**Our Lady of Peace Parish Finance Council Meeting –**

**November 30, 2023**

 **9:30 am Library Meeting**

ATTENDEES: Dave Bertram, Mike Clark, Bill Lucas, Sandra Sobotka,

Kellie Moore -Business Manager, Fr. Michael Baker, Fr. Mark Baron,

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**Minutes**

The September minutes were reviewed and approved.

**Parish Business**

**1 -Sunday Offertory YTD**

The Sunday offertory actual vs budget for FY 23-24 was reviewed. Through the end of week twenty-two the offertory is at a budget deficit of $36,479. The 23-24 weekly budget is $19,000. The number of parishioners using the online donation service has increased to 460. The impact of the capital campaign on the Sunday offertory was discussed.

**2- Staffing Update**

Currently the parish is operating with one full-time facility manager, who is fulfilling the duties for the campus, the office staff assists with facility needs when appropriate. We will continue to monitor the facility needs of the parish and make changes as needed.

**3- Capital Campaign**

The capital campaign parish wide phase has resulted in 380 total donors with $915,538 in pledges and $386,546 in payments for the parish center project. The initial bid for the original scope of work came in higher than originally projected by the architect and general contractor. The general contractor and architects prepared a revised project scope and secured a second set of bids for the modified project. Both project options will be reviewed and discussed with the Diocese in the coming months. Fr. Michael will work to relaunch the campaign when he is assigned as Parish Administrator on January 1, 2024. He indicated he will contact donors personally to set up a visit to discuss the campaign and parish center project.

**4– Transition of Leadership**

The finance council will meet with Fr. Michael in January of 2024 to review the DOJ and parish guidelines and procedures we adhere to as a parish under the Diocese of Joliet.

**5-Works of Mercy**

**Blessing Tree**

The 2023 Blessing Tree project is underway and this year the parish has partnered with our local Darien Schools and West Side Sports Chicago to select families who will benefit from our program. The Darien police and Chicago police will deliver gifts to the families with Fr. Michael Baker the week of December 19th. Parishioners can both purchase specific gifts from our Blessing Tree or donate a gift card for the families.

**Personal Care Drive**

The parish created an on-line and in person personal care drive to benefit local families in Darien and the surrounding communities through our partnership with Hope’s Front Door resource center. Hope’s Front Door services over two hundred families in our community.

**6– Parking Lot Incident**

A construction gravel truck entered our parking lot after experiencing an engine failure. The truck spilled substantial amounts of oil that resulted in damage to our stripping and sealcoating. A claim was filed with our insurance carrier and the owner of the truck paid the full amount of damages to the parish. The parking lot will be restriped in the spring of 2024.

**Facilities**

**7- Kneeler Project**

The church kneelers have been repaired by our facility department and at this time all kneelers are in working order.

**8-Church Hall Project**

The final items on the punch list are being completed and the goal is to have the parish hall open for use in January of 2024. New furniture will need to be purchased to allow for larger gatherings and meetings. Tables and chairs will be stored in a specific room to allow for the church hall to remain clean and organized.

**9- Stained Glass Window Project**

A third bid was secured to address the stained-glass window frames and other areas of the church windows. That bid is being discussed with the DOJ buildings department.

**10 – Pastors Report**

**Music Ministry** – Two long term contractors have been secured to play weekend masses for the parish. A separate organist is managing all funerals currently.

**11-Religious Education**

The program currently has 162 students enrolled in 1st – 8th grade. Fr. Mark will continue to assume the role of DRE for the remainder of the year. Fr. Michael Baker will engage in the program under the direction of Fr. Mark.

**Financial & Other Reports**

CMAA – The 2023 CMAA report

DOJ Business Managers Meeting Notes

* Parish Security was discussed.
* Facility Rental was discussed.