

**The Community of the Blessed Sacrament  
Finance Council Gathering – November 14, 2007 Minutes**

|    |   |
|----|---|
| 1. | <p>Finance Council serves as advisors to the Pastor to assist him in the financial operation of the Parish.</p> <p><b>Members:</b> Fr. Patrick Robinson (Pastor), Lyle Scritsmier, <b>Staff:</b> Marianne Canning (Parish Finance Manager) &amp; Honora Norton (Parish Manager) &amp; Joe McInerney</p> <p><b>Absent/Excused:</b> Fr. Pat, Ken Jacuzzi, Kathryn Marchwick, David Paddison, Dan Mahoney (Pastoral Council Liaison)</p>   |
| 2. | <p><b>Minutes:</b></p> <p>Minutes from September, 2007 meeting were accepted and approved. Members approved the 10/10/07 Parish Endowment Fund Minutes,. Attendees reviewed the 10/10/07 Pastoral Council Meeting minutes (meeting to discuss Facility Plan) and the 11/13/07 Facility Ministry meeting minutes. .</p>  |
| 3. | <p><b>Financial Reports:</b></p> <ul style="list-style-type: none"> <li>• August – September Financial Reports were approved by attendees as submitted by Finance Manager:</li> <li>• <b>Plate Variance Report:</b> Plate variance matches budget plans, although the past two weeks income has been significantly less than budget plan.</li> <li>• <b>Financial Reporting:</b> \$56k deficit – all expenditures need to be watched until YTD income exceeds expenses. \$82,700 is designated for capital campaign next steps</li> </ul>   |
| 4. | <p><b>Stewardship</b></p> <p>Members discussed promotion of stewardship: Recommendations:</p> <ul style="list-style-type: none"> <li>• Need to relate Scripture readings to 4-pillars and/or time, talent &amp; resource stewardship gifts at each Mass</li> <li>• Need parishioners to provide witnessing stories at Masses</li> <li>• Review PDS statistics to get a better understanding of giving demographics.</li> <li>• Relook at parish’s commitment card – reminder for people to gift – i.e. do in March (after CDA).</li> <li>• Need Stewardship Ministry group to address Stewardship 4-pillar and gifting promotion</li> <li>• Include Stewardship in Mass sheets</li> <li>• Develop a 4-pillar state of the parish presentation – update parishioners on all the new activities and ministries supporting 4-pillars.</li> <li>• Promote Debit payment in an upcoming newsletter.</li> </ul> |
| 5. | <p><b>General Facility Plan:</b></p> <ul style="list-style-type: none"> <li>• Attendees discussed need for justification data before any school building project is initiated.</li> <li>• Per Frank Dolasinski, the Facility Plan proposal will likely not require any changes to 64<sup>th</sup> Street</li> </ul>   |
| 6. | <p><b>Ministry Liaison Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Pope John XXIII (Lyle Scritsmier):</b> <ul style="list-style-type: none"> <li>○ Has budget shortfalls – they need to operate from budget – not take from reserves</li> <li>○ Class size needs to be adjusted – currently \$3,400 per student and 33 students</li> <li>○ \$3-5 Million Building Campaign being initiated – has reserve of \$2.5m</li> <li>○ Lyle will no longer be Pope John XXIII liaison – due to conflict with Finance Council meeting dates – need to ask Chris Feagles (incoming Pope John XXIII Board chair) to share updates with Finance Council</li> </ul> </li> </ul>  |

**The Community of the Blessed Sacrament  
Finance Council Gathering – November 14, 2007 Minutes**

| 8.  | <b>Other:</b>          | <ul style="list-style-type: none"> <li>• <b>Ginny Finan:</b> On 9/24/07 submitted her resignation – due to work conflicts.</li> <li>• <b>FC Meeting Times:</b> Attendees prefer 5:30PM start time.</li> <li>• <b>Calendar:</b> Attendees invited to Parish Retreat – see calendar</li> </ul>  |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |
|---|------------------------|---|---------------------|--------------|---------------|--------------------------------------|----------------|---------|---|-----------------|----------|--|--------|--------------------------|
| 9.  | <b>Next Actions:</b>   | <table border="1"> <thead> <tr> <th data-bbox="289 695 326 1570"><b>Action Items</b></th> <th data-bbox="289 411 326 695"><b>Owner</b></th> <th data-bbox="289 144 326 411"><b>Target</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="326 695 363 1570">Review bank statement reconciliation</td> <td data-bbox="326 411 363 695">David Paddison</td> <td data-bbox="326 144 363 411">Monthly</td> </tr> <tr> <td data-bbox="363 695 401 1570">Investigate providing current giving statistics – see Vision Plan</td> <td data-bbox="363 411 401 695">Honora/Marianne</td> <td data-bbox="363 144 401 411">Jan 2008</td> </tr> <tr> <td data-bbox="401 695 443 1570">Follow-up on Stewardship Promotion Ideas</td> <td data-bbox="401 411 443 695">Honora</td> <td data-bbox="401 144 443 411">1<sup>st</sup> Qtr 2008</td> </tr> </tbody> </table> | <b>Action Items</b> | <b>Owner</b> | <b>Target</b> | Review bank statement reconciliation | David Paddison | Monthly | Investigate providing current giving statistics – see Vision Plan | Honora/Marianne | Jan 2008 | Follow-up on Stewardship Promotion Ideas | Honora | 1 <sup>st</sup> Qtr 2008 |
| <b>Action Items</b>   | <b>Owner</b>           | <b>Target</b>   |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |
| Review bank statement reconciliation                              | David Paddison         | Monthly   |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |
| Investigate providing current giving statistics – see Vision Plan | Honora/Marianne        | Jan 2008  |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |
| Follow-up on Stewardship Promotion Ideas                          | Honora                 | 1 <sup>st</sup> Qtr 2008  |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |
| 10.   | <b>Next Gatherings</b> | <p><b>Date:</b> 12/05/07: 6PM Pastor’s Holiday Social<br/>01/09/08: 5:30PM Finance Council Meeting</p> <p><b>Agenda:</b> See above</p>  |                     |              |               |                                      |                |         |   |                 |          |  |        |                          |