

MINUTES

Pastorate Leadership Council Meeting
Tuesday, January 21, 2020

Location: St. Joseph's Church, Hagerstown, MD

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, 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 that they are to abide by the Code of Conduct.

Approval of November Minutes: There was no Council meeting in December. The November minutes were approved by consensus.

Finance Council Report: Darby Smith, Chair of the Pastorate Finance Council, provided the following financial analysis summary for the Second 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 Second Quarter of FY 2020 – July to December 2019

- At the end of the second quarter of FY 2020, St. Augustine had a reported Net Operating Surplus of about \$13,226.
- However, there is a line item marked Pastorate Support. This amount of \$4,412 is for the AED funds collected at St. James and St. Joseph. They were placed into St. Augustine's savings account until the AEDs were purchased. This was done to ensure the funds were not used for any other purpose. The \$4,412 must be added to the total reported Expenses of \$54,100.
- Therefore, the Total Expenses for the first half of the fiscal year are actually \$58,512 and the actual Net Operating Surplus is \$8,814.
- Under the July-December 2019 column, there is a Net Operating Surplus of about \$9,000. This is misleading because it includes over \$10,000 that was collected for the heating system. If the \$10,000 is excluded, St. Augustine had an Operating Deficit at December 2018.
- If you look at Total First Collection, there is a steady decline over the past three fiscal years. The decrease in envelope collections represents about 60 percent of the overall decline. It should be noted that Father talked about "Taking the Next Step" at St. Augustine in October and the November and December collections have been higher than the previous four months.
- The total expenses through the first six months of FY 2020 are approximately \$13,600 less than they were through the first six months of FY 2019. Additionally, the overall Operating Expenses have declined significantly over the past three fiscal years.
- The category entitled "Administration" shows a large increase, that is related to the AEDs and the transferring of about \$5,000 back to St. Joseph to pay for the bills that have been received.
- **Budget vs Actuals**
 - Offertory Collections are about \$1,700 less than the estimated budget.
 - Total Income is about the same amount that was budgeted.

- Total Expenses are about \$9,000 less than the amount budgeted.
- The Net Operating Surplus is over \$13,000 and the Estimated Net Surplus for the first six months of the fiscal year was \$3,400.

St. James Financial Analysis for the Second Quarter of FY 2020 – July to December 2019

- At the end of December 2019, St. James had a reported Net Operating Surplus of over \$25,800.
- At the same point in time last fiscal year, St. James had a reported surplus of \$8,000
- Offertory Income - Envelopes, EFT and loose was about \$3,600 higher than the amount reported in December 2018.
- The Net Profit from the purse bingo held in November 2019 was approximately \$7,700.
- Overall Expenses for the first six months of FY 2020, were over \$17,000 less than the amount reported in December 2018.
- The large disparity in Benefit Expense between FY 2019 and FY 2020 is in part related to the purse bingo held in FY 2019. The expenses were recorded under Benefit Expense in FY 2019, but in FY 2020 they were recorded under Evangelization Fundraising.
- **Budget vs Actual**
 - The actual amount of the Offertory Collection is in line with the estimated amount.
 - Total Income is over \$10,000 more than the amount budgeted.
 - Actual Expenses are about \$9,700 less than the amount budgeted.
 - The Net Operating Surplus is about \$20,000 higher than estimated.

St. Joseph Financial Analysis for the Second Quarter of FY 2020 – July to December 2019

- St. Joseph had a reported Net Operating Surplus of over \$16,000 as of December 2019.
- For the first six months of FY 2019, St. Joseph had a reported Net Operating Deficit of about \$7,600 (Page 4, line 130 of the Finance Report) this is a turnaround of over \$23,000.
- Through the first six months of FY 2020, the first collection, envelopes and EFT, are \$5,100 and \$3,800 less respectively than in FY 2019. However, the loose collection is about \$9,000 higher than in FY 2019. Most of the increase can be attributed to the Hispanic community.
- Similar to St. Augustine, Father talked about “Taking the Next Step” at St. Joseph in October. The November collection did not see any increase, but there was an increase in December.
- As of December 2019, the overall Expenses for the parish are over \$20,000 less than December 2018.
- St. Joseph still owes about \$5,000 in Tuition Assistance for FY 2020.
- It is anticipated that St. Joseph will pay the remaining balance of about \$4,700 on past due School Assessments that is owed the Archdioceses by the end of January 2020.
- **Budget vs Actual**
 - The total Offertory Collections are about \$5,700 higher than budgeted.
 - The Income is about \$32,000 than budgeted
 - Total Expenses are about \$8,900 less than budgeted.
 - The Net Operating Surplus is about \$24,000 higher than projected.
 - It was estimated that as of December 2019 there would be a Net Operating Loss of \$7,700; but there was a Net Operating Surplus of \$16,000.

Committee Reports:

- **Outreach Committee:** Deferred until February
- **Youth Committee:** Deferred until February
- **Healthcare:** No Updates
- **St. James Renovation Update:** The parish has collected \$146,000 in pledges to date. There is an interested buyer in the property owned by the parish and the proceeds from this sale will go directly towards the renovations. The Renovation Committee is working on a questionnaire that will poll St.

James Parishioners to see where they want to hold Mass while the church building is under construction, possibly finding an alternative location in Boonsboro or using St. Augustine church for a second Mass on Sundays. The committee plans to hold a meeting with the Archdiocese renovation team to work on finalizing specific plans and details.

Setting Leadership Council Goals for 2020: The Council has identified the following goals. An email will be sent asking for volunteers throughout our Pastorate to assist on these committees.

- **Pentecost in the Park** – Last year’s Pentecost in the Park was very successful and the Council is hoping to make it an annual event. This year Pentecost Sunday is May 31st, the last weekend of May and after the Memorial holiday weekend.
- **Emergency Preparedness Plan** – The Archdiocese has requested that each parish establish a plan that would address the safety of parishioners in the event of an emergency during any events being held in the church buildings. Volunteers are needed to work with community resources such as Knights of Columbus, Law Enforcement, and Emergency Services to establish these plans.
- **Finalize the “Providing Assistance Plan”** – An established plan to help parishioners and non-parishioners requesting assistance was drafted a couple of years ago. The plan needs to be updated, finalized and put into place to use throughout the Pastorate. Deacon Paul will chair this committee.
- **Tri-Parish Fundraiser** – Each parish currently has their own individual fundraisers that are held each year. In addition to these fundraisers, the Council would like to have a tri-parish fundraiser that would benefit all three parishes and would include volunteers from all three parishes.
- **Encourage Attendance at Mass and Participation in Committees and Events** – How do we encourage higher attendance at Mass and parishioner participation at events, on Committees, and on the Leadership Council?

Father John’s Pastor Report:

- **New Pastorate Logo** – A big thank you to Karen Seabright who created the new pastorate logo that will be used on all pastorate stationary and will debut in the upcoming bulletin. A large framed version will also be placed in each of the three churches.
- **Upcoming Lenten Fish Fry** – Lent is only weeks away, it is time to begin lining up organizers, volunteers and start advertising.
- **St. James Building Renovation** – The renovation team is in the process of working on acquiring all the necessary permits to begin the construction phase. The goal is to start the renovation soon after Easter so that we can hopefully be back into the building to celebrate Christmas.

Next Council Meeting: Tuesday February 18th at 6:30 pm at St. Augustine, Williamsport
Opening Prayer – Susan Smith Closing Prayer – Donna Bockstanz

Closing Prayer: Suzie Lushbaugh

Meeting adjourned at 7:50 pm

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