**St. Maria Goretti Parish**

**Pastoral and Finance Councils**

**Joint Meeting**

**Meeting Notes**

**January 6, 2016**

**7:00 PM**

1. Present were: Father Andrew Brownholtz, Deacon Peter Niche, Jim Petro, Cheryl Ryan, Kim Staudt, Maureen Roynan, Stephen Steklenski, Douglas Smith, Huynh Saner, Deb Grant, Meg Szewczak, Janine Paillard, Maria Richardson, Linda Hudak, Janna Kerr, David Mazeroski, Phi Vu, Bic Nguyen, and Charles Amuso.
2. Father Brownholtz welcomed members of the Finance and Pastoral Councils, led them in prayer and invited all to introduce themselves to the group present.
3. Pastoral Council Reports
	1. Pastoral Plan – Janna Kerr reviewed the Pastoral Plan, currently in development. Janna reported that the Pastoral Plan has been sent to key constituents requesting feedback. The feedback received to date has been very positive. The Pastoral Plan feedback form will be included in the weekly bulleting for three weeks and, on Saturday and Sunday, January 30-31, members of the Pastoral Council will be present in the Narthex following all masses to respond to parishioners’ questions and suggestions regarding the Plan.
	2. Implementation of Plan – At the February meeting of Pastoral Council one or two point persons who will be in charge of implementing the various goals in the Pastoral Plan will be identified.
	3. The Pastoral Plan, with any changes or revisions resulting from parishioner input, will be approved by the Pastoral Council and sent to the Archdiocesan Office for their review and approval.
4. Facilities Assessment/Discussion – Deb Grant reviewed the Facilities Assessment completed earlier by an architectural firm. The Assessment provided advice about repairs and maintenance needed for the four buildings on the Parish Campus. The Pastoral Council and Finance Council will need to determine which repairs and maintenance have already been completed and develop a priority order to address the needs of the Parish physical plant. These priorities will focus on the current and future uses of the facilities as well as the needs for building systems repairs and maintenance. A master plan for the Parish Facilities will be the result. A determination how the plan will be funded as well.
5. Family Faith Formation – Maria Richardson explained the plans to provide faith based programs for entire young families. The programs will include parents with their children. Maria also explained her plan to utilize junior high age students to assist with programs for younger children. This will allow the older children to develop leadership skills, as well as to participate in the religious education of the younger children.

Finance Council Reports

1. Overview of Financial Status – Jim Petro, Chair of the Finance Council, reported that the Parish is in good financial condition, meeting both current operational obligations and planning for future expenditures. The Parish no longer has long term debt, but must plan to complete needed facilities maintenance as well as funding programs needed for our parishioners.
2. Business Manager Report – Douglas Smith, Parish Business Manager, provided a written report summarizing the overall operating results, church revenue and expenses and the school subsidy expenses. Doug also explained that the Parish is in good financial condition.
* Operating results YTD
* Budget preparation for fiscal 2017
1. Auditing Committee Report -Janine Paillard reported that plans are in process to have a financial audit of the Parish finances. The Archdiocese no longer requires financial audits of individual parishes. The Audit Committee will interview potential auditing firms and recommend one to the Finance Committee for the audit.
2. Tuition Committee – Assistance & Assessment report -Maureen Roynan provided a written report about the current status of tuition that the Parish pays to various Catholic elementary schools attended by student Parish members and the commitment that the Parish must make to Mater Dei School.
3. Archives Committee - Stephen Steklenski reported on the plan provide digital archiving of important Parish documents.

Father Brownholtz made closing remarks, thanking the members of the councils for their work in support of the Parish.

Father Brownholtz led the councils in prayer to close the meeting.