

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

November 14, 2023 – Parish Rectory

I. ROLL CALL

Attendees: Monsignor Gentili, Dick Clark, Anthony Mantellino, Michele Savage, Ray Kalouche, Don Kraft, Joel Zazyczny, Ellen Roehm, Laura Campbell, Barbara Kieffer, Peter Hawley, Paul Crovo

Excused: Ed Zapisek, Tim Conniff, Paul Crovo, Phil Junker, William Conway

Recording Secretary: Teresa Fischer

II. OPENING PRAYER

Monsignor shared today's Gospel from Luke 17, 7-10. *When you have done all you have been commanded, say, 'We are unprofitable servants; we have done what we were obliged to do.'*

Just as a master compliments his servant, Jesus is pleased with the hard work we have done as members of the Parish Finance Council (PFC). We should expect to face difficult situations but we must continue to support the parish mission. Monsignor asked everyone to gather all of their prayers and intentions and remember the souls of the faithful departed. Everyone prayed a Hail Mary.

III. APPROVAL OF MINUTES FROM PREVIOUS PFC MEETING

Dick Clark asked for a motion to approve the September 5, 2023, minutes. Michele motioned, and Don seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on the website.

IV. PASTOR'S UPDATE

A. Two New Hires

Monsignor is grateful to Anthony Mantellino who has been hired as the new General Manager and to Dr. Nina Corona, who has joined the staff in the newly created position of Director of Adult Faith Formation. Monsignor also thanked Bob Weikel who has been assisting the parish with special projects.

Note: The parish received the sad news that our former Parish Business Manager, Tom

Rakszawski, passed away suddenly in November while on vacation with his family. May he rest in peace.

B. New landscape contract

The parish has signed a contract with a new landscaping company, Realty Landscaping. Parishioner Sean McArdle, who previously handled our landscaping, has retired. We expect to pay an additional \$40K this year for landscaping to catch up on a few projects that had not been completed. Sean will continue to be a back up to the current service.

C. Mass Attendance – October Report

Although the parish is still not at pre-Covid attendance numbers, we are trending in the right direction. We are averaging about 200 more people each weekend compared to last year. This is a good report but the parish still has to stay focused on evangelization. The new PREP Masses are proving to be very successful and we are seeing new families at Mass with their children.

V. GENERAL MANAGER UPDATE – Anthony Mantellino

A. Collections Update – FY23

The weekly collection is going well and as of the end of September 2023 we are just .84 percent below the goal of achieving \$33K each week. Other collections are significantly down. Stole fees are up 18 percent. There were no donations from socials in the past quarter. Rental and extraordinary income are also down.

Income from the PREP program is down because we had 409 students in the previous year and just 340 in this FY. This is mainly due to the fact that 40 students attended the early summer 2023 Confirmation Camp so they essentially paid twice (for 7th grade and 8th grade) in the previous fiscal year.

If you look at the Total Operating Income for the first quarter, we are \$5K in the black. This is very good compared to previous years where our weekly collection is typically much lower due to the summer slump in June through September. In addition, we are experiencing a much higher interest rate this year due to the suggestions of Ray and Dick to invest in money markets and T-Bills through Vanguard.

Expenses, salaries and payroll taxes are very close to the budget in most areas. Office supplies/equipment was up over 50 percent. This is monitored very closely and we do frequently review our vendors and contracted services. This may be attributed to our new hire.

In the next quarter we expect utilities to increase.

As of today, we have \$1,778, 826. Of this, \$763K is restricted as part of Legacy Campaign, \$600K is cash reserve, \$167K liabilities for parish ministries, \$32K for HVAC controller, \$107K woodwork at Church, \$132K concrete project and \$40K cost

for new landscaping company. This leaves the parish with \$65K remaining cash available.

B. Financial Report for 1Q FY23

Bob will be discussing major projects next on the agenda. The real point of the Cash Position at End of FY23 summary is that we only have \$65K remaining which is not enough to fund all of the major projects on the list. Parishes can get into trouble when they ignore maintenance so it is imperative that OLG develops a plan to fund major projects

C. Major Projects – Bob Weikel

1. On the sheet provided by Bob there are several projects such as lighting in the church, lighting in the back parking lot of church and more, that have been identified and approved but are not being completed at this time as they are not the priority considering the funds available. The PFC will provide approval for these projects when the funds are available. The parish is considering moving ahead with a new alarm system at the Parish Life Center (PLC).

2. Rectory Roof - COMPLETE

3. HVAC Computer – COMPLETE

4. Concrete stripping and staining in the courtyard started in early November. Church exterior woodwork job is scheduled to start in early December.

VI. PARISH COMMITTEES AND PROGRAMS UPDATE

Fiscal Responsibility Subcommittee - Dick Clark

1. Legacy Campaign – Dick Clark

There is \$754K in a lock box for the Legacy Campaign. In April 2024, OLG will pay \$500K towards the \$1 million loan to the Archdiocese of Philadelphia. The remaining funds need to be put in a T-bill for now towards the larger loan. The rate for this loan will reset in May 2029.

God bless our parishioners who truly supported the Legacy Campaign which raised close to \$3 million. This allowed us to pay Penn Community Bank (PCB) and the AOP each \$500K. Monsignor thanked Dick and the entire committee for their work on this campaign.

2. Planned Giving – Dick and Paul

OLG received a proposal from the Catholic Foundation of Greater Philadelphia (CFGF). The next step is to meet and outline how to offer planned giving at our parish. We may want to roll this out in the first quarter of next year and we may need a subcommittee to coordinate this project. Costs will be associated with printing and postage.

OLG recently opened a \$5K account with the CFGF. Any money invested with

them is not accessible. Previously, we have received gifts from parishioners and this has been more random acts of kindness or money left to OLG in a will. We want a more structured approach to planned giving.

3. 2024 Finance Talk Dates – March 2/3 and September 28/29
4. September Fiscal Update – Report – Michele
Thank you to everyone who contributed to the talk and for those that presented. The Semi-Annual Financial Update was well received and parishioners are appreciative of our transparency and continue to support OLG.
5. Memorials Update – Monsignor
Memorials continue to be going well. Recent memorials include the St. Francis mural, the St. Michael statue, the wheat and grapes in the Church and repairs to Mary Mother of Life Within.

Parish Pastoral Council – Paul Crovo

The Parish Pastoral Council (PPC) is focused on Don Kraft and Deacon Brady's evangelization initiatives, the new AFF program and the PREP evangelization initiatives.

Evangelization Outreach Subcommittee- Don Kraft/Deacon

The PREP initiatives involves hosting a monthly Sunday Mass for PREP families (divided by grade) and have the children participate with the liturgy. This has been successful. We found that parents prioritize what the children do so that is why one initiative is focusing on the PREP children and families.

The first Let's Talk event was held in October and we had about 15 in attendance. The purpose of these talks is to invite parishioners to discuss some of the controversial topics that the Church is facing today. We hope more will attend the next two scheduled talks.

A ministry leader workshop was held in mid-October. The ministry leaders were identified as an important group to help us evangelize through their ministries. Deacon said it was very encouraging to see the leaders that attended. Finally, Nina will be overseeing a ChristLife program at OLG. ChristLife is a seven-week course where typically the volunteers eventually are able to run the program and expand it within the parish.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

The Annual Stewardship Campaign Appeal is off to a good start. We also did not notice a "summer slump" in the weekly collection this year which is typical as many people are on vacation. This year, a letter was sent at the beginning of the summer asking people that regularly contribute to OLG, but who do not utilize egiving, to consider Parish Giving. It is natural to assume that the letter contributed to the consistent weekly

collection throughout the summer.

VIII. NEXT MEETING

Combined Meeting, PFC and PPC, December 6, 2023

PFC Meeting, Thursday, February 15, 2024

IX. CLOSING PRAYER

Monsignor asked everyone to remember the souls of the faithful departed and to gather our prayers for the sick, needy and our family and friends. Everyone prayed an Our Father.