

**St. Thomas Aquinas Parish Pastoral Council
Agenda**

September 5, 2017, Parish Conference Room, 7pm

Attendees: Fr. Michael, Rita Englum, Karen Momper, Cheryl Taylor, Cathy Bickel, Vicente Giordanelli, Delia Novak, Paul Malone, Grace Coffey, Tessa Oakes, Jenny Lurkins, Tim Delaney and Tom Mulhern

Absent: Sharon Mason, Fred Chandler, and Shanna Martin

Guests: None

Opening Prayer: Fr. Michael

Roll Call and Minutes: Tom Mulhern

President's Remarks: Tom Mulhern

- STA – Future Vision State
 - The Archdiocese of Indianapolis will be assisting STA with an exercise through which the Parish will look to determine where STA will be both in the near and long term. The focus of the process is to help STA determine its goals and how to achieve them.
- STA – Census resources
 - STA will begin a process of updating its parishioner rolls, along with the ministries and activities of the Parish.
- Update – Bulletin and other items with new PC members
 - The bulletin and other materials have been updated to reflect the new membership.
- Constitution amendments – update
 - The Constitution will be updated by the end of the year. In addition, a mechanism will be added into the Constitution to allow for review and updates every 2 years.

Pastor's Remarks: Fr. Michael

- Matt Hayes will walk the Parish Council and several other STA parishioners through an exercise to help organize the various spiritual activities of the Parish.

Parishioner Concerns:

Commission and Committee Reports

Stewardship: Fred Chandler

Juan Gonzalez has agreed to become chair of the Stewardship Committee and serve as the stewardship representative on the Parish Council. I will focus my attention on the Haiti ministry and the other outreach programs.

The Capital Campaign continues in its silent phase. In September the committee will contact STA households that might be able to donate at the \$5,000 level.

My final act as chair of stewardship has been to make an analysis of 2016-17 STA Giving.

There are four tables attached which serve as summaries of this analysis.

Table A shows a breakdown of parish giving based on the recommended level of giving at \$20 per week. 221 households out of 522 give at this suggested level or higher. The other break points in this table are \$15+, \$10+, \$5+, \$0.01+ per week. There were 136 households with no recorded giving. The tables shows how much each group donated to the parish and to the five elements of the STA outreach programs.

Table B shows the data broken down by deciles. The top-heavy nature of the giving percentages is consistent with national giving practices.

Table C shows how many STA households donate to one or more of the outreach programs.

Table D breaks down the distribution in Table A to those who donated \$100+, \$75+, \$50+, \$30+ and \$25+ in addition to the Table A groups.

If you have questions, please email me and I will be happy to answer.

Spiritual Life: Grace Coffey

- Funeral Planning
 - STA will start planning funerals with the families (as they did in the past)
 - Someone from St. Michael's parish met with the group to provide guidance about how to use this process
 - The annual memorial service will be on **November 2nd**, All Souls' Day. It will be a Memorial Mass.
 - They want to buy a couple of high chairs for family members during callings in the church, but the chairs they are looking at cost \$150 each and they don't have the money.
 - They will meet again the same day as the Parish Council.
- Creation Care Committee
 - Sponsored a World Day of Prayer last week—it went well and Father Michael was a good support.

- Want more publicity to let everyone know about the goodness they do for the parish and the neighborhood.
- Eucharistic Ministers
 - Call-outs are being made through the bulletin and STA update
 - Eucharistic Ministers, and all other liturgical ministers, have started using a new scheduling software program (Ministry Scheduler Pro) as of the September-November schedules.
 - Side note: I, Grace Coffey, am a Eucharistic Minister, and I'm loving this new program. It's helpful, user-friendly, and keeps me accountable to be there when I say I'm going to be there or find a substitute if I can't make it.

School Commission: Vicente Giordanelli

- 203 Students (as of 9/5/17)
- Back to school night was Wednesday August 30th. It went very well. It was well attended.
- School continues improving customer service by creating electronic forms for many of the activities school has, like Trash Bags Fundraiser and Lunch Break.
- School website Content is being reviewed by the Marketing committee. Although the School website is 95% up to date, we continue trying to improve it. (ongoing process)
- Our only require school fundraiser for Trash Bags started August 18th and the forms need to be submitted tomorrow Sep 6th.
- The Banners:
 - Permit was approved by the city two weeks ago. STA is allowed to hang banners in the specific place we did last time (elevator wall) up to 12' tall x 24' wide.
 - Next step is to get three quotes for permanent solution to hang the banners easily and safely.
 - The idea is not to have year-round banners, but sporadically throughout the year when we see fit.
 - PreK Class is looking good after the upgrade. Kids are enjoying themselves and the school has embrace them. At this point we have 9 ½ kids for the year.
 - Spring 2016 IStep grades were delivered to kids last Friday.

Peace and Justice: Rita Englum

**Society of St. Vincent de Paul
St. Thomas Aquinas Conference**

AGENDA FOR 3 August 2017

Present: Chris Countryman; Sally Debono; Fr. Hoyt; Bill Hubbs; Janice Klein; Tom Quinn; and, Bob White.

Tom Quinn invited Fr. Michael Hoyt to attend. Fr. Hoyt joined us and expressed his

deep respect for St. Vincent de Paul.

1. Opening Prayer/Spiritual Reflection

Millie Brady (Spiritual Advisor) was unable to attend. She asked that we share thoughts on why it is important to be involved in SVdP. Those thoughts include serving the poor as a key to Christianity. Another was the personal involvement available through SVdP versus just writing a check. Involvement helps bring faith to a deeper level.

2. Approval of Previous meeting Minutes

The minutes were not approved.

3. President's announcements

Clothing Box: The SVdP clothing box will be moved to a new location, probably closer to the entryway by the parking lot on Illinois Street. Tom Quinn has been investigating this possibility with the Parish Council. Fr. Hoyt indicated that he and the Council support moving the box. The goal is to find a more visible location for the box.

Distribution Center Collection Trucks: The Distribution Center is changing the scheme for sending out trucks on Saturday morning and they are going to need more volunteers. Tom Quinn has spoken with Joe Dugan of the Aquinas Club and members of the Club have indicated an interest in supporting the Distribution Center.

Two groups of Butler students, the Community Club and the Special K Club, volunteer at the pantry. They will be approached to potentially also help with the Distribution Center.

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Jeanne Hidalgo, Campus Minister and Coordinator of Service and Social Justice at Marian University, has also been approached to see if students there might be interested.

The Distribution Center also needs volunteers to help sort knick-knacks.

Thanksgiving, Christmas, and Easter Baskets: Bill Larson has approached the manager of the Kroger at 65th and Keystone and they are willing to help with baskets; Marsh, with whom we previously worked, has gone out of business.

Client in need of a washer and dryer: Sally Debono, a SVdP home visitor, was approached by a single mother in need of a washer and dryer. There is a lengthy backlog at the Distribution Center. We were able to directly support this person and provide the washer and dryer.

4. Treasurer's Report

Beginning of the month Balance July 1: \$1,663.09

Income for the month of July: \$5,149.91

Expenses:

Twinning with a parish in the Dominican Republic (third quarter): \$150

Cathedral Soup Kitchen (third quarter): \$325

Diner for Changing Lives Forever: \$105 (another coming)

Support for Rents and Utilities: \$1,550.15

Total Expenses: \$2,130.15

End of month Balance: \$4,682.85

5. Client Support Update and Discussion

Janice Klein reported that requests for support are down. In July, six households with a total of eight children were helped.

6. Other Reports:

STA Food Pantry: Cindy Brown reported (via Tom Quinn) that the pantry is now getting weekly deliveries from Gleaners and this is helping with inventory. Clients who live within the boundaries of the six parishes are now allowed to shop twice per month; it is expected that this will increase by 300-400 the number of client visits per month. Butler in the Streets will help with painting and cleaning the pantry. The Eagle Creek Food Rescue activity will resume with the start of school.

St. Vincent de Paul Feast Day Supper: Sally Debono offered a brief history of the soup and bread supper that supports the Boulevard Pantry; the first supper was three years ago. The supper was not organized last year. It is unclear who will organize the event this year, which occurs on or around the Feast Day of St. Vincent de Paul (27 September). The consensus was that we will probably not have a Feast Day supper this year.

Evangelization: Sally Debono suggested that the parish create a small card that might be handed out to home-visited clients which would offer information on the parish, including Mass times. Fr. Hoyt liked this idea and offered an example of something similar from St. Michael.

Warehouse (Distribution Center): The next day for St. Thomas Aquinas to volunteer at the Distribution Center is Saturday, August 12.

7. Old Business

None

8. New Business

None

9. Solidarity Collection

Collected.

Parish Life and Youth: Alex Martinez

- CYO – The CYO season has started. Kickball is in full swing, as is Cross-Country. Girls' basketball tryouts will commence this week.
- New Parishioner Welcome Dinners – The last new parishioner dinner was held at the end of July. Additional monthly dinners are planned through the end of the year. It will include all families that have joined the parish within the past three

(3) years, as well as any families who have had a child baptized during the same time period.

- Potential Speaker Series – A small team is looking at the possibility of bringing additional speakers to STA to discuss a variety of topics. A proposal is currently being drafted to outline the work of the group.

Finance: Jenny Lurkins

- Introduction of new committee representatives Clay Bowden (School Commission) and Juan Gonzalez (Stewardship)
- Finance Committee requested adding a Parish Council updated to monthly agenda
- No comments on budget draft, John Morrical to put in final form for approval at 9/23 committee meeting
- Fundraising request approvals:
 - Tech Committee – sell notecards one Sunday after mass
 - School – Raise funds for school using Benefits Mobile, school will need to work with parish finance office to understand reporting and tax ramifications of allowing a portion of proceeds to be diverted to supplement student tuition
- Business office has established restricted accounts for each priority listed in the capital campaign case statement. Finance committee to work with CC committee and B&G to ensure that highest priority projects may begin as funds are collected.

Financial Package Notes – 12 months ended June 30, 2017

- FY17 Revenues of \$2,105,277 are \$185,963 under budget and \$165,644 worse than FY16.
- FY17 Net Operating Income of \$112,407 is \$152,117 under budget and \$179,711 less than FY16.
- FY17 Sunday Collections of \$725,397 is \$18,983 under budget but \$2,173 better than FY16.
- FY17 total tuition of \$963,109 is \$71,066 under budget and \$8,476 less than FY16. The difference is largely due to the budget assumption of # of students vs actual. Actual was 14 students less than budgeted.
- FY17 Fundraising of \$266,653 is \$94,087 under budget. Fundraising largely reflects transfer of monies from elevator fund (including the \$20,000 grant) and SausageFest into operating income. The budget included a total of \$126,000 of fundraising representing the first portion “Reserve Restoration” via the Capital Campaign effort. Only \$28,778, representing recaptured capital campaign costs, were realized. It should be noted that FY16 included a generous bequest of ~\$100K and FY17 SausageFest net income was impacted by rain.
- Total Operating Expense of \$1,992,869 tracked very closely to budget of \$2,026,715 with the only significant difference in Benefits Expense. This is partly due to 5 covered persons electing health coverage that weren’t anticipated by the budget.

- FY17 Capital Improvement Expense of \$321,116 exceeded budget by \$63,680. The excess represents expenses of the capital campaign.
- Total cash on hand of \$275,817.24 which is a decrease of approximately \$68k from April.
- Early advance tuition, fees, and tech fees have been collected and are deferred to 2017-18.
- \$57,647 remains in Gala Deferred Revenue. \$50,000 of this will go to “subsidize” operations at the rate of \$3,333.33 per month through September 2018. The Committee could opt to move the remainder into operating income at any time.
- \$241,726 in restricted funds, including \$35,269 reserved for the large kitchen remodel, \$15,676 for Tech fund, \$30,201 for STA Athletic Fund, \$27,437 for HSA (net), and \$66,507 for Haiti (net).
- As of June 30, 2017, \$28,778 had been received toward the capital campaign. Those funds were brought into 2017 fundraising income to partially offset 2016-17 capital campaign expenses. As funds from the capital campaign are received, they will be posted to an appropriate restricted account in the priority determined by the Committee. As the intended use for those funds arises, the funds will be recorded in fundraising income to offset costs of the associated project.

Faith Formation: Tessa Oakes

Religious Education

RE kicks off on September 10 for Grades K-8 and CLOW will resume on September 10 as well. CLOW will shift to a more traditional model wherein Father Michael will invite children ages 4 and up to join him at the altar during mass, just before the First Reading, and send them to hear God's word with a catechist until they return at the Offertory.

Old Business:

- Relocation of SVP bin.
 - The bin has been relocated to the Parish parking lot in order to promote more collections.

New Business: None

Closing Prayer: Campaign Prayer - All

Next Meeting: October 3, 2017, 7 pm, Parish Conference Room
Opening and Closing Prayer: To Be Announced