OUR LADY OF GUADALUPE CHURCH PARISH

FINANCE COUNCIL MINUTES

May 27, 2026

I. ROLL CALL

Attendees: Monsignor Gentili, Richard Clark, Tim Conniff, Paul Crovo, Pete Hawley, Ray Kalouche, Phil Junker, Barbara Kieffer, Don Kraft, Anthony Mantellino, Jonathan Martin, Juan Navia, Michele Savage

Excused: Father Sperger, Deacon Brady, Laura Campbell, Ellen Roehm

Recording Secretary: Alicia Augustine

II. OPENING PRAYER

Msgr. Gentili shared today's gospel reading from Mark 10:32-45, which included the following passage: "…Jesus summoned them and said to them, "You know that those who are recognized as rulers over the Gentiles lord it over them, and their great ones make their authority over them felt. But it shall not be so among you. Rather, whoever wishes to be great among you will be your servant; whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give his life as a ransom for many."

Msgr. Gentili reflected on the relevance of this passage to the role of servant leadership and what it truly means to desire and obtain the role of leader. Group discussion reflected on how those who followed Jesus had a different view of the role of the Messiah and how Jesus cautioned against trying to force their own view of what God's will should be for themselves or others. Msgr. Gentili led the Our Father and Hail Mary for the group members' individual intentions and prayers for loved ones and needs of the parish.

III. APPROVAL OF MINUTES FROM PREVIOUS PFC MEETING

Dick Clark asked for a motion to approve the minutes from the meeting on February 19, 2026. The first motion was made by Phil Junker and the second by Don Kraft. The members of the committee unanimously approved the minutes which will be posted on the website.

IV. PASTOR'S UPDATES

Mass Attendance and General Observations - Quarter 3 Report

Msgr. Gentili relayed that while the quantitative data around Mass attendance show no change in numbers, the qualitative data around parishioner engagement and parish activities tell a different story about vitality of parish life. He referenced the many activities keeping the staff and liturgical committees busy with tasks and events. Michele Savage commented on the large number of weddings, including guest weddings, which reflect well on the parish's reputation in the community, as well as the beauty of the campus. They are also an opportunity for evangelization. Msgr. Gentili recounted the full parking lot (and overflow parking at Cold Spring Creamery Elementary School) on the night of CB West's prom. Many families were onsite for pictures and Msgr. Gentili stressed that these types of campus uses are an important avenue for evangelization and servant leadership.

V. STRATEGIC PLAN FISCAL RESPONSIBILITY AND STEWARDSHIP UPDATE

To set the stage for discussion of the budget, Dick Clark provided historical context to the parish's financial history and strategic initiatives. Since the beginning of the parish, the Finance Council has advised on the following initiatives to pay off the construction and or grow the parish: nine capital campaigns, two mortgage balloon payments, unanticipated capital expenditures, several Stewardship Campaigns with increasing goals from $25,000 to $200,000, and increases in weekly collections from $11,000 to the current $34,000. Both Monsignor Gentili and Dick credited the hard work of the Finance Council and the transparency with the parishioners with helping to achieve what felt like impossible hurdles. They expressed their deep gratitude to the parishioners for their continued generosity and dedication to the parish.

With the approval of the Strategic Plan for 2026-2031 this past December, the Pastoral and Finance Councils approved seventeen strategic fiscal initiatives, nine of which were more process/fiduciary in nature and another eight related to quantitative analysis and a balanced budget. From a strategic standpoint, the parish needs to see a gradual rise in weekly collections to reach approximately $36,000-$40,000 over the next few years to balance expenses and offset inflation. The current year-end financials show a deficit; the forecast for the 2026-2027 budget is also a deficit. Current and future fiscal challenges include: 1) parish weekly collections have remained steady at $34,000, 2) expenses are expected to rise 3-5% due to inflation alone, 3) the interest rate on the current mortgage will be reset in May 2029, though we can begin negotiations for the rate in October 2028, 4) the current cash reserves of $600,000 are no longer enough to satisfy 4-6 months of expenditures, and 5) Archdiocese of Philadelphia (AOP) capital campaign slated to begin between 2027-2030. Note: Penn Community Bank will be conducting a full audit in September 2026

The new Planned Giving Program has approximately$1.8 million PLEDGED.

Dick tasked the Finance Council with developing tangible solutions to address the deficit spending in our budget and facilitates implementation of projects and activities that are core to our parish mission. He stressed that this process must occur soon and that the solutions must be feasible, doable, and traceable. He suggested the formation of a sub-committee for review and recommendations.

The members of the Finance Council share Dick's concern for the situation and the need for bold and immediate action. They supported the formation of a sub-committee to execute a review of the financials. Suggestions for the review process included: ranking expenses as discretionary or necessary (with careful discernment for those items that might be considered core to parish community, mission, and/or evangelization), looking for overlap across ministries, identifying areas where expense spending can be reduced, especially in the segments they are increasing that are within our control. . Continue to explore ways to increase revenue.

VI. GENERAL MANAGER UPDATE

Anthony Mantellino led high level discussion of the financial report. He provided historical data detailing expenses since October 2023 for the church and rectory: new chandeliers in church/chapel improve lighting and energy efficiency, replacement of boilers, repairs and upgrades to the HVAC, concrete renovations in the courtyard, new lighting for the back parking lot, and rectory repairs. Some budget increases can be attributed to property insurance increased by 24%; parish assessments went from 10% to 12.5%.

Finance Council members agreed that maintenance may need to be prioritized in a way that the budget can support and suggested getting a sharper focus on the on-going, anticipated expenses to help with forecasting. It was suggested to look at a few-year trends and use that data to provide a longer-term view. Dick recommended that the proposed analysis be done for years 2025-2027.

Anthony described the anticipated shortfall that was discussed earlier in the meeting. A Finance member asked if special gifts can be given directly to pay down the mortgage, and whether they were assessed as part of total income? Anthony will clarify with his contact in the AOP office.

VII. PARISH COMMITTEES AND PROGRAMS UPDATE

A. Fiscal Responsibility Subcommittee

1. Planned Giving and Update

Paul Crovo relayed that Planned Giving remains the same since the last meeting. Approximately ten families have pledged a donation to OLG in their estate planning; with an approximate total of $1.725 million. There are 2-3 solid leads for making commitments in the next month or two. Some have signed on anonymously in name and amount at this point but have added OLG in their estate planning. Paul will provide those amounts at a future date.

2. **Financial Standard Operating Procedures (SOPs)**

   Juan Navia has been working to review all existing SOPs and develop a plan for this updating and identifying missing SOPs. Many of them are written and/or signed by individuals who no longer have a relationship with OLG. Juan and his group (including Ryan Visniski, Linda Wilbourne, and Joe Balaza) are also setting up a plan to train individuals on corresponding SOPs of relevance to their role or function. Juan submitted a draft of a financial SOP to the Pastoral Council for review and would also like feedback from the Finance Council. Msgr. reminded the group that while OLG-specific SOPs may be older and/or missing, this is largely due to the historical and current reliance on, and consistent usage, of the AOP policies and procedures and guidelines for parish operations. In fact, Juan leaned heavily on the AOP guidelines in his development of the OLG-specific financial process SOPs. Msgr. Gentili expressed his gratitude to the group and asked that everyone on the Finance Council review Juan's draft for an SOP for financial processes.

3. **Semi-Annual Finance Talk Dates**

   The next set of semi-annual finance talks to the parishioners will occur after all masses on September 26th/27th. The committee agreed that they will work to write and deliver a talk that is transparent, but measured and positive.

B. Parish Pastoral Council Update

Don Kraft updated the group on Parish Council items. He relayed discussion around the flurry of activity related to outreach and spiritual development, along with the positive feedback around several of those activities (e.g.: growing Children's Liturgy and an expanding Bible study). Mass attendance remains flat, with numbers like last year, but if activities precede results, then the group remains hopeful of an uptick in attendance. The parish festival will be held in early June, and everyone should do their best to attend and/or volunteer. During Lent, several small groups (n=30) met to read and discuss the book <u>Forming Intentional Disciples</u>. The end goal was to be able to describe evangelization as an actionable concept. Feedback was enthusiastic and qualitative analysis yielded four broad categories for evangelization. Don and others will continue the process of engaging small groups in book discussion and helping teach others how to create intentional opportunities for evangelization within what they're already doing. They are also planning a mission at a future date (likely Lent 2027). Msgr. Gentili expressed gratitude and excitement for implementing small changes that seem to yield big results. He described how adding 10-15min spiritual reading/reflection to start the staff meeting has created a positive mindset shift that is more oriented towards parish mission. Don was pleased to hear this and underscored the foundational concept that evangelization begins with everyone's own individual relationship with Christ, and how discussions of that nature help people work through some of this out loud. Juan added that within the Hispanic Ministry setting, Café Guadelupano has expanded from a place to simply talk about stresses in life to a place of uplifting, spiritual comfort and support. This is due in large part to the continued efforts by Fr. Sperger, including expanded time together now on Tuesday and Friday for the rosary. Msgr. Gentili thanked them for the updates and reminded the group that the activities described by Don, Juan, and Anthony all fall under initiatives outlined in the Strategic Plan.

C. Evangelization Outreach Subcommittee (DMI, Adult Faith Formation, Fourth Way)

[discussed above in other sections]

VIII. QUESTIONS/CONCERNS/NEW BUSINESS

No new business.

IX. NEXT MEETING

Parish Finance Council: Wednesday August 26, 2026, at 7:00pm

Joint Parish Council: June 10, 2026, at 7pm at PLC

X. CLOSING PRAYER

Monsignor Gentili expressed gratitude for everyone embodying the role of servant leadership for others. He then gathered intentions and prayers and entrusted them to the care and help of the Blessed Mother in praying the Hail Mary.