

**Church of the Incarnation
Finance Council Minutes
October 03, 2019 from 2:00 – 3:30 p.m.**

Attendees: Ruth Buchwalter
Meg Bojarski (Pastoral Council)
Robert Chisholm, Vice Chair
Izzy Menchero
Ed Robinson, Chair
Monsignor Keeney (joined at 2:20 p.m.)

Absent: Carol Polen
Nick Lawler

Welcome our Pastoral Counsel liaison

Meg Bojarski was welcomed as a liaison from the Pastoral Council to the Finance Council. Robert Chisholm is the Finance Council liaison to the Pastoral Council.

Review Finance Council Working Session that took place September 11

Adopted an objective of moving from financial **Stability** to financial **Strength**
Surveyed Stewardship Pledge processes at selected Catholic and Non-Catholic churches
Recommended we continue the Donor Analysis activity to include data from Full Year 2019
Considered forming subcommittees such as Stewardship, Capital, Audit/Processes, Burial
Recommended continued communication from the Finance Council to parishioners
Bulletin Board HealthCheck graphic
Annual report to parishioners at Masses the weekend of October 19/20

FY2020 Receipts

Finance Council received printed reports of Incarnation's Statement of Activities and Statement of Financial Position for July and August. September reports were not yet final.

There was discussion about how one-time donations from parishioners should be accounted for – either as Offertory or Other Income. Some parishioners are making what appears to be distributions from their IRA's in lieu of weekly offertory donations. Msgr. Keeney directed that unless the donor specifies that the funds are to be used for a restricted purpose (examples: Haiti Ministry, Debt Reduction, Social Ministry, etc.) the funds are to be accounted for as Offertory and reported as such. The cause of this discussion was \$4,900 in contributions received in September that were reported in the Other Income category that should be reclassified as Offertory contributions.

There was discussion about whether it is accurate to say Incarnation is in good financial health. Izzy Menchero described the difficulty he has had paying bills on time in July and August. Ed acknowledged the financial pressure that comes from the seasonality of Incarnation's offertory receipts. Financially, FY2019 was the best year in Incarnation's history with total receipts in excess of \$1.4 million. This year's budget is less than last year's. (FY2019 budget was \$1.215 million; FY2020's budget is \$1.18 million.)

Stewardship Campaign

Monsignor Keeney reported he will begin a series of homilies on Stewardship in October and November.

During this homily series there will be an annual report from the Finance Council to parishioners at all Masses the weekend of October 19/20. The text of that announcement has been approved.

Monsignor would like to have Pledge cards distributed at Masses the weekend of November 9/10. Finance Council members expressed concern that the scope and effort required for this activity was not known and a Project Leader had not been recruited. Monsignor said he would be the Project Leader and invited Finance Council members to be part of a subcommittee to execute this project.

Administration

Deanery 10 will have its next Lay Leadership meeting on Tuesday, November 12, starting at 5:30 p.m., at Saint Mary's Church located at 9900 Thomas Nelson Highway, Lovingston, Virginia.

Deanery 10's Dean, Very Reverend Joseph Mary Lukyamuzi, expects the following people to attend:

- Pastors

- Business Managers

- Chairs of Pastoral and Finance Councils

- Persons in charge of Parish Development

- Two representatives from the Finance Council

- Parish Liaison to the Deanery

Ed Robinson has been the parish liaison to Deanery 10.

Ed Robinson will not be able to attend this meeting. Finance Council members who will attend include

- Robert Chisholm, Vice Chair

- Ruth Buchwalter

- Carol Polen

The next Finance Council meeting will take place on December 12, from 2:00 – 3:15 p.m.