

# OUR LADY OF GUADALUPE CHURCH

## PARISH FINANCE COUNCIL

### Meeting Minutes - April 19, 2018

#### I OPENING PRAYER

Monsignor shared a reading with Parish Finance Council (PFC).

#### II ROLL CALL

Attendees: Dick Clark, Monsignor Gentili, Michele Savage, Ed Zapisek, Greg McGovern, Paul Crovo, Ellen Roehm, Rose Lee, Father Ianelli, Deacon Brady, Recording Secretary: Teresa Fischer

Excused: Philip Junker, Bill Gruccio, John Graham, Peter Hawley, Judy Wicklum, Tim Coniff

Dick initiated meeting with the roll call.

#### III APPROVAL OF MINUTES FROM PREVIOUS (January 23, 2018) FINANCE COUNCIL MEETING

Dick Clark asked for a motion to approve the January minutes. Greg McGovern motioned and Michele Savage seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on website.

#### IV PASTOR'S UPDATES

##### A. Courtyard & Other Building projects update

The construction of the courtyard and the PLC punch list is on schedule with completion scheduled for late summer.

##### B. Archdiocesan Remain in My Love Renewal Initiative

“Remain in my Love” is an AOP initiative focused on the appreciation of the Sacrament of Matrimony according to our Catholic faith and tradition. The purpose of this initiative is through catechesis to strengthen the role of marriage and family in the faith. Through Adult Faith Formation (AFF), PREP and Youth Ministry we will offer opportunities for people to gain appreciation for traditional marriage. Stay tuned as more information becomes available.

V BUSINESS MANAGER UPDATE

A. **Profit & Loss comparison vs. prior year**

**Income:** At the end of March, Sunday collection are \$26,669 vs. \$25,000 last year. As of this week, collections are 7.2 percent over and averaging \$27,000 each weekend. At the first quarter, we were only at 2.7 percent. This demonstrates the generosity of our parishioners. We have developed a new chart for the bulletin that includes the monthly average of collections. This will replace the weekly chart during the first weekend of each month.

The Christmas collection was down 2 percent. To date, Easter is almost a 12 percent increase, which is very successful. In addition, there was a significant increase with PREP income. PREP will continue with online registration this coming year, which was very beneficial in collecting fees. Operating income was up over 12 percent.

**Expenses:** The assessment was up 19 percent and we will probably see another 20 percent increase in assessment for next year as our collections increase. The 12.25 percent assessment is fixed for now. Church maintenance expenses were almost \$50K more than the previous year. We anticipate this cost being lower next year. Some of the staff laptops are getting old. HPT will assist with a plan to replace one older laptop each year.

The council discussed watching our expenses since we still have a significant mortgage principal and are using some of our reserves. This is why the PFC is focused on ultimately increasing the weekly collection to \$32K.

B. **Approval of Operating Budget for 2018-19 Fiscal Year**

At the end of the current fiscal year, we expect an ending balance of \$527,173. We anticipate through June of 2019 total income of \$578,102. This includes funds that have been pledged from the Wrap Around Campaigns and Crossing the Finish Line, which total \$205K. After deductions for the completion of the courtyard and repairs to the church of \$465K and total deductions of \$900K we are left with just \$200K. The AOP suggests each parish has a minimum of three months operating expenses and we will be below this number.

The parish expects to have decreased maintenance costs next year. We anticipate an increase in salaries of two to three percent and increased hours in some areas and a decrease in others. OLG will again participate in program to provide parish life experiences to future priests and there are expenses associated with this program.

C. Other Items

PFC discussed SOPs regarding parish finances. The parish continues to be transparent with its parishioners. PFC council members are comfortable with the financial workings of the parish.

VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee (Dick Clark)

The Fiscal Responsibility Subcommittee has met frequently and have developed a new way to communicate the parish weekly giving (i.e. step chart, monthly giving chart) in the bulletin. By the end of the June, we will need to determine the next step. Options include hosting town hall meetings, private lunches with donors or a formal Weekly Offertory Campaign with the Catholic Foundation of Greater Philadelphia (CFGP).

Compared to a parish such as the Church of the Nativity in Timonium, MD, OLG is doing OK. At Nativity, the weekly collection is \$75K (with much higher attendance) and their egiving is close to 65 percent. Nativity also takes the message in the Bible and ties it to idea the giving is part of being a good Christian. A suggestion was made to have parishioners provide testimonials about tithing and ministry members provide testimonials about how these funds help the ministries.

B. INSTITUTIONAL REVIEW COMMITTEE UPDATE

Monsignor is deeply indebted to Bob Weikel and the committee for its progress with SOPs and ministry/committee budgets. The PLC is on target to start renting in the fall. PFC anticipates having revenue from the rental of the PLC.

The PPC Social Committee is also planning to raise money for OLG at some of their events as well as bring our parishioners together as a community.

C. Evangelization Outreach Subcommittee (Deacon Brady)

Deacon Brady is assuming leadership for the Evangelization Subcommittee. Invitations will be sent to prospective members of the

committee for its kick-off meeting in May.

D. Parish Pastoral Council (PPC)

Paul Crovo provided an update from their recent meeting. Website will be completed by the end of the month. The Ministry Fair was held on February 24/25. There were 34 new volunteers across 19 ministries. The next ministry fair will be June 9 and 10 highlighting our Liturgical ministries and committees.

PPC nominations and elections are planned for this summer and fall. There are six positions open. Evangelization is a major goal for the PPC this year in particular they will focus on the people that attend Mass only on Christmas and Easter.

E. Thoughts on Rebuilt Conference (Monsignor/Dick/Paul)

The Church of the Nativity was very consistent in everything they do - “a well-oiled machine”. They place major focus on the weekend Masses and review each Monday. They hold every employee and volunteer accountable. Their entire focus is on the “unchurched” and proving them with a wonderful weekend experience.

The culture at Nativity was impressive. Their kids programs were incredible and their parish giving was significant. More than 1,000 people attended the conference from 30 states and 10 countries. OLG conference attendees will be meeting to discuss takeaways.

VII QUESTIONS/CONCERNS/NEW BUSINESS

OLG has experienced a large group of Spanish-speaking new members. A team of volunteers from the parish is working on a formalized program to assist with outreach. OLG wants to assist these families with their sacramental needs. Monsignor commented that as a council and as part of our parish strategic plan, we will continue to support these efforts.

VIII NEXT MEETING

June 20, 2018 – joint meeting with Parish Pastoral Council  
August 2018

IX CLOSING PRAYER