

OUR LADY OF GUADALUPE CHURCH

PARISH FINANCE COUNCIL

Minutes - August 28, 2018

I OPENING PRAYER

Monsignor shared the “Prayer for the Return of Non-practicing Catholics” with the council.

II ROLL CALL

Attendees: Monsignor Gentili, Dick Clark, Ed Zapisek, Ellen Roehm, Greg McGovern, Father Ianelli, John Graham, Paul Crovo, Phil Junker, Michele Savage, Laura Campbell, Tim Coniff, Barbara Kieffer, Peter Hawley,
Recording Secretary: Teresa Fischer

Excused: Deacon Brady, Joel Zazyczny, Judy Wicklum

Dick initiated the meeting with the roll call.

III APPROVAL OF MINUTES FROM PREVIOUS (April 19, 2018) FINANCE COUNCIL MEETING

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

IV PASTOR’S UPDATES

A. Courtyard & Other Building Projects Update

The courtyard construction is going well but behind schedule due to weather. We anticipate an October/November 2018 completion.

B. Questions about Handling of PA Grand Jury Report

Monsignor addressed the recent grand jury report. This is a very difficult time for church and he appreciates the council member’s commitment to the faith. OLG will continue its approach of transparency. Monsignor acknowledged Father Ianelli’s excellent homily addressing the report.

V BUSINESS MANAGER UPDATE

A. Profit & Loss Fiscal Comparison vs. Prior Year

Income: Collections for the year are up 11 percent. The weekly average is \$27,165 vs. \$25,039 for the prior year, which is an increase of 8.5 percent. Note that there are 51 weeks vs. 50 weeks in the prior year. There was a 10 percent increase in the religious education income.

Total operating expenses were up 12 percent.

Expenses: Assessment from the AOP was up 19 percent and we will probably see another 12 percent increase in the next year as our collections increase. The assessment is 12.25 percent of operating collections and is an Archdiocese of Philadelphia (AOP)-wide assessment. The AOP offered a discount this year due to a change in the formula in how they determine the parish assessment.

Church maintenance was almost \$125K this year and just under \$60K the prior year. Major repairs were required for systems that had been neglected for six years. Maintenance costs should not continue at this level and \$70K was budgeted for the upcoming year. Ed noted that the parish has already received a bill for \$10K for two pumps that had to be replaced. The parish is also considering buying a lift for parish maintenance at a cost of \$10K.

Interest expenses are expected to be \$214K.

Cash flow

We are projecting a 6.5 percent increase in Sunday collections to get to just under \$29K per week for 2018-19. As of this past weekend, we are close to \$26K each week, which is just short of a 10 percent increase. It is worth noting that this is for the summer when collections are typically lower. The increase could be attributed to egiving. The bulletin publisher offered free inserts this summer to promote egiving. Egiving is now close to 25 percent of the collection. There will be “welcome back” collection envelopes the weekend of September 15/16.

The excess Operating Income for 2017-18 was \$312,604. The AOP would like the parish to carry three to four months of Operating Expenses. Our bottom line is projected to be just under \$400K for 2018-19. Projected cash at 6/30/19 is \$259,954, which is less than three to four months of Operating Income.

We average about 100 new families each year. Parish is at approximately 2,700 registered families.

Memorial income was \$35K, which is for items that are existing in church and already paid for. Parish is expecting approximately \$17K from previous pledges from the Wrap Around Campaign. There is also about \$50K owed this year which had been pledged in the Closing the Gap Campaign. There are additional pledges that are not included in the projection since no money has been paid on these pledges.

The parish owes \$435K each year for the next 24 years. In addition, the rectory is over 30 years old and there is \$25K/\$30K/\$35K budgeted over the next three years for maintenance including roof, painting, etc.

Finally, the cash flow for 2018-19 assumes \$311K for completing the courtyard and eight special projects.

We expect to have approximately \$250K in cash by June 2019. We hope the collections will increase 6.5 percent each year to reach the goal of \$32,000 each week. The big variable is the increased interest expense after 6/30/19 when the two percent rate guarantee needs to be renegotiated with the AOP.

B. Annual Parish Fiscal Report – New Procedure and Sign Off

The AOP is now completing the Annual Parish Fiscal Report for each parish. The report will be uploaded to the cloud. We expect to have the completed document ready for the council members sign off at the next PFC meeting.

C. Other Items

1. Stewardship Campaign

For the fourth year, the parish is contracting with the Catholic Foundation of Greater Philadelphia (CFGP) to run this campaign. Since working with the CFGP, the parish Stewardship Campaign has been extremely successful bringing in \$125K or more each year. This year OLG is setting a campaign goal of \$150K.

2. JPPC contract renewal

John Patrick Publishing Company (JPPC) is our bulletin publisher. Our three-year contract ends next month and Ed has been reviewing this contract and met with a competitor. Our previous contract included payment to OLG of \$20K a year

for three years. The new contract from JPPC is for \$22K per year for four years. OLG received a bid from Liturgical Publications Incorporated (LPI), which offered a three-year contract for \$30K each year.

The PFC agreed to continue with JPPC who have 90 percent of the Philadelphia parishes and hosts our egiving program (Parish Giving) which has been very successful.

3. Director of Spanish

A parishioner in our Spanish ministry has asked Monsignor to consider having a Director of Spanish Ministry at OLG. There is a possibility of a three-year grant through the AOP to pay for this position. Spanish outreach is an important part of our parish strategic plan and OLG has been successful in its outreach. The PFC is recommending that the Parish Pastoral Council (PPC) review this proposal.

VI PARISH COMMITTEES & PROGRAMS UPDATES

A. Fiscal Responsibility Subcommittee

This subcommittee has met twice in the last month. Their primary goal has been growing the weekly collection to \$32K in next two years. The collection has been increased 9.8 percent since last year. The fiscal update to the parish will be in October. The message will be tied to discipleship. Subcommittee will continue to provide collection charts in the bulletin.

In addition, the subcommittee has recommended improvements to the giving section of the parish website. Other strategies include placing the step chart in the bulletin, Town Hall Meetings and private dinners. A concern is that even when parish reaches the weekly collection goal of \$32K it will still need additional cash flow to support our ministries and initiatives of the PPC. Ideas to resolve this issue include endowments, planned giving and a capital budget.

B. Evangelization Outreach Subcommittee

Deacon Brady has met with the new committee and they are developing new strategies.

C. Pastoral Council

The Strategic Plan Tracker will be discussed at the next PPC meeting on September 12.

Members of the PPC and parish attended a conference at Nativity Parish in April and there has been significant discussion about possible

initiatives that could be implemented at OLG in a way that works for our parish. Members of the PPC are planning another visit to Nativity in September to attend Mass, get a tour and exchange ideas. Paul mentioned that the kiosks are still evolving.

Parish is looking into hearing assistance device that can translate Mass for our Spanish-speaking parishioners and visitors.

D. Institutional Review Committee

Bob Weikel and this committee met with all ministries to discuss their needs and determine how approximately \$100K of Stewardship Campaign funds will be distributed.

E. Technology Plan

Dick discussed that we need a budget for infrastructure of technology. All technology purchases will be evaluated by the PFC. In addition, Phil will be looking into our parish wireless mics.

VII QUESTIONS/CONCERNS/NEW BUSINESS

Ellen encouraged members of the PFC to attend and help promote the PPC Social Committee's Comedy Night in November.

VIII NEXT MEETING

The next PFC meeting is November 13, 2018.

IX CLOSING PRAYER

Monsignor shared today's reading from St. Paul to the Thessalonians.