**St. Martin of Tours Parish**

**Joint Pastoral & Finance Council Meeting Minutes: May 25, 2025. 7:00pm – Narthex**

**Mission Statement**

We aspire to become growing and vibrant disciples of Jesus Christ who are sent to minister to our brothers and sisters in our parish and larger community. We are committed to worship and pray as one community and to welcome those who are new to our parish. We aspire to listen to each other and learn about our heritage, who we hope to become, and celebrate our diversity and talents. Lastly, we strive to follow the example of Jesus Christ to serve those in need and to become the Good Shepherds for them.

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| Members | Present (Y/N) | Members | Present (Y/N) |
| Fr. Andrzej Sudol, SCJ (Pastor-ex officio) | Y | Marge Weiler Term 6/2025  Chairperson | N |
| Kevin Beck Term 6/2025 (Finance) | Y | Joyce Schlachter (Vice-Chairperson)  (SW Deanery Rep) Term 6/2025 | Y |
| Jen Moscatello (Secretary) Term 6/2026 | Y | Jeannette Schupp (Worship) (SW Deanery Rep) Term 8/2027 | Y |
| Hoan Chau – Vietnamese Rep | Y | Jim Wier Term 6/2026 (Stewardship) | Y |
| Collin Kennedy Term 6/2026  (Formation) | Y | Diane Czerniak Term 8/2027  (Human Concerns) | N |
| Dave Vanness (Trustee ex officio) | Y | Joanne Stolowski (Trustee ex officio) | Y |
| Steve Olson (MAC) Term 8/2027 | Y | Guest: Br. Andy Gancarczyk, SCJ | N |
| Guest  Jenny Drzewiecki, Ministry & Communications Director | N | Fr. Francis Vu Anh Tran (Associate Pastor-ex officio) | N |
| Guest: Dcn. Chuck Schneider | N |  |  |

1. **Finance Council members present:** Paul Rotzenberg, Dave Powers, Hoan Chau, Pat Boyer
2. **Staff members present:** none.
3. **Opening prayer:** Hoan Chau
4. **Check In:** significant news shared.
5. **Finance Council Presentation: share parish financial status with PC.** Archdioceses has established a new uniform deadline of June 3rd to have parish budgets into the Archdiocese by.FC has approved a budget for next year and a capital plan, which will all be funded internally. Funds from the LOA campaign is rolling in as it was pledged. As projects come up, proxy will be sent to the arch and it will be spent as LOA money comes in quarterly. Once May receipt comes in, there will be $100,000 cash on hand of LOA funds.
   1. Dave Powers & Jim Finstad worked hard on the presentation.
   2. The parish is a non-for-profit organization that is dependent on donations. To be sustainable, the parish needs a balanced budget year in and year out. Budget consists of two parts: operating items and capital/restricted charitable activities. Presentation will consist primarily of operating items.
   3. Operating items: income (weekly collections, fundraising, Vietnamese community, Investment income, etc.) and expenses (pastoral and staff costs, music & liturgy, facilities, formation, education and communications). Stained glass windows are be considered a capital program.
   4. For the current fiscal year, ending this June, we are forecasted to have a $19,000 operating deficit. A year ago, it was forecasted to have a $70,000 operating deficit. Staff/clergy wages/benefits and outsourced maintenance make up 62% of the parish’s total expenses. A 4% merit increase was built into the budget for the lay staff. IEM maintenance company has an increase cost of 6.5% from last year. The archdiocese assessment increased from 5.5% to 6.0% which is based on operating revenues. Youth and Children’s Ministry expense exceeds income (the tuition the parish charges does not come close to the cost it takes to provide the training).
   5. Repairs & Maintenance Costs are split between School and Buildings/Grounds. Property insurance premiums and cemetery reimbursements are expected to increase.
   6. Non-Operating items: Love One Another Resources, Hot Rod resources, Capital expenditures, Christian Women Income and Expenses (treated as restricted), the Needy Fund (treated as restricted).
   7. 2025-26 fiscal year is planned to have an operating deficit of around $26,000 compared to a 2024-25 of around $19,000. Long Range Operating Income & Expense History & Budget: Expenses are increasing due to inflation and investment in two staff and technology. Revenue is rising but at a slower pace. Weekly collections is the parish’s biggest source of revenue. The weekly giving does not completely cover the parish’s operating expenses.
   8. Capital Expenditures for 2025-26: back parking lot and north side paving, second story school windows, sprinkler head replacement, stained glass windows (budget assumes this will be covered by donations), other unexpected projects. Any project involving $35,000 or more needs Archdiocesan approval, which will be sought upon progression of any of these projects. Money for capital expenditures will come from parish reserves. The investment committee, a subcommittee of the finance committee, reviews and makes recommendations on invested funds.
   9. Parish currently has just under 6 full-time staff members. The parish depends on volunteers to make things happen in the parish.
   10. Documents required to be submitted to the Archdiocese are the parish’s operating budget. The finance council provides other information as well for clarification purposes.
6. **Questions and resulting discussion points from Pastoral Council to Finance Council:** 
   1. What is the message to the parishioners? It takes money to operate the parish. We are making advancements in better educating our youth and in communication. We are blessed with clergy the parish is happy with.
   2. When LOA campaign was created, there was a plan put in place for facility maintenance/improvements using open-ended language. Finance committee suggests that the parish not begin another fundraising campaign for a few years until the LOA campaign is finished. Archdiocese is handling the follow-up for pledges.
   3. Is there a way to remind parishioners that the LOA funds are coming in still and have been utilized? We are able to address facility needs due to parishioners honoring their LOA pledges.
   4. Recently the Finance Council viewed the current weekly giving to prior to Covid-19. Within the groups that are giving to the parish there have been significant growth in the giving. Finance is recommending that the stewardship committee share with the parish what their contributions have been able to accomplish within the parish.
   5. Will the Hot Rod Campaign be advertised once the LOA campaign ends? Is there a plan in place to remind parishioners to donate towards the operating expenses? Currently there has not been conversations.
   6. How does the parish handle the monetary giving of new parishioners? There could be better communication in this area. Currently,when new parishioners register, the individuals/families begin receiving envelopes.
   7. Regarding parish time, talent questionnaires: Less than 20 responses were received. Many responses were the new parishioners. Jim Weir made contact with new parishioners, asking them for feedback on their time here at the parish. Almost all of them responded that they feel very welcome here. They favor the camaraderie at the parish. Jim asked new parishioners if they would be willing to be on a list of individuals seeking to donate an hour a month to the parish. Jim has their contact information. Jim will be contacting these individuals for upcoming events and letting them know who to report to when helping. He intends to contact all the new parishioners seeking information about how they feel about the parish. He intends not to burn out the 20% of volunteers that are currently volunteering. Jim found the new parishioners to be willing givers and expects them to be contributing members. One of the people Jim recently contacted said he is available for woodworking. This individual is happy to help create a bench for people to utilize when waiting for the food pantry.
   8. Parish is getting many requests to organize different campaigns in the parish. Because of LOA campaign these are either being postponed are handled carefully.
7. **Questions from Finance Council to Pastoral Council:** none.
8. **Pastor’s Report:**  included April and May. Easter and First Communion were both large this year; the highest attended in the past three years, which a sign of growth. Staff performance reviews was a big task. A few projects are coming up: stained glass windows, parish staq program, etc. Parish Staq (by PushPay) program includes transitioning a large amount of data. The PushPay company guarantees an increase in giving. The program offers many useful features for the parish. It is hoped the program will bring new families and youth to the parish.
9. **Approval of minutes from March 26, 2025 meeting and questions related to reports if needed. (**Marge will send out a reminder to PC one week beforethe meeting with expectations that reports be submitted by Friday at noon the week before each meeting.)
   1. Motion to approve March 26th Pastoral Council (PC) minutes made by Steve Olson and seconded by Father Andrez. Minutes will be updated on the parish website.
10. **Goal for June 25th meeting – Strategic Plan and Follow up with Abby Wass Youth Ministry** – Abby Wass received feedback from the youth and is ready to present to the Parish Council. Strategic Plan was sent to the parish council. Not all the committees submitted information. Vietnamese must be included. Steve communicated with Hoan Chau regarding the Vietnamese community. The next MAC meeting is scheduled for June 9th.
11. **Upcoming –** Milkmen Game (70 tickets sold), Scally Brothers Concert on July 13th (Knights of Columbus will be grilling), VBS beginning July 14th (Vacation Bible School), Presentation by Robert Storm (The History of St. Martin of Tours) close to feast of St. Martin of Tours.Presentation with Robert Storm: Saturday, November 1st after 4pm mass with appetizers during presentations. 5pm. Narthex. Once plans are set, it would be a good idea to contact Franklin city hall to let them know of the event.
12. Fr. Kim, a semi-retired Franciscan priest who resides in Franklin, is ready to help at the parish. Steve is volunteering building an all-inclusive playground in Delevan. He will send information to the Parish Council.
13. Father requests meeting dates to Pilar. Joint meetings are in November and May. Fourth Wednesdays of the month are regular PC meetings, with exception of no meetings in April, July, August, and December.
14. **Request for prayer leader for next meeting:** Kevin Beck.
15. **Record of meeting adjournment:** Meeting adjourned at 8:25. A motion to end the meeting was made by Jen Moscatello and seconded by Kevin Beck.
16. **Next meeting:** June 25, 2025 7:00 PM in Weinhart Room.

**2025 Meeting Schedule**

**6-25**