

St. Joseph Church, Emmitsburg, Maryland

Parish Pastoral Council Meeting Minutes

Tuesday, September 30, 2016

Present: Fr. Charlie Krieg, Diane Bittle, Amanda Calis, Noreen O'Donnell, Jude O'Donnell, Theresa Buchheit, Mary Buchheit, Mary Myers, Alice Kabatt, Kristina Lowe, Fred Legare, Ellie Legare, Mathew Legare, Sr. Martha Beaudoin, Lou O'Brien, Andrea Metz

Excused: Doria Wolfe, Fr. John Holliday, Pastor (mother's death)

Absent: Mary Neibecker

Diane Bittle, President, opened the meeting with a prayer.

The minutes of the May 30, 2016 meeting were approved.

The Council welcomed the newest members of the Council:

Jude O'Donnell and Matthew Legare, Youth Members
Kristina Lowe, Fred Legare, Andrea Metz

The following members were elected for the 2016 – 2017 Parish Pastoral Council Officers:

President, Diane Bittle was re-elected

Vice-President, Mary Meyers was re-elected

Secretary, Noreen O'Donnell

The meeting schedule was announced for 2016 – 2017:

November 29, 2016, December 13, 2016 - Christmas Dinner at Carriage House, January 31, 2017, March 28, 2017 and May 30, 2017.

The Archdiocese Disciples in Mission Report was discussed as it pertains to St. Joseph's Parish. The Council discussed that there were only 41 responses from parish members and therefore the survey results are incomplete. It was suggested that the survey be reissued to the parish, either by telephone, online or at Mass. The parish survey should contain opportunities and challenges that the new Archdiocese plan for the Disciples in Mission plan.

Due to Father Holliday's mother death, there were no pastor's reports.

The meeting was closed with a prayer. Meeting adjourned at 7:45.

Respectfully submitted by Noreen O'Donnell.

St. Joseph's Parish Ministry & Organizational Reports

As of November, 2016

FINANCE COMMITTEE REPORT AND PASTOR'S REPORT

Finance Committee Report

I. The Parish Finance Committee met on Tuesday, November 15. Current members of the committee are: Alejandro Cañadas, Jim Lewis, Phil McGlade, and John Slotwinski. No officers have been elected yet.

II. Two financial reports are attached to this report. One is the final report for the year ending June 30, 2016. The second report is for the current year through October 31, 2016.

III. Review of FY 2016 Final Financial Report (June 30, 2016)

A. Total Income was \$41,454 under budget. Most of that deficit was due to inaccurate budgeting of "Offertory Weekly-Loose" (\$23,074) and "Misc. Income" (\$12,688).

B. Most expense categories came in under budget:

Total Cost of Facilities (\$ 4,732)

Total Administration Expenses (\$ 130)

Total Specific Operating Area Exp. (\$21,517) [Excess Pastor's Choice Fund]

Total Labor Costs (\$18,913) [No Music Director hired]

Total Evangelization, Cathech (\$ 5,012) [No Young Adult Ministry]

C. A few expense categories were over budget:

Total Employee Benefit Costs + \$3,205 [Lay Pension and Medical Insurance inaccurately budgeted]

Total School and AOB Support + \$12,829

This was due primarily to account 5765 Tuition Assistance Expense which was \$15,992 over budget. The budgeted amount reflects the monthly second collection for Tuition Assistance. The deficit is offset by the income from Fundraising Income (4151, 4155, and 4160) all of which were used for Tuition Assistance.

D. Net Operating Income: \$7,585 under budget

Net Income: \$8,482 over budget

III. Review of FY 2017 Financial Reports through October 31, 2016 (4 months)

- A. Total Offertory Income \$3,516 under budget. Budgets for FY17 are more realistic. Budgeted amounts are based on a "straight line allocation" that does not reflect the increased offertory income at Christmas, Easter, and other extra Holy Days. The December 2016 report will give us a better idea of where we are vs. budget at the mid-year mark.
- B. Total Income \$9,704 under budget (same reason as above).
- C. Most expense categories are under budget or very close to budget. We are \$8,961 under budget in 5430.05 Gross Salary-Maintenance due to Denny Ebaugh being on medical leave of absence since August 23. He is expected to return to regular work duty on November 23.
- D. Total Expenses are \$3,332 under budget.
- E. Net Operating Income is \$6,372 under budget.

Net Income: \$3,327 over budget.

IV. Church organ fundraising campaign discussion and update.

- A. Need for a new organ was noted in the three-year Parish Strategic Plan (August 2013) under "long range capital items (2016-2023)."
- B. An *ad hoc* Church Organ Committee was recruited by Fr. Holliday in February. Joe Ritz and Tony DiIulio solicited bids and met with sales representatives of three organ companies.
- C. Bid from Daffer Church Organs of Jessup, Maryland, was selected. Total price for a Rodgers Model 589 organ is \$59,700 which includes delivery, installation and removal of the old organ. Price includes a 10-year warranty.
- D. We have requested the necessary approval from the Archdiocese for this purchase. Fr. Holliday sent the request letter on October 17. We have not yet received the approval from the Archbishop.
- E. Fr. Holliday has met with Mary Beliveau and George Reed of the Development Office about a fundraising campaign. We will try to raise \$65,000. We had planned to run the campaign in December 2016 but that had to be postponed due to the approval process for our request. We will try to run the fundraising campaign in April 2017.

F. Unknown: effect of the AOB Pastoral Plan on donations to a fundraising campaign. This question was included in the parish survey taken in preparation for the AOB regional planning meeting on November 9.

V. St. Joseph's Parish Strategic Plan: August 1, 2013 - July 31, 2016

A. Fr. Holliday is working on a final report to the parish on the plan.

B. Items that remain:

- Paint exterior of parish hall (\$10,000 - \$12,000)
- Parking lot (\$18,400 - \$22,450; drainage problem on service drive was completed)
- ADA ramp to church (\$10,000 - \$15,000)
- New sidewalks around church (\$10,000 - \$18,000)
- Expand cemetery (unknown cost)
- New fence around old cemetery (\$8,000 - \$10,000)

Total estimated cost (not including cemetery): \$68,000

D. Balance in IPLF Unrestricted Savings: \$154,800

Balance in IPLF Cemetery Care: \$51,148

E. Long Range Capital Items 2016-2023 that may be needed:

- New parish hall roof
- New parish hall HVAC
- New church organ (\$65,000)

Long Range Capital Items 2016 - 2023 that were already purchased:

- Replaced parish work truck

Long Range Capital Items 2016 - 2023 that will not be necessary:

- Removal of church bell from tower for display
- Purchase of St. Vincent's House and land on north side of Depaul Street that is owned by the Congregation of the Mission (\$350,000 - \$500,000)

VI. Cemetery Perpetual Care Fund

A. Current balance in Catholic Community Fund: \$ 26,611

B. Interest in fund is being reinvested

Second collections (replacing some of the Pastor's Choice) for cemetery fund. There will be six of these collections in calendar year 2017. These collections will be used to increase this fund.

Pastor's Report

I. Review of the Archdiocese Pastoral Plan process to date and the parish survey results.

Regional parish meeting was held on November 9 at Holy Family in Middletown.

I will be attending a meeting of the Provincial Council of the Eastern Province of the Vincentians in Philadelphia on the morning of our meeting. I am scheduled to make a brief presentation on the process. There may be some discussion on what our response is to the proposal.

II. Report on recent parish events:

- Family First Friday Rosary Night
- Cub Scout and Boy Scout "Scouting for Food" collection
- ECHO Little Flowers group "Blessing Bags" collection

II. Upcoming calendar events in December:

Friday, December 2	SMAC Middle School Youth Ministry meeting 7:15-8:45 pm at St. Anthony's Schoolhouse.
Sunday, December 4	Religious Education classes 9:10-10:10am at Mother Seton School. iT High School Youth Ministry meeting 6-8pm at St. Anthony Shrine Parish Hall.
Wednesday, December 7	RCIA at 7pm in St. Anthony Shrine Parish Hall.
Thursday, December 8	Solemnity of the Immaculate Conception of BVM. Holy Day of Obligation. Masses at 8:30 am and 7:30 pm. Parish office closed.
Sunday, December 11	Religious Education classes 9:10-10:10am at Mother Seton School.
Wednesday, December 14	RCIA at 7pm in St. Anthony Shrine Parish Hall.
Friday, December 16-	iT High School Youth Ministry "Lock in Christmas" at St. Andrew's in Waynesboro (8pm Friday - 9 am Saturday)
Saturday, December 17	
Saturday, December 17	Practice for Christmas Pageant 9:30 am at Mother Seton School.
Sunday, December 18	Religious Education classes 9:10-10:10am at Mother Seton School.
Saturday, December 24	No Saturday confessions. Christmas Eve Family Mass with Pageant at 4 pm Christmas Eve Mass at 7:30 pm

Sunday, December 25

Christmas Day Masses at 8am and 10:30am.

Saturday, December 31 and
Sunday, January 1

Masses at usual times

Legion of Mary

Our praesidium gave out 236 Miraculous Medals and 200 pamphlets on the Miraculous Medal after the Masses, November 26 and 27th. Our Curia is holding their annual reunion on December 4th at 1:30 in the Parish hall. Submitted by Mary Buchheit.

Pro-Life Committee

We have had 2 meetings. Held a Rosary Campaign for Life during the month of October until the election. Also held a Life Chain on the square, we had 13 participants. Our plans include coordinating a bus with the Frederick Right to Life group for the March for Life on January 27th. We are also holding adoration that at St. Joseph from 9 to 3 for those who are unable to go to the March. We will conduct the Adopt-A-Baby program on January 28th and 29th at which we will distribute pens for Life. Our next meeting is January 18th. Submitted by Mary Buchheit.

Religious Education Report

We had a parent/sponsor meeting for Confirmation on November 19. We have 6 youth from St. Joseph who are preparing to make their confirmation in the spring.

We have a parent meeting for 1st Reconciliation on November 30. We have 13 children preparing for 1st Reconciliation. Submitted by Doria Wolfe

Young Adults Ministry

-iT Youth Ministry-

Continues to meet about twice a month. Recently went to the Fan the Fire Youth Rally with 9 teens, 6 of whom were from St, Joseph's. Upcoming events include a Lock-In, Youth Nights, and a Movie Night.

-Young Adults-

Continues to meet each week for Bible Study and fellowship. Upcoming is a Whobilation Christmas Party. Submitted by Theresa Buchheit

ECHO

We ran the blessing bag promotion for the local homeless shelters. We far surpassed our goals! The parish was incredibly generous and we were able to fill about 40 bags for distribution. This is the first year we officially ran this program (last year Doria and I did it privately). Its success will likely make it an annual event for the fall alongside the pregnancy center for the Spring.

We are also manning the craft table for the Advent party. Submitted by Ellie Legare.

SOCIETY OF ST.VINCENT de PAUL, Our Lady of Grace Chapter.

No report

Center - Monthly Outreach Report:

This report covers FY 2017 from July 1, 2016 to October 31, 2017.

Totals for all services

Utilities – 21

Rent - 12

Transportation – 5

Referrals – 64

Case Management – 12

Workshop attendance – 16

Home Visiting – 50

DePaul Dental - 17

Other areas covered are medical prescription and transportation costs, and some food assistance.

The Getting Ahead program started its second group on September 8 with 9 investigators. They have attended consistently.

Your Resources Workshops- six workshops have been held since July. The program got off to a slow start with only three clients at the first session. However as the workshops have been advertised around town and on our Facebook page, attendance has gone up. The topics are geared to building up information about resources that our clients will find useful. They receive a certificate of attendance and for those who are already clients, they are entitled to redeem their certificates for a \$10 gift card.

Submitted by Sister Martha Beaudoin

Emmitsburg Council of Churches:

Minutes from the September 13, 2016 meeting

Attendance: Rev. John Holliday- St. Joseph's, Rev. Collin Poston- SAS, Jim & Karen- St. Joseph's, Sr. Rosalie Brocato- St. Catherine's, Sr. Martha Beaudoin- Seton Center, Phyllis Kelly- Tom's Creek United Methodist Church, Jennifer Adelsberger- Saint Anthony Shrine

July minutes- Fr. Collin motioned to approve, Sr. Martha- second

Alice- out of town, will send report

Seton Center- few clients coming in, picked up again in August, balance is \$43. Getting Ahead Program started. New workshops beginning this year "Build Your Resources". A letter will go out to families that they have to register and pay \$2 per kid to get Christmas gifts this year. Started the staying ahead program. A number of graduates have been in contact and are doing well.

Food Bank- last food drop is tomorrow from 3-6. Served 106 families 303 people in August, July had 46 families 147 people. Needs- baking items, cakes icing brownies cookies flour sugar, toiletries, detergent, dish washing, shampoo shaving cream, ramen noodles, peanut butter chef Boyardee canned goods, rice in packages, tea, coffee. Clients have to fill out new forms every year. Government is giving out new forms and the year of renewing clients will begin October 1. Need photo ID and proof of address. Food bank does not turn anyone away. They try to serve people who live in Emmitsburg Elementary school district. Friday afternoon 1-2 is the hardest shift to find volunteers for. Tuesdays and Wednesdays are the busiest days.

St. Catherine's- ecumenical service 1st Sunday of every month. September was Tom's Creek. Emmitsburg Presbyterian in October, Christ Community in November. Next commitments will be made in November. Plan is to just rotate what the schedule has been.

New Business- setting meetings will be on November agenda, also will elect new officers and continue to discuss the future of the ECC. Possibly have guest speakers again. Sr. Martha will look for the constitution and send it out.

Role & future of ECC- Fr. Holliday plans to send out correspondence before the next meeting stressing the importance of attendance to next elect new officers and make the ECC more effective in its mission to serve our community.

Sodality:

No report.