**Our Lady of Peace Parish Finance Council Meeting – February 20, 2018 at 6:30 pm**

ATTENDEES: Rev. Walter Dziordz, Pastor, Joe Phillips –Chairman, Dave Bertram, Bill Lucas, Mike Clark, Bill Chromizky, Mike Murphy, Sandra Sobotka, Kellie Moore -Business Manager/Parish Manager,

Guests – Eric Koranteng-Parish Council President, Diane Ray-Parish Council Member

 AGENDA

1. – New Member
2. – Operating & Deposit Accounts
3. – Stewardship
4. – School Business
5. – Facility Budget & Planning
6. – Parish Database
7. – Technology Plan
8. - Ministry Update
9. - Offertory Analysis

10- Additional Reports

The meeting opened with a prayer by Fr Walter Dziordz. Fr Walter welcomed the parish council members who requested to attend the meeting to discuss their ministry proposal.

**Parish Council Ministry Proposal - Special Agenda Item**

Parish Council requested approval to purchased FORMED.org, an annual subscription to a digital platform that provides video study programs, films, audio presentation, EBooks and other catholic materials. The cost is $1750 for unlimited users and access. The finance council and Fr Walter approved the purchase pending information regarding user email data, support of six staff members, Deacons and ministry leaders and applying for the CEF grant for 2018 or 2019. Diane Ray, parish council member, will address the specific items and respond to the group within seven day. The subscription, if approved, would be reviewed annually by the councils before renewal.

# AGENDA DISCUSSION

 **1– New Member:** A new member, Sandra Sobotka, was introduced. Sandra has over twenty years of experience in finance and tax accounting and has been a part of the parish for many years. Sandra will hold a three year term on the finance committee and the group welcomed her to the ministry.

**2– Operating & Deposit:** A five year forecast of the parish accounts was presented and discussed. The deposit account forecast includes the remaining two years of the capital campaign pledge payments and 2,400,000 in necessary facility improvements based on our 2015 facility assessment.

**3-Stewardship:**  Fr Walter met with the stewardship committee to discuss the next stage of the stewardship plan. Dc Vonesh is working on the time and talent programs with Design Big Dreams and the parish council. A ministry fair is being planned in March 2018 to encourage parishioners to join parish ministries. The committee and Fr Walter approved a budget for stewardship for the 18/19 fiscal year.

**4–School Business:**  Fr Walter and members of the search committee met with Catholic Schools Office and an Educational Placement service to discuss the principal search process. A follow up meeting will take place with CSO and CSM in early March to confirm the members of the search committee and timeline for the process to begin. The school strategic plan will be presented and discussed at the March Strategic Planning Committee Meeting. Criteria for a successful Catholic School were presented. Topics included student retention, facility planning, staff development, class size and marketing.

**5-Facility Budget & Planning:** A consolidated five year facility plan was presented, based on the 2015 campus assessment performed by Newman Architecture. The projects presented included school and church air handlers and boilers, school roof, church lighting, landscaping, school windows and rectory life safety building improvements. Additional meetings are scheduled in February and March with vendors and the architect to finalize the projects that will be budgeted for moving forward.

**6-Parish Database**: A motion was made and approved to send a letter to all parishioners who have not supported the parish in twenty four months. Based on their response, these families will no longer receive envelopes and will be considered inactive, but will remain on the parish records and in the database. This will allow the parish to have a more accurate database.

7-**Technology Plan** – The new Chromebook and IPad devices are being utilized in the classrooms and at home by the students. There is a current network event that is being diagnosed by our technology department. A three year technology assessment and evaluation is being prepared for budgeting and planning purposes.

**8-Ministry Update** – At the request of the business office, the current food pantry process for qualifying families to receive food was prepared and submitted by Len Benes. The committee reviewed and approved the current process and acknowledged the food pantry ministry for their efforts and solid organization of this ministry.

**9-Offertory Analysis** – A five year analysis of both Sunday offertory and weekly envelope use was reviewed and discussed by the committee. In 2017 nonregistered donors contributed over $29,000 annually and new parishioners donated $15,000 annually in their first year.

 **10-Additional Reports**

* **CMAA –** Final Results
* **School Enrollment** – Current PreK 57 – K-8 232. Net loss of 35 since June 2017 and 6 short of the 17/18 K-8 budget. Projected 18/19 enrollment report is in process.
* **Sunday Offertory vs Budget** – YTD offertory through February is positive $5,600 over budget. Christmas final collection was $89,943; this reflects $12,943 over the budget of $77,000.
* **DOJ Priests Compensation and Budget Guidelines for 18/19**. Salary Increases, Health Insurance, Retirement, Workers Comp, Unemployment and Priests Salaries are set by the DOJ.
* **Audit letter** -The DOJ audit for our three year review are March 20-22, 2018.
* **Contact List** for finance and organization treasurers
* **DOJ Business Manager Meeting Minutes**

 Fr Walter Dziordz and the group closed the meeting with a prayer at 8:20 pm.

**Next Finance Council Meeting – April 11, 2018 at 6:30 pm**