

**OUR LADY OF GUADALUPE CHURCH PARISH
FINANCE COUNCIL MINUTES**

February 15, 2024 – Parish Rectory

I. ROLL CALL

Attendees: Monsignor Gentili, Dick Clark, Anthony Mantellino, Michele Savage, Ray Kalouche, Don Kraft, Joel Zazyczny, Ellen Roehm, Laura Campbell, Barbara Kieffer, Peter Hawley, Paul Crovo, Phil Junker, William Conway, Bob Weikel, Deacon Santiago

Excused: Ed Zapisek, Tim Conniff, Deacon Brady

Recording Secretary: Teresa Fischer

II. OPENING PRAYER

Monsignor shared today's Gospel from Luke 9, 22-25.

*“If anyone wishes to come after me, he must deny himself
and take up his cross daily and follow me.
For whoever wishes to save his life will lose it,
but whoever loses his life for my sake will save it.
What profit is there for one to gain the whole world
yet lose or forfeit himself?”*

As members of the Parish Finance Council (PFC) we need to take up Jesus's cross as we continue to serve the parish and keep it fiscally responsible. Every one gathered their prayers, prayed for the faithful departed and said an Our Father.

III. APPROVAL OF MINUTES FROM PREVIOUS PFC MEETING

Dick Clark asked for a motion to approve the November 14, 2023, minutes. Barbara motioned, and Don seconded the motion. The members of the committee unanimously approved the minutes. Teresa will post on the website.

IV. PASTOR'S UPDATE

A. Mass Attendance and General Observations – December Report

Mass attendance has been going very well and we are seeing increased numbers at Mass as well as increased collections. It is important to note that we are still not at our pre-COVID Mass attendance numbers. Members commented that Ash Wednesday Mass attendance was very good, particularly at the 12 noon and 7 PM Masses.

B. EthicsPoint Accountability System

Monsignor asked all members of the PFC to read and acknowledge their receipt of the EthicsPoint document that was emailed to all members last week.

V. GENERAL MANAGER UPDATE – Anthony Mantellino

A. Collections Update

The weekly collection is up from FY2023. The parish has also exceeded the budget in income as well, which is good news. Other collections and stole fees are down. PREP is down but this has to do with students attending the PREP Confirmation Camp and paying their PREP fees in FY2023 for the upcoming year. Interest and dividends are up \$42K which is due to the Vanguard account. Rental income is slightly down.

Expenses are down on assessments. Salaries are increased due to staff raises and the addition of the new position, Director of Adult Faith. Property liability is down and real estate taxes are about the same. Pastoral administration is below budget.

Maintenance has a large increase which is primarily due to the addition of First Property Management to oversee parish maintenance. This is also due to several major projects that were recently completed including the Church exterior woodwork and HVAC

B. Financial Report for 2Q FY24

The parish cash position is up approximately \$75K from last year. We have \$2,053,537 cash at the beginning of the fiscal year. Of this, \$763K restricted assets for Legacy, \$600K reserve, and additional money hold for concrete work, new landscaping work and snow removal. The remaining cash available is \$403K.

C. Balance Sheet

The parish has \$600K reserve which is about four months expenses.

D. Vanguard Account Balance/Cash Position

We currently have \$1.6 million in the Vanguard Account. This money is from the Legacy Campaign and we will be paying the Archdiocese of Philadelphia \$500K in March. The remaining money will remain in the account and continue to accrue interest. Donations to the Legacy Campaign will only be used to pay down the parish debt.

E. New Contracts and Major Projects (Bob Weikel)

1. Discussion of Projects List in progress/completed

There was a total of 16 major projects on the list. Of these, five have been completed.

2. Lighting Project and Boilers

A lively discussion was held to discuss the major projects at the parish, including the chandeliers in the Church. The estimate to complete this project is \$357K. Monsignor appreciates the efforts of the PFC taking ownership of the major projects at the parish and staying informed of parish news and PFC minutes. This allows Monsignor to focus on the spiritual wellbeing of the members of our parish.

UPDATE: Attached to the minutes is the Chandelier Project Proposal which provides more details regarding this project.

UPDATE: The lighting project (cost \$357,765) was officially approved and signed off on by Dick Clark, chairperson of the Parish Finance Council and Matt Gavinelli, chairperson of the Parish Pastoral Council.

In the past week, the parish has been made aware of issue with the boilers at the Church. Of the four existing boilers, two have been taken offline. We are awaiting documentation on the cost of replacing/repairing the boilers. This will need to be handled before next winter.

VI. PARISH COMMITTEES AND PROGRAMS UPDATE

Fiscal Responsibility Subcommittee - Dick Clark

1. Legacy Campaign – Dick Clark
The Legacy Campaign was previously discussed.
2. Finance Talk Dates – March 2/3, 2024
The Semi-Annual Finance Update is being drafted and will include updates on: Sunday collection, stewardship, Parish Giving, debt and evangelization.
3. Memorials Update – Monsignor/Bob Weikel
Memorials in the Church, Chapel and Courtyard are going well. These are projects that people want to memorialize in honor of their special attention and are all bought and paid for outside of the parish budget.

Parish Pastoral Council – Don Kraft

The main focus of the Parish Pastoral Council (PPC) is evangelization. This year there is a large OCIA class (28). ChristLife is starting in April with Nina and the men's bible study group is running a similar program. Nina is providing a variety of adult faith programs for Lent and the next Town Hall Meeting is being held this weekend.

Evangelization Outreach Subcommittee (DMI, Adult Faith Formation) - Don Kraft/Deacon

Update included above.

VII. QUESTIONS/CONCERNS/NEW BUSINESS

Monsignor discussed a new program in the AOP, The Fourth Way, which is focused on the next chapter for our diocese. With fewer priests, they will be looking for more lay leadership. *SEE DOCUMENT ATTACHED TO MINUTES.*

VIII. NEXT MEETING

Combined Meeting of the Parish Councils, June 12, 2024

IX. CLOSING PRAYER

Monsignor asked everyone to remember the souls of the faithful departed and to gather their prayers for the sick, the needy and our family and friends. Everyone prayed a Hail Mary.