

MINUTES

Pastorate Leadership Council Meeting
Tuesday, October 15, 2019

Location: St. Joseph Church, Hagerstown, MD

Attendance:

Council Members Present: Tina Carder, Jim Fetchu, Father John, Janet Kilpatrick, Suzie Lushbaugh, Melissa Noel, Susan Smith,

Council Members Absent: Kimberley Folkerts-Huff, Francisco Rodriguez, Steve Schaefer, Elisa Shaw, Yesenia Solano, Frank Watkins

Others Present: Donna Bockstanz, Dawn McDonald, Darby Smith

The meeting was called to order at 6:30 pm. **Opening Prayer** – Jim Fetchu

Code of Conduct for Meetings: All present were reminded to abide by the Code of Conduct.

Approval of September Minutes: The minutes were approved by consensus.

Finance Council Report: Darby Smith, Chair of the Pastorate Finance Council, provided the following financial analysis for the First Quarter of Fiscal Year 2020 for each of the parishes.

St. Augustine Comparison of FY 2020 First Quarter to FY 2019 First Quarter:

- St. Augustine had a reported net operating surplus of about \$9,900. There is a line item marked “Pastorate Support” in the amount of \$4,412. This is for the AED funds that were collected at St. James and St. Joseph. They have been placed into the St. Augustine savings account until the AEDs are purchased. This was done in order to ensure that the funds were not used for any other purpose. The \$4,412 amount must be added to the total reported expenses of \$22,188. Therefore, the Total Expenses for the first quarter are actually \$26,600 and the actual Net Operating Surplus is \$5,470.
- St. Augustine shows a FY20 Net Operating Surplus of \$5,470 and had a Net Operating Deficit of over \$8,200 in FY19.
- The Offertory Collection - envelopes, EFT, and loose - was about \$2,100 less in FY20 than it was in FY19.
- Total Income is virtually the same for both years.
- The FY20 Expenses were lower in almost every category when compared to FY19.
- The Total Expenses were approximately \$13,600 less in FY20 than in FY19.
- In terms of Budget vs Actual – The total income was about \$1,100 less than the amount budgeted. Except for School and Archdiocesan Support, the Actual Expenses were less than the amount budgeted. In total, the overall Expenses were approximately \$4,900 less than what was budgeted.

St. James Comparison of FY 2020 First Quarter to FY 2019 First Quarter:

- St. James had a Net Operating Surplus of over \$8,300 for the first quarter of FY20 compared to a Net Operating Deficit of over \$9,100 for the same period in FY19.
- Offertory Income - envelopes, EFT, and loose - was over \$1,800 higher in FY20 than the for FY19.
- Overall expenses for the first quarter of FY20 are over \$15,000 less than the same period of time in FY19. There was a decrease in just about every expense category.

- The parish had an overall Net Surplus of over \$13,000. Included in that amount is approximately \$2,700 for the Capital Campaign. Excluding this amount, the net surplus was approximately \$10,400. For this same period of time in FY 2019, there was a Net Deficit of over \$7,800.
- In terms of Budget vs Actual: Except for income from investments, all of the income categories are less than what was budgeted. Resulting in approximately \$2,300 less than the projected amount budgeted.
- In regard to Expenses, except for Evangelization, the actual expenses for every category are less than the amount budgeted. As a result, actual Expenses are about \$7,600 less than the projected budget.

St. Joseph Comparison of FY 2020 First Quarter to FY 2019 First Quarter:

- St. Joseph had a Net Operating surplus for FY20 of approximately \$30,600. For this same period of time in FY19, there was a Net Operating Deficit of approximately \$12,000. The \$30,600 includes:
 - 1) \$5,050 from the Yard Sales - in FY19 the reported amount was about \$4,000;
 - 2) \$9,153 from the International Festival - in FY19 the reported amount was about \$5,300;
 - 3) \$5,000 gift for the Heating and Air Conditioning system. The \$5,000 has been deposited into St. Joseph's Interparish Loan Fund account.
- The Offertory Collection – envelopes and loose - was about \$2,200 higher in FY20, but the EFT was down by \$2,400.
- The Cost of Facilities is about \$1,300 less than for the same time period in FY19.
- The overall Expenses are approximately \$16,100 less than the first quarter of FY19
- In terms of Budget vs Actual: Actual Income for the quarter is about \$32,500 higher than what was budgeted. Several factors contributed to the large difference:
 - \$2,000 higher offertory collection
 - St. Joseph received the first and second quarter grant from the League of the Little Flower in the first quarter—this accounted for about \$4,400.
 - About \$5,000 increase in Saving for the Future
 - The \$5,000 gift for the Heating/AC system
 - The \$4,000 difference between the International Festival this year and last year.
- The overall expenses are over \$1,900 less than the amount budgeted. Most of the expenses are significantly less than the budgeted amount except for the labor and evangelization costs.

Review of the 2018-19 Pastorate Year:

- Reviewed Quarterly Financial Reports
- Organized and Successfully Implemented our first Tri-parish Pastorate Mass & Picnic
- Formed a Healthcare Committee, Worked on the Purchase of Automated External Defibrillators (AEDs) for each Parish
- Celebrated St. James' 150th Anniversary with Monthly Activities and a kickoff Mass with Archbishop Lori
- St. James Renovation Plan Approved by the Archdiocese and Capital Campaign Underway
- Updated the Pastorate Website
- Improved Communication Between the Hispanic & Anglo Community
- Created Contact Information for Parishioners and Visitors
- Held a Volunteer Appreciation Mass and Reception
- Committee formed for Handling Requests for Assistance

Father John's Pastor Report:

- **St. James Renovation Update** – The Quiet Phase for soliciting Capital Campaign pledges is about halfway through with approximately \$60,000 in pledges received so far. Father John will continue meeting with parishioners through the end of November. Afterwards, the Public Phase will begin when the rest of the parish is reached out to in order to obtain the full pledge amount needed. Renovations are hoped to get underway early next year, once enough Capital Campaign pledges are received.
- **Adoration Chapel Update:** It was originally estimated that it would cost about \$80,000 to move and renovate the Adoration Chapel at St Mary's. However, due to many costly issues discovered since undertaking the project, it is now estimated that the amount for renovation will be around \$200,000. A meeting was held to discuss how to raise the funds. A mailer may be going out to all area churches soliciting donations.

Next Council Meeting: Tuesday November 19th at 6:30 pm at St. James, Boonsboro

Closing Prayer: Jim Fetchu

Meeting Adjourned at 7:20 pm

Recorded & Submitted By: Janet Kilpatrick, Secretary
Pastorate Leadership Council