

Our Lady of Guadalupe Church

Parish Finance Council Meeting Minutes: April 25, 2017

I. Opening Prayer

Monsignor Gentili opened the meeting with a prayer.

II. Roll Call

Attendees:

Dick Clark, Monsignor Gentili, Paul Crovo, Philip Junker, Peter Hawley, Rose Lee, Ed Zapisek, Ellen Roehm, Bill Gruccio, Greg McGovern and John Graham,

Excused: Father Ianelli, Deacon Brady, Judy Wicklum, Tim Conniff and Michele Savage,

Dick initiated the meeting with roll call.

III. Minutes From Previous (2/20/17) Finance Council Meeting

Dick Clark motioned that the February 20, 2017 meeting minutes be approved. Phil Junker seconded the motion. The minutes were unanimously approved.

IV. Pastor's Update

A. Parish Life Center Construction and Courtyard Project

Monsignor reported that the building process is on schedule and on budget to be completed in mid-June. The "Crossing the Finish Line" campaign has raised \$377,341 (pledged) of the \$400k needed to complete the courtyard. Our intention is to meet the Crossing the Finish Line Campaign goals, keep the construction company onsite and finish the courtyard at this time.

B. Introduction to Upcoming Strategic Plan (2017-2022)

Monsignor reported that an AOP survey was the guiding force in implementing the original parish plan which was for the five-year period of 2012- 2017. At this point, we have implemented all aspects of the strategic plan and are developing a new strategic plan for 2017 -2022. While keeping the original seven areas from the initial strategic plan as an ongoing part of our parish plan (standard operating procedures). Monsignor and a committee are creating three to five new goals and objectives in each of the three subcommittees in our evangelization efforts.

Our parish evaluation committee is comprised of three areas: Outreach/Evangelization Committee (Philip Junker), Organizational/Institution Review Committee (Bob Weikel) and the Fiscal Responsibility/Stewardship Committee (Richard Clark). The new strategic plan will be adopted on December 12, 2017, the Feast Day of Our Lady of Guadalupe. The Parish Pastoral Council will formally adopt this new plan and the Parish Finance Council needs to approve/support these new initiatives so OLG can become an even stronger community.

C. AOP Voluntary Collection for Trinity Dome at National Shrine

The AOP has proposed a voluntary collection for the Trinity Dome at the National Shrine in Washington. The Shrine is where United Catholic Bishops meet and the Basilica Renovation is coming to a completion. Each year, the AOP has 12 to 15 extra collections that OLG supports. Monsignor is in favor of this plate collection (no special envelopes). The collection could be announced the week before. A discussion ensued about the various collections and the parish solicitation calendar which assists in monitoring the number and frequency of additional collections. The motion to support this collection was approved.

Post meeting – Collection date is tentatively scheduled at OLG for Trinity Sunday, June 11, 2017.

V. Business Manager Update (Ed Zapisek)

A. Fiscal YTD Update Comparison vs. Prior Year

Income: The parish Sunday collections have reached 8% increase as compared to last year - \$24,900 vs. \$23,000. The amount budget for this year was \$25,500 and by the end of the fiscal year we anticipate reaching \$25,100. This fiscal year had 50 Sundays. There was no “Sunday” collection on Easter Sunday or Christmas, which fell on a Sunday in 2016. The Easter collection YTD for 2017 is \$58,400 last year final total was \$56,700. Group discussed that although the Sunday collections were short, the absence of two Sundays was budgeted.

Discussion ensued about the delay in receiving egiving payments.

Expenses: The AOP assessment is up 11% for the fiscal year and about 5% over budget since the Office of Catholic Education payment was not budgeted. AOP assessment will be increased by 27 % for next fiscal year – projected cost is \$177,503. Utilities are down significantly for the year due to a mild winter and cost saving measures by staff. Overall expenses are basically flat. Staff continues to review all vendors and obtain fair prices. The Finance Council will continue to negotiate with the Archdiocese, the next segment of our interest rate. Our present agreement at 2% ends June 30.

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

B. 2017-18 Proposed Budget

Projecting to spend increased dollars on maintenance issues in coming year. Joe Balaza, new facilities manager, is working with an outside company to correct HVAC issues. System is six years old and has not had any repairs in this time. Repairs to system will increase efficiency. Expenses include severance for former maintenance supervisor.

John Graham inquired about maintenance for PLC. Ed has included increase costs in budget. Dick Clark discussed possibility of increased income from rental of PLC banquet space. Phil Junker motioned for the approval of the new budget. Bill Gruccio seconded it.

C. 5 YR Projection for AOP

Remaining 4 years was still under development.

D. Other Items

1. Stewardship Collection

Parish reached goal of \$125K and are still receiving contributions. Monsignor noted that the transparency shown when discussing how the previous year stewardship monies were spent may have influenced parishioners to be generous. OLG will keep same goal of \$125K for next year's campaign and will continue to work with The Catholic Foundation of Greater Philadelphia.

2. New Phone System

Investigating purchasing phone system as staff prepares for move into PLC. Met with a new vendor (Thompson Network). They proposed a new system for \$5,000. The system had modern features that were very well received by staff. Discussion ensued regarding if a new phone system should be purchased? Lease or buy? Phil Junker will look into Verizon for a better option.

3. Balloon Payment/Line of Credit

Parish is on track to pay the fourth installment of the 1.2 mil balloon principal payment. Working with Penn Community Bank to discuss the parish getting a line of credit. AOP has guidelines on obtaining a line of credit. This is in discussion.

4. AOP Audit of Agreed Upon Procedures

AOP audit analyzing parish financial procedures and information and making sure parish is following guidelines in regards to payroll, collections, etc. Audit was completed by an outside firm and OLG volunteered to be audited first year. Completed an extensive pre-survey exercise six months ago. OLG should be in the A to A+ rating.

VI. Parish Committees and Programs Updates

A. Fiscal Responsibility Subcommittee

Dick provided a Crossing the Finish Line Campaign Update

As of today \$377,341 has been pledged and \$299,077 has been collected.

Have more verbal donations of \$220,000 (checks – not pledges).

The parish has met all of the recent fiscal challenges including the PLC, courtyard, and balloon payment. Parish has turned much around in eight years. Parish has grown by approximately 100 families per year and is currently at approximately 2,500 families. OLG is currently on budget with regard to the PLC and the back payment for the loan.

Approximately 600 of the 2,500 registered families contribute to weekly offertory. About 50 percent (382/600) also have the ability to contribute to the Crossing the Finish Line campaign. Dick noted that some of the most important gifts were smaller donations. Monsignor noted that every gift – no matter the amount – is acknowledged and appreciated.

B. Key Learnings from Nativity Church Trip and Proposed Initiatives

Christine Veltri, Frank Dolski and Paul Crovo visited Nativity Church in MD as a result of parish initiative to adopt some of the strategies from this parish to grow OLG. They are particularly interested in the use of technology and social media to better communicate with parishioners and community. Some of the methods they use are: livestreaming Mass and possible other events such as weddings, Facebook Business page, Kiosks with Ipads in narthex (to make donations, join a ministry or small group), monitors, surveys via Facebook and more. The group is recruiting to

form a subcommittee of 5-7 volunteers with expertise in technology and marketing. The subcommittee is charged with proposing objectives, tasks and accompanying budget to implement the plan.

Discussion ensued about some of the suggested ideas. These initiatives as well as other new communication strategies, such as Flocknote, will be discussed as part of new parish strategic plan.

C. Evangelization Outreach Subcommittee

All ministry leaders recently attended a meeting with Megan Cokeley, Director of the Office of New Evangelization for the AOP. Her main message was that everyone is a part of the evangelization and Phil hopes that OLG can continue to work with Megan to continue the parish evangelization efforts. Easter weekend the first rider participated in the new Mass Transit program at OLG.

D. Institutional Review/SOP Subcommittee

As a result of the recent institutional review with Bob Weikel, an expenditure of \$30,000 was proposed for various ministries to use the funds to perform outreach. The money is coming out of the stewardship collection. Phil Junker approved and Dick Clark seconded this motion. The motion passed unanimously.

The development of SOP is ongoing. Joe Balaza will work on additional SOPs. An SOP manual will be created for all parish procedures, including the use of the PLC Social Hall.

E. Pastoral Council

A new 3 year initiative from Archbishop Chaput with the goal to get more people engaged in marriage and family. OLG will need to align its new 5-year strategic plan with what is reflected in AOP plan.

Approved the date of September 10, 2017 (12 noon to 4 p.m.) for grand opening event of the PLC. Cost is estimated to \$25,000 to \$30,000. Event will celebrate PLC opening with food, music, tents, picnic theme and children's entertainment. Estimate cost \$25-30 person with 1,000 attendees. There will be a RSVP for event. The expenditure was unanimously approved.

At the recent Social Committee meeting members discussed the grand opening of the PLC. It was decided to make it a parish event "come celebrate what you have built". It was suggested that this event could be an excellent opportunity for evangelization if it is open to the community. Discussion ensued on how to best incorporate this event as both a parish and wider community event. One option discussed was to have an "open house" at a later date. Monsignor will follow up on this suggestion.

VII. Questions/Updates/New Business/Announcements

No new business was discussed.

VIII. Next Meeting(s)

Tuesday, August 29, 2017.

IX. Closing Prayer

Monsignor Gentili led the closing prayer.