

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

**February 21, 2023 – Parish Rectory**

**I. ROLL CALL**

Attendees: Monsignor Gentili, Dick Clark, Tom Rakszawski, Barbara Kieffer, Michele Savage, Peter Hawley, Ray Kalouche, Phil Junker, Laura Campbell, Paul Crovo, Don Kraft, Tim Conniff, Joel Zazyczny

Excused: Ed Zapisek, Ellen Roehm, William Conway  
Recording Secretary: Teresa Fischer

**II. OPENING PRAYER**

*My son, when you come to serve the LORD, stand in justice and fear, prepare yourself for trials. Trust God and God will help you; trust in him, and he will direct your way; keep his fear and grow old therein.*

Monsignor shared today's first reading from Sirach 2, 1-11. Monsignor encourages Parish Finance Council (PFC) members to be patient and wait for parishioners to come back to church. Our council members are implementing the parish strategic plan and we need to be patient and wait on the Lord. Everyone prayed a Hail Mary for the personal intentions of the PFC.

Monsignor welcomed Tom Moran to the meeting. Tom is a parishioner who has offered to assist the parish with project management.

**III. APPROVAL OF MINUTES FROM PREVIOUS PFC MEETING**

Dick Clark asked for a motion to approve the November 15, 2022, minutes. Barbara Kieffer motioned, and Don Kraft seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on the website.

**IV PASTOR'S UPDATE**

Monsignor thanked the members of the PFC for their hard work and support. The parish continues to move forward and is now at 70 percent of pre-COVID attendance for Mass.

Later in the meeting we will discuss the Our Lady of Guadalupe Parish DMI Plan and

Amended Strategic Plan, 2023-2027. This new document has been approved by the Parish Pastoral Council and also needs the approval of the PFC. This new document should be read in conjunction with the current parish strategic plan.

## V. BUSINESS MANAGER UPDATE

### A. Collections Update

This past week's collection was \$35,501. At 34 weeks into the fiscal year, the weekly average is \$31,662 and we are .9 percent over last year. The average egiving is now 49 percent of collections for the fiscal year. This percentage represents the percentage of the weekly collection amount that is from egiving, not the number of people that donate via Parish Giving.

### B. Financial Report for 2Q FY23

The net operating income for the first half of the year is \$48K. Income and expenses are both up over last year. We are going to continue to see increases in HVAC expenses. In general, things are wearing out and breaking down.

Dan Kearns is paid monthly for the support of our livestream. The parish is collecting income for livestreaming as many funerals and some weddings are livestreamed. In addition, we also received occasional donations towards the parish livestreaming. The monies collected for livestreaming are applied to the return on the capital investment. PFC members suggested a separate column so they can view the income from livestreaming.

Council members discussed inflation and the possibility of increasing the \$32K collection goal. As the parish has not yet reached the \$32K weekly collection goal, it was decided not to increase the goal at this time.

### C. Major Projects

#### 1. HVAC Computer

The HVAC unit and the air conditioning for the IT room are currently in progress. These are two critical items that needed to be addressed.

#### 2. AC Unit in IT Room

Discussed above.

#### 3. Other

### D. Facilities

OLG now has a contract with First Property Management for our full-time facilities staff. Our new facilities manager is Austin Bennett. Joe Balaza is working as a consultant and Vince Romedio's position was eliminated.

Parishioner Tom Moran has been assisting the parish with bringing on the new

maintenance company, First Property Management. Tom provided an outline on how maintenance will be broken down at OLG including how much time each week will be spent on routine projects, major projects and regular maintenance. During the first four to six weeks, Austin and his supervisor will become familiarized with the systems at OLG. Tom suggested having supplies on hand that would allow for an immediate fix of routine problems such as a bathroom toilet repair. He is also building a long-term plan for the major systems so we know what to expect for repairs and replacements five years out.

#### E. Vanguard

After much discussion, the parish recently opened a brokerage account at Vanguard with \$850K in T-Bills and \$300K in a money market account. The T-Bills will mature in July 2023.

The \$500K in the Penn Community Bank (PCB) account helps with projects. PFC members suggested and approved just keeping \$250K at PCB and investing the additional \$250K. We also have the Legacy account at PCB which cannot be used towards operating expenses.

#### F. Mail/Check Fraud

Recently, Tom dropped 14 checks in the mailbox outside of the Mechanicsville Post Office. Three of these checks had forged signatures. OLG has recovered all of the funds. The parish is now following a new Standard Operating Procedure (SOP) to deliver mail inside the Post Office. Also, PCB utilizes Positive Pay to combat fraud. Positive Pay matches the check number, payee and dollar amount of every check presented for payment against a list of checks that OLG has previously authorized and issued.

#### G. Carnival Budget

Last year, the parish held the first We Are One Family Mass and Carnival. The second annual carnival is scheduled for June 4, 2023. Last year's event had a loss of approximately \$7K. Tom asked Rob Canney to review expenses and expected income for the event. The policy of the PFC is that we cannot hold these type of events at a loss. The committee is working on various ways to raise funds for the carnival including obtaining sponsors and hosting a gift basket raffle.

Monsignor explained that the parish cannot manage financial losses on these types of events. The celebration of the Feast Day of OLG also had an approximate \$5K loss. We will still celebrate our parish feast day but will reexamine costs associated with the celebration.

#### H. Attendance and Collection Analysis – Paul Crovo

During the summer (June, July, August, and September) of 2022, the average monthly collection was \$2,619 lower than other months of the year. The average collection each week during these months is \$30,191. Throughout the rest of the year, the average weekly collection is \$32,810. We need to emphasize the

importance of consistent giving throughout the entire year.

Mass attendance has been improving but the parish is still not at pre-COVID mass attendance. We are currently at about 70 percent of what our attendance was prior to the pandemic.

Don Kraft emphasized that OLG has a very strong core of parishioners who are supporting the parish. When looking at the demographics from Buckingham Township, there is an increase in the number of people. Although, we do not know what percentage of this increase is Catholic, this could be a possibility for more active members of OLG.

## VI. PARISH COMMITTEES AND PROGRAMS UPDATE

### *Fiscal Responsibility Subcommittee - Dick Clark*

#### 1. Legacy Campaign – Dick Clark

The Legacy Campaign has been discussed previously but following are a few additional comments. OLG owes the Archdiocese of Philadelphia (AOP) \$500K in April 2024. We have this money in T-bills. Jeanne Senour completed a five-year cash flow of pledges that are yet to be paid. This money will be used towards the major mortgage which will be under \$6 million by April of next year.

The PFC Investment Subcommittee will investigate a planned giving fund with the Catholic Foundation of Greater Philadelphia and will report back with a recommendation for future investments.

#### 2. Stewardship Campaign

#### 3. 2023 Finance Talk Dates

In 2023, Semi Annual Parish Financial Updates will be the weekends of March 4/5 and September 23/24, 2023. Council members discussed emphasizing the importance of Parish Giving in the Finance Talks and in the parish bulletin.

#### 3. Memorials Update – Monsignor

The parish memorials are doing very well. The memorials are outside of regular parish giving and pay for the pews, major artwork throughout the parish campus and more. During the June 10 ministry fair Monsignor will be dedicating the courtyard, PLC and chapel and a special dinner will be held for large donors. *Since the PFC meeting the dedication/dinner has been postponed until September 10/11, 2023.*

### *Parish Pastoral Council*

No update at this time.

### *Evangelization Outreach Subcommittee- DMI Amendment*

The recent Disciple Maker Index (DMI) survey provided the parish with important feedback. The DMI, along with several other initiatives such as the Synod on Synodality,

Nothing Compares to Being There, the Eucharistic Revival and our own Parish Strategic Plan and Evangelization initiatives left us with a large group of initiatives that needed to be consolidated and integrated with the parish mission and vision statement. Monsignor, Deacon Brady and Don Kraft worked together to develop the Our Lady of Guadalupe Parish DMI Plan and Amended Strategic Plan, 2023-2027. This new document has already been sent to Archbishop Perez.

This was a consolidated parish response that would not overwhelm the clergy, parish staff and leaders. OLG has made much progress in the past 10 to 15 years and the infrastructure is in place. The three main parish priorities are continuing and strengthening ongoing growing disciple activities, building spirituality and faith formation in all of our disciples and becoming an even more welcoming community of disciples.

The Our Lady of Guadalupe Parish DMI Plan and Amended Strategic Plan, 2023-2027 should be read in conjunction with the current parish strategic plan. The first priority for our evangelization efforts is current PREP families.

#### VII. QUESTIONS/CONCERNS/NEW BUSINESS

No new business.

#### VIII. NEXT MEETING

PFC Meeting May 9, 2023

Combined PFC/PPC Meeting, June 7, 2023

#### IX. CLOSING PRAYER

Everyone prayed an Our Father for the health and personal intentions of the members of the PFC.