

**St. John Paul II Parish  
Adams, MA  
Minutes of Parish Council Meeting  
on Monday, June 15, 2020**

As a result of the Covid-19 epidemic and accompanying restrictions imposed due to the attendant lockdown, the Parish Council of St. John Paul II (“SJP II”) Parish met on Monday, June 15, 2020 at 6:00 p.m. (rescheduled from April 27, 2020 at 7:00 p.m.) via teleconference.

Those present: Fr. Steven Montesanti; Kathy Luczynski (chair) (Finance), James Loughman (Secretary) (Communications), Jan Rogge (Family Life), Chris Milesi and Barbara Wisniowski (Hospitality), Lawrence Clairmont (Property), Barbara Armata (Spiritual Life) and Deborah Wooley (Finance).

Also present: Joseph Rogge and Richard Wisniowski

Fr. Steve gave an opening prayer.

Then Kathy called the meeting to order at 6:02 p.m.

Jim noted that the minutes of our last meeting on January 27, 2020 had already been approved via email and were online on the Parish website.

**FY 2020 Financial Report**

Deborah submitted the following financial report for the first eleven months of FY 2020:

Through the first eleven months of FY 2020, I am happy to report that our financial strength is good. Our hard work to build a strong balance sheet over the last several years has prepared us well to weather this “current storm” of the Corona Virus Covid-19 Pandemic. Our cash position is strong with checking account balances equal to \$265,976.65 and savings balances of \$116,670.48 with \$106,546.70 restricted in our Memorial account.

Over the past month we have seen the impact of the Pandemic on our revenue after being forced to shut down our churches for services mid-March. Through Feb 29<sup>th</sup>, we were only \$178 behind the same period last year in collections, however the recent events now show us lagging last year by \$26K and budget by \$22K as of 5/31/2020. Manor rentals have also been impacted by Covid 19, being shut down since March of 2020. In addition, because of an administrative change, we no longer receive half of the rental income up front when the reservation is booked, but have to wait until the date of the stay to receive 100% of the revenue. There were also two refunds that crossed over fiscal years that totaled approximately \$4K (income realized in FY’19 and refunded in FY’20). This resulted in a negative variance for SFR rental of \$19K year over year. Last year also showed some residual rent and storage income from BDT of \$7,400 compared to only \$500 received in Notre Dame School rental income from St.

Elizabeth's Parish this year. Debt reduction, Meals Ministry and Donations all show declines this year totaling about \$28K while dividends from the trust are up about \$4K. Net result is a decrease in total revenue by \$68,000.00 from same time last year.

On the expense side, the increase in property insurance in FY'20 of approximately \$17,000 (\$1,541/mo.), the cost of the new ND boiler \$12,400 and increased landscaping costs of \$3,000 have been offset with savings related to the cost sharing with St. Mary's of Fr. Steve's salary and benefits (\$15,858), roof and other repairs (\$13,000), a net decrease in utilities noting that May electric bill was not posted (14,000) and snow plowing (\$5,375), visiting priests (\$1,975), accounting services (\$1,900). Our bookkeeper also didn't book Diocesan Assessments in April & May (approx.. (\$10K). Due in large part to Fr. Steve's diligence and oversight of expenses and thanks to Mother Nature for a fairly mild winter, and the omission of some large April & May expenses our operating expenses are down \$52,000 compared to FY'19. The bottom line net profit through May 31, 2020 is \$17,251.61 compared to \$33,529.15 for May 31, 2019.

The forecast for the last month of FY'20 and into FY'21 is going to continue to be challenging even as churches slowly re-opened beginning May 30 – 31st. Continued diligence and oversight to control expenses and outreach to our Parish Community to inspire continued giving during these difficult times is paramount to our financial strength moving forward, in addition to some additional fundraisers to replace some of our largest fundraisers that have been cancelled.

### **FY 2021 Budget**

Deborah and Kathy also reported that the Finance Committee has prepared a good draft of the Parish budget for FY 2021 (which begins July 1, 2020), which will be undergoing some minor adjustments within the next few weeks.

The FY 2021 budget is projected to show a \$137,000 deficit between revenues and expenses, after adjusting for disbursements from the Memorial Fund.

It was noted that, as a result of Covid-19, our Parish is incurring an additional \$1,200 per month in cleaning expenses associated with the need to sanitize the churches between Masses.

Our Parish did receive a \$7,900 loan (which, if certain conditions are met, will be a grant) under the federal Paycheck Protection Program rolled out in response to the Covid-19 crisis, and is scheduled to receive another one shortly.

### **New Business**

**Church Reopening:** After churches were closed and Masses suspended this past March due to the lockdown imposed in the wake of Covid-19, our Parish and St. Mary's in Cheshire were able to resume holding Masses on May 31, 2020, subject to the restrictions which have been imposed by the State and the Diocese in order to combat the epidemic. Currently, one weekend Mass is held at each of the three churches (i.e., Notre Dame, St. Stanislaus Kostka and St. Mary's). Attendance has been slowly rising during each of the past three weeks.

**New Curate:** Fr. Ryan Sliwa has joined our Parish as the new curate to assist Fr. Steve and Fr. Cyr and is currently staying at the St. Mary's rectory in Cheshire. Jim noted that he has a wonderful speaking voice.

**New Bishop :** Bishop Mitchell Rozanski, who has been the Bishop of our Diocese since 2014, was recently appointed the Archbishop of St. Louis effective August 25, 2020. It is unknown at this time who may be appointed as his successor as the Bishop for our Diocese.

**St. Stanislaus Kostka Steeple:** Larry reported that the engineering firm recently completed their study of the St. Stanislaus Kostka steeple, and their report is expected to be completed in mid-August 2020.

Based on preliminary communications with the engineering firm, Larry is guardedly optimistic that the required repairs to the steeple may be less extensive than initially feared.

**Fundraising:** Due to the drop in other sources of revenue, our Parish will need to come up with special fundraising ideas that can be implemented during the Covid-19 lockdown to make up for the shortfall in income.

The Finance Committee intends to mail a letter within the next week or so to the roughly 700 households in our Parish informing them of the current financial situation.

The Communications Committee has been asked to draft a companion letter asking our Parishioners to both redouble their financial contributions and submit special fundraising ideas. Jim offered to prepare a draft of such a letter and run it by the Communications Committee, and also ask Eugene Michalenko how much such a special mailing is likely to cost.

Jim noted the effectiveness of the usual channels of communication within the Parish - - i.e., the Parish bulletin and bulletin boards - - has been significantly reduced due to the fact that hard copies of the bulletin are no longer being distributed (although they are available online) and attendance at Mass has decreased during the Covid-19 lockdown.

**Next Meeting:** Our Parish Council's next teleconference meeting is scheduled to take place on Monday, August 3, 2020 at 6:00 p.m.

Fr. Steve gave the closing prayer.

Jim moved to adjourn; Barb Armata seconded the motion; and it passed. The meeting then adjourned at 7:25 p.m.

Respectfully submitted,

James Loughman (Secretary)