

# QUEEN OF ANGELS PARISH TRANSFORMATION FINANCE WORK GROUP

## *Minutes of the Discussion on November 7, 2013*

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Present: Bill Brennan (Parish Business Manager), Anne Butzen, Fred Butzen,  
Chris Callahan (Steering Committee), Jim Hohner, and Veronica Siegle  
Absent: Ladime Ramirez and Jack Recinto  
Guest: Msgr. Jim Kaczorowski (Pastor) for part of the discussion

### AGENDA

Jim Hohner distributed the minutes of the October 24<sup>th</sup> Focus Group meeting (also sent by email to all Work Group members). No changes were identified.

For this meeting, the various Parish Transformation Work Groups were asked to continue discussing specific ideas in preparation of an Action Plan with final plans due at the end of the November 14<sup>th</sup> (Week 10) meeting.

### UPDATES

The following documents were distributed to all present:

- [From Chris Callahan] a sample Finance Action Plan showing:
  - Focus Group Areas / Action Steps within those areas (and some sub-steps)
  - Time / Owner / and Goal for each Action Step
- [From Bill Brennan] a list of pending capital projects “Targeted Capital Items” including cost estimate amounts [Mr. Brennan noted that if the church air conditioning was not done, wiring in the church might be addressed for a similar amount.] [Msgr. Kaczorowski believed that air conditioning for the church would cost substantially more than the amount estimated on that list.]
- [From Veronica Siegle] two pages about St. Gertrude’s Parish “The Centennial Campaign” including its \$30,000 Volunteer Challenge [St. Gertrude’s has permission to delay the campaign “To Teach Who Christ Is” since it has \$1.5 million campaign for its 100<sup>th</sup> anniversary];
- [From Veronica Siegle] some of the fundraising goals from St. Gertrude’s Parish Transformation Action Plan;
- [From Fred Butzen by email] a web site “What is a Congregation Worth” which identifies several estimated dollar amounts which a local church contributes to its community including replacing government services; and
- [From Fred Butzen by email] information that the Chicago Public Schools spend \$11, 000 per student and that, for even half that amount, a school like Queen of Angels of 400 pupils, saves the City of Chicago over \$2.2 million in school taxes.

All of those documents were reviewed by the group and briefly discussed.

Chris Callahan and Bill Brennan reported that the fundraising campaign “To Teach Who Christ Is” which is scheduled to be implemented early in 2014 for Queen of Angels, has:

- a three year goal for our parish;
- 40% of funds raised for Archdiocesan support of Catholic education and 60% for use by the local parish (as chosen by the parish for capital projects, operating expenses, and debt reduction); and

- a first meeting by Archdiocesan staff with our Pastor (in about two weeks) at which the Archdiocese is expected to ask him to confirm a parish goal and to name a group of about ten parishioners to implement the project.

The Committee also reviewed briefly an email chain (Veronica Siegle and Anne Butzen) regarding questions about the parish financial reports (questions should not be considered a criticism of an event or those volunteers):

- *Why we have both Parish Pay and Give Central (for electronic gifts)?*  
Our parish was an early acceptor of electronic gifts through Parish Pay. We now prefer Give Central from which the parish receives better terms through an Archdiocesan purchasing agreement with Give Central. Unfortunately, the decision to end Parish Pay and replace with Give Central must be made and implemented only by the individual donors.
- *The Calendar Raffle seems to be a huge success. Does that indicate interest in raffles?*  
Part of the success is there is a requirement that each school family has to sell \$x in raffle tickets (or buy the raffle tickets themselves, or be charged an equivalent fee on their tuition bill).
- *Does Shop with the Angels (shopping cash cards) need better promotion?*  
Not much promotion has been done recently. The program was discontinued by one pastor and then taking up as a project by a dedicated individual (Nancy Baer). The program has a very small margin of profit on sales.
- *Harvest Jam (for Fall, 2012) seems to have a small profit compared to revenues?*  
Harvest Jam did do better in the Fall, 2013. Each event does have a useful life and the parish needs a process to help reinvigorate events or redirect those resources to more successful activities.
- *Are the expenses high for the Christmas Tree Sale?*  
Expenses of about \$13,000 on revenues of \$32,000 (Christmas 2012) are primarily for the purchase and transport of the trees to our sales lot.
- *Can we encourage more direct contributions to our SPRED and St. Vincent De Paul Society?*  
Yes, that should be considered as part of our goal to “broaden and deepen” Church collections.

## ACTION PLAN DISCUSSION

Jim Hohner presented an initial draft action plan for consideration by the Finance Group. He noted that the draft:

- was based on the discussions on October 24<sup>th</sup> and October 30<sup>th</sup> meetings of the Work Group;
- should be completely open to further revision including adding, deleting, or revision proposed action steps, owners, time frames and related goals;
- was intended (except for the “Information” items) to follow the format of the Finance Action Plan Form and to fit into the spaces available; and
- includes additional information (i.e., Information items) for clarification and background;

The Work Group agreed to use that initial draft as a basis for its further discussion at that meeting.

The results of the discussion are included in “Revision 1” of the Finance Action Plan (attached). Items not specifically word-crafted at the November 7<sup>th</sup> meeting are so identified the Revision 1 Draft.

Some of the questions and discussion issues were:

1. The “Building Commission” should be titled the “Facilities Subcommittee” (of the Finance Committee).
2. Should the Development Committee be involved as the “Owner” of the “To Teach as Christ Campaign” or is that campaign lead by its own committee? Is that campaign mostly external to the Parish Transformation Action Plan?

3. Should we ask for a delay waiver (six months or one year only) from “To Teach Who Christ Is” campaign given the timing of implementing the Parish Transformation Action Plan?
4. The Development Committee should be a Subcommittee of the Finance Committee which would allow efficient communications between those groups and also be consistent with the scope of the Finance Committee as defined by the Archdiocese.
5. The “Buildings Assessment” report should not be identified as a key component of the “To Teach Who Christ Is” campaign given the expected timing of the report and the campaign.
6. The Finance Committee (as a whole) should be the Owner of certain action steps rather than the Chair of the Finance Committee.
7. Rename Focus Area #2 from “Development Committee” to “Communications” to reflect two new action steps proposed by the Work Group
  - Action Step 2.2 “Increase reporting of parish finances”
  - Action Step 2.3 “Improve recognition of donors, small and major”Mr. Hohner will propose full Action Step language, Owner, Timeline, and Goal based on the discussion
8. Part of “best practices” to be encouraged for events would include compliance with receipt procedures consistent with IRS regulations.
9. It would be ok for purposes of the Parish Transformation fundraising goals to only use percentage increases at this time.

Submitted respectfully, *Jim Hohner*