

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

**May 12, 2009
7:00p.m.**

Present: Rev. Msgr. Louis A. Marucci, Pastor
John Hargrave, Chairperson
John Bond
Gerald DeFelicis
Joseph Dougherty
Daniel Farrell, Trustee
Ann Marie Flamini
Richard J. Hatch, CPA, Trustee
John J. Master, Jr.
John Wilson

Meeting commenced at 7:05p.m.

Msgr. Marucci began the meeting with a prayer.

Approval of Minutes – Meeting of March 10, 2009

Motion to Accept and Approval of Minutes – Mr. Wilson

Motion Seconded – Mrs. Flamini

Unanimous Approval

Motion Carried

Old Business – Revised Good Shepherd School Budget – Meeting of March 10, 2009

The Diocese had reviewed the Good Shepherd School Budget and requested certain changes to it. This is reflected in a memorandum dated April 28, 2009 from Tom Ardecki, Diocese of Camden, Office of Budgeting, which is herein made part of the Minutes. Additionally, Finance Council Member Flamini was asked to review the budget and offered her findings. Mrs. Flamini advised that she had contacted the school with questions and they responded back to her. After her review, Mrs. Flamini felt that the budget was comparative. It was discussed and agreed that the Administration and Finance Subcommittee would be more involved in the preparation and accountability of the upcoming budgets.

Mr. Master joined meeting at 7:15p.m.

Motion to sign-off on revised Good Shepherd School Budget, with the caveat that the Administration and Finance Subcommittee will be providing a criteria to the school for the upcoming budget preparation – Mr. Wilson

Seconded – Mrs. Flamini

Unanimous Approval

Motion Carried

Old Business – Request of Holy Saviour School For Contribution To Pay Deficit From Prior Year – Meeting of March 10, 2009

The parish had received a letter from Rev. James J. Durkin, Administrator, Church of the Holy Saviour, with regard to an outstanding debt owed to Holy Saviour Regional School, dated March 6, 2009. Msgr. Marucci responded that the letter would be reviewed by the Finance Council at this May 2009 meeting. It

was agreed that the members of the Administration and Finance Subcommittee would prepare a draft response letter to Rev. Durkin by June 14, 2009.

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Old Business – Electronic Giving/Online Tithing- Meeting of March 10, 2009

Chairperson Hargrave expressed that he had attended a Diocesan seminar in March 2009 in this regard. At that time three vendors offered presentations and information. At the May 2009 Finance Council meeting, Mr. DeFelicis offered information from another vendor. However, that vendor could not offer the use of credit cards in this process. Chairperson Hargrave recommended ParishPay as the vendor to be considered to be used by the parish. He had emailed their material to all members prior to tonight's meeting. Chairperson Hargrave reiterated the advantages to this type of parish giving, i.e., donation would be assured and provided on a monthly basis; no missed weekly offerings; convenient for giver as no check writing required once account is in place; flexibility to change transactions twenty-four hours before transaction; transactions can be increased, reduced or suspended by going on ParishPay's website and using their confidential services, etc. There is a fee for using this service which is deducted from the final amount given to the parish, but said fees were comparable with the other vendors. Members agreed that various local parishes have already been using electronic giving. Those participating in this manner would be given coupons to place in the basket, representing their offering. Church envelopes would continue to be given to parishioners.

Motion to begin the implementation of parish electronic giving using Parish Pay – Mr. DeFelicis

Seconded – Mrs. Flamini

Unanimous Approval

Motion Carried

New Business – Report from Subcommittees

Administration and Finance –

Review of Check Detail and Profit and Loss Budget Performance Document for the period of January 1, 2009 through April 30, 2009. Discussion and questions and answer period ensued. Chairperson DeFelicis advised that both reports were acceptable and no further action required.

Facilities and Management –

Chairperson Dougherty stated that Msgr. Marucci held a productive meeting with the Preventive Maintenance Committee. Msgr. Marucci advised that the chair of that committee is David Thompson. That committee would prepare plans for the immediate, short-term and long-range needs of the parish and prepare Requests for Proposals (RFPs), which would be provided for the review of the Facilities and Management Subcommittee. The Preventive Maintenance Committee would oversee the operations and bidding and ensure contract terms are met and the Facilities Management Subcommittee would secure that budgetary controls are in place and financing available. Additionally, the Preventive Maintenance Committee would be responsible to supervise Maintenance Personnel and related issues.

Mr. DeFelicis left meeting at 8:55p.m.

The Preventive Maintenance Committee to provide their analysis and strategic plan in June. Budgeting Committee of the Finance Council will also be formulating the budget at that time and the maintenance priorities are then to be addressed. It was stated that the Facilities and Management Subcommittee would continue on-going communications amongst themselves, the Administration and Finance Subcommittee and the Preventive Maintenance Committee. Further information or action would then be brought to the full Finance Council, as necessary.

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Stewardship and Development-

Chairperson Farrell explained that the cell phone collection has gone well. Eighty-one cell phones were sent out, with no cost to the parish, and awaiting a check for the recycling of these items. Also, collections are on-going with BlackBerry phones and inkjet cartridges. He asked for continued cooperation in this effort. The Golf Tournament is being planned for early Fall and seeking sponsorships for holes and, following the event, a possible light dinner and giveaways to follow. Also, a calendar raffle is being considered and seeking township approval.

Retirement of Rev. Msgr. Eugene J. Fitzsimmons –

Msgr. Marucci stated that Msgr. Fitzsimmons has retired and has chosen to reside at the rectory. As such, the parish would, and has, received a living allowance monthly.

Pastor Remarks –

Msgr. Marucci informed the Finance Council that he believes that it is appropriate to pay the Office Manager, Debbie Farrell, her full salary during her time of illness, as a Pastoral response to assist her. Finance Council was in agreement. Msgr. Marucci further informed the Council that during Debbie's absence, he has become significantly aware of the incredible amount of tasks she is responsible to accomplish, and believes it is too much for one person. Msgr. Marucci requested support to hire a part-time clerical person to assist in the office, approximately 15-21 hours per week. Discussion and clarification questions followed by various Council Members whether the position should be a full-time and/or part-time, with a reasonable salary to hire a person with significant skills. Msgr. Marucci indicated that he is considering the position to be an hourly salary, approximately 21 hours per week, at approximately \$10.00 per hour. The position would provide assistance to him during Debbie's absence, and continue upon her return. Although no formal vote was taken, the Council unanimously supported the proposal, and indicated that even if the parish did not have funds for this position, the Finance Council would assume responsibility to acquire the funds.

Motion to Adjourn – Mr. Master
Motion Seconded – Mrs. Flamini
Unanimous Approval
Motion Carried

Meeting adjourned 10:10p.m.

Next Meeting – Tuesday, July 14, 2009 at 7:00p.m. in the Rectory/Administration Meeting Room

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