

**CHURCH OF ST. VINCENT PALLOTTI  
FINANCE COUNCIL MEETING  
RECTORY/ADMINISTRATION MEETING ROOM**

*November 11, 2008  
7:00p.m.*

Present: Rev. Msgr. Louis A. Marucci, Pastor  
John Hargrave, Chairperson  
John Bond  
Gerald DeFelicis  
Richard J. Hatch, CPA, Trustee  
John J. Master, Jr.  
John Wilson

Absent: Joseph Dougherty  
Daniel Farrell, Trustee  
Ann Marie Flamini

Meeting commenced at 7:12p.m.

Msgr. Marucci began the meeting with a prayer.

Chairperson Hargrave stated that Daniel Farrell had replaced Terry Ryan as Trustee.

**Approval of Minutes – Meeting of September 9, 2008**

Motion to Accept and Approval of Minutes – Mr. DeFelicis

Motion Seconded – Mr. Master

Unanimous Approval

Motion Carried

**Old Business – Minutes of Finance Council Meeting – July 8, 2008**

**Continued to January 13, 2009 Meeting**

*Finance report submitted to Diocese to be posted on parish website.*

Msgr. Marucci stated that an agreement would be forthcoming for the terms of service for the website and anticipated completion by December 10<sup>th</sup>, 2008.

**Old Business – Minutes of Finance Council Meeting – May 13, 2008**

***Parish Collections***

The Administration and Finance Subcommittee reported that they had reviewed the procedures for securing the collections, counting the collections and depositing them. Also reviewed was the collection report process, securing all collections from church to sacristy and the recording in parishioner's records. Collection Summary Report form made part of this record. Additionally, in 2006 the parish was audited. All findings were responded to and completed. Corrective Action Plan for findings made part of this record and provided to members.

**Check Registers and Profit & Loss Budget Performance Documents**

It was discussed that the Administration and Finance Subcommittee, either in person, email or telephone conversation, would review these documents and report to the Council any items that would require their attention and/or discussion. This would not preclude any Council members from also reviewing said reports. If further discussion of full Council required, submission is to be made to recording secretary for their consideration.

Motion to Approve the Change in Procedure for the Check Registers and Profit & Loss Budget Performance Documents – Mr. Wilson  
Motion Seconded – Mr. Master  
Unanimous Approval  
Motion Carried

**Review of Parish Registry †**

Check Detail – September 9, 2008 through October 31, 2008  
After review, extensive discussion and questions with regard to these documents.  
Further action not required.

**Review of Profit and Loss Budget Performance Document ‡**

September 9 through October 31, 2008  
After review, extensive discussion and questions with regard to these documents.  
Further action not required.

**Subcommittee Reports**

**Administration and Finance Subcommittee - DeFelicis (Chairperson), Bond, Hatch**

Chairperson DeFelicis reported that Mr. Bond and himself met with Msgr. Marucci with regard the weekly collections. This entailed the procedures for the securing and counting of the collections, as well as, the process for depositing and crediting them to the respective parishioner. The collection report process utilizing the Collection Summary Report form, herein attached, was also discussed.

In 2006, the parish was audited, and resulted in seventeen findings. Msgr. provided and explained the response to the Diocese on it. A copy of the response was shown to those present and herein made a part of the Minutes.

**Facilities Management Subcommittee – Dougherty (Chairperson), Master and Wilson**

Chairperson Dougherty was not present at this meeting. Mr. Master expressed that Chairperson Dougherty had inspected various facilities and offered various suggestions. It was recommended that this report be provided for the next Finance Council Meeting.

Motion made to table report of Facilities Maintenance Subcommittee, pending Chairperson Dougherty's report – Mr. Wilson  
Motion Seconded – Mr. DeFelicis  
Unanimous Approval  
Motion Carried

**Stewardship and Development Subcommittee – Hargrave (Chairperson), Flamini, Ryan (Terry Ryan, former Trustee, had served on this subcommittee.)**

Chairperson Hargrave advised that he had met several times with Mrs. Flamini and conferred with Mrs. Ryan. Daniel Farrell, Trustee replacing Terry Ryan, shall serve on this subcommittee. It was expressed that due to the loss of the House of Charity revenue and the increased spending needs for a canonical appeal, there is a need for fundraising. Some potential fundraiser activities were a monthly, on-going raffle, possibly gas cards, which would require the consent of the township. Also, considered were a wine-tasting event, an art auction, golf tournament in the Spring, a fashion show and an event surrounding the “March Madness” College Basketball Tournament Season. Chairperson Hargrave stated the subcommittee would consider any suggestions of the Finance Council in this regard. More information would be forthcoming.

**Stewardship Renewal – Lynn Cummings Development Consultants**

Discussion ensued on stewardship awareness and message. In the upcoming weeks, the renewal of stewardship for time and talent would be offered to the parish. In the area of treasure, it was recommended that the approach of *Up, Down or Stay The Same* be given to the parishioners, especially due to the current economy. Lynn Cummings Development Consultants, who has worked with the parish for several years, was suggested, for this aspect of the stewardship renewal and also to retain the required data.

Motion made to use Lynn Cummings Development Consultants for Treasure portion of Stewardship Renewal, using the approach of *Up, Down or Stay The Same* – Mr. DeFelicis

Motion Seconded – Mr. Wilson

Unanimous Approval

Motion Carried

**Report on Payment of Fees for Canon Lawyer**

Discussion made in this area during review of Profit and Loss Budget Performance Document.

**Report to Parish Members**

Chairperson Hargrave expressed that he and Mr. Wilson are to report to the parishioners. It was stated that an annual financial report was required under Canon Law. It was recommended that a parish report be done during a January 2009 weekend. Also suggested, that the Stewardship and Development subcommittee to determine methodology for parish report.

**Budget Deficit and Need to Increase Funds**

This agenda item was discussed in the Stewardship and Development Subcommittee report.

**Terms of Office Expiring December 31, 2008 – Gerald DeFelicis and John J. Master, Jr.**

Messrs. DeFelicis and Master stated they would like to be reconsidered to serve on the Finance Council. Their reappointments were accepted by Msgr. Marucci.

**Public Service Electric and Gas Company – Metro Media Energy**

Msgr. Marucci read a letter which was received from Public Service Electric and Gas Company stating that the Diocese had enrolled the parish in Metro Media Energy, mailed November 4, 2008. They are a third-party from whom the Diocese buys natural gas at a bulk rate. In recent years, the parish had not been enrolled in it and a response whether you desire this service is due on November 14<sup>th</sup>, 2008. It was determined that savings, if any, not enough to impact present budget. Members agreed not to pursue the enrollment in Metro Media Energy. Msgr. Marucci to advise company of this decision.

**Parish Merger**

It was agreed, by those present, that in light of proposed merger, parish to retain present employee positions, employees and their salaries.

Msgr. Marucci ended meeting with closing prayer.

Motion to Adjourn – Chairperson Hargrave

Motion Moved – Mr. DeFelicis

Motion Seconded – Mr. Master

Unanimous Approval

Motion Carried

Meeting adjourned 9:54p.m.

**Next Meeting** – Tuesday, January 13, 2009 at 7:00p.m. in the Rectory/Administration Meeting Room

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†Parish Registry-Check Detail-September 9, 2008 through October 31, 2008

‡Profit & Loss Budget Performance Document-September 9, 2008 through October 31, 2008