

OUR LADY OF GUADALUPE CHURCH  
PARISH PASTORAL COUNCIL

September 12, 2018

I. ROLL CALL

Monsignor Gentili, Paul Crovo, Chip Puchino, Matt Gavinelli, Steve Workman, Mike Broglie, Lisa Kopertowski, Deacon Brady, Jessica Walters, Father Ianelli, Emily Clementi, Lisa Martinez, Carol Kalouche, Dominique Galloway, Ray Lokay, Leo Craig, Lisa Kopertowski, Jessica Walters  
Recording Secretary: Teresa Fischer

Excused: Juan Navia

II. OPENING PRAYER

Monsignor shared the Prayer for the Return of Non-practicing Catholics.

III. APPROVAL OF MINUTES FROM PREVIOUS (April 18, 2018) MEETING

Steve Workman asked for a motion to approve the April minutes. Chip Puchino motioned and Matt Gavinelli seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on the website.

IV. WELCOME

The council welcomed the new members to the Parish Pastoral Council (PPC) – Leo Craig, Dominique Galloway, Carol Kalouche, Ray Lokay and Lisa Martinez. The election process was very well coordinated and fifty percent of votes were online. This was the first time the council utilized online voting. Monsignor welcomed the new members and encouraged them to be active members of the PPC.

V. “STATE OF THE CATHOLIC CHURCH”

Monsignor addressed the recent grand jury report. This is a very difficult time for the Church and he appreciates the council member’s commitment to the Catholic Faith. PPC members acknowledged Father Ianelli’s excellent homily addressing the report.

Council suggested that OLG makes all parishioners aware of what we do on a parish level to assure the safety of all parishioners particularly children. Lisa Martinez suggested including information in the bulletin informing parishioners of what we do at the parish level and why we should be proud to be Catholic. Monsignor assured members that OLG would continue its approach of transparency, vigilance and action.

Monsignor recommended that PPC members read the following two articles:

**Catholic CEO's Group Legatus Withholds Vatican Tithe, Cites "Recent Revelations"**

<https://www.lifesitenews.com/news/breaking-catholic-ceos-group-legatus-withholds-vatican-tithe-cites-recent-r>

**Supreme Knight calls for 'full accounting of misdeeds' that have led to scandal**

<http://www.catholicsun.org/2018/08/22/supreme-knight-calls-for-full-accounting-of-misdeeds-that-have-led-to-scandal/>

## VI. FINANCE COMMITTEE UPDATE

### **Courtyard**

The courtyard construction is going well but behind schedule due to weather. We anticipate an October/November 2018 completion. There will be a simple, but appropriate, blessing and celebration of the courtyard when it is finished.

### **Fiscal Report to Parishioners**

The Fiscal Report will be provided to all parishioners at Masses the weekend of October 27 and 28.

The parish fiscal year is from July 1 to June 30. At the recent Parish Finance Council (PFC) meeting, the parish business manager provided a report. Weekly collections are up 11 % this year. Weekly average increase is 8.5 %. The Archdiocese of Philadelphia (AOP) assessment was up 19 % last year. We anticipate it increasing by another 12 % this year. The AOP has changed their assessment formula, which translates into a higher assessment for OLG.

Church maintenance was almost \$125K this year and just under \$60K the prior year. Major repairs were required for systems that had been neglected for six years in regards to routine maintenance and upkeep. Once the entire system has been addressed, we anticipate even better savings.

We are projecting a 6.5 % increase in Sunday collections to get to just under \$29K per week for 2018-19. The parish goal is to get to \$32K per week, which will only cover the interest/principal payment. PFC is looking into additional cash flow to support parish ministries and PPC initiatives.

OLG is currently paying 2 % interest on its loan to the AOP. This loan will be renegotiated and the parish may have increased interest expense after June 30, 2019.

We average about 100 new families each year. Parish is at approximately 2,700

registered families.

### **Stewardship Appeal**

For the fourth year, the parish is contracting with the Catholic Foundation of Greater Philadelphia (CFGF) to run this campaign. Since working with the CFGF, the parish Stewardship Campaign has been extremely successful bringing in \$125K or more each year. This year OLG is setting a campaign goal of \$150K. The chairperson of the PFC will address the congregation about the Stewardship Appeal on November 3 and 4.

### **Following are the finance questions asked during the meeting and later answered by Ed Zapisek, OLG Business Manager**

*How will the completion of construction affect the parish financial situation?*

All construction projects must be completely self-funded since the AOP no longer is lending money to parishes. Thus, we had built up a sizable cash reserve from the capital campaigns. With construction coming to a close, our cash reserve is dwindling. Thus, unless we raise our Sunday offering to an average of \$32,000 per weekend by 2020, we will be unable to meet all of our financial obligations.

*Once the PLC is complete, is that dedicated revenue stream redirected to the general income line?*

Again, the Capital Campaigns paid for the PLC. The only dedicated revenue stream for ongoing expenses, including principal and interest payments on the \$10,600,000 loan is the Sunday Collections.

*The parish Operating Income was up 12 percent how does this relate to the increase in collections?*

Sunday collections increased 11% over the past fiscal year. Thus, there is a direct correlation of 95 percent of our operating income coming from collections.

*What percent of Stewardship funds goes to parish ministries?*

In general, over 85% of the Stewardship Campaign is allocated to parish ministries, with the balance split between a 'rainy day' fund for Church/Rectory repairs and to cover the mailing cost of the campaign.

## **VII. YOUTH MINISTRY UPDATE**

Youth Ministry had approximately 67 attendees dispersed throughout all age groups. The parish has purchased EDGE – a new program that will bring more structure to the meetings for the 40 7<sup>th</sup> and 8<sup>th</sup> graders. A few college-age students are attending the FOCUS conference and there eight people attending World Youth Day in January. A new service program (Frassati Service Saturday) has started and Lisa is hoping it will encourage more families to get involved. Other new programs are First Friday Family night which is Eucharistic Adoration followed by a family event in the PLC and Blaze, a group focused on middle school girls. Upcoming youth events include AbbeyFest and Churches and Cheesesteaks.

### VIII. RELIGIOUS EDUCATION/ADULT FAITH FORMATION UPDATE

PREP opens next week and to date PREP numbers are down. There has been mostly positive response in the change of moving Confirmation to 8<sup>th</sup> grade. Joanna Huckel has joined the staff as the new PREP Assistant.

Adult Faith Information (AFF) is continuing studies and prayer groups. The parish Disciple Maker Index (DMI) results showed the importance of small groups and this is an important focus at OLG this coming year. Jessica is holding a small group information session (invitation only) in October with parishioners who can help launch this program. Small group discussion groups will be based on the readings for the week.

AFF is also trying to engage families more in sacrament preparation. Baptism outreach has been ongoing. Every six months for a three-year period families that had a child baptized at OLG receive a letter about faith and the family. PPC discussed expanding Children's Liturgy of the Word by offering it at additional weekend Masses.

Jessica Walters, Juan Navia and George Fernandez are looking into a grant for a Director of Spanish Ministry at OLG. Grant money is available and they are currently working on the grant proposal and job description. This would be a three-year position starting in January 2019. Part of the job requirement would be training the next group of volunteers to continue the ministry when the grant money is expired.

### IX. EVANGELIZATION SUB-COMMITTEE UPDATES

- **Organizational Review Sub-Committee: Ministry Budgets**  
Ministry budgets are complete for the year. The Stewardship Campaign funds these ministries. This committee is also responsible for completing the parish standard operating procedures (SOPs). This has been invaluable for the operation, management and function of the PLC and the Church. Monsignor Gentili is most grateful to the members of this committee under the leadership of Bob Weikel.
  
- **Outreach Update**  
The Evangelization Steering Committee started meeting. Deacon Brady and the committee are launching a four-part plan. One part of the plan is small groups. Another goal is to give parishioners the tools they need to talk and witness to others about Jesus Christ. Holy Hospitality is another important area and the committee will be recruiting individuals to be involved. The committee hopes to have some of these strategies in place for the Advent/Christmas Masses. Finally, Outreach is working with a group of parishioners on educating them on the best way to share their personal

testimony and are providing a training session for this.

Outreach is deciding how to provide parishioners feedback on the Disciple Maker Index (DMI) survey.

- **Financial Responsibility** (Reported above)

- **Technology Update**

The monitors in the narthex and chapel are being well utilized to communicate information before and after Mass to parishioners. During Mass, Mass can be viewed on the monitors.

- **Promotion of Kiosks**

- There are three kiosks on the parish campus, which are currently not being fully utilized. PPC is looking at how to increase kiosk usage and use the kiosks to make disciples.

- **Flocknotes, Social Media Platform**

- Parish staff is now using Flocknotes for parish email and text communication. All parish ministries have been informed about being acclimated to Flocknotes. OLG is also looking into using social media to promote OLG.

- **Researching Screens**

- Parish is investigating media screens. The Parish Finance Council will evaluate all technology purchases. Stay tuned for future updates.

- **Monsignor Gentili is working with Deacon Brady, Steve Workman, and Dick Clark to formulate a technology team, develop an upcoming plan and craft a budget. Updates will be following.**

## X. “CELEBRATING GROWTH” MINISTRY WEEKEND

The next ministry fair will be on November 3 and 4. Ministry Fairs are held three times each year and they highlight select parish ministries as well as provide refreshments after each Mass.

## XI. SOCIAL AFFAIRS COMMITTEE UPDATE

The Social Affairs Committee is planning a Comedy Night with Johnny Beehner on November 16. Ticket sales are going well and the evening will include a wine and cheese reception. To date, 40 people registered for the parish golf outing on October 1. Other events include a Parents Night Out on December 7 and Cookies with Santa.

XII. LITURGY COMMITTEE UPDATE

Father Ianelli discussed the upcoming Forty Hours, which begins on Sunday, October 21. OLG is also bringing back communion antiphons. A booklet will be provided for parishioners. The Liturgical Committee suggested meeting with members of the Hispanic community to get a sense of their needs before moving ahead with initiatives such as the hearing devices to translate Mass.

XIII. OTHER COMMITTEE UPDATES OR “NEW BUSINESS”

There was no other new business.

XIV. NEXT MEETINGS

- 11/14/18
- 12/19/18 – Joint with PFC at the PLC

XV. COSING PRAYER

Monsignor asked council members to call to mind the names of the people they were thinking of at the opening prayer (Prayer for the Return of Non-practicing Catholics) and their personal intentions. The council prayed the Hail Mary.