

**OUR LADY OF GUADALUPE CHURCH
PARISH FINANCE COUNCIL**

Minutes – August 20, 2019

I. ROLL CALL

Attendees: Monsignor Gentili, Dick Clark, Ed Zapisek, Greg McGovern, Ellen Roehm, Barbara Keiffer, Michele Savage, Paul Crovo, Judy Wicklum, Father Ianelli, Tim Conniff, Deacon Brady, Phil Junker, Greg McGovern

Recording Secretary: Teresa Fischer

Excused: John Graham, Joel Zazyczny, Laura Campbell, Peter Hawley

II. OPENING PRAYER

Monsignor shared a reading from today's gospel according to Matthew. This is a sobering gospel letting us know that you risk your future in heaven if other things, such as wealth or greed, control you besides God. Council members shared their thoughts on the gospel.

III. APPROVAL OF MINUTES FROM PREVIOUS (May 7, 2019) FINANCE COUNCIL MEETING

Dick Clark asked for a motion to approve the February minutes Phil Junker motioned and Deacon Brady seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on website.

IV PASTOR'S UPDATES

A. Punch List and Project Closeout

It has been almost a nine-year project, but we continue to work with Buckingham Township to close the project. The parish had budgeted \$100K for the project closing but the final cost will be more than \$160K.

B. Security of Parish Campus and Perpetual Adoration

The parish security and safety initiatives are being implemented and a new camera system is now fully installed. The goal of the parish was to create a safety and security policy for our parishioners and our staff in light of the challenges we face due to the violence in our society.

We have interest from some parishioners to offer perpetual adoration in the St. Juan Diego Chapel. Currently, the parish has exposition of the Blessed Sacrament on First Fridays. Attendance needs to be increased in order to move forward with this initiative. To implement perpetual adoration we need

24/7 coverage with a minimum of two people in the chapel at all times. While having Jesus exposed would be powerful for our parish, there are precautionary measures and security issues that must be addressed.

Monsignor supports the idea of perpetual adoration and he believes the Lord will bless a community that has it. The parish will cautiously move toward this goal. Father Ianelli commented that the parish might start with adoration every Friday and assess the parish response before moving forward.

- C. Staffing Update - Hispanic Ministry and Business Manager
Paola Cubides Herrera has joined the staff in the new position of Director of Hispanic Ministry. She is doing an excellent job of reaching out to our Spanish-speaking community.

Parish Business Manager Ed Zapisek is looking toward retirement around January 1, 2020. He is formulating a job description, which will be posted after Labor Day. Dick will chair the search committee and Ed is flexible and willing to help with the transition. A hiring committee will be formed with some Parish Finance Council (PFC) members participating.

V BUSINESS MANAGER UPDATE

- A. Profit & Loss Fiscal Comparison vs. Prior Year
Weekly collections are up 6% for the year and the weekly average is now \$28,778. The Christmas collection was up 29%. There was no change to the Easter collection.

We had a balance of \$40K for other income. This includes a \$21K balance for the 55+ Club (which will be used for payment of a future trip) and \$18K payment from John Patrick Publishing Company for bulletin advertising. The additional balance is funds from CYO and the Young Adults of Bucks County.

Expenses

AOP assessment went up 12% for the year. This is due to a formula change from the previous year. Last year the Archdiocese of Philadelphia (AOP) gave us a break because of the significant increase.

Salaries went down for the year. Ed and Joe Balaza cut their hours and we did not have a Director of Religious Education for two months.

Church maintenance expenses went down 12% for the year but are still over budget. In 2018-19 OLG spend \$107K (which is down from \$122K in the previous year) but only \$70K was budgeted. The church

continues to have maintenance problems due to findings that corners were cut when the church was built and the church was not well maintained for several years. For example, some of the high-hat lights in the church are burning out and it was discovered that they were not installed with the correct holders. The cost to replace the tracks in the ceiling is \$30K. There is no legal recourse with the contractor.

The parish saved interest expense on the initial parish loan with the AOP as no interest was paid in March and April 2019.

The bottom line is our total income is \$470K vs. \$312K last year. Our collection was up \$82K, which is a significant part of bottom line.

Cash flow

There are some one-time savings in the budget. Salaries are going to rebound as we now have a Director of Religious Education and a new Director of Hispanic Ministry. Ed noted that it is possible that the Business Manager position could be just 32 hours per week. Maintenance expenses are unclear for the upcoming year. HVAC system is functioning well. Council members asked about going through a broker for our energy provider but Ed informed us that the AOP does not recommend utilizing a broker.

Cash flow has gone down this year. Memorial opportunities continue to increase and we received close to \$50K this past year. Most outstanding campaign funds have been received. Stewardship was almost \$160K, which is down a little from the previous year.

As of June 30, 2019, the parish has just over \$600K in the bank. We would like to keep three months operating expenses accessible.

Dick recommended that the parish have a five-year cash flow as the church has too many variables. The parish is saving about \$100K per year with the new loan arrangement but that money needs to be saved for the balloon payments in 5 years. The parish will be unable to pay the balloon payment with the current weekly collection. Dick said the Finance Subcommittee will try to determine what is the right reserve for the parish and they will have a new five-year forecast at the November PFC meeting.

VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee

Initially, the focus of this subcommittee was reaching \$32K in the weekly collection. The recent refinancing of the parish loan with the Archdiocese of

Philadelphia (AOP) changed our focus. Although reaching \$32K each week is still a priority, members of this subcommittee have developed a database of individual parishioners, which will allow us to utilize a targeted campaign approach.

The new Legacy Campaign has a goal of \$5 million. Michele Savage has put together a presentation for those who are part of this campaign. As this campaign progresses, the subcommittee will be better able to determine its future goals.

B. Pastoral Council

There are no new updates since the April 2019 meeting.

C. Evangelization Outreach Subcommittee

Deacon Brady and this subcommittee have many good ideas planned. These include a parish mission, a welcoming program and more. Monsignor added that he wants OLG to continue focusing on its welcoming environment. This includes reigniting our “Holy Hospitality” and continuing to ask parishioners to invite their neighbors to OLG and train them on how to do this. One suggestion was offering coffee/donuts after Masses one Sunday each month, which would be an ideal Mass to invite others too.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

Paul Crovo asked for an update on parish website updates. Sun Blossom Entertainment completes website updates at no charge. *Since the meeting, a \$250 per month fee for website updates has been proposed and accepted.*

Monsignor asked PFC members if they felt the parish is being transparent – all members agreed. According to Cannon Law, it is critical that a parish is fiscally sound.

VIII. NEXT MEETING

The next meeting is Wednesday, November 6, 2019 at the rectory. The next Joint Meeting is Wednesday, December 18, 2019 at the PLC.

IX. CLOSING PRAYER

The group shared their personal intentions and then prayed a Hail Mary.