

St. Mark Parish Property and Finance Committee Meeting

Wednesday, May 11, 2016

3:00 p.m.

St. Mark Club

PRESENT

Father Brent Brennan
Deacon Larry Judge
Mike Perles, Chair
Brent Laton, Financial Administrator
Dan Cook
Renata Kimmerly
Judie Martin
John Vanderzyde

REGRETS

GUESTS

Ross Batstone
Mimi Garrah
Marion Laton
Mildred Murray
Brenda Wardrop

1. **CALL TO ORDER:** Mike Perles called the meeting to order.
2. **OPENING PRAYER:** Father Brennan led the group in prayer.
3. **APPROVAL OF MINUTES OF THE MARCH 10TH MEETING:**

RECOMMENDATION

*It was moved by Renata Kimmerly, seconded by John Vanderzyde that the minutes of the March 10th meeting be approved as presented. **Motion Carried***

4. **CORRESPONDENCE:** NONE
5. **UNFINISHED BUSINESS:**
 - 5.1 **Crane House - Property Sale** (*deferred to closed session*)

5.2 Pre-Authorized Donations by Parishioners

Brent Laton reported that five Parishioners have enrolled in the program. Father Brennan suggested that a presentation be made to Parishioners at Mass to encourage them to participate. Judie Martin volunteered to make a presentation on June 4th and 5th. The committee will have to determine, based on interest level of Parishioners, whether the program is feasible.

6. PASTOR'S REPORT:

Father Brennan reminded Committee members of the ongoing concern regarding water leakage on the West Portico and Bell Tower on St. Mark Church. The Committee recommended obtaining quotes to have the necessary repairs completed and asked Brent Laton to obtain the quotes for presentation to the Committee.

Father Brennan reported that new vestments have been purchased. The total cost of the vestments was \$1,000.00. The vestments were purchased by Parishioners. The current vestments will be offered to other Parishes in the Archdiocese. If local Parishes are not interested, they will be sent to Mission Parishes. Discussion took place regarding the additional purchase of altar linens (corporals, purificators, palls) at the request of Father in the amount of \$300.00. It was suggested that even though the purchases were necessary, consultation should occur with the Parish Finance / Property Committee prior to these expenditures being made.

Father Brennan reminded Committee members regarding the need for a new floor in St. Mark Rectory. A new plywood subfloor is required before "peel and stick" style tiles can be installed.

7. FINANCIAL ADMINISTRATOR REPORT:

7.1 A report for the period from January 1, 2016 to March 31, 2016 was presented. The commentary presented by Brent Laton is attached to these minutes.

Discussion took place regarding St. Mark Parish Centre. It was suggested that the St. Lawrence Shakespeare Festival could be approached to engage in a long-term lease of the building. Further discussion was deferred until a later date.

8. PARISH CENTRE REPORT:

8.1 **Bookings Report** - Brent Laton reported the following bookings.

| | |
|---------------|--|
| May 29, 2016 | Corpus Christi Barbeque (<i>rain venue only</i>) |
| June 14, 2016 | Canadian Blood Services Blood Donor Clinic |
| June 14, 2016 | St. Mark Catholic Women's League Catering (<i>insurance</i>) |

| | |
|-------------------|---|
| June 15, 2016 | St. Mark Catholic Women's League Pot-Luck |
| June 27, 2016 | St. Mark Catholic School Grade Eight Graduation |
| August 19, 2016 | Canadian Blood Services Blood Donor Clinic |
| October 19, 2016 | Canadian Blood Services Blood Donor Clinic |
| December 14, 2016 | Canadian Blood Services Blood Donor Clinic |
| February 15, 2017 | Canadian Blood Services Blood Donor Clinic |

9. **NEW BUSINESS:**

- 9.1 **Committee Members - Period of Service** - Brent Laton provided a chart outlining the current members period of service. Discussion took place regarding the addition of one new member to meet the Committee Guidelines.
- 9.2 **Clergy Remuneration during Sabbatical** - At the request of the Committee, Brent Laton presented a report showing the amounts originally discussed by the Committee regarding Clergy Remuneration while Father Brennan was on sabbatical and the changes that were made which increased the amount being paid. It was indicated that in order for the Parish to budget properly in these situations, the agreements should be outlined in writing and presented to the Parish Finance / Property Committee before the Pastor leaves the Parish.

Father Brennan indicated that he will be away from July 21st to August 4th. Mike Perles suggested that since there aren't weekday Masses on Monday and Tuesday during the summer, that the six daily Masses during that period be cancelled. Parishioners could be given the daily Mass schedule for the Brockville Churches. No decision was made on this suggestion.

10. **QUESTION PERIOD FROM GUESTS:**

- 10.1 Ross Batstone reported on the recent Parish Family Dance. He indicated that 60 tickets were sold. The event raised \$263.00. He thanked
for their donation of \$50.00 as well as gift certificate
donations from

11. **DATE OF NEXT MEETING:** Thursday, June 23, 2016
St. Mark Club - 3:00 p.m.

12. **CLOSING PRAYER:** Father Brennan led the group in prayer.

ADJOURNMENT: Hearing no further business, Mike Perles adjourned the meeting.

ST. MARK PARISH REPORT - QUARTER ONE, 2016

Income

1. Item #1 - Offertory - Sunday - The total Sunday Offertory shows an increase from 2014 to 2015, which is due mainly to the fact that Easter Sunday occurred in this period and was in the next quarter in 2015. If we remove the Easter Sunday collection, for this period in 2016, the average number of envelopes received was 101 (100 in 2015 and 114 in 2014). The average received each week in envelopes was \$1,629.00 (\$1,595.00 in 2015 and \$1,864.00 in 2014) ... a variance of \$34.00 per week. The loose collection increased significantly because of Easter Sunday.
2. Items #3 - Funeral / Wedding / Baptism Stipends - We had three funerals and two weddings in 2016 ... we are still waiting for the stipend for one wedding. In 2015, there was one funeral and one baptism.
3. Items #4 & #5 - Announced Masses - In 2016, there were weekday Masses celebrated every day, while in 2015, for the most part, there weren't Masses celebrated on Mondays and Tuesdays in this period.
4. Item #6 - Donations - We had a couple special donations made during this period this year.
5. Item #8 - Campus Maintenance Fund - We continue to see an increase in donations to this category ... interesting to note that there wasn't a decrease in the Regular Sunday Collections as a result.
6. Item #22 - Other Receipts - This line includes bulletin advertising fees. The odd amounts are a result of an advertiser who decided not to renew, but paid for the period their advertisement ran in the interim.

Expenses

- Items #23, #24 & #25 - Salaries - Clergy and Mass and Sacramental Stipends - Pastor - Father McCarthy was paid the regular Pastor's salary from January to March. The Archdiocese of Kingston increased the base Clergy Salary by 1.4%. A portion of the salary is shared with Sacred Heart Parish. As already mentioned, there were more Masses celebrated in 2016, which increased Line #24. The mileage paid to Father Justin for Masses on Wednesday and Thursday from January to March are included on Line 25.
- Item #26 & #27 - Salaries - Lay Employees - In 2016, there was an extra pay period because of way the days fell in March, which resulted in an increase in these two lines.

- Item #29 & 30 & 31 - *Church/Rectory/Club Utilities* - Usage in all buildings decreased in this period, except for St. Mark Parish Centre where natural gas usage increased slightly.
- Item #33 - *Snow Removal* - The increase shown on this line is due to when payments were made. We actually realized approximately \$500.00 in savings in this area this year.
- Item #37 - *Sanctuary / Altar / Catechetical Expenses* - There is a significant increase in this line because a large number of sanctuary supplies were purchased prior to Father Brennan leaving on sabbatical. We should see a decrease in this line in the next quarter because there are still supplies on hand. Included in this line are altar linens in the amount of \$300.00 which were purchased at the request of Father Justin.
- Item #45 - *Priests' Benefit Fund* - As I mentioned previously, the Archdiocese has indicated that they would like us to remain more current with our payment of invoices to them. Therefore, I have established an accrual system for Archdiocesan invoices and if we have funds available, they will be forwarded on a monthly basis ... therefore, we will see partial payments of some of the larger invoices such as Priests' Benefit Fund and Catedraticum.
- Item #48 - *Parish Centre Expenses* - As mentioned, the variance in this line is due to increased natural gas usage.