

OUR LADY OF GUADALUPE CHURCH

PARISH FINANCE COUNCIL MINUTES

November 17, 2020 - Via Zoom

I. ROLL CALL

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

Recording Secretary: Teresa Fischer

Excused: Father Ianelli

II. OPENING PRAYER

The council members prayed for all those affected by the pandemic especially for those who need healing and recovery and for those that have died. Monsignor led the group in an Our Father.

III. APPROVAL OF MINUTES FROM PREVIOUS (August 25 and September 29, 2020) FINANCE COUNCIL MEETINGS

Dick Clark asked for a motion to approve the August 25 and September 29, 2020 minutes. Greg McGovern motioned and Phil Junker seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on website.

IV PASTOR'S UPDATE

Included with other agenda items.

V BUSINESS MANAGER UPDATE

A. Audit and Review

Our engagement with the auditors was twofold. The audit was completed and the response was sent to the Archdiocese of Philadelphia (AOP). All findings were minor housekeeping issues. The second part of the engagement is the review required by Penn Community Bank (PCB). OLG has not yet received the report.

B. Financial Statements

At the recent Parish Finance Council (PFC) meeting, members reviewed and approved the financial reports. The AOP completed their review of the parish books and provided OLG a list of journal entries, which Tom has completed. After he receives approval from the AOP, he will rerun the FY20 reports.

C. PPP Loan Forgiveness

The Small Business Association is still developing guidelines on processing loan forgiveness. OLG anticipates no problems with the having the parish loan forgiven.

D. Stewardship Campaign Appeal Update

As of today, \$84,590 has been collected from 303 responses. We are at 56 percent of the parish goal of \$150K. Last year contributions totaled \$187K, which was 125 percent of the goal.

E. Budget vs. Actual for 1Q FY21

Tom explained variances from last year such as social donations, which are \$0 due to COVID-19. PREP income is down. Fees were restructured this year (about half of last year) which takes into account credits some families had and that we are not renting classroom space. Registration was still ongoing through August so PREP income will increase. Part of the PREP expenses was the technology cost of getting the program fully online (videos, etc.). It is worth noting that this online program can be used for years to come.

The parish bulletin income from John Patrick Publishing Company (JPPC) is less. In general, bulletin advertising has decreased. Our most recent contract provided us \$22K per year. The new contract will pay us \$17K per year or 22 percent of advertising revenue, whichever is greater. Monsignor commented that the parish has considered other bulletin companies but we are pleased with JPPC. They manage the Parish Giving program and provide website support.

F. Upcoming Major Expenditures

1. Technology and Livestreaming

The parish recently invested in its own livestreaming equipment. Additional technology expenses include a new sound system at the church and configuring the TVs in the Parish Life Center (PLC) so the livestream can be viewed in the social hall and lobby for Mass overflow. This work is already in progress and is estimated to be about \$37K for this fiscal year. Additional technology upgrades include increasing the parish bandwidth and purchasing a new server for the PLC. Ray Kalouche asked about utilizing a cloud server.

2. Safety and Security

We received approval of the PA State grant of \$24K. Additional costs have been incurred due to the installation of the new security system. The project is now costing closer to \$48K (half is covered by state and other half by parish). Members of the PFC commented that they would like to be informed if the scope of the project changes so they can react proactively not reactively.

3. Lighting

More than 50 percent of the spotlights in the church are not working. The parish does not have an official estimate but are expecting a six-figure number. Monsignor commented that the parish would work with an electrical engineer for the project estimate.

4. HVAC Insulation

There is a significant HVAC issue in the basement of the church. This is related to the insulation of the pipes. The replacement/repair estimate is \$93K. This project may be able to be spread out over several years.

5. Exterior Wood Repairs

On the outside of the church there are some large beams on the roof that are weathered. An estimate to cap the wood is \$80K. There are cheaper solutions such as restaining the wood.

The PFC discussed the necessity and funding of these projects, which if approved would be a minimum of \$600K. Typically, these type of projects were handled through the regular parish-operating budget but this is more than the parish has budgeted. Dick suggested that these major expenditures need more investigation and then be prioritized. Funds from the Legacy Campaign cannot be used. If we spend funds in the parish reserve, we will have \$0 reserves. Tom and Dick will lead a subcommittee that will work on a spreadsheet to keep a running list of these major expenditures.

6. We expect the formal dedication of the parish construction with Buckingham Township and the release of the bond in February 2021. This will also be the release of the \$500K bond which the parish currently pays approximately \$12K a year in insurance.

Ray suggested contacting Porter and Curtis, our insurance company, to see if the parish can receive assistance for any of the above projects due to an insurance claim.

VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee

Collection update

The Weekly Collection average is \$30,390 compared \$28,951 last year. Currently, the parish is five percent over last year, which is astounding

considering the pandemic.

Legacy Campaign

The Legacy Campaign has almost \$1.3 dollars in pledges and money collected. The goal of the campaign is \$5 million. Prior to COVID-19, fundraising dinners were held at the rectory and received \$725K in pledges. In the last few months, we have held a series of campaign dinners in the PLC. Guests were invited to join in person or via Zoom, (dinner was delivered). So far, after four scheduled dinners, 15 families have responded with \$423K in pledges. We also received \$125K in miscellaneous gifts from 21 families. There are 48 families that have not responded and the committee is developing a letter for them and are following up with every attendee.

The next step would be a town hall meeting but this is on hold until 2021. The Legacy dinners were amazing and everyone involved did a wonderful job. We included a slide about egiving and the parish continues to see an increase in the number of parishioners utilizing egiving for the weekly offertory.

Investment Subcommittee

This new subcommittee had their first meeting. They discussed how to invest the available \$650K the parish has in the reserves. Their first task is to develop an investment policy for OLG. This will include identifying the type of investments we can support as identified by the United States Conference of Catholic Bishops (USCCB).

B. Pastoral Council

The Parish Pastoral Council (PPC) met last week and discussed the Strategic Plan Tracker. The current tracker has 39 items and the goals is to reduce this number to about 12 items that the parish councils can focus on. The parish has completed many of the items on the tracker and they have become an expected part of the parish life, as standard operating procedures. Several of the remaining items on the Strategic Plan Tracker relate to the PFC.

Monsignor would like the PFC to review and focus on just a few items such as: develop a plan to support our pastoral needs, including increased Sunday collections, increased memorial opportunities and pay down the parish debt. The Parish Pastoral Council will continue to focus on the other items. We will discuss these major areas of focus at the next Joint Meeting of the parish councils.

C. Evangelization Outreach Subcommittee - Deacon Brady

For Advent the parish is offering a Marriage Webinar that is focusing on dealing with the effects of the pandemic on your marriage. The Evangelization Committee will also be promoting a daily online Advent offering through FORMED.org.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

The parish recently hired Vince Romendio as the new Facilities Associate. Vince will work a minimum of 20 hours per week. Joe Balaza will remain on staff as the supervisor.

The process of developing a schedule for major expenditures will be added to the strategic plan as a responsibility of the PFC.

VIII. NEXT MEETING

February 16, 2021

Joint PFC/PPC Meeting is December 9, 2020.

IX. CLOSING PRAYER

Monsignor asked members to gather all of their prayers for themselves, their families, our country and our faith and asked the Blessed Mother to watch over us. Council members prayed the Hail Mary.