

# CHURCH OF THE HOLY SPIRIT

## PASTORAL COUNCIL MINUTES FOR

### September 17, 2009

John Jacobs called the meeting to order at 7:00 p.m.

Msgr. Troncale opened the meeting with a prayer. The following were:

**Present:** John Jacobs, Ron Marcelino, Raymond Gueret, Arleen Alexander, Linda Anderson, Bruce Sansom, Harold Dobbs, Rob Barranco and Jim McLaughlin.

**Excused:** Gerry Shook

**Unexcused:** Jim Gatz

**Guest:** Mr. Mike Powell, Business Manager

#### **OLD BUSINESS:**

1. Mr. Mike Powell, the Church's Business Manager, gave the council an update on the **Budget for 2009** and the **Building in the Spirit** financial status. Mr. Powell requested direction from the Pastoral Council on the budget process for 2010 and an estimated date for its completion. The council provided Mr. Powell a summary of the budget process that had occurred in previous years and that the 2010 Budget should be completed and approved by the council by December 1.

Mr. Powell provided the council a handout of the Profit & Loss Budget vs. Actual for January through December 2009. The spreadsheet portrayed by line-item the income, expenses, budgeted amounts and variances for the period of January through August 2009; and, the income, expenses, budgeted estimates and variances for the period of September through December. The spreadsheet reflected that the expenses from January through August as \$937,373.12 and the income as \$909,652.37. The spreadsheet reflected that the forecasted expenses from January through December as \$1,271,743.23 and the forecasted income as \$1,408,867.99.

Mr. Powell provided the council a handout of the Building in the Spirit Balance Sheet. The balance sheet reflected the Total Liabilities & Equity as \$2,357,236.51 as of September 16, 2009. Mr. Powell also provided the council a handout of the Building in the Spirit Profit & Loss statement. The statement reflected a Net Income of \$174,755.14 for the period of October 1, 2008 through September 16, 2009.

Mr. Powell briefed that the parish collections for this year, as of August 31, were down by about 6%. However, the parish collections in general were up by about 3% compared to last year which follows the trend of collections over the last few years. The council discussed on how we should finish the remainder of this year based upon the collections being down against the budget. Ms. Linda Anderson made a motion that we should send a letter to all the ministry heads praising them for keeping their expenditures down during this recession and asking them to please be frugal with the balance of their expenditures through the end of the year. The motion was amended that the letter should be signed by the council officers and should go out with the third quarters ministry financial report sent out by Mr. Powell. The motion was seconded by Ms. Arleen Alexander and passed by the council unanimously.

The council discussed that a type of "form" needed to be developed to gather information from the ministries to decide how to help them with their future budgets.

The council discussed the roll between the Finance Council and the Pastoral Council in regards to the viability of the ministries and approving their budget requests. Now that we have a full-time Business Manager, that he might be able to pull together the ministry heads to discuss their budgets. The Finance Council had performed this in the past.

Msgr. Troncale asked the council to advise him on what the council would like to see prioritized for the Finance Council for the 2010 budget. The council should be prepared to discuss the 2010 budget items at the October meeting. Mr. Jacobs provided an email dated September 15, subject: Pastoral Council Meeting, from Msgr. Troncale that addressed items for the Pastoral Council to review for the October meeting.

Msgr. Troncale also reminded the council that if, and when, we have to borrow money for the Building in the Spirit that the budget will need to reflect the loan amount that we are to sustain.

Msgr. Troncale briefed the council that he was meeting with the chairpersons of the Finance Council, Building in the Spirit Committee, Building Committee and Pastoral Council in September to ensure that everyone was on the same page with the Building in the Spirit plan and future budgeting. Msgr. Troncale and Mr. Jacobs will provide a report at the October Pastoral Council meeting.

2. Mr. Raymond Gueret, Mr. Gerry Shook and Mr. Mike Powell and Mr. Dave Wilson, a Pre-School Program parent, meet and discussed the Pre-School Program. At their meeting it was discussed that Mr. Wilson would speak at the Masses to try to increase the enrollment of the program. Mr. Gueret briefed that there were no deadline information for closing the Pre-School Program, if not self-sustaining, in writing given to the pre-school as of yet. Mr. Bruce Sansom made a motion that the Pre-School Program had until December 31, 2009 to cover their expenses of \$4,100.00 per month or the program would be closed. The motion was seconded by Mr. Harold Dobbs and passed by the council unanimously.

Mr. Gueret briefed the council that a meeting with the Pre-School Program was tentatively scheduled for the last week in September. He would share the council's position with the Pre-School Program.

3. The agenda item on the development of a **Ministry Form** was not discussed due to Mr. Mike Stewarts' absence.

4. The agenda item on the development of a **church policy on selling of goods on church property** was not discussed due to Mr. Mike Stewarts' absence.

5. The council discussed that we needed to personally thank Mrs. Phyllis DeHeck on her hard work in renovating the ladies bathroom.

6. Mr. Jacobs briefed that he just received a correspondence from Mrs. DeHeck dated September 15 on replacing the carpet in the church gallery. A letter from Mrs. DeHeck stated that a parishioner was going to donate \$2,000 towards this project. This will be discussed at the October meeting.

7. The August 20, 2009 meeting minutes were reviewed. Mr. Jim McLaughlin made a motion that we accept the meeting minutes with minor spelling changes. The motion was seconded by Mr. Harold Dobbs and passed by the council unanimously.

The Pastoral Council closed the meeting at 9:15 with a prayer.

The next Pastoral Council meeting is scheduled for October 21, 2009 at 7:15 p.m.

Robert Barranco,  
Pastoral Council Recorder