

St. Maximilian Kolbe Pastoral Council Meeting

May Minutes
May 1, 2019 – 7:00-9:00PM

Pastoral Council Members Present:

Jerry Pater – Chair
Brett Boutwell
Tom Collins
Julie Duffy

Rich Inman
Cathy Marksteiner
Chris Palac
Betty Ann Quinn

Tim Wurth - Vice Chair
Chris Zevallos

Pastoral Council Members Absent: Ellen Paxton, Kevin Walsh

Notable Others:

Fr. Jim Riehle – Pastor
Evangelization and Catechesis Commission – Andrew Tebbe
Outreach Commission – Kathleen Garrison
Parish Life and Stewardship Commission – Lori Walters
Worship and Sacraments Commission – Amy Wissel
Finance Council – John Monroe
Parish Staff Representative – Ruth Trentman
Recording Secretary – Dena Moulton

- **Opening Prayer / Mission Statement** (PC is praying for Parish Staff in May)
- **Formation** – Decision on new book for 2019-2020; Fr. Jim has not decided yet; he is open to suggestions
- **Lightning Round**
 - Meeting next month is June 5 (youth room)
 - 2019-2020 budget discussion (See Finance Council Report below)
 - Follow up on discussion of Right of Refusal on home (Lesourdsville West Chester Road)
This property has sold and this is now a moot point
 - PC picnic at Jerry's house – Saturday, June 22
- **Committee Updates**
 - **Ministry Annual Planning (MAP)** – (Tom Collins/Jerry Pater)
 - Ad hoc committee meeting; Fr. with ECC had chosen not to be involved in the MAP process, finding it too difficult; MAP originally put together by Fr. Geoff in 2012 to be a sustainable long term planning process. There was a simple form to be filled out – 10 minutes needed
 - Fr. Jim talked with Pastoral Associates (PA) and found a new program that will work
In January, (PA) will distribute worksheet to be filled out to individual ministries
This form will be returned to (PA) by the end of February
(PA) will have a conversation with ministry reps as to the status of the ministry
Each ministry can have a file used as a future resource
 - **PC will no longer be involved with MAP process**

- **Campus Safety Subcommittee** – (Cathy Marksteiner)
 - April meeting; Next meeting on May 3
 - Developing medical emergency plan for Church
 - Chair met with Mary Lou Baker – meeting about RFY
 - Charlotte Flanagan – early childhood
 - Structured programs need to be put in place
 - Information gathering and observation is being done by Chair
 - How do we transition to adult groups meeting after RFY has finished?
 - Goal – have training in place by the Fall; 15-minute training by Safety committee members

- **PC Listening Sessions** – (Julie Duffy, Rich Inman)

PC members received 5 comments during the listening session that took place after Masses on April 27/28. These concerns, comments and questions have been forwarded to the appropriate pastoral staff and commission chairs. Pastoral Council continues to follow-up and reach back out to the originating parishioner with the responses.

- **Leadership Discernment** – (Brett Boutwell, Chris Zevallos, Betty Ann Quinn)
 - Most of the work is now done
 - Discernment Fair May 6th and 15th; Two members from every council and commission will be present; focused and informative evening planned
 - Pentecost Sunday names will be drawn
 - Several contingency plans in place to deal with issues if enough people have not stepped forward to fill the membership needs for each commission and council

- **Twining** – (Chris Palac, Jerry Pater)

St. Patrick's Madera, Soroti, Uganda
 Stephen Kisembo – St. Patrick Madera twinning ministry contact person
 Fr. Simon Peter gave briefing on his last trip to Uganda
 Discussion on a future visit to Uganda with St. Max parishioners – July to Sept time frame

Fr. Simon Peter will return to Uganda May 20 – June 10
 New Bishop will be consecrated on May 25; June 3 is the Feast of the Ugandan Martyrs
 Fr. Simon Peter will meet with his new Bishop and be given clarity on his future
 He is very optimistic about his new Bishop and support to be received

- **Council/Commission Updates**

PLEASE NOTE: A copy of the full minutes for the following council/commissions can be found on the St. Max website: <http://www.saint-max.org/>

Under the parish tab, click on the individual links to the specific councils and commissions

At the bottom of each council or commission page will be the minutes for that council or commission

- **Finance Council** – (John Monroe) **2019-2020 budget presentation**

St. Maximilian Kolbe Parish							
FY 2020 Budget Summary							
			FY 2019			FY 2020 Bdgt Inc/(Dec)	
			Actual			Compared To	
	Actual	Actual	As Of	Budget	Budget	FY 2019 Budget	
	FY 2017	FY 2018	3/31/2019	FY 2019	FY 2020	\$	%
Income							
Sundays	1,971,171	2,002,322	1,477,320	2,096,500	1,988,000	(108,500)	-5.2%
Holy Days	69,830	75,649	67,478	75,000	67,500	(7,500)	-10.0%
Festival	107,000	95,000	0	100,000	100,000	0	0.0%
Drive Down The Debt	101,584	49,049	950	0	0	0	#DIV/0!
Raise The Roof	0	17,740	14,821	25,000	20,000	(5,000)	-20.0%
Fundraising:							
Festivals	107,000	95,000	0	100,000	100,000	0	0.0%
Fish Fry	55,412	52,611	33,358	57,000	51,000	(6,000)	-10.5%
Socials	529	2,462	2,735	600	2,100	1,500	250.0%
Fellowship Weekend	1,344	1,090	524	1,100	550	(550)	-50.0%
Other Fundraising Activity	2,615	0	3,750	0	9,000	9,000	#DIV/0!
Bulletin/Newsletter	8,432	5,027	4,355	5,000	5,000	0	0.0%
Kroger Rewards	8,890	7,585	5,286	8,000	6,000	(2,000)	-25.0%
Holiday Bazar	600	460	852	450	500	50	11.1%
Fashion Show	<u>8,611</u>	<u>8,727</u>	<u>7,163</u>	<u>9,000</u>	<u>8,000</u>	<u>(1,000)</u>	-11.1%
Total Fundraising	<u>193,433</u>	<u>172,962</u>	<u>58,023</u>	<u>181,150</u>	<u>182,150</u>	<u>1,000</u>	0.6%
All Other	<u>157,079</u>	<u>89,594</u>	<u>170,405</u>	<u>73,500</u>	<u>31,110</u>	<u>(42,390)</u>	-57.7%
Total Income	<u>2,600,097</u>	<u>2,502,316</u>	<u>1,788,997</u>	<u>2,551,150</u>	<u>2,388,760</u>	<u>(162,390)</u>	-6.4%
Expenses							
General & Administrative	1,609,280	1,676,296	1,131,852	1,733,842	1,665,965	(67,877)	-3.9%
Ministry & Liturgy	67,265	72,315	43,394	84,365	83,725	(640)	-0.8%
Religious Formation	95,029	101,000	68,713	125,100	120,190	(4,910)	-3.9%
Outreach	19,360	25,130	14,516	30,584	26,850	(3,734)	-12.2%
Facilities	333,118	389,469	306,678	339,425	292,870	(46,555)	-13.7%
Church	12,545	360	6,687	1,000	1,000	0	0.0%
Rectory	28,155	29,203	18,289	30,260	42,060	11,800	39.0%
Office	0	447	0	0	0	0	#DIV/0!
Fundraising:							
Festival	0	300	479	0	0	0	#DIV/0!
Fish Fry Supplies	12,293	13,187	6,614	16,500	35,000	18,500	112.1%
Fish Fry Service Charges	560	0	398	500	600	100	20.0%
Fish Fry Food & Beverages	30,429	30,030	18,017	30,000	0	(30,000)	-100.0%
Socials	12,542	19,072	12,957	16,225	11,800	(4,425)	-27.3%
Fellowship Weekend	6,455	5,795	2,456	3,600	2,750	(850)	-23.6%
Welcome Orientation	498	329	648	750	750	0	0.0%
Fashion Show Expense	<u>6,698</u>	<u>6,411</u>	<u>5,534</u>	<u>9,000</u>	<u>8,000</u>	<u>(1,000)</u>	-11.1%
Total Fundraising	<u>69,475</u>	<u>75,124</u>	<u>47,103</u>	<u>76,575</u>	<u>58,900</u>	<u>(17,675)</u>	-23.1%
Capital:							
Technology Hardware	13,837	17,964	9,035	10,000	9,400	(600)	-6.0%
Building Repairs, Maint., & Improvements	0	16,070	31,794	35,000	0	(35,000)	-100.0%
Parking Lot	122,752	0	0	0	0	0	#DIV/0!
New Truck	0	0	29,152	0	0	0	#DIV/0!
Miscellaneous Capital Campaign Expenses	53,542	1,270	155	0	1,000	1,000	#DIV/0!
Other	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!
Total Expenses	<u>2,424,358</u>	<u>2,404,648</u>	<u>1,707,368</u>	<u>2,466,151</u>	<u>2,301,960</u>	<u>(164,191)</u>	-6.7%
Income Over/(Under) Expenses	<u>175,739</u>	<u>97,668</u>	<u>81,629</u>	<u>84,999</u>	<u>86,800</u>	<u>1,801</u>	2.1%
Cash Transfer To Contingency Fund	0	0	0	84,999	86,800		

- Using a consensus process, Finance Council unanimously approved what Ruth, Fr. And staff have put together
- Budget was discussed line by line; Ruth had detail for each line available
- Ruth will send detailed line item budget to Jerry who will send it to all Pastoral Council members
- Governance model used for expense categories
- Archdiocesan chart of accounts requires some of our expenses to be re-categorized
Example New truck re-categorized as a capital expense
- **Income: Sundays;** Finance Council will do an analysis for Sunday collections by month to be sure 5.2% is a low enough decrease; Ruth's post meeting response to *How many months have we made budgeted Sunday collections this year* – Answer, we made or exceeded budget in March and April and we came very close in December. All other months we did not reach budgeted income
- **Income: Feast Days;** Fr. Jim suggests it would be appropriate to rename Feast Days as Holy Days of Obligation
- **Income: Drive Down the Debt;** No longer exists
- **Income: All Other;** Last year extra income was expected for the Baptistery window and CMA appeal
- A trend analysis of Offertory collections was requested, along with the projected collections worksheet for FY 2019; by May 9 no one indicated any issues or concerns
- **Expense: General and Administrative;** Tithing will be eliminated
- **Expense: Facilities;** Snow removal cost 36,000 last year when our truck broke down
- **Expense: Church;** These expenses are offset by designated gift funds; for example, \$6687 was for the monstrance, but it was funded by designated gift funds and wasn't taken from the budget
- **Expense: Rectory;** Carpet upstairs and new kitchen flooring is scheduled for replacement
- **Expense: Capital**
Technology Hardware; Point of sale systems for fish fry and festival, exterior WIFI for festival
Building repairs; HVAC units replaced last year
Improvement; Baptistery Window – donations did not cover cost of window
- **Attention to detail given to every number by Finance Council**
- *What is PC role* – we are informed – we question – we ask ... have you considered; PC does not have authority regarding the budget
- *Any parishioner* can see the details of the budget if they want; transparency is important; contact John Monroe if you are interested in additional details
- Between now and June – PC will make their recommendation on behalf of the Parish
If PC has any questions, send to Jerry (May 9 deadline) and he will assemble and send list to John and Ruth
 - Together We Grow Campaign: Archdiocese reported \$58,000 collected in March; \$171,000 in the first quarter; \$48,000 is needed per month to meet payment of \$286,000
 - Contingency fund – Nothing has been put in this fund yet; Perhaps some can be put there depending upon the success of the festival
- **Worship and Sacraments Commission** – (Amy Wissel)
2 people discerning their nominations to WSC joined us for the 1st hour.
Lent Evaluations reviewed
Open discernment; Vice Chair for 19/20: Rick Volk
WSC Charter Renewal - discuss revisions
Staff Report (Mary Ella Wielgos, Pastoral Associate)
 - New sanctuary tabernacle has been installed
 - Communication to liturgical ministers regarding changes to their postures and positions due to Blessed Sacrament being present in sanctuary is ongoing.
 - Passiontide was more fully celebrated this year with the veiling of the statues, processional cross and altar cross.
 - Children's Choir will sing the National Anthem at the Reds Game on Saturday, May 18th.
Discussed Discernment Fair

- **Outreach Commission** – (Kathleen Garrison)
 - Faith Alliance: Discussed Summer School lunch program
 - Just Try It – 399 toiletry bags packed (given to Chosen and Haven House). Suggested OC members email ministry leaders you are an advocate for to see: what worked, what could be done better, any feedback from ministries on impact, and does each ministry have the volunteers they need and did the event generate recruits. Very low attendance at the ministry fair; ministries expressed disappointment
 - Update on Ugandan Lenten Funds Drive: Exceeded goals of drive reported.
\$26,550.41 collected as of May 1
 - \$19,074 to Fr. Christopher for shoes, solar, water, mosquito nets
 - \$ 4,260 for Water Tank Fund for Holy Angels School
 - \$ 193.13 for Rosaries and shipping
 - \$ 3,023.28 matching funds to build another well
 - St. Max Festival to be held June 7, 8, 9, 2019. Discussed Evangelization booth-use this as an opportunity to help generate more volunteers for ministries.

- **Parish Life & Stewardship Commission** – (Lori Walters)
No report

- **Evangelization & Catechesis Commission** – (Andrew Tebbe)
No report

- **Pastor's Report** – (Fr. Jim)

No additional report

Faith Direct discussion: Faith Direct is one of many ways to donate money to St. Max
Checks and cash are always accepted also!

- **Closing Prayer**