

All Saints Pastoral Council

Minutes- June 3rd, 2015 Meeting

Present: John Stopher, Sue Rathbun, Shiela Liegel, Agatha Devore, Joe Ridgway, Betty Rankin, Betty Drotar, Alex Riedinger, Jim Sherwood, Kate Reid, Diane Rizzo, Jack Ziegler, Fr. Fred.

Excused: Eric Greenfield, Christiane Page

Guests: John Jureller, John and Dolores Brule, John Galvin, Dave Kirby, Millie Williams, Ruby Randall.

Jack welcomed Council members and guests and convened the meeting at 7:05 p.m. Fr. Fred led an opening reflection from Pope Francis' "Joy of the Gospel" on the priority of serving the poor.

- 1. Discussion of Next Steps facing the Parish:** In light of Sr. Kathy Osbelt's resigning from the new Staff position and the need to address the parish's operating deficit, Fr. Fred began the discussion by noting as a historical context that the Parish has had an operating deficit from its beginning. In the past, we had significant savings from which to draw funds to make up the difference between expenses and ordinary income. With the purchase and renovation of the Bishop Harrison Center, we no longer can fall back on this reserve and we must begin addressing this deficit in a concrete fashion.

Jack reported that at the last meeting of the Finance Committee, there was significant discussion about first increasing ordinary income by increasing rental revenue from space available in the Annex (former Parish Center building) as well as in the Bishop Harrison Center. It was stressed that marketing these facilities is a priority and it needs to happen as soon as possible. The Committee also noted the possibility of sponsoring some income producing projects.

Jack further noted that the Finance Committee also recognized the need to address the deficit from the spending side. There was unanimous agreement among committee members that we identify areas in operating budget where we can achieve savings. In addition, the committee decided that each staff member would be assigned responsibility for their respective portion of the operating budget and be given the directive to achieve a 10 – 20% reduction in expenses. Sr. Donna McGartland agreed to work with Kathy Esposito in analyzing costs for this current fiscal year and then meet with individual staff members to discuss ways for cutting expenses.

Jack informed the Council of the scope of the current deficit, and the Council was in agreement with the strategy outlined by the Finance Committee.

The Council then addressed next steps with regard to the new staff position given Sr. Kathy's resignation. Jack reminded that Council that one of the reasons for the capital campaign was to raise seed money to cover the costs for two years of a new staff position that would be responsible for: a) managing and marketing the Bishop Harrison Center; b) coordinating and developing Parish outreach initiatives; c) developing Parish ministerial outreach to the SU community.

The Council agreed that the functions associated with the new staff position will continue to go forward in keeping with the commitment made to the community as part of the capital drive. Discussion centered around whether this would happen under one new position as originally proposed or by some other way such as reallocating current staff responsibilities and/or hiring one or more part-time persons. The current operating budget deficit and our high personnel costs will be factored into these deliberations.

With regard to the management of the Bishop Harrison Center, two primary components were identified: a) marketing the availability of BHC space and managing its utilization both by resident tenants as well as those interested in renting space on a per event basis; b) overseeing the physical operation of the center including its ongoing maintenance as well as the particular custodial functions associated with per event rentals.

It was suggested that Fr. Fred form a small committee which would include Sr. Kathy and someone from the Buildings and Grounds Committee to draw up a list of all the specific tasks associated with the overall management of the Harrison Center. This list would be considered together with the responsibilities associated with the outreach and SU components previously identified as part of the new position. This may assist us in determining how all the job responsibilities will be allocated going forward.

With regard to the outreach portion of the new position, Fr. Fred reminded the Council that this involved the coordination of existing outreach programs as well as developing new outreach activities including ecumenical initiatives. He further observed that the SU component might be implemented in a multi-pronged fashion. There was a suggestion that we proceed more slowly with the SU expansion until the Harrison Center ministry is in place.

Dave Kirby, who attended the meeting, indicated that he and a number of other parishioners were under the impression that the new position which was a component of the capital drive program was for a "Parish Administrator" and he expressed concern about this position being vacant as he feels there is the need for a more hands on administration of the parish.

Based on previous discussions of the Council, Jack explained the origin of each of each of the three major responsibilities for the new position and explained the difference between the proposed position and that of a Parish Administrator. Several members

noted that oftentimes not-for-profit operations have an Executive Director responsible for the overall administration of the agency. While it was agreed that the responsibilities of the proposed new position would not only help the Parish move forward in its mission but also enable Fr. Fred to focus more on his pastoral and spiritual ministry, it was not, however, the original intent of the Council to hire a Parish Administrator. Fr. Fred informed the Council that he is working with staff to determine how these new staff responsibilities as well as any need for increased overall Parish administration will be implemented including the possibility of adding a new full or part-time staff position.

A letter was sent to Council members from Cindy Kirby noting the communications value of the Parish web site for which she has provided extensive support service to staff. It is her feeling that the web site is not reaching its potential because staff neglects to post pertinent information. The letter was distributed to Council members. Discussion of website use will be an agenda item at the next meeting.

- 2. Review of Proposed BHC Rental Fees and Usage Policy:** Jack distributed to Council members copies of the proposed BHC rental fee schedule and usage policy prepared by Sr. Kathy and the Usage Committee. The discussion centered around three issues.

The first concerned the requirement Diocesan policy any individual or group using a parish related facility for some purpose other than a parish function must have liability insurance . While it was recognized that the cost of this insurance rider might make it impossible for some persons to afford renting space, it was emphasized that we need to be protected from any potential liability issues. Kate Reid volunteered to contact the Diocesan Risk Management Office and inquire regarding the scope of the insurance requirement and the possibility of granting waivers.

The second issue concerned usage fee that would be charged to parishioners wishing to use the facility. Fr. Fred questioned whether such a fee is appropriate given that parishioners contributed to the purchase and renovation of the Harrison Center. The Council agreed that parishioners would not be charged a fee but be encouraged to make a free-will donation for using space. Depending on what we learn regarding the insurance requirement, parishioners would still be responsible for an insurance rider, if required, as well the fee for custodial services. Council members did recommend that the proposed usage fee for “not for profit” agencies and non-parishioners be increased commensurate with rates charged by other similar facilities.

Thirdly, concern was raised about whether renting space in the center for “for profit” business activities would jeopardize the Parish’s “not for profit” status. Kate Reid volunteered to pursue this issue and will report back to the Council.

Other than those items outstanding for which we await clarification, the Council approved the fee structure and usage policy submitted by Sr. Kathy.

- 3. Utilization of the Annex Facility:** Fr. Fred shared with the Council a plan for the use of the Annex (former Parish Center/Rectory) facility. His recommendation is that it become an International Graduate Student Residence. The concept would be open to it becoming a “Catholic” or “Christian” community. Residents would pay nominal rent and also agree to provide service to or participate in some way in the ministry of the Parish.

Fr. Fred noted that in addition to being a source of rental income and whatever services residents provide the Parish, the Residence would also give the Parish an entre to a number of departments and activities on the SU campus thereby assisting All Saints in extending its pastoral outreach to the university community.

Fr. Fred has already discussed this concept with a parishioner who is a graduate student at SU and has invited him to move into existing first floor apartment in the Annex. This individual expressed confidence that would be enthusiastic interest on the part of a number of international graduate students and that he would have no difficulty in recruiting additional residents.

In addition to the first floor apartment, Fr. Fred feels that the basement space could be retrofitted to accommodate three additional students. Additional retrofits to the main floor could allow another two or three residents.

In discussing this proposal, Council members noted two major issues. First, there must be a conversation with the Sisters currently living in the upstairs apartments. They need to be comfortable with the plan and accommodations must be made to ensure their security as well as appropriate means for entry/exit.

Second, before the basement space could be used for resident purposes, there would be the need to install an alternative means of exit. Furthermore, shower facilities would have to be added to basement bathroom. It was agreed that we should proceed with obtaining cost estimates for all necessary retrofits.

- 4. BHC Renovation Project Update:** Jack announced that contractor bid requests have been issued for the installation of the elevator. All bids are due July 2th. We are currently waiting for the required building permits from the City. Actual construction is expected to begin late summer or early Fall.
- 5. Update on Listening Project:** Alex Riedinger reported that we have begun to get an analysis of data from our survey project. Work will begin soon on the preparation of an Executive Summary which will be submitted to appropriate parties associated with the Synod on the Family. In addition, information gathered from this analysis will provide insights into possible programs and services the Parish may initiate to serve those who do not feel fully welcomed by the Church.

- 6. Parish Plan to Address Racism:** The late time did allow an in-depth discussion of this important topic. However, with some input from several guests, Fr. Fred noted as a first step of a possible beginning strategy would be for the Parish to establish a Task Force on Racism.

He further noted that there are a number of national programs available that we could investigate that might provide direction in how we proceed. In addition, he suggested that we conduct an evening meeting of all those interested in addressing racism to share ideas on how we might proceed including identifying other groups and organizations with whom we might partner in sponsoring initiatives.

The Council will discuss this further at its next meeting.

The date for the next meeting of the Council is **Wed. July 29th**. Fr. Fred concluded the meeting with a prayer, and the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Jack Ziegler