

**TO:** Parish Lay Corporators, Parish Pastoral Council Members, Finance Committee Members, Former Members of the *ad hoc* Parish Strategic Plan Committee

**FROM:** Rev. John J. Holliday, C.M.

**DATE:** June 4, 2014

**SUBJECT:** Report on the First Year of the Parish Strategic Plan

Here is a brief summary of the progress made during the first ten months of the Parish Strategic Plan.

**CSI #1: St. Joseph's Church will have at least one Diaconate candidate participating within the Archdiocese of Baltimore process by 2016.**

Not much progress on this item. No candidates identified. Goal #1: I have made several attempts to contact the Office of Clergy Personnel about having a deacon speak at weekend Masses. No responses. Goal #2: Archdiocese is not receptive to this type of proposal. Goal #3: Funds not needed at this time; could easily be made available from Pastor's Choice collection funds.

**CSI #2: The Congregation of the Mission will have a presence at St. Joseph's Church. There is a dialogue between the Congregation of the Mission, the Daughters of Charity, and St. Joseph's Parish.**

Goal #4: Our Parish Lay Corporators, Chris Smith and Sandy Seidel, have accepted the pastor's invitation to meet on a yearly basis with the Provincial Council of the Eastern Province of the Congregation of the Mission. Meetings are held in Philadelphia. I will contact the Council and ask to have Chris and Sandy placed on the agenda of a meeting in the near future.

**CSI #3: There is a program in place to support the Congregation of the Mission African Seminarians who may be assigned to St. Joseph's Parish.**

Goal #5: I have been appointed the chairman of a committee to develop a specific proposal to recruit seminarians from Africa. The committee has been given a mandate to present a finalized proposal to our next Provincial Assembly in June 2015. There will be a vote on the proposal at that assembly. This committee is meeting on a regular basis.

I will be travelling to Los Angeles in September with members of the committee to visit two parishes in which African priests are working in multi-cultural parishes. One of these parishes is a parish of the Congregation of the Mission Western USA Province; the other is a parish of the Josephite Fathers and Brothers. We will interview parishioners and parish staff about their experience with African priests. We will also attend weekend Masses at both parishes.

As previously discussed, this is a very long term goal.

**CSI #4: The Pastor will have more time to minister to the Parish than perform administrative services because a Lay Business Manager has been hired.**

Goal #6: There is no urgency on the implementation of this goal as long as I have an Assistant Pastor. When the parish is reduced to only one priest we will implement this goal. At that time, the elimination of the salary of the Assistant Pastor will make funds available for the hiring of a business manager.

**CSI #5: There are Capital and Operating/Maintenance Budget Plans in place for the next one to three years to ensure that all buildings and grounds are in good condition and code compliant.**

Goal #7: At the September 17, 2013 meeting of the Parish Finance Committee approved the following in response to the Parish Strategic Plan:

- designated an amount equal to 50% of the current year operating budget as an operating fund reserve line item. This would provide six months of funding for the parish in case of a serious emergency, such as a natural disaster.
- designated an amount of \$50,000 as an emergency reserve fund (aka rainy day fund).
- agreed to expand the designated amount for perpetual cemetery care to \$75,000.
- approved that the parish has \$355,000 available for the implementation of the Parish Strategic Plan.

Prioritized List on page 5 of the Parish Strategic Plan:

Item #1: New church roof was completed in the fall of 2013. Total cost: \$68,000

Item #2: Re-paint church ceiling. Have had some difficulty in getting contractors to submit proposals. Proposal from Nussbaum & Ott was accepted for \$17,000. Work should be completed in the summer of 2014.

Items #3-4: Paint church front porch, refurbish church and parish hall doors. Work was completed in the fall of 2013. Total cost: \$9,150.

Item #7: Trim all trees on church property. Work completed during winter 2013/2014.  
Total cost: \$3,485.

Item #11: Expand cemetery. See CSI #8.

All other items on the prioritized list are pending. The cost of purchasing land from the Daughters of Charity for the expansion of the cemetery is as of yet unknown. This cost will determine the amount of funding remaining for the remaining projects.

Goal #8: The parish needed to purchase a new pickup truck. Total cost: \$10,000.

As you can see, of the \$355,000 that the Parish Finance Committee has designated for the implementation of the Parish Strategic Plan, \$107,635 (30.3%) has already been spent.

**CSI #6: St. Joseph's Parish will have attained its goal of raising \$405,000 in support of the Archdiocese of Baltimore Capital Campaign entitled "*Embracing Our Mission—Shaping Our Future*" in 2014.**

As of today, the parish has raised approximately \$300,000 toward this goal. The active part of the parish participation in this campaign has been completed. All that remains is an update to the parish about the goal status and another mailing to parishioners who are still praying over their pledges.

It does not seem likely that we will reach the goal of \$405,000. The 20% rebate that will be dedicated to replenishing the Tuition Assistance Fund for Mother Seton School families will not be as large as we had hoped. However, I was informed that the parish met its obligation to participate in the capital campaign and **we can check this goal off as "completed."**

Thank you to the members of the Parish Pastoral Committee who hosted the reception dinner with Bishop Rozanski, who made telephone calls to parishioners, and who spoke at Masses during this past weekend! I would like to personally thank Diane Bittle, JoAnn Garcia, John Hayes, Lou O'Brien, Theresa Buchheit, Sr. Carol Durkin, DC, Noreen O'Donnell, Christine McVeary, Doria Wolfe, and Alice Kabatt (and Leo!).

**CSI #7: There is a permanent, part-time facilities assistant.**

Goal #11: Ed Miller was hired as a part-time assistant to Denny Ebaugh.

**CSI #8: There are currently 250 additional lots available in the New St. Joseph's Cemetery (Note: This CSI relates to item #11 within Goal #7, page 5).**

Denny Ebaugh, Ralph Ireland, Chuck Burkell and I have been working on Goal #12, acquiring the necessary property for an expansion of the New St. Joseph's Cemetery. Our original plan was to acquire two acres adjacent to the current cemetery. The Daughters of Charity do not wish to expand the current cemetery in the front yard of their property.

They have made an alternate proposal to make available two acres on their property which is adjacent to the Seton Center. The Seton Center property is located across the street and south of the current cemetery property. The Daughters of Charity own the land south of the Seton Center (along South Seton Avenue) and behind the Seton Center. The parish would be able to acquire two acres on any part of that property. This property is outside of the town limits of Emmitsburg. We are waiting for a purchase price from the Daughters of Charity.

The parish is considering acquiring two acres behind the Seton Center which would be accessible by the current Seton Center service road. This proposal would be a bit simpler for us in that we would not have to build an access road from South Seton Avenue. The proposed property could be set off by landscaping to limit the view of the Seton Center and traffic on South Seton Avenue. The proposed two acres would face the mountains and provide a scenic spot for a cemetery.

A majority of the Parish Pastoral Committee was supportive of the proposal. A recommendation was made that this proposal be presented to the parish for comments before it is accepted. I will accept that recommendation and turn the parish review process back to the Parish Pastoral Committee.

The Parish Finance Committee was in favor of this proposal but made the recommendation to the pastor that we acquire an “option to buy” from the Daughters of Charity for future cemetery expansion. I will accept that recommendation.

As we wait for the cost of the two acres, the Parish Pastoral Council will plan how to present this proposal to the parish for comments. I will contact the Archdiocese to determine what procedures might be required by their policies before the parish purchases any property.

Goals #13-14 will be postponed until the completion of all of the above.

**CSI #9: There is a greater vitality with Parish Organizations and there is a Parish plan for all organizations regarding any fund-raising efforts and activities to ensure timing and overall coordination.**

Nothing has been done on this CSI as of this date.

**CSI #10: St. Joseph’s parish is providing more financial support to Mother Seton School than in 2013.**

Goal #16: The parish will be able to award \$30,000 in scholarships this year. This is the same amount as 2013. There are no more savings set aside for this goal. The parish 20% rebate from the Archdiocese capital campaign will provide approximately \$60,000 for this purpose over the next five years (as pledges are paid).

Goal #17: The Sodality of the BVM and the Knights of Columbus met this goal in 2013.

The monthly second collection for School Support, the rebates from the capital campaign, a few bequests from wills, and the commitment from the Sodality and the Knights will ensure that we can maintain the \$30,000 in scholarships for the remaining years of the Parish Strategic Plan.

It will remain a challenge for the parish to maintain this level of scholarships beyond 2016.

**CSI #11: St. Joseph's Parish leverages the availability of programs and resources from Mt. St. Mary's University and Parishioners in regards to religious education, faith formation, and parishioner education.**

Goal #18 continues to be a challenge.

No progress made on goals 19-21 at this time to report.

**CSI #12: There is a strong and vibrant youth and young adult ministry organization serving the youth/young adults of the Parish.**

Goal #22: Our cooperation with St. Anthony Shrine/Our Lady of Mt. Carmel in their middle-school and high-school youth continues. We have approximately ten youth participating in these programs. We have hired a part-time Young Adult Minister for a two-year contract. The program has been in place for one year with very low participation of young adults.

**CSI #13: There is a part-time Music Director who coordinates and provides direction.**

Goal #23: No need at this time as our very capable volunteer Music Director is not leaving her position in the upcoming year. Will re-visit this for the Fiscal Year 2016 budget (begins in July 2015). One additional observation, the \$3,000 salary estimate is unrealistic. That comes to \$58 per week. We already pay more than that per Mass for musicians at other Masses (4:30 pm and summer replacements) without the planning and coordinating responsibilities.

**CSI #14: There is an active "lay based" Ministry to the Sick providing ministry to the sick and shut-ins (e.g. as at St. Catherine's)**

Goal #24: A lay based ministry to the sick and shut-ins has been established and staffed.

Fr. Krieg has made excellent progress in this area with recruiting ministers for home visits.

**CSAI #15: There is a formal plan regarding how St. Joseph's (according to its Mission) uses its available financial resources to support the community.**

Goal #25: No progress to report in this area. Improving communication with parishioners through bulletin announcements will be implemented this summer. The monthly second collection for the Poor continues to be very well funded. We contribute \$18,000 from this collection each year to the Seton Center.

The funds collected from the poor boxes in the church are kept on hand during the year to meet immediate parish needs.

At the end of each fiscal year (June 30) all undistributed Poor Box collections (second collections and poor boxes) are distributed to the Seton Center. We have received requests from parishioners that we consider sharing some of these funds with the Emmitsburg Food Bank and the Catoctin Pregnancy Center.