

MINUTES

Pastorate Leadership Council Meeting
Monday, September 21, 2020

Location: Online Zoom Meeting

Attendance:

Council Members Present: Tina Carder, Jim Fetchu, Kimberley Folkerts-Huff, Father John Jicha, Suzie Lushbaugh, Janet Kilpatrick, Father Angel Marrero, Melissa Noel, Francisco Rodriguez, Susan Smith, Yesenia Solano, Frank Watkins,

Council Members Absent: Steve Schaefer, Elisa Shaw

Others Present: Seminarian Vic Leviste, Dawn Sirface, Darby Smith

The meeting was called to order at 6:35 pm.

Opening Prayer – Suzie Lushbaugh

Approval of June Minutes: The Council approved the minutes by consensus.

FY 2020 Financial Results: Darby Smith, Chair of the Pastorate Finance Council, provided the financial end of fiscal year results and analysis for each of the parishes.

- **St. Augustine Financial Analysis for FY 2020:** St. Augustine had a reported Net Operating Surplus of over \$9,000. In FY 2019, the parish had an operating deficit of over \$13,700. The parish saw a turn a round of over \$23,000. This occurred even though the parish was closed for about 2½ months due to the pandemic.
 - In FY 2020, the envelope and EFT collections were higher than in FY 2019. The loose collection, while not unexpected was about \$1,800 less than in FY 2019.
 - The total income in FY 2020 was less than FY 2019. However, in FY 2019, \$10,786 was collected for the heat pump and \$3,148 was collected for the AEDs. These funds were not available for day-to-day expenses. If the approximately \$14,000 is excluded from the FY 2019 total income, then Total Income for FY 2020 is close to \$11,000 higher.
 - FY 2020 marked the third consecutive year that the expenses have declined.
 - More specifically, expenses in FY 2018 were \$198,000; in FY 2019 they were about \$158,000; and in FY 2020 they were about \$131,000. The steady decline represents about a 34% reduction in operating expenses over the past three years.
 - In part, the decline in expenses can be attributed to the change in methodology for the distribution of labor and employee benefit costs. In FY 2018, St. Augustine paid for about 33% of these costs. In FY 2019 it was 17.5% and in FY 2020 it declined to 16.3%. In FY 2021 it will decrease even more to 14.7%.
- **St. James Financial Analysis for FY 2020:** At the end of FY 2020, St. James had a reported Net Operating Surplus of over \$19,000. For FY 2019, the parish had a reported Net Operating Deficit of over \$8,200, which represents a turnaround of over \$27,000.
 - The operating surplus occurred even though the church was closed for about 2½ months, due to the pandemic, and except for EFT and Evangelization virtually every income account was less than last fiscal year. The overall income was over \$18,000 less than in FY 2019.
 - St. James benefitted from the significant decrease in expenses during the fiscal year. Expenses were approximately \$38,000 less than in FY 2019. FY 2020 marked the third consecutive year that the parish saw a decline in total expenses.
 - Over the course of the last three fiscal years, expenses have declined from \$217,000 in FY 2018, to about \$202,000 in FY 2019, to about \$164,000 in FY 2020.

- The reallocation of the labor and employee benefits costs has benefitted St. James. In FY 2018 St. James paid 25% of the total cost. In FY 2019 it decreased to 24.8%, and in FY 2020 the parish paid about 25%. In FY 2021 it will decrease to 22.4%.
- St. James Renovation -- \$60,450 was collected during FY 2020 for the renovation. An additional \$138,714 was received from the sale of property, all of which goes toward the renovation project. The renovation expenses for this fiscal year are \$26,179.
- **St. Joseph Financial Analysis for FY 2020:** St. Joseph had a Net Operating Deficit of \$41,220 for FY 2020. Through mid-March 2020, prior to the pandemic shutdown, the parish had a net operating surplus of over \$10,300.
 - Over the course of the fiscal year, the envelope and loose collections were about \$17,800 less than in FY 2019. However, EFT was about \$6,000 higher than in FY 2019.
 - Although the total income for FY 2020 shows \$40,000 less than in FY 2019, \$24,000 was for the sound system and \$3,700 was for the AEDs. Therefore, the actual income in FY 2020 available to pay for the day-to-day operating expenses of the parish was about \$12,000 less than in FY 2019.
 - FY 2020 expenses were about \$47,000 less than in FY 2019. This marked the third consecutive year that the operating expenses have declined. In FY 2018, the overall expenses were \$579,000; in FY 2019 expenses declined to \$567,000; and in FY 2020 total expenses were \$530,000.
 - Included in the FY 2020 expenses is an amount of \$15,940 listed as Pastorate Support. This is a place holder for certain costs that have been incurred during the pandemic that will be eventually reimbursed to St. Joseph through the grant money that has been received. Until everything has been approved the income related to these expenses will not be recorded as such. If the income could have been recorded in FY 2020, the operating deficit would have been less.

Reports:

- **Religious Education:** All three parishes and all religious ed students are using the same program this year. The Pflaum Gospel Weekly program is a bilingual self-guided program based on the Sunday readings. Parents teach their children at home, and each grade has a contact Catechist person to assist. In addition, monthly supplemental activities such as prayers and advent wreath making are offered. Materials were made available with drive-thru stations at St. Joseph's. Registration has been strong, and this program can very easily convert to classroom teaching when Covid restrictions are lifted. The program is also more affordable for families at \$40/child instead of \$65 and a maximum price of \$100/family instead of \$150.
 - Sacraments – The 2020 Sacraments have resumed. First Communion -- was held at St. Joseph's on Saturdays for all that wished to receive, and other First Communion recipients continue to receive as requested. Confirmation --11 were confirmed on Friday, September 18th and 12 more will be confirmed this Friday, September 25th. The 20/21 Confirmation classes starting in October will look different. Baptisms – Pastorate baptisms have resumed outside of Masses. At least a dozen children have been baptized the last couple of months.
 - First Sacraments – First Sacrament classes will begin in January.
- **Youth Ministry:** The Youth have had a few zoom “get-togethers” over the last few months, but they are struggling with what they can actually do together right now. They may have an outside gathering soon.
- **Hispanic Community** – The Leadership Council welcomed Father Angel to his first council meeting. Hispanic Council Members Francisco Rodriguez and Yesenia Solano also attended the zoom meeting and Fr. Angel was able to translate for them and report on community news.

- Annual Festival - In lieu of the annual festival, this year the community is sponsoring carry out Latino meals on multiple weekends at St. Josephs. The first weekend was very successful with a profit of \$1,970.
- Father Angel is looking forward to bringing the pastorate together as one community, working to combine parish activities such as RCIA, fundraisers, etc.
- **St. James Renovation** – The last Sunday Mass at the St James church will be on October 25th. Each Sunday after Mass on 10/11, 10/17, and 10/25, items will be moved from the church building to the parish house next door for storage. During the renovation process, St. James parishioners will be meeting in the chapel at Bast-Stauffer Funeral Home in Boonsboro, beginning with the 10:30 am Mass on November 1st. The renovations will begin in November and completion is expected to be done by Holy Week. Upgrading the keyboard was to be part of the renovation process, however when a Baby Grand Piano became available for only \$5,000, it was purchased and placed in the hall at St. Joseph’s to be used there until it is moved to St. James once renovations are completed.

Status on New Leadership Council Selections: The selection of new Pastorate Leadership Council members has been tabled until January. Selections should have been made in the spring, but the coronavirus pandemic put a delay on that. The current members and officers will remain the same until a new discernment process can take place.

Father John’s Pastor Report:

- **Covid-19 Pastorate Update** – Extra precautions have been taken to assure that our buildings are as safe as possible. An ultraviolet HVAC system was installed at St. Joseph’s that kills viruses and cleans the air being ventilated. Consideration was given to installing the system at St. James too since Mass is currently held there, but with the upcoming renovations it was decided to wait until then. In addition, both St. Joseph and St. James had an Electrostatic disinfecting spray treatment performed. This treatment is non-toxic to people but sticks to surfaces and kills viruses. This \$3,000 service was provided free of charge through the archdiocese. It lasts for one year, and the company comes out periodically to check the surfaces.
- **Return of St. Joseph’s 12:15 Mass?** – A survey will be given to the pastorate to see if parishioners are interested in resuming the 12:15 pm Mass at St. Josephs.
- **St. James & St. Augustine Offices** – Due to limited in-office staff hours, Father John has decided to leave the St. James & St. Augustine parish offices closed for now. This will be looked at again in January.
- **Cantor at Masses** – A request was made to consider allowing cantors to begin singing at church services again. This is being checked into.

Next Council Meeting: Monday, October 19th at 6:30 pm, Actual or Zoom to be determined.

Closing Prayer: Seminarian Vic Leviste

Meeting adjourned at 7:35 pm

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