

St. James Pastoral Council Minutes

October 13, 2021

Members Present: Terry Brecklin, Deacon Sandy Sites, Joe Gonzalez, Josie Rukanp, Jeff Kenkel, Scott Granicki, George Fox. Not present: Sharon Young, Kim Cavaliero-Keller, Tim Khoury, Charles Demge

Guest: Terri Weber

Call to Order 7:02 PM

Topic	Follow-up
<p><b>Parish Financial Update</b> – Terri Weber provided an update on the financial state of the Parish, in preparation for the Town Hall meetings. Copies of the Annual Confidential Financial Statement for the Fiscal Year Ending June 30 2021 as submitted to the Archdiocese, were shared with all members</p> <p>Highlights include – Net deficit for the year – \$57,790. The deficit was attributed to our lack of fundraising. The Thrift Sale has not been held the last two years and it usually nets us about \$40,000. Offertory collections are also down, \$40,000 as compared \$56,000-\$60,000.</p> <p>COVID-19 Relief –STJ applied for the Paycheck Protection Program Loan, and received \$148,313. This allowed us to keep all of the staff working through the pandemic, they received their full salaries, we paid their insurance, and pensions. We did not furlough anyone, or cut anyone’s hours or salaries, or their hourly wages. The amount was received last fiscal year, and it was forgiven in this fiscal year.</p> <p>Terri was asked if she was concerned that we won’t be able to recover from the potential loss that we would have encountered had we not received the COVID Relief. It is a significant amount that would require doubling our fundraising, which is unlikely. Terri said we are looking at the new fiscal year started July 1<sup>st</sup>. She feels our offertory should be very close to what it normally would. Maybe a little bit less than the normal \$56,000. Fund raising we should be okay, because we are planning on having the Thrift Sale, and we are going forward with Holly Days, which nets between \$9,000-\$10,000. We also will be applying for the Earned Retention Credit. If all works out with that request, we would receive up to \$5,000 each, per employee.</p> <p>Terri was amazed that this year, that the parishioners are so giving, and as far as contributions, it was right on track. Our big losses were the fundraising that we didn’t do, and the lack of the Offertory collection. As always, we are watching it carefully. The Stewardship being on track is very positive.</p> <p>Balance Sheet – Assets and Liabilities, total current Assets/Liabilities are \$6,162,288.</p> <p>Highlights include -</p>	

<p>Long Term Liabilities equal \$411,834 which include our past due Archdiocesan assessments of \$247,416, PPP Loan of \$141,200 (which has been forgiven), and the total we owe on our 2-year-old line of credit \$23,218. The Archdiocese assess every parish based on income minus debt. Our assessment averages \$61,000 per year.</p> <p>Terri provided some background on the history of Archdiocesan assessments. Eleven years ago we were behind in making any assessment payments, the Catholic Memorial assessment, and pension payments for staff, all of which totaled close to \$400,000. We have paid all past due and are current with the Catholic Memorial assessment and staff pensions. We have been fulfilling the Archdiocesan assessment each year, and continue to “whittle away at” the past due balance. We are paying about \$4,000 per year against that balance.</p> <p>Terri clarified the dates of the Town Hall meetings has been rescheduled to January. No specific dates have been selected. DCN Sandy noted we have so much going on in the fall, and are thinking not just this year, but perhaps in the future, we would do Town Halls after the first of the year. One of the advantages is our calendar year will be over, and when we get into the financial part of the meeting, we will have a better snap shot of the financials for the prior calendar year. We will push it back to mid-to-late January or early February.</p>	<p>Note: The Town Hall Meetings will not be held in October, but rescheduled for January 2022</p>
<p><b>Approval of Minutes</b> – Minutes from the 9/15/21 meeting were distributed prior to the meeting. No changes or corrections were requested. DCN Sandy made a motion to approve, Jeff Kenkel seconded.</p>	
<p><b>Liaison Appointments</b> – Committees -Terry has not yet gathered input from the members not present She will do so and will take the information gathered from those present at the last meeting to finalize the liaison assignments.</p> <p>Strategic Plan Rep -Terry asked if there was anyone who would like to join the Strategic Planning team, as they have an immediate need for another member. Ongoing work includes, refining the objectives and fleshing out the details behind the two objectives.</p>	<p>Terry to assign members of committee liaison assignments</p> <p>Consider volunteering for the Strategic Planning Committee</p>
<p><b>Strategic Planning</b> – SMART Goal progress</p> <p>Goal 1 - <b><i>Enhance our culture of invitation and welcome.</i></b> The Goal statement was fine tuned to - <b><i>St James will research and implement best practices to enhance a culture of invitation and welcome, in order to increase each year, over the next three years, the number of parishioners and community members actively engaged in our ministries.</i></b></p> <p>The target was to make it measurable. Next the SP committee will work on the objectives related to the goal.</p> <ul style="list-style-type: none"> <li>• Increasing our knowledge of best practices relating to this culture of invitation and welcome</li> <li>• Train the staff and parish leadership (that means all of you)</li> <li>• Identify people to become engaged in ministries</li> </ul>	<p>Consider volunteering for the Strategic Planning Committee, The future focus is on refining the objectives related to the two goals to move it forward. Sitting on the committee and shepherding the work along.</p> <p>Terry will send out an e-mail asking for a volunteer.</p>

Terry noted that within the data gathered, there were different levels of engagement with each age group. One of the committee's concerns is the need to assure we are actively involving people from all demographic groups, and are not just satisfied with those who tend to be more involved.

- Involve people from all demographic groups
- Implementing the best strategies
- Monitoring progress towards our goal

**Goal 2 – *Spiritual Growth – Enhancing parishioner spiritual growth by developing quality programs in which at least 50% of participants indicate they have grown spiritually.***

Objectives include -

- Determine best practices regarding programs and how to increase engagement
- Determine what we would like to implement over the next 3-5 years
- Identify which staff members would facilitate and help us with that programming, and perhaps we would need to bring in some consultants
- Identify indicators of spiritual growth
- Monitor progress towards goal achievement

At the last meeting they tossed about ideas on when they would like to start implementing some of their SMART Goal Work. DCN Sandy suggested we may want to shoot for some time in spring, pre-Lent or around Lent, as that tends to be time when people start thinking seriously about spiritual growth. Trying to launch it now would create a possible overload with the fall programs, with Christian Formation.

DCN Sandy added one of the personnel committee's major tasks right now is putting together an updated employee handbook. He mentioned it, as they wish to integrate the two Strategic Goals into the handbook.

**Parish Director's Report – Deacon Sandy**

Town Hall Meeting - Dates will be changed to January

Employee Handbook – As mentioned previously the Strategic Planning Goals will be incorporated into the new handbook

Taking Care of our People - DCN Sandy shared his experience of attending the all priest/parish directors assembly. The first presentation was by a clinical psychologist, on PTSD and burnout. She detailed the characteristics of PTSD, so that if those present see on their staffs or councils, people who are showing any of these signs. We have ways of helping. Halfway through the presentation I am realizing what she is describing is me (DCN Sandy). Toward the end she made a statement, that made me realize why it was me, that is because whether we realize it or not, almost all of us even though the pandemic is not over, we are already suffer from post-traumatic stress syndrome. It is because we have been forced to do things different in our life over the last year and a half, which is stressful. He mentioned it so we are aware, and to show we have help available. It opens up the opportunity for people to get help. Let DCN Sandy know if you feel this coming on.

<p>Capital Campaign – Be aware we consciously decided to put this aside. The Capital Campaign is about future needs. Those needs include - the continued renovation and preservation of our historic chapel; installing audio/visual into our worship space; creating a legacy fund (a reserve for an urgent unplanned need); pay off the line of credit we took out a year and a half ago. DCN Sandy found it more and more difficult to manage the needs of both Good Shepherd and St James.</p> <p>Decided we would join in on one of three waves in 2022, the first is in January 2022, the second in July of 2022, or one in January 2023. It is our option as to which one we select. January 2022 is pretty tight, as those parishes involved with this wave, are well underway in their planning. DCN Sandy is thinking it would either be Summer 2022 or first of the year 2023. The good news is Good Shepherd’s is done and we would only be focusing on STJ.</p> <p>Commissioning of PC Members - DCN Sandy commissioned and blessed all Parish Council members.</p>	
<p><b>New Business</b></p> <p>Meeting format for November – ZOOM or in-person</p> <p>All members shared their interest/comfort, in consideration of the advantages/disadvantages of meetings held “in person” versus those held virtually.</p> <p>Pre-mass announcement volunteers this weekend 10/16 – 10/17.</p> <p>4:30 – Open</p> <p>8:15 – Terry Brecklin</p> <p>10:30 – George Fox</p> <p>Monthly officers check-in</p> <p>In the Norms of Parish Councils, it is recommended there is an agenda committee made up of the officers, to set the agenda for the next meeting. All officer agreed to meet via ZOOM one week prior. Terry will set up that meeting for Thursday 11/4 call at 2:30 PM</p>	<p>Terry will poll those not present, then notify all of the consensus of the group for the November meeting</p> <p>Terry will set up a zoom call for Thursday 11/4 call at 2:30 PM</p>

Deacon Sandy closed us in prayer

Meeting was adjourned at 7:56 pm