

# Pastoral Council Meeting Minutes

Date: June 15<sup>th</sup>, 2017

Time: 7:33 pm

Location: Parish Library C 103

Attendance: Father Pat Holroyd, Bill Inch (Chair/Worship), Helen Cascio (Secretary/Service), Fran Smith (2<sup>nd</sup> Vice Chair), John Piescik (At-Large), Maria Maldonado (At-Large), Tim O'Connor (Staff Liaison), Darcie Girmus (School Liaison), Eduardo Sevilla (Recording Secretary)

Guests: Nancy Novelly, Ana Lisa Pinon, Kevin Flores, Mark Gurley, Jerry Belt

Prayer: John Piescik

Formation: Fran Smith

Finance: Mark Gurley (Chairman of the Finance Committee)

- Remember that the church's fiscal year ends at the end of the month
- One of the chief worries was the contribution situation as the primary focus for the last few years has been paying off the mortgage. As this was accomplished, what would happen next?
- The challenge had a potential loss of 300K in both the income and expense columns.
- The revised budget was designed in an aggressive manner
- Money situation:
  - Bills are continuing to accrue
  - Cash reserves are necessary, in order to avoid stress and avoid shrinking some of the ministries
  - Repairs and maintenance of an aging campus
  - But will the people keep contributing without a clear objective?
- Half of the previous donations for the mortgage have been transferred to accounts for capital improvements
- E-giving
  - More consistent

- Easier for planning purposes (both the parishioner and the parish)
- Target was \$7K a month; present enrollment is \$10K a month
- New budgetary line added: Capital Improvement Fund for large cost items that cannot be delayed or avoided.
- Current budget update had an increase of \$80K (from 320K to 400K) in cash on hand
  - While the increase is good, it is not good enough
  - It is recommended to have three months expenses in cash reserves at a minimum, with six months preferable
  - The increase raises the cash reserve up to 1.75 months, so there still is work to do
- Budget Collection for the fiscal year is 2.3 million
  - This represents a 5% increase from the previous fiscal year
  - The previous four years had a decrease in the collections
  - The excess has been placed in the cash reserves
  - There has been a tight hold on expenses
- Large items on the docket: do we absolutely need them, do we just want them, or can they be cut out:
  - Expansion and ADA compliant bathrooms (\$350K)
  - Replacement organ: pipes, electronics, keyboard (\$350K)
- Offertory/Capital campaign
  - \$1M is the target
  - 360 degree marketing
    - Faith Direct
      - Resource for contacts and mailings
      - This first campaign using this system will cut future campaign costs
    - Mail (both regular and electronic)
    - Presentations
    - Mass

## Minutes: Review of May minutes

### School Update: Darcie Girmus

- Graduated 39 8<sup>th</sup> graders; with some going to the
  - 14 O'Connell (6 academic awards)
  - 8 Paul VI (1 award)
  - 2 Flint Hill
  - 4 James Madison
  - 3 Gonzaga
- Commencement consisted of one event instead of two, with the Graduation Mass followed by a procession to the Graduation ceremony
- Field Day: the students earned snow cones
- Replacing 50 desks in middle school due to size issues
- Purchase one or two active boards
- Two carts of computers being purchased to replace existing units: one by the school and one by the PTPO
- Diocese pilot program on grades system and communications (Power School) will be up and running next year
- Auction: Major objective will be to replace the older (over three years) active boards
- Enrollment at 407, the highest in long time at this point of year

### Commission Reports: (Major Highlights)

- Community Service: Helen Cascio
  - Pack the truck is going well, with many furniture pick ups
  - ESL is on its summer hiatus, but they will be conducting conversation classes once a week
  - SALT is holding a discussion on housing matters on Thursday June 22<sup>nd</sup> from 7pm-9pm at St John Neumann

- Religious Education: Ana Lisa Pinon
  - Baptism schedule
  - RCIA: 6-8 students during summer
  - Sunday Morning program (Protestant Reformation) continues
  - Father Innocent party planning underway
  - 2018 Confirmation scheduled for Thursday May 17<sup>th</sup> at 7 pm.
  - 65 Vacation Bible School students enrolled
  - RE schedule times will be maintained as survey has low turnout
  - Frank Doyle and FORMED letter; 2<sup>nd</sup> person also commented on the background and direction of the organization and if it is in the same direction as the St Mark vision statement
    - Education committee discussed situation
    - Discussions with Augustine Institute
      - Some of the material does not address American rules, such as Communion being received in the hand or on the tongue, confession behind screen or fact to face
      - These issues are under consideration
    - Benefits some of those reading the material
      - It is designed for adult education
      - FORMED is on the diocesan website
      - Doing good in Jesus name
      - If you do not like the site, you do not have to go onto the site
- Community Growth: Helen Cascio for Cris Revaz
  - Praying College Moms is translating both of its books and is looking for \$3000 through individual contributions to cover the costs
  - Prolife Drive: Three young girls helped sort materials and bought gifts from money saved through the year

- Care for our Common home: audit to conserve energy in the church/formation center and cut costs
- Worship: Bill Inch
  - Increase in the number of Eucharistic Ministers.
  - Marian Society, Altar servers always looking for additional volunteers
- Youth: Kevin Flores
  - High School conference successful

#### Old Business:

- Bern's Evangelization report reviewed by committee: Jerry Belt
- Recommendations
  - Series of articles on subjects of evangelization, adult faith formation, and discipleship
  - Articles appear in maneline, website, bulletin
  - Panel presentation open to all in conjunction with parish retreat next year
- Reasons
  - Many are unaware of the evangelization effort
  - Awakening (or reawakening) will contribute substantially
  - The Convocation of Catholic Leaders in Orlando, Florida (July 1<sup>st</sup>-4<sup>th</sup> 2017 will have Cardinals, Bishops, Clergy, and laity to discuss the problems facing the Church
  - Most give of time, talent, treasure based on the personal relation with Jesus so evangelization will help in all those areas
- Evangelization committee to be set up
  - Need to be expedited due to next meeting is in September
  - Proposed charter
  - Who to write and subjects?
    - Final say by Father Pat
    - Written by members of the committee

- Topics on list in report
  - Connections with USCCB?
- Weekly 6 pm Youth Mass (Nancy Novelly)
  - Summer: Kevin and Erik not available during the summer
  - Worship: Not recommended
    - Proposed 6 pm mass will be a Youth and Family once a month (with the youth choir) and a regular mass the rest of the month
    - Staffing
      - Start with 3 Eucharistic Ministers and 2 Ushers
      - While there are many altar servers, there is a shortage of crucifers.
      - The coordinators and readers will be hard to arrange.
      - A cantor and accompanists will need to be hired
    - The churches in close proximity that have evening masses but all have 4 or 5 priests, with the exception of St Veronica's, which brings in a priest for a foreign language mass. Parishes that do not have one or two priests tend not to have evening masses.
    - Canon law prevents three masses a weekend without dispensation. Arranging for a visiting priest is an alternative.
    - Estimated cost for 10 months: \$15,625.00, excluding additional costs for cleaning of the rest rooms.
    - Will offerings offset additional costs? How much of the collections will be that from the other masses moved to this one as opposed to that going to other parish's evening masses.
- Bike Rack (Eagle Scout project)
  - CFC Proffers: access via Vale Road and gate in back yard
  - Hard to bike through gate meaning traffic will probably come through Vale Road

- Bike Rack
  - Change from high rack to low rack due to risk management
  - Location: some being proposed after several walks around the grounds
  - Aesthetics
  - Hospitality: green aspect

New Business:

- End of year party
- Fr. Innocent's mass
- Fall Festival is scheduled for September 24<sup>th</sup>, 2017

Eyes and Ears:

- Looking for prayer candles? We have the intention book.
- College Moms want to thank St Mark for the financial aid

Closing Prayer: Father Pat

Meeting ends at 9:30 pm

Next Meeting: September 21<sup>st</sup>, 2017