

*Our Lady of Guadalupe Church*  
**Parish Finance Council**  
**Meeting Minutes: January 19, 2016**

**I. Opening Prayer**

Monsignor Gentili opened the meeting with a prayer and reflection on Psalm 1:19.

**II. Roll Call**

**Attendees:**

Dick Clark, Monsignor Gentili, Paul Crovo, Peter Hawley, Philip Junker, Judy Wicklum, Michele Savage, Deacon Brady, Ed Zapisek, Father Ianelli, and Tim Conniff.

Excused: William Gruccio, Ellen Roehm, Rosemary Lee.

Dick initiated the meeting with roll call.

**III. Minutes From Previous (11/3/15) Finance Council Meeting**

Tim Conniff motioned that the November 3, 2015 meeting minutes be approved. Peter Hawley seconded the motion. The minutes were unanimously approved.

**IV. Pastor's Update**

**A. Christmas Season**

Monsignor reported that the Christmas Season was very well received. He heard testimonials about the experiences that were all very positive. All the events went well and were well attended. Also, as of this night, the Christmas collection was up over 5% from last year and some Christmas envelopes were still being sent or placed in the collection basket.

## **B. Stewardship Appeal**

The 2015 Stewardship Appeal has gone above and beyond all expectations. As of this day, the amount donated is over \$121K, which is over our 4 year goal and close to our 5 year goal. The message of the appeal was clear and the parishioners heard and responded. We are still receiving sporadic donations in the mail and in the collection basket. Monsignor was very pleased with the results of this appeal.

## **V. Business Manager Update (Ed Zapisek)**

### **A. Fiscal YTD Comparison vs. prior year**

**Income:** Ed started the presentation of the 2014-2015 July – December Fiscal Report. Sunday collections, which is the biggest income item, presently averages \$22,800 per weekend which is a 10 ½% increase from last year's \$20,587. The Christmas collection is presently \$78,900, which is up 5% from last year and the 2<sup>nd</sup> Collections are averaging an increase of 15 – 20% from last year. Apparently there were less weddings and funerals this year than last, generating a decrease of 34% in those revenues. Since Phil Junker initially followed through with the e-giving initiative, there are now 90 active families, contributing over \$12K per month in e-giving donations. Phil suggested a renewal in the summer to add to this number. Overall, there has been a 4% increase in income from last year.

**Expenses:** Some notable changes in expenses during this period are that the new DRE, Jessica Walters, receives less compensation and there was less of a need for PREP overtime resulting in a significant decrease of 31% in PREP salaries. Religious education weeklies have also been condensed which reduces PREP expenses by 29%. Suite 3 has been vacated and subleased resulting in a \$21K savings and utilities are all notably below last year's utilities at the Church, Rectory and office. The AOP Assessment (2410) is on schedule to be \$127,300. All payments to AOP on the loan have been paid up to date. All these reductions have created a positive operating balance of \$97,704. Judy commented on what a different conversation it has been since only the last finance council meeting and suggested a continuation of the conservative practices implemented.

**Please refer to the attached Profit and Loss statement for more specific details.**

## **B. Other Items**

1. A 10 year payment plan is being discussed to repay the **Balloon Payment**. A phone call to Marc Fisher at AOP has been made and negotiations have commenced to allow our payment to be paid off in 10 years. A discussion ensued about the benefits of this plan and how much easier it would be to achieve the 32K weekly donation goal as well as the sequence of a wrap-around and an increased offertory campaigns. Short of an unforeseen issue, Dick anticipated a positive response from Marc.
2. Another topic that is to be discussed with Marc Fisher is the **Stewardship Appeal as a non-operating income**. This will need to be discussed at the next Finance Council Meeting.
3. **The Increased Offertory** campaign was discussed briefly, but since the Stewardship Appeal was so successful and will be done again next year, it was decided that an Increased Offertory campaign will be scheduled for Spring, 2017.
4. **Welcome Back from Winter Vacation collection** was discussed and will be added as a “catch up” weekend in April instead. This will also encompass the weekend that Mass was cancelled due to the storm.
5. **The Major Equipment Assessment** was discussed because the HVAC, water, electric, alarm and elevator systems are now all 5 years old. It would cost @ 1K to maintain them routinely every year as opposed to a 4-5K expense if left alone and addressed only when something malfunctions. The consensus agreed to maintain the systems once every 5 years, which will begin this year.

## **VI. Parish Committees and Programs Updates**

### **A. Parish Life Center Subcommittee (Dick Clark)**

1. Dick reported that Groundbreaking of the new OLG Parish Life Center will be scheduled as soon as Buckingham Township gives the necessary permits to the builder. The Township is ready to generate the permits upon receipt of the Contractor’s Certificate of Insurance and policy and our own insurance policy. The Groundbreaking Ceremony will be after an 11am Mass with the media being present to record the grand event. Dick was hopeful that once the shovel was in the ground, the momentum would help promote a “Wrap Around Campaign” which could bring the Courtyard back in the picture and possibly help with the balloon payment issue.

## **B. Evangelization Committee Update (Dick Clark)**

Dick reported that the Evangelization Committee, which is a sub-committee of both the Finance and Pastoral Councils, has three committees that focus on 1) Organizational Review, headed by Bob Weikel and Deacon Brady; 2) Evangelization and Outreach, headed by Phil Junker and Father Ianelli and 3) Fiscal Responsibility, headed by Dick Clark and Michele Savage. The Evangelizational Outreach committee has initiated several projects including a Reception for parents of recently baptized children and an “Amen” letter campaign. The Fiscal subcommittee are focusing on the 10 year plan to reach our financial goals, i.e., wrap around (silent) campaign and paying down the debt.

Monsignor Gentili noted an increase in OLG house blessings, weddings and baptisms and that the Health and Wellness Ministry continues to reach out to the local poor and marginalized in many ways.

## **C. Pastoral Council (Paul Crovo)**

Paul had no further updates from the Pastoral Council at this time, beyond what was already reported.

## **VII. Questions/Concerns/Updates**

None.

## **VIII. Next Meeting**

The next Finance Council meeting is to be determined after Easter or, if there is significant news from the Archdiocese, then a meeting would be scheduled some time in February.

## **IX. Closing Prayer**

Monsignor Gentili led the closing prayer.