

## **OUR LADY OF GUADALUPE CHURCH**

### **PARISH FINANCE COUNCIL MINUTES**

**April 23, 2020 - Via Zoom**

#### **I. ROLL CALL**

Attendees: Monsignor Gentili, Dick Clark, Tom Rakszawski, Ed Zapisek, Greg McGovern, Ellen Roehm, Barbara Kieffer, Michele Savage, Judy Wicklum, William Conway, Joel Zazyczny, Tim Conniff, Raymond Kalouche, Peter Hawley, Phil Junker

Recording Secretary: Teresa Fischer

Excused: Paul Crovo, Father Ianelli, Deacon Brady, Laura Campbell

#### **II. OPENING PRAYER**

Monsignor read today's first reading from the Acts of the Apostles. Like the apostles, if you are on fire for the Lord, nothing can stop you. Despite the guidelines, mandates and quarantine, we need to come up with creative ways to reach our people and continue to proclaim our faith. The members of the Parish Finance Council (PFC) prayed the Our Father.

#### **III. APPROVAL OF MINUTES FROM PREVIOUS (February 19, 2020) FINANCE COUNCIL MEETING**

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

#### **IV. PASTOR'S UPDATE**

During this difficult time, Our Lady of Guadalupe (OLG) has utilized technology to be creative and reach our people. In addition to the livestreaming of daily and weekend Mass through our website and Facebook Live, we have also been reaching out through the Health and Wellness Ministry who have started a new initiative to help those who need assistance with errands during the pandemic.

Monsignor also sent a video message to all parishioners expressing his concern for their family and loved ones. In addition, he asked parishioners to continue to support OLG through their weekly offering, if possible. The video was very well received as have the parish livestreaming efforts. In addition, OLG collaborated with two local parishes to offer livestreaming of all Holy Week liturgies from OLG. Council members commented that they enjoyed the coordination between the three parishes.

#### **V. BUSINESS MANAGER UPDATE**

The pandemic raises concerns regarding the weekly collection for OLG, in particular the parish experienced much lower weekly collections the second and third weekends of

March (\$17K and \$12K).

A. Three Month Cash Flow Analysis

The AOP provided a template for parishes to utilize. Based on that analysis OLG would be able to meet expense for approximately six months. The weekly collection has been erratic. The YTD Easter collection is at \$57K compared to \$66K last year. We expect to continue to receive Easter envelopes. The Stewardship Campaign Appeal is at \$187K which is \$37K over our goal. Parishioners are dropping off envelopes in the drop box (often several at one time).

B. SBA Loan Submission and Approval

OLG has taken advantage of the Payroll Protection Plan (PPP) and has received a loan for \$98K. The primary purpose of this loan is to fund payroll (salary, health insurance and retirement) for the next eight weeks. If OLG meets the criteria, the loan will be forgiven.

OLG has also applied for a mortgage loan deferral. We do not have the final details but if we are approved we may defer the mortgage payments for May/June 2020. The principal and interest will be added to the back end of the loan with no penalty. Penn Community Bank (PCB) has been very supportive and cooperative. AOP is supportive of OLG's proactive approach and they understand that our first priority is to pay the larger bank loan.

OLG has begun a discussion with PCB regarding a rate reset on our loans. The larger loan interest rate is 5.15% and the smaller loan interest rate is 4.82%. We are very interested in continuing our relationship with PCB but would like better rates.

The parish has seen an increase in giving in both the number of people that utilize giving and an increase in dollars donated from some families. In Monsignor's video address he specifically thanked everyone who was still supporting the parish and in particular the people who are using giving. In addition, Monsignor personally responds to all large gifts and there is a thank you in the bulletin. Council members suggested mailing a letter to all parishioners to thank them for their support and inform them of the ease of giving. Ellen offered to draft this letter. In addition, council members suggested adding information about giving to livestream Mass each week and adding a lector announcement at the time of Mass when the collection would normally be taken to remind parishioners to support OLG.

## VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee – Dick Clark  
Items were already discussed.

*Monsignor's Video Appeal*

Monsignor thanked Michele for writing the text for the video appeal. The

video message was very well received.

*Legacy Campaign*

The Legacy Campaign is paused for now. The campaign is currently at \$800K with a total of \$325 already in PCB. This money is kept in a lockbox and not part of the parish three-month analysis as it will be used for the balloon payment. There is some concern regarding the return of the economy and how that will affect the continued success of this campaign.

*Collections Update* –discussed

*Stewardship Campaign Appeal* - discussed

B. Pastoral Council

No official report from Pastoral Council.

C. Evangelization Outreach Subcommittee

The subcommittee had a very productive meeting yesterday. There are many people attending Mass virtually and the Drive-in Holy Hour with Father Ianelli was amazing. Additional initiatives include online devotions, additional holy hours, and continuing to reach out to people to let them know how they can be a part of OLG through formed.org, service projects and more.

Lisa Kopertowski is working with youth groups via Zoom. Teens distributed lilies on Easter Saturday to families that had experienced a loss. We have been communicating with our PREP families, Hispanic families and reaching out to help those in need through the Health and Wellness Ministry.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

No new business.

VIII. NEXT MEETING

The next Joint PFC/PPC Meeting is June 17, 2020.

IX. CLOSING PRAYER

Father Ianelli asked attendees to pray for an end to the pandemic. Council members prayed the Hail Mary.