

**Holy Angels Parish Pastoral Council and Finance Council Meeting**

**August 24, 2022**

**7:00 – 9:30 p.m.**

**Meeting Minutes**

**Parish staff attending:** Fr. Satish Joseph, Fr. Len Wenke, Fr. Uriel Santos, Clare Thielen, Denise Young

**Parish Pastoral Council (PPC) members attending:** Matthew Boudinot, Jim Brooks, Tom Dalrymple, Mary Jo Downer, Kelly Hoffmann, Kurt Horner, Chris McCall, Kelly Pleiman, Maria Russell, Mary-Kate Sableski, Bill Schaff, Tom Sharp, Kevin Weckesser

**Not attending:**

**Finance Council (FC) members attending:** Ann Frapwell, Brian Heitkamp, Brent Mackintosh, Ted Reymann

**Not attending:** Kathy Wittberg

**AGENDA**

**1. Introductions of PPC and FC Members**

**2. Parish Governance Structure Guidelines**

Fr. Satish distributed and the group discussed common *Parish Governance Structure Guidelines* outlining the purpose, function, duties and qualifications of parish organizations within our 5-parish family. The Parish Councils and Commissions (“the Consultors”) are consultative bodies that evaluate information and recommend actions to the Parish Service Organizations (“the Doers”). The Parish Service Organizations report directly to the pastor or designated parish staff, and include committees, ministries, clubs, teams, fundraisers, events, and other groups.

Fr. Satish emphasized that PPC members should have a larger vision – not just to serve our parishes, but to consider what is good for the Church and Catholic community as a whole. Our parish operations will continue to evolve as the Beacons of Light process continues. Ultimately, the Archdiocese of Cincinnati envisions that the churches within each family will unite under one administrative entity – but much remains to be decided as to how and when that will occur. A Beacons of Light “pathway team” with representation from each parish and PPC will be formed to help guide this transition.

PPCs must work together and communicate in trust and transparency throughout this time of change, aiming to strengthen our parish communities.

***ACTIONS:***

- All PPC and FC members should review the guidelines in further detail.
- Clare Thielen to upload web link to Fr. Satish’s town hall session on Beacons of Light held at Immaculate Conception on July 28.

**3. Budget Discussion**

Holy Angels/St. Anthony parish business manager Denise Young presented a financial summary for Holy Angels parish and school. Key points:

**Current deficit and school enrollment:** While the HA parish has over \$680,000 in cash reserves, it is currently operating in deficit due to a decline in parish giving during covid and a decline in school enrollment that yielded a \$125.6K school budget deficit. While the parish and school financial books are kept separately, the parish must cover any shortfall in the school budget. We need to move toward fiscal self-sufficiency for the school/preschool.

**School enrollment and budget:** The school has 234 students enrolled in K-8 this year, compared to about 330 five years ago. Enrollment in K-4 is strong but drops off in grades 5-8. It becomes difficult to cost-efficiently staff classes of 15-18

students as is common is the later grades. With recent leadership turmoil, the school lost approximately 100 students, many of whom chose other area Catholic schools.

The preschool enrollment is down significantly, with only 23 total students across the 3- and 4-year-old classes. Staff are exploring curricular formalization and participation in the state's Step Up to Quality and Preschool Promise systems, which could signal quality and attract families. A strong preschool serves as a feeder to the school and parish.

Each K-8 student brings in about \$6,000 (\$5,500 tuition + \$495 state funding), but there are significant fixed costs for teacher compensation, benefits, utilities, maintenance, etc. A target of 24-25 students per class would strengthen the budget position.

The state Ed Choice vouchers increased from \$4,650 to \$5,500 per student per year, and the parish subsidy has declined. Parish and voucher funds cannot be comingled.

Another parish that lacks a school generously contributed two gifts totaling \$50,000 toward our mission of Catholic education. It is unclear whether such gifts may recur.

- **Infrastructure needs:** Mays Consulting, a structural engineering firm, will formally present to the parish Facilities Commission its analysis of infrastructure needs totaling approximately \$1.5 million. Mays will offer recommendations on sequencing needed repairs in order of priority. The parish will seek multiple contractor bids for each project. Repairs will address the roof, floor and tuckpointing of the bell tower, and more.
- **Audit:** All previous parish audit findings were minor and have been addressed, except for formalizing an expense-sharing agreement among the family of parishes. Business managers will collaborate on this item.
- **FY 2023 budget:** Denise Young and FC will collaborate to develop a budget by February for the upcoming fiscal year (begins July 1, 2023).

#### **ACTIONS:**

- Finance Committee to review line-items and create recommendations to balance the parish budget within 1-2 years.
- Parish staff to conduct an audit of Parish Service Organizations, identifying which groups are currently active and which have been previously active. PPC to review that analysis and make recommendations for groups that should be created or revitalized.
- Resume publication of budget numbers in the parish bulletin for awareness.

#### **4. Future Agenda Items**

- Elect PPC officers: chair and vice chair
- Review forthcoming FC recommendations for 1-2 year path to balanced budget
- Discuss preschool and school marketing to recruit and retain students, along with reasons for enrollment decline.

#### **5. Upcoming**

- **Parish Pastoral Council next meeting: October 19, 2022 from 7 - 8:30pm**  
*Expect to meet every other month, typically the third Wednesday. Notify PPC leadership (Fr. Satish in the interim) if unable to attend.*
- **Finance Council next meeting:** TBD among members