

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

**Minutes – February 19, 2020**

**I. ROLL CALL**

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

Recording Secretary: Teresa Fischer

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

**II. OPENING PRAYER**

Monsignor shared the Gospel from Matthew 16. *And so I say to you, you are Peter, and upon this rock I will build my church, and the gates of the netherworld shall not prevail against it.* Our new Archbishop Nelson Perez will be addressing a number of challenges as he begins to lead the Church in the Archdiocese of Philadelphia (AOP). As leaders of the parish, Monsignor emphasized the importance of the council members' role in leading OLG. Members shared that for which they are grateful and why they chose to become involved in our parish.

**III. APPROVAL OF MINUTES FROM PREVIOUS (November 6, 2019) FINANCE COUNCIL MEETING**

Dick Clark asked for a motion to approve the November 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 - Security of Parish Campus**

The security of the parish campus continues to be a priority. Ray Lokay from the Parish Pastoral Council (PPC) is spearheading a committee to obtain funds via a grant for additional security. The parish applied for a grant from the State of PA and requested \$37K. In addition, concerns were shared about the present lighting system in the church and chapel. After having been replaced in the spring of 2019, many ceiling lights are not working. A new lighting system was studied through the guidance of St. Jude Liturgical Arts Studio. Results and recommendations for a new lighting system, which will be better, more efficient and last much longer, is expected in the near future.

The Safety and Security Committee has assisted the parish greatly in formulating a plan and prioritizing what the parish really needs. (The Safety and Security Policy and Procedures are kept on file and may be found on the website.) Council members

suggested having an emergency fund/plan added to the parish strategic plan.

## V BUSINESS MANAGER UPDATE

### **Income**

The weekly collection is up 7.5% over last year. The average weekly collection is \$29,867. The Christmas Collection was down 9% from last year although last year we did have an unexpected \$10K donation.

### **Expenses**

Expenses are also up. Property insurance and real estate are up 25%. Rectory and church maintenance is up 115% which was needed. Church utilities went down which is due to more efficient HVAC. The biggest interest expense is due to the new mortgage.

The bottom line is we need to maintain a 1:1 debt service ratio at Penn Community Bank and right now we are at 2.04:1, so we are meeting that ratio.

The AOP suggested multiple changes to the 2018/19 Fiscal Report. We are of the mindset that they may be mistaken and further clarification will be looked into by Tom and Ed. They had indicated that there was a need to assess certain monies which come into the parish from parish organizations, such as the CYO, Ladies of Guadalupe, the 55+ Club, etc. These are organizations for which we serve as their banker, as required by AOP policy. We are of the mindset that these along with other “restricted” funds are not to be assessed the 12.5% rate. Traditionally, the parish pays the AOP assessment on operating income such as the weekly collection and some other sources of income. They also questioned the money which has already been received from pledges associated with the new Legacy Campaign, as it does not have an official project number nor approval which our other campaigns have had. Council members added that OLG is still in “capital campaign mode” and this new campaign is really just an extension of our former campaigns. The council will be informed as more information is garnered.

### **New item**

In January, representatives from OLG and the Archdiocesan Educational Fund discussed the grant OLG received to support our Hispanic Ministry. OLG was unable to meet the expectations of the Archdiocesan Educational Fund and decided to forfeit the grant and return the grant money received, about 10k. Incidentally, that money was returned to us as it was mentioned in a follow-up letter that we had earned that money. Since then, OLG has received the financial support from the Catholic Foundation of Greater Philadelphia (CFGF), for the balance of the first year. We anticipate receiving the proposed funding for the next two additional years, which will complete the grant requested money. The CFGF, offers grants in one year, rather than multiple year, requests. For your information, our outreach to the Spanish speaking members of our community enjoys full support from the Archdiocese of Philadelphia, including Bishop Deliman and we anticipate the same from Archbishop Perez.

## VI PARISH COMMITTEES & PROGRAMS UPDATES

### A. Fiscal Responsibility Subcommittee

The Fiscal Responsibility Subcommittee is preparing the update to the parish which will be delivered at all Masses the weekend of March 14 and 15, 2020. The parish is required to provide a fiscal update once a year to parishioners. OLG provides two updates each year to be fiscally transparent. Parish is hoping to reach the \$32K weekly collection goal by June 2021.

The Legacy Campaign is up and running with a goal of \$5 million. To date we have 750k in pledges with about 250k already collected. The plan is pay down the principal from the two loans from the bank, as well as pay-off the \$1 million loan from the AOP.

As a follow-up that is sent to all parish contributors for tax purposes, Monsignor recently sent a letter (see attached copy) to all registered parishioners who have not contributed to the weekly collection or made any other donation to OLG in the past year. In the letter, Monsignor asked if there was anything he could do for them to help them become more involved in the parish. There have been a number of responses and many were positive. Monsignor personally responds to all inquiries and invites all non-active parishioners to come back.

FYI, previous parish campaigns have @ 95% collection rate on all pledges. Office staff follows-up with parishioners on all pledges.

### B. Pastoral Council

No official report from Pastoral Council.

### C. Evangelization Outreach Subcommittee

Monsignor provided an update for Deacon Brady. Many events planned for Lent such as the Lenten Preaching Series, Day of Reflection, Parish Mission, Invite a Friend and more.

## VII. QUESTIONS/CONCERNS/NEW BUSINESS

The PFC officially welcomed Tom Rakszawski as the new Parish Business Manager. Ed Zapisek will continue to assist as needed.

## VIII. NEXT MEETING

The next PFC meeting is April 23, 2020.  
The next Joint PFC/PPC Meeting is June 17, 2020.

## IX. CLOSING PRAYER

Council members prayed the Hail Mary.