

OUR LADY OF GUADALUPE CHURCH
PARISH FINANCE COUNCIL MINUTES

May 18, 2021 - Via Zoom

I. ROLL CALL

Attendees: Monsignor Gentili, Father Ianelli, Dick Clark, Tom Rakszawski, Ed Zapisek, Greg McGovern, Ellen Roehm, Barbara Kieffer, Michele Savage, Joel Zazyczny, Tim Conniff, Raymond Kalouche, Peter Hawley, Phil Junker, Laura Campbell, Paul Crovo

Recording Secretary: Teresa Fischer

Excused: William Conway, Deacon Brady,

II. OPENING PRAYER

Monsignor thanked the members of the Parish Finance Council (PFC) for their support during this challenging year. As we approach the 10-year anniversary of our church and Pentecost Sunday, he shared the first reading for this Sunday, Acts of the Apostles 2, 1-11. Let us call upon the Holy Spirit to guide and strengthen us. Attendees prayed the Our Father.

Monsignor expressed gratitude to Father Ianelli for his tremendous support and counsel during his tenor, and wished him well as he prepares to be the parochial administrator at Saint Katharine Drexel in Chester, PA. Father Ianelli thanked the PFC for their support and said he is very grateful for his time at OLG. Monsignor asked members for their support and cooperation as we move forward. Due to the shortage of priests, there is no replacement for Father. Monsignor will continue to serve our parishioners to the best of his ability. He asked for their understanding to recognize that one priest just is not able to do the ministry of two priests.

III. APPROVAL OF MINUTES FROM PREVIOUS (February 16, 2021) FINANCE COUNCIL MEETINGS

Dick Clark asked for a motion to approve the February 16, 2021 minutes. Tim motioned and Greg McGovern seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on website.

IV. PASTOR'S UPDATE

A. Dedication/Completion of Project – Buckingham Township

The Dedication of the Project with Buckingham Township is completed. The parish received a check for \$132K that was held in escrow.

V BUSINESS MANAGER UPDATE

A. Collections Update

The weekly collection is still averaging over \$31K per week and the parish is 3.5% ahead of last year. Unfortunately, this past week's collection was the second lowest collection we have had in the past year. It was also the first weekend since the mask mandate was removed which may have affected attendance. It is important to realize that one bad week does not make a trend.

B. Fiscal Report for July 2020- March 2021

Net operating income of \$27K compared to \$36K for year before. Projecting a net income of \$58K for the year.

Council members discussed livestream expenses. More equipment was needed to support the livestream technology. The parish had previous livestream expenses from SunBlossom Entertainment, which are no longer needed. The parish still has ongoing expenses from Dan Kearns as our consultant technician. Expenses and income from livestreaming will continue to be monitored. We have received many compliments about the quality of our livestreaming despite some glitches along the way.

Council members asked when the parish social hall would be open for private rentals. OLG will be ready to open when permission is given from the AOP.

PREP will continue in the virtual format next year. CBSD has not yet given permission for outside groups to utilize their classrooms. PREP fees were lowered this past year (due to the virtual format) and the council discussed gradually raising the fees to account for actual expenditures. This will be done as appropriate.

C. Upcoming Major Expenditures

1. Lighting

The new lighting in the church will be begin installation in July, which will hopefully enable us to lock in price before the materials price increase. The cost for this project will be split between FY 21 and 22. The chandelier project is on hold for now. The revised quote will be \$16K less than previous estimate. We will be monitoring expenses and budget before we begin any second tier church projects.

2. HVAC Insulation

The insulation cost is \$65,800. This project was critical and needed to be a top priority and is now almost complete. A new vendor and quote was obtained

which saved the parish an additional \$20K.

3. Bell Tower – The bell tower repair will tentatively start in August. The cost for this repair is \$25K.

The parish budgeted \$150K for maintenance. The new projection is approximately \$162K, which includes many repairs. Unfortunately, the church is now 10 years old and the building is showing its age. The parish has approximately four months of its operating budget in the reserves.

VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee

1. Legacy Campaign

Dick provided an update on the Legacy Campaign. Total pledges are now \$1.83 million (\$1.7 million in February) from approximately 65 families. The total cash received is \$821K (\$750K in February). Our next step is to have a subcommittee meeting in the fall and plan town hall meetings in the PLC for the next tier of parishioners. Our goal is \$3 to \$5 million with a minimum set at \$2.5 million. Some of the current pledges will be paid over five years.

2. Investments Subcommittee

Greg is chairing this subcommittee with Ed, Will and Tom. The committee recommends that the \$881K, which was available for a short-term investment, be used as a prepayment on the balloon payment. This will provide an interest savings of \$31K per year (\$93K over three years). The loan payment will stay the same but the balloon payment would be reduced. The members of the PFC support this recommendation. Dick thanked Greg for his assistance with developing an investment policy for the parish.

3. Memorials Update

We continue to work with parishioners to memorialize various parts of the church, such as artwork, stained glass, statues, the chapel, narthex and baptistery. In order to be completed, all artistic work is completely funded through memorials outside of the parish budget. Some of these current memorial projects include Our Lady, Mother of Life sculpture in the courtyard, St. Francis Memorial Wall (behind Christ the King) and other chapel memorials, etc.

Council members discussed memorials, debt reduction and estate planning. The Catholic Foundation of Greater Philadelphia is currently piloting a new program on estate planning at 10 parishes. OLG hopes to participate in this program in the next few months.

B. Final Review of Fiscal Strategic Plan

The PPC and PFC are working together to finalize the new Strategic Plan (2021-2026) which will prioritize new initiatives and develop a more specified plan for 2021-2026. We will continue to monitor and strengthen initiatives from the Strategic Plan Tracker that have already been completed. The PPC and PFC will officially sign off on the new Strategic Plan at the Combined Meeting of the Parish Councils in June 2021.

Laura suggested editing the Strategic Plan to increase the Weekly Collection from \$32K to possibly \$34K/\$35K as a goal to work towards in the next five years. The change will be made to the plan.

C. Pastoral Council

At their recent meeting the PPC noted that more storage is needed at the church. The parish continues to monitor and clean out existing storage areas but adding more storage is not a major priority at this time. In addition, a ministry fair is planned for the first weekend of June.

PPC and PFC Appointments

Monsignor is asking all members of the PPC and PFC to stay in their positions for the next year. He appreciates everyone's service throughout the pandemic and would prefer to keep the same council members for the next year. All members present at the meeting agreed to continue to serve and were asked to speak with Monsignor privately if they are no longer able to serve.

D. Evangelization Outreach Subcommittee - Deacon Brady

We continue to use technology for outreach and keeping people connected. This includes livestreaming and utilizing various programs from Word on Fire via Flocknotes. The committee is working on a ministry leader meeting to reignite our parish ministries, particularly the OLG Greeters and those that assist at weekend Masses. We will continue to utilize Word on Fire and are considering a direct mail piece to new families that have moved into the local area. Our committee will work in conjunction with the program of the AOP entitled "Nothing Compares to Being There". More information will be following.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

Paul Crovo asked how equipped the parish is to handle a cyber-security threat. The parish works with an outside vendor, HPT Systems, and Tom will follow up with them. Tom feels confident that our system is monitored and controlled and our two basic systems (PDS and Quick Books) are both cloud-based. At the most, the parish would lose up to

one day of transactions.

VIII. NEXT MEETING

Combined PFC/PPC Meeting is June 16, 2021

Parish Finance Council Meeting, August 17, 2021

IX. CLOSING PRAYER

Monsignor asked attendees to gather their personal prayers and intentions. The council also prayed for Father Ianelli and offered him love, support and encouragement as he prepares to move to his new parish. Everyone prayed a Hail Mary.