

St. Stephen Church
Parish Pastoral & Finance Councils Meeting Minutes
September 23, 2009

Pastoral Council Members Present: Joe Haas, Chris Hearn, Pat Higgins, Sr. Bernadette Leahy SSJ, Liz McHugh, Fr. Vincent Orum AJ, Joey Scavuzzo, Ryan McCann, Sr. Ruthann O'Mara SSJ, and Terry Modzier.

Finance Council Members (Current) Present: Dan Steinmetz , Craig Otto, Anthony Saranchak, Gary Sapienza, Lonnie Monaco, Bill Mattia

Finance Council Members (Former) Present: Rita Vogt, Mary A. Meloni,

Trustee: Rose Davis

Parishioners: R. Ray Costner (Maintenance), Dennis Rooney, Tom Corbett, Jim Pennestri, Rick Taylor

- Opening prayer by Fr. Vincent Orum AJ
- At start of meeting Joey Scavuzzo requested to address the group regarding the need for both councils to work together with the good of the parish as the ultimate goal. The parishioners are looking for these two groups to operate transparently and share information with the parish community as a whole.

The following minutes are a copy of Bill Mattia's as he submitted to the Finance Council. (It did not seem like an item by item agenda was followed, these notes seem, therefore, scattered; and it was difficult to keep up with all the questions and comments...but the following is what I was able to ascertain)

- the Diocese sets the school tuition, % of subsidy allowed from the parishes, salary increases and fundraising percentages
- the proposed Budget initially set \$458,750 as the proposed income but this was amended to \$442,000 as the new proposed income, still too high but it is hoped that money from higher collections and fundraising will help
- School numbers: Expenses: \$1, 000,000+ Income: \$900,000+ in Red: \$100,000 approx
Tuitions: Cath: \$3500 NonCath: \$4200
Parish Subsidy to School: 30% top
- Next month: view Sunday Contributions - from school parent side (need to encourage more students and families to attend Sun Mass) (last Sunday - very high Sunday collections may be due to families returning from Summer hiatus)
- Obvious bottom line: raise more money and cut down expenses
- look at revenues quarterly and cut down expenses accordingly
- how to keep the parish solvent even without school assessment subsidy
- Fr. Vince-we are meeting our monthly diocesan assessments and trying to cut such expenses as possible - utility bills, etc.

St. Stephen Church
Parish Pastoral & Finance Councils Meeting Minutes
September 23, 2009

- Bank CD - \$43,000 - December cash-in maturity(for school)
 - \$20,000 - ER fund from last year
 - \$10,000 - from raffle last year
 - \$110,000 - in Diocesan revolving fund
- Fr. Vince - \$10,000 given to school in June/July
- Other voices: school needs money now...give some money now and when the CD matures in December, transfer the money back. School has immediate capital improvement needs of bathroom stalls and faucets/kitchen compression? system, roof problems..
- Scrutinize expenses more closely - with Jim Rotondo..
- List of capital improvements from Ray for Church, Convent and Grounds:
 - Church- 2 ceiling water heaters without pans..replace on floor level
 - church roof (diocesan installation and warranty..but not on labor)
 - A/C units need rewiring
 - Lighting - high intensity bulbs outside of church, rectory and convent..save by lowering numbers and wattage/; church entry fluorescent lights - switch to LED
 - convent and rectory windows (Ray - \$6,000 - 2nd fl. rectory - 22 windows
 - convent and rectory A/C units - some need replacing
 - saved money on cancelling McAllister hot water heating contract
 - property maintenance: immediate safety needs: trees cut down or trimmed for \$2200
 - Need Short and Long term plan for capital improvements - triage urgent to can wait
 - Need same plan for school capital improvements;
 - First step - Ray's list..estimates...immediate needs...contract issues...then make decisions and long-term plan
 - (lawn maintenance savings from \$6500/yr to \$3500/yr
 - (buried electric boxes -under church Sign and in rose flower bed - address)
- Liturgy committee budget - what numbers now - without final budget?? \$8,000
- Discussion on presenting the financial picture and these numbers and the need for higher collections and fundraisers..to the Parish and School at large...
- Discussion on FC getting monthly reports and look at the General Ledger monthly
- Discussion on Inheritance: Known: \$210,000 - cash from the estate -(\$50,000 each to Parish and School...and 110,000 put in diocesan revolving fund); maybe another \$50,000 in cash forthcoming; unknown status on stock holdings - Dan Steinmetz will call the diocesan lawyer and find out the status.
- Need to get finalized Budget from the Diocese; still Plan...how to increase the offertory collections and the fundraising(school and parish must help each other)...how to cut some expenses
- Agreed to give the School \$15,000 now from ER funds, then transfer money back after the Bank CD matures.
- FC mtg discussion on requests for parish help for particular student tuitions and two adults with medical bills??
- Next FC mtg; Wed. Oct 7th at 7:30 in Rectory Amen.