

**OLPH Parish Pastoral Council/Finance Council
Meeting Minutes
April 30, 2019**

PPC members present:

Fr. Jerry Boland	X	Cathy Condon	X	Mike Hood	X	Cindy Moody	X
Fr. Nick Kostyk		Tim Daniels	X	Mara Lindsay		Bob Pirsein	X
Fr. Isaac Lara		Laura Flentye	X	Susan Logan	X	Rob Orr	X
		Maria Grable	X	Tom Monticello	X	Mark Ruchniewicz	X
		Marti Guerrero	X	John Nicolau	X	Lisa Salemi	X

PPC Mission: OLPH is a family of believers in Christ who strive to live according to his teachings. We take as our mission in the world the living out of the Gospel of Jesus.

Opening Prayer offered by Tim Daniels

Approval of PPC Minutes

Lisa Salemi, acting on behalf of Mara Lindsay, presented the March 2019 minutes to the members of the PPC. No adjustments or edits were needed and John Nicolau made a motion to approve the minutes as presented and the motion was seconded by Mike Hood and approved by all attending PPC members.

Recap of PPC 2018/2019 Goals

Laura Flentye presented an overview of the PPC’s mission, advisory role, and council member tenure to the members of the finance committee. Maria Grable presented on the PPC’s goals, specifically, (1) support of and coordination with the youth ministry office to create a teen and parent advisory board, streamline communication efforts, and continual collaboration with St. Norbert’s established youth group (2) Renew My Parish/Divine Renovation - the PPC has connected twice with St. Catherine Laboure and the Catholic Community of Northbrook to share best practices (3) better connect with our ministries by highlighting each ministry’s mission during monthly meetings and finally, to (4) support Father Jerry with the current church crisis.

Finance Council – Regular Agenda

Tom Zidar gave an overview of the Finance Council’s regular agenda. Father Jerry expressed his gratitude for both councils’ commitment to the parish. Both councils have been instrumental in helping Father Jerry assure the parish community that OLPH is a safe and thriving environment in light of the struggles facing the church. Significantly, the Finance Council has ushered in Give Central to help the parish maintain compliance in every aspect of giving and make giving as efficient as possible. The mobile giving application was positively received by many; however, one challenge presented by Jim Dollard is the reconciliation of monthly projections because donations are constantly streaming into the bank account. Jim Dollard noted that the reconciliation issue is manageable.

Pastor's Report

Father Jerry reminded the two councils that OLPH is in the middle of the To Teach Who Christ Is campaign, and has recently begun renovating the third floor of the Parish Center to create new meeting spaces. Father Jerry stated that the Capital Campaign has truly been a transformative process for the parish. While OLPH is in the middle of the To Teach who Christ Is Campaign, the parish is currently behind in its Annual Catholic Appeal. Historically, OLPH has exceeded its Annual Catholic Appeal goals from the Archdiocese. Father Jerry shared that the crisis affecting the Catholic faith at large is likely responsible for the current response to the Annual Catholic Appeal.

School - YTD Financial Statements

Dr. Amy Mills shared with the committees that OLPH's school is financially strong. Barb O'Hara-Matzkin presented the 2019-2020 projected school enrollment of 816 students with 716 in grades Kindergarten through 8th and 100 preschoolers. Dr. Mills discussed a number of the school's priorities, specifically, the purchase of a new reading series for grades K-5. Dr. Mills shared that certain budget considerations are set by the Archdiocese of Chicago; specifically, that healthcare costs would increase by 5.6% and salaries would increase by 3%. To respond to these considerations, Dr. Mills shared that there will be a tuition increase; however, stated that the parish subsidy will remain the same from the previous year. Finally, Dr. Mills stated that the annual fund budget will remain the same to help keep tuition affordable for families.

Parish - YTD Financial Statements

Jim Dollard presented the parish financial statements. The last few months of collections have been below budget; specifically, the March collection was \$183K versus a budget of \$222K. Mr. Dollard pointed out that \$183K was similar to prior year March collection though. Mr. Dollard said that overall OLPH's finances are doing very well and the parish is above budget compared to prior year.

Mr. Dollard noted that year to date Holy Day and Sunday collections were almost identical to last year with less than a 1% variance to the parish's overall budget; however, Easter donations are still coming in via Give Central. Mr. Dollard highlighted that the parish collections average around \$200K per month, but April is projected to be \$250K. Mr. Dollard will assess whether this is a result of Give Central's introduction and report back to the Finance Council.

Mr. Dollard spoke briefly about Sister Paulanne's Needy Family Fund and reminded the councils of its purpose to provide money to those in need. To date, there is a surplus in the Needy Family Fund, but that will not persist. The fund will pay out 100% of what it receives in donations by year end.

Mr. Dollard also discussed financial results related to OLPH's Religious Education program. Mr. Dollard stated that the RE program is not currently generating any more revenue because it is the end of the school year. Mr. Dollard said that overall the RE results are below plan because there has been a decrease in enrollment and more of the participant families could not meet the cost requirement this year; thus, more scholarships than originally anticipated were handed out. Expenses are being managed in order to finish the year in a similar position as last year in terms of the subsidy from the parish.

Mr. Dollard shared that the Playdium revenues will exceed expenses again this year. New Trier Aquatics will be replacing Big Blue as the primary renter of the parish pool.

John Teshky present an update on the building and maintenance of the OLPH campus. Specifically, Mr. Teshky shared the 25 year plan for the roofs of the buildings, which has been split into 5 year increments, starting with Mt. Vernon. Mr. Teshky said that the first five years of roof maintenance is projected to cost approximately \$145K. Mr. Teshky shared that the main expense within the OLPH campus updating process will be the repairs to the church's roof and gutters, which is expected to cost \$1.4M. Because of this cost, the parish Buildings & Grounds Committee proposed creating a fund specifically earmarked for these repairs. G.R. Kearney inquired whether a second opinion was warranted for these maintenance costs, specifically the roofing. Mr. Teshky said the B&G Committee solicited four separate bids with a spec sheet and all were within the same range.

PPC Sub-Committee – Service Recap of Lenten Almsgiving Service

The Lenten Almsgiving project was a success. Many personal hygiene items were collected each week for the needy. Lisa Salemi thanked Dr. Mills and others who helped to communicate the project to the community and those that delivered the donations to the Sharing Room. Lisa Salemi emphasized the importance of the weekly bulletin reminders to ensure that parishioners are aware of future service projects.

Emergency Operations Plan (EOP) Training

Mike Hood gave an overview of the need for and development of the EOP. Mr. Hood said that once the Archdiocese approved the EOP, the training phase began. Phase one of the training was to train all greeters and ushers. Mr. Hood shared that approximately 70 greeters and ushers have been trained to date. Phase two of the training would be to train permanent staff. Mr. Hood is currently working to schedule that training. Mr. Hood shared with the committees that the first priority of the EOP was to (1) color code the buildings so that law enforcement is aware of our campus structure and (2) create a master meeting list for each day with an approximate amount of attendees. Mr. Hood said that second priority of the EOP was to create a training about where the AEDs and fire alarms are in every building. Mr. Hood is currently working with others to achieve this objective. Mr. Hood proposed having a Sunday drill to test the training and to experience the anomalies so those working on the EOP can improve future trainings. Father Jerry agreed that a “Safety Sunday” should be conducted as many congregations are moving in that direction to help parishioners understand the appropriate steps to take in an emergency.

Centennial Celebration Update

Rob Orr presented an outline of the plans for the Centennial Celebration, stating that the parish will celebrate the specific day but will also celebrate throughout the year. Mr. Orr said the Cardinal will say the celebratory mass on September 14, 2019 followed by a reception in the Playdium. Mr. Orr shared the Centennial’s theme of “A Hundred Years of Grace” with a tagline of “Go Forth to Love and to Serve.” Mr. Orr said there will be anchor activities each season throughout the celebratory year and the ministries will be asked to commemorate the milestone in ways specific to their mission.

Update from the Pastor

Father Jerry shared with the committees that sadly, a seventh grade science teacher at OLPH, James Ariel, passed away over Spring Break. Father Jerry shared that Dr. Mills organized a school wide response to the loss and the entire seventh grade class will be attending the funeral.

Father Jerry discussed the revisions the Cardinal made to the Renew My Parish plan. Father Jerry reiterated that OLPH’s grouping of St. Catherine Laboure and the Catholic Community of Northbrook has been meeting to discuss strategies about how to best use resources. Father Jerry stated that he is confident that by laying the foundation now we will experience a positive transition in the next two to three years.

Father Jerry expressed his gratitude for all those that assisted with the Holy Week celebration and Easter Sunday masses.

Father Jerry discussed the continuing efforts to address the church crisis and specifically, Cardinal Cupich efforts locally to hear and understand concerns about the systems and structures in place to address the crisis. Father Jerry shared that many parishioners have petitioned the Cardinal about the importance of lay people in these matters and in leadership roles within the church.

Father Jerry thanked the parish's leadership, specifically those that have served their tenure and are now transitioning off of the PPC, Finance Council, and School Advisory Board. Father Jerry looks forward to welcoming new members on all the councils.

Closing Prayer offered by Lisa Salemi