

**Church of the Holy Spirit**  
**Pastoral Council Minutes of the Meeting**  
**November 4, 2010**

Chairman John Jacobs called the meeting of the Pastoral Council to order at 7:03 p.m. Msgr. Troncale opened the meeting with a prayer. The following were:

**Present:** John Jacobs, Arleen Alexander, Msgr. Charles Troncale, Ellie Burden, Janet Beard, Harold Dobbs, Raymond Gueret, and Mark Schultz

**Excused:** Jim Gatz, Rob Barranco, Ron Marcelino, Brian Bonikowski

**Absent:** Linda Anderson

**Guests:** Paul McTear (Finance Council Chairman)

The minutes of the October 14, 2010 meeting were reviewed. Several changes were made to the minutes. A motion was made by Harold Dobbs to accept minutes as amended and seconded by Mark Schultz. The motion passed.

**Briefing on Draft Budget/Directives for Finance Council in Preparing the 2011**

**Parish Budget:** Chairman John Jacobs recognized Paul McTear, chairman of the Finance Council. Mr. McTear presented the Pastoral Council with a draft copy of the 2011 Budget. Mr. McTear stated that in determining the 2011 Budget, the Finance Council based their numbers on the projections for 2010. He further stated that in estimating the Projected Income for Jan-Dec 10, the Finance Council used Jan-Oct 2010 Actual Income and Nov-Dec 2009 Actual Income; and in estimating the Projected Expenses for Jan-Dec 10, the Finance Council used Jan-Oct 2010 Actual Expenses and Nov-Dec 2010 Budget Expenses. He also stated that a \$300,000 expense item for the Phase 1 loan was put in the 2011 budget, even though the church may not realize that expense in 2011.

Mr. McTear stated that the Income for the Parish was primarily Collections and some Interest, and the Finance Council kept the Collections amount flat for the 2011 Budget. Regarding the 2011 Budget Expenses, he presented the Council with a summary of the expenses that the Parish incurs, stating that the Parish is a fixed cost business and doesn't realize a lot of variable costs. The estimated total fixed costs are \$1,066,557 or 75.43% of the total, ministries represent 8.87% of the total costs (\$125,470), and the remaining expenses are operating costs such as utilities, telephone, copier, postage, etc. He added that because there are so many fixed costs, the challenge for the Council would be to come up with revenue generators. Msgr. Troncale discussed that the number of families was down, that there are now 968 families on the roster, and that in response to the stewardship tithing, he's received tithing cards from 37.4% of the households for a total of \$916,582 (in 2009 for the same time, the number of cards received were 372 (\$985,000)). Mr. McTear also mentioned there would be other possible expenses that the church might incur such as a needed new AC/heating unit and foundation repair for the church office. Mr. McTear finished his presentation. Chairman Jacobs thanked him for his time and his contributions to the Parish.

The Council then discussed the Draft Budget. In discussing ways to increase revenue, the Council discussed allowing the bookkeeper, Mike Powell, to keep a record of the tithing amount a parishioner pledges, as well as the total amount of their actual contributions. Msgr. Troncale added that many parishioners call the office and ask for their tithing amount, but only Msgr. Troncale knows the information. Tracking it would allow Mr. Powell to add the tithing pledge amount on the parishioners' statements that are sent to each parishioner listing their total contribution amounts. The Council agreed this was a good approach. Msgr. Troncale stated he would include a "change of policy on financial reporting" letter in the Pastor's Corner in the weekly bulletin.

It was determined that the budget reflected \$115,000 loss and to cover that, would require a 10% increase in revenues. The Council continued its discussion on possible ways to increase revenues and decrease expenses. Msgr. Troncale stated that the challenge would be to get non-active parishioners more involved in the church and its activities. Other ideas were raised such as sending out a reminder that contributions can be made by EFT (saying this would ensure weekly contributions are made even when families travel) and a possible letter from Msgr. Troncale or the Pastoral Council discussing the Parish's need for more revenue for the church to operate and to provide needed services for parishioners. Further, since the Draft Budget reflected "business as usual" in estimating revenues and expenses, the Pastoral Council needed to prioritize the needs of Parish. Msgr. Troncale also suggested the Pastoral Council and the Finance Council have a joint meeting with representatives from the Montgomery Catholic Preparatory School to understand the needs of the new campus. He also recommended that members of the Pastoral Council or the Finance Council speak to the Parish during announcements at the end of Mass on the budget and the needs of the Parish. The consensus of the Council was that more communication to the parishioners on the Parish's finances was the key to possibly increasing revenues.

**Ministry Questionnaire Summary:** Chairman Jacobs distributed to the Pastoral Council a copy of a spreadsheet summarizing the responses of the ministry questionnaires. He stated that based on these results, every ministry needs more parishioners to participate, and that many of the people who volunteered to serve on a ministry actually never participate. After some discussion on the questionnaire, Chairman Jacobs requested that the subcommittee, which had been formed (Jim Gatz, Janet Beard and Mark Schultz), reconvene and, by looking at the information provided by the ministry questionnaires which included their budget requests, prioritize the needs of the ministries and make 2011 budget recommendations for the ministries. They should be prepared to report this information in two weeks.

**Building Committee Report:** Msgr. Troncale reported that the architects had everything they needed from the Building Committee, and that their design plans should be done by February/March so they can be sent out for bid to the three contractors.

**Finance Committee Report:** Finance Committee representative Mark Schultz deferred to the earlier report.

**Pastoral Council Review of the New Archdiocese Policy for Pastoral Councils:**

Harold Dobbs reported that he reviewed the new Archdiocese Policy for Pastoral Councils, which went into effect on September 10, 2010, and felt our Constitution was in good shape and for the most part was in compliance. He added that there may be a need for some amendments to be in full compliance. Chairman Jacobs asked Mr. Dobbs to prepare the necessary language for the Pastoral Council to review at a future meeting.

**New Business:** There was no New Business.

**Future Projects: Church Pictorial Directory –** Raymond Gueret reported that he had no further information to present to the Council.

**Next Meeting:** The next meeting for the Council was scheduled for Thursday, November 18, 2010. Chairman Jacobs stated he would send an amended draft of the 2011 Budget to the Council to review before the meeting.

A motion was made by Harold Dobbs to adjourn the meeting, Arleen Alexander seconded the motion. The meeting adjourned at 9:15 p.m. with a prayer led by Msgr. Troncale.

Respectfully submitted,

Arleen Alexander

*Amended November 18, 2010*