

St. Charles Borromeo Parish
Finance Council Meeting Minutes
July 26, 2022, at 12:30pm – Conference Room 2

A. Call to order, roll call, opening prayer

- Meeting called to order at 12:34pm
- Opening prayer by L. Kassuba
- Present: S. Wyse, S. Smith, T. Russell, R. Peacock, T. Cripps, J. Latva, L. Kassuba
- Absent: Fr. Wyse

B. Approval of meeting agenda

- Motion by L. Kassuba, second by S. Smith, approved

C. Approval of May 24, 2022, and June 29, 2022, meeting minutes

- Motion by S. Smith, second by J. Latva, approved

D. Old Business

-Parish Organizational Chart: S. Wyse and R. Peacock will work on after FY22/23 budget submitted.

-Restricted and Enrichment Funds: M. Karpus submitted a summary of non-restricted and restricted non-operating funds to S. Wyse who handed out a copy to each member.

- **Discussion:**

- The total amount for restricted, non-operating does not equal the categories listed below it.
- Are memorial funds always designated to the deceased families specific request?
- Has there been a scenario where memorial funds were used for operating expenses? When we donate to the St. Charles School Memorial fund in a certain deceased parishioner's name, can't it be used for operating expenses? Should memorial restricted and non-restricted operating lines be created?
- The restricted and enrichment lines total over \$100,000 but the summary provided does not.
- S. Wyse will discuss above with M. Karpus.**
- Sponsor-A-Student donations are restricted operating donations.

E. Financial Update (S. Wyse)

-FY21/22 budget close out – S. Wyse continues to receive and pay invoices. Will not have final close out budget until August.

- **Year End Report:** to be presented after Mass by T. Russell. S. Wyse and T. Russell have met to plan report. In the future will work with T. Cripps also.
- S. Wyse shared an example of past reports for our parish and one for St. Joseph, Husband of Mary Catholic Church. Group discussed what they liked about both.
- S. Wyse and T. Russell will work to incorporate ideas from both reports.
- Will be presented the weekend of September 10 and 11.

-FY22/23 budget – S. Wyse distributed a final copy of the budget to each member.

- **Report to Parish:** T. Cripps to present at Mass.
- S. Wyse, T. Cripps and T. Russell will meet in August to draft presentations.
- Will share with members at August meeting.
- Will be presented the weekend of September 10 and 11; one quarter of fiscal year will be over.

- **Children's Envelopes:** Will be distributed to all children enrolled in school, Religious Education and YM3.
- Discussion: Try to make the report be engaging, parishioners need data they can relate to, give number of households and number of households giving back at least 10 years to show the decline in numbers and the decline in donations, show average yearly or weekly donations per household, use graphics, show if each family increased by a specific amount per week/year this is where we will be at year end.
- **S. Smith** shared reasons **donors why give:** organization is mission driven, trust you, see the impact, personnel connection with the cause, want to be part of something, you caught their attention, and tax benefits. **Number one reason they do not give is that they do not know how their gift is used.**

-CSA: St. Charles is 98.7%.

-Stewardship Appeal: R. Klackle shared an overview handout on the Fall 2022 Appeal and provided a summary.

- K. Johnson and R. Peacock represent St. Charles on committee. Others are welcome.
- Question: Will there be a financial commitment card that each parishioner fills out indicating what they will give? There is one but they really have not been used in the past. Group agreed they should be in a confidential way to project out what offertory donations will be for the year and to let the parish know. This will increase transparency.
- R. Peacock: Treating the Stewardship Appeal more like the Renew-Restore-Rejoice campaign would help with the seven reasons S. Smith provided for why people donate. Parishioners would be well informed as to what our needs are and how they are/are not being met. This approach would improve transparency.
- Discussion regarding tithing:
 - The model used in the past is from the International Stewardship Conference; 5% to your parish, 1% to CSA and 4% to other charities. S. Wyse shared that Protestant Churches ask for 10%.
 - Quarterly updates should be provided by Father at Mass, put in the bulletin and on all social media.
 - L. Kassuba: People do not realize what they are getting for their donation. They do not realize it is their gift to God. We need to make the connection for them. Let them know what they are getting for their money: the church, Mass, sacraments, school, religious education, YM3, ministries.
 - The Parish needs to take forming disciples very seriously. The group suggests that R. Klackle present the Stewardship Appeal overview to the Pastoral Council and that the Pastoral Council develops a plan for forming disciples of Christ.
- Lay witness presentation will be given

F. Revenue Enhancement (Father Wyse, S. Wyse, L. Kassuba, R. Peacock, S. Smith)

-Long term planning: This group needs to meet to develop a plan on how to increase the funding streams identified by the Finance Council-School Board Funding Task Force.

- Tuition
- School Enrollment
- Contributions: offertory, donations, matching funds, CSA
- Grants
- SCRIP/Raise Right, Amazon Smile
- Catholic Foundation of West Michigan

G. Human Resources (Father Wyse not present)

- Grant writer: The grant writer worked with teachers on how to write for small grants.
- 7/8th Grade Teacher: Have received a couple of applications, will be interviewing
- Sisters of Mary Mother of the Eucharist: S. Wyse spoke with M. Karpus and asked her to contact Dave Faber. L. Kassuba will mention this at the next School Board meeting.

H. Building and Grounds Committee (Tim Reno gave verbal report to R. Peacock)

- School windows on North side of the main floor have been replaced.
- First grade interior work is almost done. The kindergarten room is next.
- Windows on the ground level are going to be replaced.
- Bell Tower/brick wall project bids are as high as \$150,000. The budget is \$30,700
The committee is planning to present several different options to the parish in September.

I. Father's Comments (Father Wyse not present)

J. Council Member Comments

-Strategic Plan: Discussion regarding **FY22/23 budget** led to lengthy discussion on the **dwindling number of households** that are active in the parish.

- It was identified that:
 - Until there is an organized approach to address this problem, it is unlikely that we will see significant improvement in offertory collections.
 - A good deal of what is discussed in our meetings does not fall under the scope of our Charter.
 - The Pastoral Council is a better group to focus on how to retain parishioners, bring back those that have not returned since COVID restrictions, and attract new members.

K. Parishioner Comments

-None

L. Next Meeting

- August 23, 2022, at 12:30pm, Conference Room 2
- September 27, 2022, at 12:30pm, Conference Room 2
- October 25, 2022, at 12:30PM, Conference Room 2

Closing Prayer and Adjournment

- Closing Prayer by T. Russell
- Meeting adjourned at 3:00pm

Respectfully submitted by Roberta Peacock on August 24, 2022
St. Charles Finance Council Secretary