

## MINUTES

Pastorate Leadership Council Meeting

Tuesday, April 21, 2020

**Location:** Online Zoom Meeting

### Attendance:

**Council Members Present:** Tina Carder, Jim Fetchu, Kimberley Folkerts-Huff, Father John, Janet Kilpatrick, Suzie Lushbaugh, Melissa Noel, Susan Smith, Frank Watkins

**Council Members Absent:** Francisco Rodriguez, Steve Schaefer, Elisa Shaw, Yesenia Solano

**Others Present:** Donna Bockstanz, Mary Hellane, Dawn McDonald, Dawn Sirface, Darby Smith

The meeting was called to order at 6:40 pm.

**Opening Prayer** – Melissa Noel

**Approval of February Minutes:** The Council approved the minutes by consensus. However, it was also noted that most of what was reported for Holy Week in April and Holy Communion and Confirmation Sacraments were not able to take place due to the COVID-19 Pandemic and Stay-at-Home Orders.

### Father John's Pastor Report:

- **Masses Cancelled** – Masses have not been held in the parish churches since Sunday, March 15<sup>th</sup>.
- **Live Streaming Mass** – Sunday Masses are recorded on Facebook in English at 4:30 pm and in Spanish at 5:30 pm each Saturday and can be viewed at any time. Daily Mass is streaming Monday, Tuesday, Wednesday, and Friday in English at 8:00 am and Tuesday and Friday in Spanish at 7:00 pm. It has been a learning process and there have been some difficulties with the sound. New equipment has been ordered and we are hoping it will help resolve the sound issue and make things run smoother while live streaming. We are considering continuing to live stream Masses as part of the new normal.
- **Staff** – Is working from home and coming into the office as needed and checking on the buildings.
- **Communication from the Pastor** – Letters/Emails encouraging parishioners during this pandemic and giving updates will continue to be sent out.
- **Pastoral Care of the Sick** – At this time, pastoral care and anointing may be offered only to those parishioners in danger of death. All routine visits to nursing homes, hospitals, and shut ins to distribute Communion have been suspended.
- **Requests for Assistance** – The Pastorate has received very few calls or requests for assistance of any kind at this time. The Boonsboro Food Pantry is closed, but the food pantry in Williamsport remains open and has seen an increase volume of folks asking for food. Resources for assistance will be posted on the pastorate website and in the bulletin online.
- **Pentecost in the Park**, which was scheduled for Sunday, May 31<sup>st</sup>, has been cancelled.
- **St. James Building Renovation** – Bids have come in and are substantially lower than anticipated. We are waiting for permission from Archbishop Lori to proceed with the renovations while the building is currently closed. Some moving of items from St. James into storage has begun in preparation for construction.

**Finance Council Report:** Darby Smith, Chair of the Pastorate Finance Council, provided the following financial analysis summary for the Third Quarter of Fiscal Year 2020 for each of the parishes. The financial reports can be found on the pastorate website.

## **St. Augustine Financial Analysis for the Third Quarter of FY20 – July 2019 to March 2020**

- At the end of the third quarter of FY20, St. Augustine had a reported Net Operating Surplus of about \$7,258.
- However, there is a line item marked Pastorate Support. This amount of \$1,574 is related to the AEDs. The \$1,574 must be added to the total reported expenses of \$102,249.
- Therefore, the total expenses for the first nine months of FY20 are actually \$103,823 and therefore the actual Net Operating Surplus is \$5,684. In March 2019, the parish had a Net Operating Deficit of about \$15,000.
- The positive financial results are in spite of having only about two weeks of offertory collections—envelopes and EFT.
- For the period July-February the monthly EFT amount was about \$2,091, in March it was \$2,467.
- A \$10,000 contribution was given in March from a parishioner. It is unknown if this is a one-time contribution or if it will continue annually.
- Even though in March some of the expenses were less than normal, the overall expenses for the first nine months of FY20 are more than \$22,000 less than a year ago.
- **Budget vs Actuals**
  - Although there were about two weeks less of envelope and loose offertory collections in March, the overall offertory collection is about \$6,700 higher than budgeted. As noted above, this is in part due to the \$10,000 contribution.
  - Total expenses are about \$4,400 higher than budgeted. The Cost of Facilities, Administrative, Labor, and Evangelization expenses were actually higher than budgeted.
  - The Cost of Facilities was higher than budgeted due to the new floor installed.
  - The Administrative expenses were higher than budgeted because of the purchase of the AED equipment (\$2,175) and bank and service fees (\$1,137).
  - Labor costs were higher than anticipated because I underestimated Father John's salary.
  - The Evangelization costs being higher than budgeted was primarily due to the Children's Religious Education Programs. Costs of \$1,646 have been incurred that had not been budgeted for.

## **St. James Financial Analysis for the Third Quarter of FY20 – July 2019 to March 2020**

- At the end of March 2020, St. James had a reported Net Operating Surplus of over \$8,508.
- At the same point in time last fiscal year, St. James had a reported a Net Operating Deficit of \$5,402.
- Offertory income - envelopes, EFT, and loose was about \$3,400 less than March 2019. The fact that there have been no collections for the last two weeks is the primary reason the offertory is lower.
- Overall income is less, again primarily due to the fact the Mass was not held the last two weeks of March.
- Overall expenses as of March 2020 are about \$21,000 less than they were in March 2019. Some of the decrease can be attributed to the buildings being closed for about 2 weeks
- Virtually every expense category is less in FY20 than it was in FY19.
- **Budget vs Actual**
  - The actual amount of the offertory collection was about \$10,000 less than budgeted. The primary reason for this difference is because the church has been closed because of the existing circumstances we are all facing. This has impacted the envelope, loose, maintenance and improvements, and pastoral ministry collection.
  - The overall impact on the total income is not as great because the interest received from the parishes investments is over \$7,300 higher than budgeted.
  - Actual expenses are about \$4,000 higher than budgeted.

- The Administrative expenses are higher than anticipated because of the purchase of the AEDs and the payment to St. Joseph for expenses.
- Worship expense was higher than anticipated because of the fees paid for extra clergy.
- Evangelization expenses were higher than anticipated because the cost related to the purse benefit (\$2,941) were budgeted for under benefit expense. Further, costs associated with the Children's Religious Education Programs (\$1,584) have been incurred, but they were not budgeted for.
- At this point in time it was estimated that the Net Operating Surplus would be about \$8,976, but the actual surplus is \$8,507—a difference of \$469.

### **St. Joseph Financial Analysis for the Third Quarter of FY20 – July 2019 to March 2020**

- As of March 2020, St. Joseph had a Net Operating Deficit of about \$3,609. At the same point in time last fiscal year the parish had a Net Operating Deficit of around \$23,000.
- Once the Statement of Account is received from the Archdiocese of Baltimore, the deficit should be reduced by about \$2,846. There was an extra payment made on the past due school assessment. Taking this overpayment into consideration, the Net Operating Deficit will be about \$763.
- The first collection - envelopes, EFT, and loose - is over \$7,300 higher than a year ago. I believe it can be safely assumed that had Masses been held the last 2 weeks of March the overall collections would have been even higher and therefore the parish would have had a net operating surplus instead of a deficit.
- While the overall offertory collection is higher, the EFT is down by about \$2,800 in comparison to last fiscal year.
- Although the total income shows to be about \$6,100 higher than last year, the actual increase is even higher because of the March 2019 number increase \$24,000 that was for the sound system.
- The Cost of Facilities, one of the biggest expenses at St. Joseph, is \$11,600 less than a year ago.
- The overall expenses are over \$13,000 less than they were in March 2019.
- **Budget vs Actual**
  - Overall, the first collection, envelopes, EFT and loose, is over \$4,800 higher than estimated. Envelopes are higher but the EFT is lower. The loose is also higher than anticipated.
  - Overall income is over \$36,000 higher than estimated. This can be attributed in part to Saving for the Future being about \$13,000 higher, Benefit income was \$4,800 higher, and Evangelization income was about \$5,700 higher than estimated.
  - The Cost of Facilities was about \$4,000 higher than estimated, primarily due to higher ordinary repair and maintenance and rectory repairs and maintenance.
  - Administrative expenses are about \$2,200 higher than estimated due to the cost related to the purchase of the AEDs.
  - Benefit expenses are higher than estimated by about \$2,400 because we did not include any related expenses for the Hispanic Food Sales.
  - Labor costs are about \$8,000 higher than estimated because I did not include the salary related to Father Juan.
  - Evangelization expenses are about \$14,000 higher than estimated.
    - Religious Education Administration Expense was underestimated by \$3,200.
    - Children's Religious Education Programs Expense was underestimated by \$1,100
    - Youth Ministry Expense was underestimated by about \$8,500. This is primarily related to the cost associated with the deposit for encounter.

**Outreach:** Prior to March 15th we had about 350 followers on Facebook and in one short month we now have doubled that number with over 750 followers, primarily due to outreach and live streaming. 39 Live Videos have been shared including 38 Masses so far. We typically have over 50 live

participants during weekend Masses and 500-700 views total for each video. Weekday Masses have 10-15 live participants and 150-200 views.

**Postponement of New Council Members/Officers:** The Council postponed the selection of new council members and officers during this time of Social Distancing. Melissa Noel, Frank Watkins, and Janet Kilpatrick's 3-year term ends in June and there are some additional vacancies that need to be filled. The Council does not typically meet in July or August so the Discernment Process will wait until September. Melissa, Frank, and Janet will continue in their Officer positions until new members are selected later this year.

**Edge/Religious Ed Update/Youth Activities - Dawn Sirface:** This year's Encounter has been cancelled and all fundraising suspended. Any money collected will go towards a future Encounter. Classes for K-6th, EDGE, and Confirmation are suspended until further notice. Staff is reaching out to families on a weekly basis. Home Study materials are being sent via email. All Sacramental programs are on hold. We are hopeful that First Communion and Confirmation will be able to take place once the Stay-at-Home restrictions ease.

**Offertory Collections:** The Pastorate is only receiving about 50% of envelopes through the mail from parishioners. Money is deposited into each parish's account about every two weeks. Some parishioners have begun using the online giving through the Pastorate Website which has been helpful. Offertory collections are still needed to keep paying all the pastorate bills.

**Grants & Loans:** Dawn McDonald, Business Manager, has submitted applications applying for payroll and utilities support through the PPP Loan Programs to 1) BB&T and 2) Rosedale Federal. Eight weeks after deposit of federal money received, it will revert to a grant if the money is used as applied for. The Knights of Columbus are also offering a Line of Credit to Archdiocese parishes. They have low interest loans available with a \$50,000 maximum per parish.

**Fundraising:** The Annual Pastorate Crab Feed is scheduled for Friday, August 7<sup>th</sup>. It is still unknown at this time if we will be able to hold it. Alternative arrangements are being looked into such as Crabs to Go.

**Next Council Meeting:** Tuesday May 19<sup>th</sup> at 6:30 pm, Online Zoom

**Closing Prayer:** Frank Watkins

**Meeting adjourned** at 7:55 pm

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