

## Bellarmino Chapel Finance Committee

Minutes from the July 23, 2007

Members present were Kevin, Barb, Tim, Karen, Richard, Liz, Blake, David, and Fran. After an opening prayer, minutes from last meeting were approved.

### Financial Report

Liz then gave a financial report that included fiscal year 2007 plus net worth report. Issues concerning the financial report include:

1. The Archdiocesan Report will be prepared (for Richard's approval) by Liz and Barb based on the template that Matt provided and used for several years.

2. The remainder of the renovation debt (\$95,242) should be covered by the remaining funds (\$80,667) and available matching funds.

### Stewardship

Richard has a copy of the Oct 6, 2006 stewardship commitment letter and will begin work on the 2007 letter. The committee discussed the surplus for this past fiscal year's report and planning for next year. Items discussed were: staffing changes, Al's retirement, spending variables, the staff and our continuing commitment to financial responsibility, increasing commitment to St. Vincent de Paul (SVDP), CCD closure, future space uncertainties, future expenses such as carpet and maintenance of items (i.e. organ). Blake suggested that rather than calling it a surplus, we call it a capital reserve to more accurately reflect our financial strategy of planning and saving ahead. Kevin presented a sample of a stewardship financial report for the parish that would be mailed with pledge cards and Richard's letter (key message is "consider your pledge now"). Kevin showed a draft of what he would like to include and asked for comments. Issues arose as to whether we would go toward Good Shepherd's low key (i.e. take the money out of it approach) or be more number focused (as Kevin's mock up depicted). Discussion centered on being financially transparent and including the stewardship message of time, talent, and treasure, keeping the report simple and including pictures. Suggestion was made that next year we take more photos that would lend itself toward the stewardship report (e.g. the giving tree, social after Mass, Hoxworth Blood drive, parish picnic, SVDP activities). Kevin, Karen and Liz felt that they could do editing and laying out of the report using Word. They will try to have a mockup for next meeting. Tim's daughter Courtney may be available to assist. Kevin will mockup a prayer card for the mailing. The design will include a logo on one side and words/prayer on the other.

### Money Collection Process

Blake and David presented a "Bellarmino Parish study of service collections and processing" with a mission to review and analyze the collection procedures at Mass and the processing of collections. Discussion included use of children collecting, making collection part offertory during Mass, expanding offertory to include not only money but also time and talent. Discussion centered on conducting the collection process as responsible as possible. Reminder about the retreat on September 28<sup>th</sup> from 7-9 and on the 29<sup>th</sup> from 9-4.

The next meeting was set for September 20<sup>th</sup> 6:00-7:30 pm in Gallagher.

Submitted by Fran Niehaus.