



CHURCH OF ST. RAPHAEL

7301 Bass Lake Road • Crystal, Minnesota 55428
Office (763) 537-8401 • www.straphaelcrystal.org

Dear St. Raphael staff members and ministry chairpersons,

It has been exciting observing the completion of many important maintenance projects, many improvements to our wonderful Catholic school, and the addition of our all-day preschool, over the past six months. We are so grateful to the witness of the many parishioners, past and present, who sacrificed and continue to share their financial resources to make these updates possible.

Because we made the decisions to complete these maintenance projects, at great financial cost, and because of increased parish expenses, we must decrease spending where we can.

In the same way that individuals are accountable for how they invest the resources God has given them, churches and ministries are responsible for how they steward the gifts that come into their storehouse. For the church to accomplish its mission and fulfill its calling, all of its resources (including money) must be properly stewarded.

We are asking all individuals who make or approve purchases, even within an approved budget, to be mindful of the purchases they make. Is the financial expenditure necessary to promote the mission of the church or is there another way? Because there may be money available does not mean it must be spent. Please consider if there is a way to promote the mission without spending as much.

Another way to watch our spending is to make cost comparisons – this requires planning and dedication. It is difficult to procure the best price if we wait until the last minute and must purchase what we need at any cost.

Your dedication to the Catholic Church and to the Church of St. Raphael is appreciated and we thank you for your willingness to continue to do what is necessary to promote our mission while being mindful of the money we spend and the resources we use.

Beginning December 1, 2016, a requisition request form will be required for all purchases made requiring funding from/through the church or school. The requisition form is attached to this email and is also available on the parish website at www.straphaelcrystal.org under the tab “Ministries” or in the parish and school offices. When a purchase is required, please complete the requisition form and submit it to requisitions@straphaelcrystal.org, or drop it off in the parish office. Many times, the items needed can be purchased through church business accounts at a reduced rate. A reply to the requisition will be returned within three (3) business days, indicating one of the following:

- The request is approved and you can move forward with your purchase. You will receive a PO (Purchase Order) number which will be required on the payment request form or on the invoice before payment will be made.
- The parish office will order some or all the items requested and you will be notified upon their arrival.
- The purchase is not approved, or more information is required.

An FAQ is also attached to this email and can be found on the parish website www.straphaelcrystal.org under the tab “Ministries”.

Peace in Christ

Fr. Michael Rudolph, Pastor
Church of St. Raphael Finance Council