the process and is working with staff to get the departmental input. Will have a first draft in March.

Tony is inclined not to include the investment earnings as part of the budget; perhaps only a portion. Health Insurance will be up; payroll will increase 3 ½ % per diocese; wondering if we will be able to keep the stipend we receive for Fr. Ben's services as chaplain of Lourdes Academy. Fr. Tom will discuss with Tony. Budgeting for a new copy machine. (2 quotes in hand)

Review of Projects List – updates

- **Door Adjustments:** Completed. Will buy us approximately 2-3 years to plan for the major outlay of what could be \$50,000 for front doors and \$50,000 for side doors.
- **Landscaping:** Berms are completed and trees planted. \$15,000
- **Rectory Windows:** Scheduled for spring.
- **Copy Machine:** Past its useful life and no longer supported. Tony is researching the options of direct purchase with maintenance agreement or lease.
- **Roof/Shingles:** There are some serious areas in need of attention on the roof. We have a quote with three options offering various approaches. The shingle damage may have been caused by the hailstorm 15 years ago so Tony will be exploring the possibility of making a claim against the warranty. There are certain contractors who can actually assist in this process. Another quote is in the works. In current quote we are looking at \$35,000 to \$68,000 depending on options.
- **Church Pick Up Truck:** Recent maintenance on this vehicle has brought to light some serious structural considerations. Currently the truck only travels on church property. Tony questioned the actual need of this type of vehicle in the parish. Discussion followed offering a variety of solutions, including using volunteers with trucks or perhaps reaching out to the parish members for a used donation.

Future/potential projects:

- **Church Front Door Replacement:** Retain this larger project on the radar as the economical, short-term resolution (2-3) years was completed. Potential impact of new project \$100,000.
- **Parking Lot:** Crack filling this summer; Resealing and striping next summer. This maintenance is required every 3 years. Crack filling separated in opposing year to keep fund outlay manageable.
- **A/C Furnace:** The church HVAC is nearly at life end. Parts are becoming unavailable to repair. Total replacement will be in the \$100,000 range. A question was raised as to whether the replacement could be done in stages.
- **Carpeting:** Other areas in church requiring replacement were brought to the group to keep on list.

Closing Prayer Fr. Tom

Meeting adjourned at 8:00 pm

- **Upcoming meetings:**
Tuesday March 17, 2026 - 6:15 pm Budget Draft & OACF Presentation
Tuesday April 21, 2026 - 6:15 pm Budget Approval and CF of GB Presentation
Thursday May 21, 2026 – 6:30 pm Joint Meeting Parish Council