

Our Lady of Peace Parish Finance Council Meeting -
September 29, 2023
9:30 am Library Meeting

ATTENDEES: Dave Bertram, Mike Clark, Bill Lucas, Bill Chromizky, Sandra Sobotka, Kellie Moore -Business Manager, Fr. Michael Baker, Fr. Mark Baron,

Minutes

The June minutes were reviewed and approved.

Parish Business

1 -Sunday Offertory YTD

The Sunday offertory actual vs budget for FY 22-23 was reviewed. Through the end of week 13 the offertory is at a budget deficit of \$20,900. The 22-23 weekly budget is \$19,000. The number of parishioners using the online donation service has increased to 430. The impact of the capital campaign on the Sunday offertory was discussed.

2- ERC 2020

The parish qualified for three quarters in 2020 for the Employee Retention Credit offered by the Federal government. The revised 941 returns have been filed and the expected credit to the parish is \$94,837.32. Refund checks are expected within a year of filing the amended returns. Those funds will be placed in the parish savings account held at the Diocese of Joliet.

3- Collection Process

The 12:00 noon Sunday tamper proof bag was not sealed by the ushers before being placed in the drop safe. The business manager contacted the ushers and reminded them to peel the strip and secure the bag sealed before dropping it in the safe. Two ushers were asked to check the bag to ensure it is properly sealed.

4- Staffing Update

The part-time facility employee is currently on leave until further notice. The full-time facility employee is fulfilling all duties in that department currently.

5- Capital Campaign

The capital campaign parish wide phase has resulted in 293 total donors with \$798,323 in pledges and \$300,702 in payments for the parish center project. Fr. Mark informed the council he would do a second talk at all the masses in October asking the parishioners to complete their pledge cards. The initial bids for the project came in significantly higher than projected. The general contractor and architects will prepare a revised project scope and secure a second set of bids for the scaled down project. The bids will be submitted at the end of November and then reviewed by the finance council and capital campaign committee.

6- Food Pantry

An update from the coordinator indicated the patrons have fluctuated from 20-45 families per week. Approximately 10 of the patrons are home deliveries. The food pantry currently has \$78,000 in funds available for the ministry. Fr. Mark would like the ministry to do a greater outreach to families in the community that may need food assistance.

7-Works of Mercy

A detailed report of the 2022-23 year was presented noting all twelve of the service and outreach events that have been held through OLP. It is the intent of the Works of Mercy team to continue to partner with the community and hold the events annually to benefit both our residents and residents in areas of great need. Fr. Mark will announce the Works of Mercy ministry to the parish in October and it will then be published on the parish website.

8- Younger Than Ever Seniors

The last two events of 2023 that will be held in October and December are an Old fashioned Halloween Party and the Annual Christmas being held at Carriage Greens Club. The seniors enjoyed 8 events throughout the year held and the current membership is 100 seniors who regularly attend our events.

9- Faith & Blue Event

The parish is invited to the first Faith & Blue Fall Festival event being held on October 7th to build community relations between the Darien Police and residents. Faith & Blue is a national weekend where communities hold events to engage the residents and allow them to interact with the local police officers.

10-Facilities

Masonry Proposal – Bids have been secured and a contractor has been selected to complete the masonry repair work on the exterior stairs on the west side of the church. The total cost of the project is \$22,000 and will be completed by the end of October.

Parking Lot Maintenance

Bids have been secured and a contractor has been selected to complete the parking lot seal coating and striping the first week of October 2023. The total cost of the project is \$17,900.

Kneeler Project

The broken kneelers are being repaired and the expected completion date is the end of October.

Church Hall Project

The remaining punch list of items are being completed in the church hall and the expected completion date is December 2023 for parish use. New tables and chairs will need to be purchased for the space. A specific storage room has been designated for the tables and chairs to be stored.

Stained Glass Window Project

A current bid was secured to repair the frames on the stained-glass church windows. The bid for one specific window was \$9,900 and \$85,500 for the remaining 9 windows. Initial bids are being secured from other contractors.

New HVAC System

The initial bids for the new HVAC system in the parish center were reviewed by the General contractor and architect. The lowest bid came in \$100,000 under the initial cost estimated. The system will be ordered for install once a final decision has been made on the parish center construction start date.

11 – Pastors Report

Music Ministry – Two long term contractors have been secured to play weekend masses for the parish. A separate organist is handling all funerals currently. The new music ministry team will be introduced to the parish in November at all masses.

12-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.

13-Pastoral Council

The chairman of the pastoral council has stepped down from his role effective September 25, 2023. A new chairperson has not been identified at this time.

14-Other Business

The council discussed the need for a Ministry Fair in November. Fr. Mark will consider the idea and respond to the council. A Mass of appreciation was suggested to acknowledge the volunteers in the parish. It was discussed if the parish would hold pet blessings this year.

Financial & Other Reports

CMAA – The 2023 CMAA report was reviewed.

Endowment Report was reviewed.

The meeting closed at 11:30 am. Next meeting TBD.