

Our Lady of Guadalupe Church
Parish Finance Council
Meeting Minutes: April 18, 2016

I. Opening Prayer

Monsignor Gentili opened the meeting with a prayer and reflection on our blessings.

II. Roll Call

Attendees:

Dick Clark, Monsignor Gentili, Paul Crovo, William Gruccio, Philip Junker, Rose Lee, Michele Savage, Deacon Brady, Ed Zapisek, and Tim Conniff.

Excused: Peter Hawley, Father Ianelli, Ellen Roehm, Roseanne Lane, Judy Wicklum.

Dick initiated the meeting with roll call.

III. Minutes From Previous (1/18/16) Finance Council Meeting

Philip Junker motioned that the January 18, 2016 meeting minutes be approved. William Gruccio seconded the motion. The minutes were unanimously approved.

IV. Pastor's Update

A. Easter Season

Monsignor reported that the Holy Week and Easter liturgical celebrations was very well received. He heard testimonials about the experiences that were all very positive. All the liturgical celebrations had good attendance, were well advertised and beautifully decorated. The Bucks County Choral Society co-sponsored, along with our parish, a Bible Study during Lent which culminated in Edward Elgar's "The Apostles" Concert on April 10th which was appreciated by everyone who attended.

B. Stewardship Appeal

The 2015 Stewardship Appeal has gone above and beyond all expectations. Currently, the amount donated is just over \$125K, which was to be our 4 year goal. A discussion ensued about the goal for next year. The consensus was that we should ask 125K, but also place in the next letter and possibly bulletin how these funds were appropriated.

The council agreed to utilize the Archdiocesan Foundation again to create and run next year's campaign after discussing the many functions they employ. Their 6k fee seemed very modest when taking into account the research needed to create the levels of asks; the three mailings (including postage) to the whole parish; and follow up thank you letters to all contributors. This professional company increased the Stewardship from 25K in 2014, making it an easy decision to utilize their expertise again next year. A final report of the 2015 OLG Stewardship Appeal was passed around for the Council to review. **A copy of this report is attached to these minutes.**

V. Business Manager Update (Ed Zapisek)

A. Fiscal YTD Comparison vs. prior year

Income: Ed started the presentation of the 2014-2015 July – March Fiscal Report. Sunday collections, which are the biggest income item, presently averages \$22,900 per weekend which is a 7% increase from last year. The Christmas collection was up 6% from last year and the 2nd Collections are averaging an increase of 15 – 20% from last year. The e-giving initiative has more than doubled from last year. Phil suggested a renewal in the spring to add to this number. All agreed to this follow up initiative. Overall, there has been a 5% increase in income from last year.

Expenses: Some notable changes in expenses during this period are due to PREP reductions in the areas of compensation and overtime resulting in a significant decrease of 24%. The frugal purchasing of religious education workbooks and weeklies also reduced PREP expenses by 5%. Suite 3 has been vacated and subleased resulting in a \$6.7K savings so far, rectory expenses are 10k under budget and utilities in the church are 10k under budget. Our parishioner, Sean McArdle, has under charged or provided gratuitous and reduced costs for snow removal and landscaping, making these line items 16k under budget. All these reductions have created a net operating income of \$116,687 YTD as compared to last year at this time, we were projecting a 64K deficit.

The issue of PREP fees was discussed as many parents feel OLG tuition is expensive. This issue has been raised in the past and warrants clarification once again. Monsignor noted that the fees are commensurate with various other athletic and cultural activities for which families enroll their children. Nevertheless, Tim volunteered to put a letter together for next year listing the current costs necessary for PREP to function i.e., rent, workbooks, salaries, robes, retreat fees, etc., hoping this will clarify to parents the expenses it takes to run the PREP program. All agreed to this important communication to the parents.

Please refer to the attached Profit and Loss statement for more specific details.

B. Other Items

1. Communication with Marc Fisher at AOP has been initiated to negotiate the repayment of the **Balloon Payment**. Right now there seems to be a cash flow issue and as far as Marc and the AOP are concerned, the 1.2 mil. is still due next fiscal year. A new 10 year repayment plan was proposed and we await an answer, especially on the interest rate which is scheduled to increase in August, 2017.
2. **The Increased Offertory** campaign was discussed briefly, but since the Stewardship Appeal was so successful and will be done again next fiscal year, it was decided that an Increased Offertory campaign will be postponed until the Spring, 2017. It was decided that the Council will need to get a presentation together for this campaign by November of this year.
3. **Catch Up collection** was done the weekend of April 16/17. This collection returned @ \$1,700 as of the date of this meeting. This collection and the September Welcome Back collection will be annual collections. The Catch Up collection will be scheduled after Easter every year and the Welcome Back September collection will be the weekend after school begins.
4. **Mid-Year Fiscal Report to Parishioners** has been scheduled for the weekend of June 4/5 this year. The Council agreed to make this a “Donut Sunday” with a small reception in the Narthex. Tim volunteered to help with the wording of this presentation and Dick will be making the actual presentation.
5. There is a need for more volunteers for **Sunday Collection Counters**. Ed requested the Council to forward names of parishioners to him, who might be interested in volunteering to be a Sunday Collection Counter. They will need to be approved by Monsignor Gentili.

6. As this may be the last meeting of the fiscal year, Monsignor Gentili invited three council members whose terms of office expire in June, to return for another three years. Paul Crovo, Ellen Roehm and Judy Wicklum have agreed to return and their term has been confirmed for another three years.

Roseanne Lane's term of office has expired, so there is one **vacancy for Finance Council**. Monsignor will accept names of prospective nominees from the Council. Please forward them to Ed.

VI. Parish Committees and Programs Updates

A. Parish Life Center Subcommittee (Dick Clark)

1. Dick reported that the necessary permits have been received from Buckingham Township and given to the builder. A bobcat is sitting on the property, silt fencing and cones have been placed and building is set to begin this week. The 3.2 mil. that has been collected for this project will complete the basic structure of the PLC but does not finish certain aspects of this project. A "Wrap Around" campaign was discussed and since construction is taking place, it will not be unreasonable to go forward with a campaign to "cross the finish line". Approximately 400K is needed to complete the internal building and more will be needed to finish the cloister/courtyard.

The foundation of the campaign is being established by:

- Identifying significant donors that have finished paying their pledges;
- Identifying new families that have not pledged yet;
- Putting together rectory dinners with Monsignor, Father Ianelli and members of the Campaign Committee;
- Putting together Narthex dinners to present the clear need for help in "crossing the finish line".
- Other aspects will be conveyed as they develop.

B. Evangelization Steering Sub-Committee Update (Dick Clark)

Dick reported that the Evangelization Committee, which is a steering sub-committee of both the Finance and Pastoral Councils, has three committees that focus on Organizational Structure, Outreach/Evangelization and Fiscal Responsibility. Bob Weikel, head of the Organizational Structure sub-committee, has been reviewing the ministries and has created an 18 page review highlighting their missions, challenges, and any resources they might need. The Stewardship collection will be at their disposal to help these ministries accomplish their goals.

Phil Junker, head of the Outreach/Evangelization subcommittee, reported that his committee hosted a “Meet & Greet” the evening of April 8th at the Crovo home that witnessed to a total of 19 people. The committee spoke of their Church experiences, living their faith and answering any questions that came up during the evening. The feedback from this meeting was very positive and will be followed up with a letter thanking everyone for coming and hopefully continuing similar social gatherings in the near future.

Phil also reported that the baptismal outreach was held the same weekend after the 11am Mass on April 10th. 117 families were formally invited via mailed invitations, phone calls were made to those who did not RSVP, yet only 5 families officially showed up who could be identified. Coincidentally, there were 5 baptisms that Sunday, who attended after their children were baptized and those who did attend this reception, were very thankful and happy to have been invited. In the future, this event may be tied into the Ministry and Welcoming Sundays. Further discussion is necessary.

Dick Clark, head of the Fiscal subcommittee, reported that his committee are focusing on the 10 year sequencing effort, wrap around (silent) campaign and paying down the debt. A discussion ensued about the timing of the 10 year sequencing. It was agreed that when a presentation is officially scheduled with the decision makers at the AOP, that it will be extremely important to present all the good works of OLG parish including the good reputation of always paying assessments on time.

C. Pastoral Council (Paul Crovo)

Paul inquired as to the status of the Safe Environment clearances. As of this meeting, an audit of our volunteers by James Harkins of the Office of Children and Youth, showed 136 out of more than 400 OLG volunteers to be non-compliant. A letter to those individuals has been sent to advise them of the paperwork they need to be compliant with Archdiocesan and parish procedures. Every effort is being made to be fully compliant before the start of the next PREP year.

VII. Questions/Updates/New Business/Announcements

Bill was happy to announce that the OLG Knights of Columbus served 160 breakfasts at their annual Applebee’s fundraiser and donated many meals to the less fortunate

VIII. Next Meeting

TBD

IX. Closing Prayer

Monsignor Gentili led the closing prayer.