

**The Community of the Blessed Sacrament
Finance Council Gathering – January 9, 2008 Minutes**

1.	Purpose:	Finance Council serves as advisors to the Pastor to assist him in the financial operation of the Parish.
2.	Attendees:	Members: Fr. Patrick Robinson (Pastor), Lyle Scritsmier, Staff: Marianne Canning (Parish Finance Manager) & Honora Norton (Parish Manager) & Joe Johnson, Nate Johnson, Joe McInerney, Kathryn Marchwick Absent/Excused: Ken Jacuzzi, David Paddison, Dan Mahoney (Pastoral Council Liaison)
3.	Minutes:	Minutes from November 11, 2007 meeting were accepted and approved – with note that Fr. Pat was in attendance.
4.	Financial Reports:	<ul style="list-style-type: none"> • Plate Variance Report: Plate variance through end of 2007 has a \$5,517 variance income above budget plan – noting that the past two months some weeks have had \$4,300 \$3000 less than budget plan. Christmas income was \$12,671 above budget plan. • Financial Reporting: No monthly financial reports were discussed.
5.	Stewardship	<ul style="list-style-type: none"> • It was suggested that a pulpit “state of parish finances report” be presented by Finance Council member(s) at future weekend masses. • A “Your Stewardship \$ at work report” should be written and given to parishioners. • Attendees felt the impact of pastor putting his plate envelope in the basket at Mass, as well as, the choir would make a positive impression on the Mass attendees. • Need more creative articles in bulletin and Courtyard newsletter – thanking for gifts and stating what is needed. • Development of video, PowerPoint presentation and/or witnessing at the pulpit should be considered. • Engage speakers to talk about giving and personal finances
6.	General Facility Plan:	The General Facility Plan Final Deliverable was delivered to the parish on 01/08/08. Members were invited to the review to be held at the 0//09/08 Pastoral Council Meeting. Copy document and drawings are available on the parish website’s Vision Plan page
7.	Giving Statistics:	A sample 2006 & 2007 giving statistical report was reviewed. There were questions of registered versus non-registered counts. Lyle will meet with Mary Ann Bateman to review specifications for the report and to potentially refine those specification for a new report.

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8.	Other:	<ul style="list-style-type: none"> • Parish School: Phoenix Fire Department conducted a fire audit – still pending results – prior years this process was jobbed out by the city. • Caring Place Adult Day Care Center: Per FSL the building of an Adult Day Care building on the SW area of the property will begin Fall 2009 and open Fall 2010. • Parish Capital Campaign: 12+ capital campaign vendors have been contacted to present RFP documents for review on 1/30/08 when 3-4 vendors will be selected to call back for interviews. • Parish Restructure: Members were reminded to attend the Diocesan Restructure meeting to be held 01/29/08 meeting at St. Paul’s. Our parish will become an individual business institution on 7/1/08, including the school. With the Diocesan Parish Restructure, Pope John XXIII will become St. Bernadette’s parish school – although our parish will continue to have the 25% new student allocation. The building addition to Pope John XXIII school has been delayed at least one year and the reserved \$2.5 Million will continue to be dedicated to future school building needs. 												
9.	Next Actions:	<table border="1"> <thead> <tr> <th data-bbox="630 331 662 699">Action Items</th> <th data-bbox="630 699 662 909">Owner</th> <th data-bbox="630 909 662 1054">Target</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 331 703 699">Review bank statement reconciliation</td> <td data-bbox="662 699 703 909">David Paddison</td> <td data-bbox="662 909 703 1054">Monthly</td> </tr> <tr> <td data-bbox="703 331 743 699">Investigate providing current giving statistics</td> <td data-bbox="703 699 743 909">Lyle/Mary Ann B</td> <td data-bbox="703 909 743 1054">Jan/Feb 2008</td> </tr> <tr> <td data-bbox="743 331 784 699">Follow-up on Stewardship Promotion Ideas</td> <td data-bbox="743 699 784 909">Honora</td> <td data-bbox="743 909 784 1054">1st Qtr 2008</td> </tr> </tbody> </table>	Action Items	Owner	Target	Review bank statement reconciliation	David Paddison	Monthly	Investigate providing current giving statistics	Lyle/Mary Ann B	Jan/Feb 2008	Follow-up on Stewardship Promotion Ideas	Honora	1 st Qtr 2008
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10.	Next Gatherings	Date: March 12, 2008 5:30PM, Agenda TBD												