**Our Lady of Peace Parish Finance Council Meeting – March 25, 2020 at 9:00 am**

**Special Meeting called for Covid-19 – Virtual Meeting**

ATTENDEES: Rev. Mark Baron, Dave Bertram, Mike Clark, Bill Chromizky, Bill Lucas, Kellie Moore -Business Manager, Mike Murphy, and Sandra Sobotka.

AGENDA

* – Opening Prayer
* – Financial Projection
* Impact due to Covid-19
* – Sunday Offertory
* Impact due to Covid-19
* – Facility Planning
* Status of projects

DOJ Recommendation

* Staffing and Payroll

# DISCUSSION

**Opening Prayer**

1 – Fr. Mark opened the meeting at 10:00 am with a short prayer for guidance during this challenging time.

 **2 – Financial Projection**:

The council discussed the financial projections assuming mass will be suspended through April 2020. School will implement e-learning for all PreK-8th grade students and tuition will be collected on schedule for the remainder of the year. Remaining tuition to be collected through June 2020 is $250,000. All non-essential services have been reduced or suspended effective March 20th to include contract cleaning, temp facility personnel, snow removal, recycling and dumpster services and water delivery. The current balance in the parish deposit account is 1,050,000. The current balance in the parish operating account is $400,000.

3 – **Sunday Offertory**

The Sunday offertory actual vs budget YTD was reviewed. Currently the offertory is running $45,000 below budget. Parishioners are utilizing the on line portal for making donations. The council discussed with Fr. Mark how to reach out to the parish community and keep parishioners engaged in parish life. Fr Mark is looking into videotaping masses or live streaming mass beginning in April.

**4 - Facility Planning:**

 The new security system project is on schedule. Phase I wiring will be installed March 30-April 3 and Phase II equipment install will take place in June or over the summer. The church hall renovation and school office relocation projects have been suspended at this time. The school roof project is moving forward and the bid packet-RFP is expected to go out in April. The drawings for the church hall renovations and school office relocation will still be completed by Newman Architecture and held until a later date.

**5- DOJ Recommendations:**

Bishop Pates has given directives to all Pastors in the Diocese regarding staffing and payroll changes effective April 1, 2020. The details of this directive were discussed and will be followed per the Bishop. The document was circulated to all finance council members and parish, school REO staff accordingly.

 Fr. Mark closed the meeting with a prayer at 11:30 a.m.

**Next Finance Council Meetings – Wednesday, April 29th at 10:00 am - Virtual**