

MAY 2017 PARISH COUNCIL MEETING

Attended: Katie Amann, Bill Clare, Father Bob Gaudio, Rich Hailstone, Georgeanne Hogan, Dino Pezzamenti, Donna Post, John Simmons, Deb Smarsh, Ron Torcello, Kathy Osterberg

- **Evening Prayer**

- **Diocesan Updates:**
 1. Deanery Meeting of all Parish Councils will be held on June 19th at 7pm at St. Mary's in Scottsville.
 - Father shared reasoning for dividing the area into 6 deans (clergy aging, finances, and infrastructure)
 - The councils will meet and get to know one another; brainstorming things we have in common
 - parishes include St. Marie Ann Cope (St. Joseph's, Good Shepherd, Guardian Angels), St. Martin de Porre (St. Columba's St. Vincent de Paul, St. Mary's), and St. Christopher's

 2. After the feast of Corpus Christi we will begin celebrating the Year of the Eucharist.
 - the focus is on bringing people back to church

- **Committee Reports:**
 - Buildings and Grounds-Deacon Dave
 - looking into water on the basement sidewall and the handicap ramp downstairs
 - Family Life-Kim LaVigueur
 - no report
 - Finance Committee Report: Kathy Osterberg reported on the Parish Finances. Highlights included the budget for next year, the roof repair/replacement
 - budget looks good due in part to increased offerings, bequeaths, and the dinner last year
 - CMA is \$600 from goal-a letter will be going out to those who have not fulfilled their commitment yet.
 - see finance report for details
 - Human Services-Deacon Dave
 - no report
 - Liturgy-Mary Lionetti
 - see attached report
 - Eucharist Ministry-Kathy Hauck
 - no report

5. Parish Council Business:

Old Business/New Business

- Survey Update
 - June's Council Meeting will be devoted to reviewing the survey and deciding what format will be used to share with parishioners
 - ACTION: Georgeanne will send all council members the raw data and comments prior to the next meeting
- St. Christopher's 50th Anniversary Celebration: will be done throughout the year. Committee will be formed to help plan celebration ideas (2 from Council, 2 from Liturgy, 2 from Family Life). Katie and Georgeanne volunteered to be part of the planning committee.
Council Ideas discussed:
 - dinner for founding members (perhaps telling their stories)
 - possibly have Bishop Matano celebrate Mass on our feast day
 - something for the kids
 - timeline of Church history including pictures
 - display past parish directories
 - invite past priests and deacons back to visit and tell stories
 - signage to show we are celebrating 50 years
 - interview founding members (play on TV in Church)

6. Other Business:

- 5K Run sponsored by the Youth Group will be held on 8/19
 - Suggestion was made to walk/run as a Council
- Diocesan Capital Campaign was discussed
 - Diocese celebrates 150 years in 2019
 - majority are not in favor of a campaign (already participating in CMA, where money would be going is not clear)
- Council Elections

Next Meeting: 6/27/17 at 6:30pm

Respectfully submitted by
Donna Post

Finance Committee Meeting Minutes

St. Christopher's Church

Wednesday, May 10, 2017

Church Rectory: 7 P.M.

Members Present: Father Gaudio, Tom Staccone (Committee Chair), Kathryn Osterberg (Business Manager), Tony Baker (Trustee), Henry Piatek, and Mary Kay Doyle. (Finance Director Jennifer Bulling out of town).

1. Prayer led by Fr. Bob.
2. April Meeting Minutes were handed out.
 - a. *Fr. Bob wanted suggestions of parishioners to invite to be on the Raffle committee.*
 - i. ***Paul May and Larry were suggested to be co-chairs of the committee.***
3. Financial Reports Presented to Committee.
 - a. March 2017 Detailed Revenue and Expense Report.
 - b. Summary Year-To-Date report showing prior Year End Balances.
 - c. March 31, 2017 Balance Sheet.
 - d. March 31, 2016 Balance Sheet.
 - i. ***Tom S. would like to see previous month's financial reports rather than two months prior.***
 - ii. ***Questions posed by committee:***
 1. ***Is the pension still 12%?***
 2. ***If 6% goes to the priest where does the other 6% go?***
 3. ***Did the reduction in school assessment impact this pension percentage?***
4. A BIG 'Thank You' to Mary Kay who has done a terrific job reviewing bank statements and reconciliations.
5. School Assessment went down for the 2017/2018 year by \$10,000.
6. Stipend Account.
 - a. Last account to be reconciled—work in progress.
 - b. \$190 put into Masses—Wicks family want money to go to general parish.
 - i. ***Lively discussion on how the stipend account along with unsaid/said Masses works.***
7. Diocesan raises
 - a. Diocese suggest giving staff a 3% cost of living increase.
 - b. What percentage is comfortable?
 - c. This is only ADP staff, not the RBA.
 - i. ***Fr. Bob asked the committee for their recommendation for the cost of living increase.***

ii. The committee recommended and unanimously agreed upon a 3% cost of living raise for both ADP and RBA employees.

8. Budget.

- a. Jennifer started working on the budget for the next fiscal year starting July 1, 2017.
 - i. Per Fr. Bob, Jennifer will be in touch with Tom S. about the budget.*
- b. Are there any projects or events being planned to happen at the Parish for the July 17-June 18 (besides the roof)? If so, they need to be included in this budget. (i.e. Painting the cross, downstairs water issues at the hall, big purchases, etc.). (Per Jennifer).
 - i. Henry P. consulted with Deacon Dave about water in basement hall.*
 - 1. There is no specific determination of how or where the water is seeping in from the outside.*
 - 2. Bringing in a water expert was suggested.*
 - 3. Pour a new concrete ramp for side door exiting the hall to the outside was also suggested.*
 - a. A simple test of water flow was done with a container of water. The results: water from the ramp area goes to the sump pump.*
 - b. Funding for this repair: Fr. Bob suggested using the remainder of the Chris McCabe bequeath (\$5,000) for water issue repair.*
 - 4. St. Christopher's 50th anniversary in 2018—require funding for social activities.*

9. CMA.

- a. Sent out \$1,410.69 from Easter collection 4/16/17.
- b. Collected another \$50 4/30/17.
- c. \$2,268 - \$1460 = \$808 left to meet total goal.
- d. Short-fall of Pledges...? (Unpaid in April \$4,171 pledges).
 - i. Committee noted that approximately \$5,000 short-fall of pledges and total goal amount was similar to last year's short-fall.*

10. Will Bequeaths:

- a. Fr. McDonald— (5%).
- b. Ralph Barone--\$10,000.
- c. Rev. Booth--\$5,000 general parish and \$1,000 Masses.

11. Diocesan Email Platform.

- a. Moving from Lotus Notes to Outlook sometime during the week of May 15th, 2017.
- b. Date has not been released, yet (as of this meeting).
- c. Email addresses will remain the same.
- d. Jennifer noted to "...please be patient with staff as retrieving g older emails or contact information may pose to be a challenge over the next few months as we learn the ropes and they work out the bugs".

12. Copiers per Jennifer.

- a. "The copier in the Faith Formation area is under a lease agreement until April 2020 so we are all set with that machine. Lease agreement is with Canon (approx... \$147/mth) and maintenance/supplies is with Usherwood (approx... \$50/mth)."
- b. "The copier in the Business Office we own outright and only have a maintenance/supply contract with Usherwood. Initially the cost was \$2,800/year. Usherwood is giving us a credit for our paid for but unused copies for last year in the amount of \$1,600 and dropping out maintenance contract down to \$800/year."
- c. "Is finance council ok with the Usherwood maintenance agreement at \$800/year? This is for toner and any maintenance if something breaks down."
- d. The \$1,600 credit can be used for the maintenance agreement. Therefore, it would be like we are getting two years free (even though the \$1,600 was already paid in previous years).
 - i. ***The committee agreed to the new maintenance agreement for the Rectory copier.***

13. Roof—Information from Jennifer.

- a. "Sean said the meeting went well, good questions were asked. We should utilize and inform him of our steps and progress along the way. He provided some architectural references to start."
- b. "The insurance adjustor has been notified that we need to have additional repair work done to properly cover the roof over the Church entry way to stop water from getting behind the shingles and into the covered roof. We have not received a response yet [as of this writing]."
- c. Secretary Karen Curtis's update 5/8/17: Spring Metal contacted and sent pictures of damage. Repairs will be done.
 - i. ***Henry Piatek. Reported:***
 1. ***SBWR rep. Dave Phelps was contacted.***
 2. ***Walk around church by Dave Phelps and Henry.***
 3. ***Dave was given roof specs from previous roof work.***
 4. ***Dave will send an estimate for the scope of work. Declined to give a ballpark figure for scope of work.***
 5. ***Dave's scope will be the one used to gain similar scope based estimates from other engineering/design firms.***
 6. ***Note: The bids for the engineering firms and the bids for the contractors actually doing the work are two separate action items.***
 7. ***Concern: Diocese might not accept work done on our own as readily as with their suggested design professional (Konak).***
 8. ***Suggestion was made to approach a fewer number of architect/engineering design firms for scope work estimates.***
 9. ***Eric from Spring metal was approved for front entryway***
 - a. ***Reflash and repair.***
 - b. ***Only a temporary fix.***
 - c. ***Repair will not make it through the winter.***
 - d. ***Eric will contact Karen or Fr. Bob.***

14. Eight Areas of Focus.

- a. Committee review.
 - i. #6 Tamper evidence bags.
 - 1. Discussed how \$ from fundraisers are handled.
 - ii. #7 Review of payroll.
 - 1. ADP—Fr. Bob signs review worksheet and time sheets.
 - 2. RBA--? (Independent of ADP review process).
 - iii. #8 Affiliated Organizations.
 - 1. Check register recopied for legibility- in progress.
 - 2. All statements and reconciliations done.

15. Tom S. offered his help when the scope of the fall audit is received.

16. Fr. Bob reported:

- a. Diocesan Capital Campaign.
 - i. CCS hired by DOR.
 - ii. 150 yr. celebration of Diocese of Rochester.
 - iii. \$65 million goal.
 - iv. If there is an extension of the limitations concerning sexual abuse cases-the campaign would be canceled per Bishop.
 - v. Test group of parishes to see response.
 - vi. 50% given back to the parishes
 - 1. Requirement—parish needs to write a plan on how these monies will be spent
 - vii. Requires a 4-year commitment by parishioners (This is in addition to CMA and subsidy).
 - viii. Not all pastors are on board.
- b. The retirement age for priests has been raised from 70 to 75.
- c. St. Christopher's 50th anniversary is in 2018.
 - i. Start planning.

Finance Committee Meeting Minutes

St. Christopher's Church

Wednesday, April 12, 2017

Church Rectory: 7 P.M.

Members Present: Father Gaudio, Tom Staccone (Committee Chair), Jennifer Bulling (Finance Director), Kathryn Osterberg (Business Manager), Tony Baker (Trustee), Tom Bodzaik, Joe Kessler, Henry Piatek, Michael Bryne and Mary Kay Doyle.

1. Prayer – Fr. Bob.
2. Financial
 - a. Possible Raffle in the future.
 - i. June projected date to start this up.
 - ii. Possibly create a committee.
 - b. Reports—suggested changes to Expense and Revenue Report and Balance Sheet.
 - i. Jennifer brought up different report examples on her laptop as the discussion progressed
 - ii. Jennifer suggested two separate reports for the balance sheet.
 1. One for current period.
 2. One for prior year.
 - iii. Pulled invoice for Chili Towne Property Tax dated Jan. 7th
 1. Question from committee about Property Tax charge.
 2. Water/Sewer service charge GL 6500-1000.
3. CMA
 - a. Wrap up target: First half of May, 2017.
 - b. \$4,171 (unpaid as yet—short fall of pledges).
 - c. \$2,268 yet to go for total goal.
4. Risk Management
 - a. Complied to repair/maintenance and, or bringing into code items earmarked by the Diocese's walk-around report.
 - b. Taking care of items like strapping television to cart in the school of religion.
5. Roof
 - a. Building and Grounds Report by Henry Piatek.
 - i. Formation of a sub-committee was suggested to create a formal plan of what will be done (scope of work).
 1. Suggested people for sub-committee.
 - a. Dino Pezzimetti
 - b. Henry Piatek
 - c. Joe Kessler
 - d. Tom Staccone
 - e. Deacon Dave
 - f. Jennifer Bulling

2. Set up committee right after Easter.
 - ii. Sean Moran, from the Diocese, never touched back from original walk around for a “project” to repair or replace the roof before March 2017 wind storm.
 - iii. Roofers are all booked out because of the number of roofs that were damaged in area due to the storm. Hard to get bids.
- b. Jennifer: Update
 - i. Insurance will cover the two largest pieces of the church roof.
 - ii. Insurance will cover the \$6,984 used for the emergency repair of church roof.
 - iii. Require 3 bids.
 - iv. Need to create a scope of work.
 - v. Sean Moran said there is a need for an engineer’s report (not an architect’s).
 1. The engineer would create a document only (scope of work).
 2. Cost would be \$6,000 to \$8,000 for this document.
 3. The cost of the leak over the alter area that happened shortly after the wind storm will also be submitted with this claim.
 - vi. Diocese is waiting for a report from the Insurance Company.
 - vii. The claim is being bundled as one claim with 23 other parishes.
 - viii. The \$5,000 deductible for St. Christopher’s will be prorated (smaller deductible because of the bundled claim).
 - ix. Dave Phillips offered help in creating a scope.
 - x. Henry P. recommended that we proceed with getting bids in place. Also, see if the cross can be painted when the roof is being worked on.
6. Outlook—replacement for Lotus Notes for Parish/Diocese e-mail.
 - a. ADP (our payroll software) – future changes coming.
 - b. Burke upload (payroll-funding for 403b) – new name...Newport—Diocese was still funding 403b. New app not ready to go live.
7. The Mass Stipend Account is the only account not reconciled, yet.
8. St. Joseph House of Hospitality—collected \$1,563.67.
9. Mary Kay Doyle received recognition for being the volunteer reviewer of bank statements and reconciliations.
10. Copier Lease
 - a. Rectory copier-we own.
 - b. Over \$2,000 for 1-year maintenance.
 - c. Last Time–Council recommended Usher wood over Cannon.
 - d. Could spend \$2,500 on a new copier instead of maintenance contract.
 - e. Jennifer researched prices on new copier for rectory vs. what we currently own and our maintenance contract for the copier.
 - f. Suggestion made to use copier without maintenance contract until the copier dies.
 - g. Jennifer mentioned St. Theodores (Ricco Copier) and Holy Family (Toshiba Copier) were looking at their copier contracts. There is a possibility St. Christopher’s could join forces with another church or churches over these copier contracts/purchases.
 - h. Fr. Bob would like to look into joining with another church to reduce the cost of new copiers and copier supplies.
 - i. Tom S. recommended we get bids from both companies.

11. Review of the Eight Areas of Focus

- a. Went over all 8 items.
- b. Payroll—new binder for calendar year 2017 for ADP.
- c. Paperwork in process of being completed and signed.

12. Other

- a. Jennifer—focus of audit will be the last 6 months of the fiscal year.
- b. Have not walked away from WB Mason. Right now we are using both Staples Advantage and WB Mason and going for the best price on office supplies.

LITURGY COMMITTEE MINUTES
MAY 8, 2017

ATTENDED: Fr. Bob, Dee Milner, Pat McGill, Celeste Dynski-Trumble, Kitty Keller, Aaron Van Dyne, Joanne Popeck, and Mary Lionetti

PRAYER

HOLY WEEK/EASTER REFLECTIONS: The consensus was that we did a good job of keeping the theme alive. Also, using the banner on the TV screen served to be an asset.

Having the procession outside on Palm Sunday worked well. However, next year we will have people stationed as traffic directors to help the procession along. The distribution of palm went well.

The holy cards given out by the First Communion class at the Holy Thursday service was well received by members of the congregation. The washing of the feet ran very smoothly. Beginning the service at 7 pm is difficult for many people who work, especially for members of the choir. It also made the adoration longer. It was also noted the incense was quite strong on Holy Thursday.

The adoration of the cross and the living stations went very well on Good Friday.

Attendance at the Easter vigil was good and the congregation's participation was excellent. It was noted that perhaps turning the lights on early helped in this regard. Also, Deacon Dave did an excellent job singing the EXSULTET. It was decided that the practice for readers on Saturday morning will be mandatory. Also, for the creation reading, we will show slides as each day of creation is read.

MOTHER'S DAY (MAY 14)/FATHER'S DAY (JUNE 18): As is our tradition, mothers and fathers will be blessed. Also, more Marian hymns will be sung during the month of May.

ASCENSION THURSDAY (MAY 25): There will be two Masses--9 am and 7pm. Also, we will publish the Masses in the area in our bulletin. We will have an image of the Ascending Christ on the TV screen, with the words: *I AM WITH YOU ALWAYS*.

The opening blessing is prepared. The Penitential rite will be sung.

PENTECOST (JUNE 4): Beginning this weekend, there will be a bulletin announcement requesting that everyone wear red, orange, or yellow for Pentecost and bring in a red plant to add to the church environment Pentecost weekend. The plants will later be planted on the church grounds.

We will have the flame lit in front for a visual as has been our tradition.

Also, incense will be used.

The second reading will be done in a different language. The 4:30 Mass is a family Mass so the young person reading will be given the choice to do it in English or a different language. For the 9:00 and 11:00 Liturgies, Aaron will read at one of them in Latin. Other possibilities to ask are Dora Gabel (Italian), Sergine Bray (French) or Celeste (Polish).

ACTION: Aaron will contact Sergine and Dora to see if one is available.

(PENTECOST CONTINUED): The Prayer of the Faithful will be sung. The response will be **COME HOLY SPIRIT, COME INTO OUR LIVES.**

The closing blessing will be taken from the *Blessing of the Seven Gifts of the Holy Spirit*. This is also used for the Confirmation candidates at the Easter Vigil.

TRINITY SUNDAY (JUNE 11): It was agreed that this weekend would be a good time for some catechesis on the Sign of the Cross as a prayer.

There will be a different opening reading.

We will use incense.

We will sing the Prayers of the Faithful.

We will use the ***Litany to the Most Holy Trinity*** for the closing blessing right before the closing prayer. **See attached sheet.

CORPUS CHRISTI (JUNE 18; ALSO FATHER'S DAY): This day marks the beginning of the Holy Year of the Eucharist.

The Prayers of the Faithful will be sung.

Before the final blessing, Fr. Bob will process around the church with the monstrance. When he returns to the front of the church, he will incense the Eucharist and bless everyone.

50TH ANNIVERSARY OF ST. CHRISTOPHER'S (2018): Fr. Bob will form a committee from Parish Council members and Liturgy members, along with some other people from the parish. A summer meeting will be planned. Meanwhile, this committee will consider questions to ask the founding members of the parish.

ADJOURNED: 8:45 PM

NEXT MEETING, MONDAY, JUNE 5 AT 7PM, IN THE RECTORY

Respectfully submitted,

Mary Lionetti

From: Celeste <cdynski@yahoo.com>

To: Mary Lionetti <mimusic77@aol.com>; Robert Gaudio <gauds@dor.org>

Subject: Trinity Litany

Date: Mon, May 8, 2017 8:25 pm

E. LITANY

Litany to the ~~Most Holy Trinity~~

Leader: God the Father of Heaven,

All: * **Have mercy on us!**

: God the Son, Redeemer of the world, *
: God the Holy Spirit, *
: O Most Holy Trinity, one God, *
: O Most Holy Trinity, the Undivided Unity, the greatest of all mysteries, *
: O Most Holy Trinity, the Holiest of all the Holy, *
: O Most Holy Trinity, the source of all blessings and glory, *
: O Most Holy Trinity, the true God and only God, *
: O Most Holy Trinity, glorious in Your majesty, *
: O Most Holy Trinity, Almighty and Eternal God Holy Trinity, *
: O Most Holy Trinity, the most glorious of all names, *
: O Most Holy Trinity, who dwells in my soul, *
: O Most Holy Trinity, the most powerful of all, *
: O Most Holy Trinity, the most worthy of all praise, *
: O Most Holy Trinity, King and Center of all hearts, *
: O Most Holy Trinity, enriching all who invoke Thee, *
: O Most Holy Trinity, fountain of life and holiness, *
: O Most Holy Trinity, source of all consolation, *
: O Most Holy Trinity, hope of all who die in Thee, *
: O Most Holy Trinity, delight of all the Saints, *
: O Most Holy Trinity, the Holiest and most sublime, *
: O Most Holy Trinity, Yours be the kingdom power and might, *
: O Most Holy Trinity, who reigns in the highest Heavens, *
: O Most Holy Trinity, Eternal Triune God whom earth and heaven adore, *

Leader: Let us pray.

All: O Most Holy Trinity, Father, Son and Holy Spirit, the mighty and the Most Powerful in heaven and on earth, grant complete renewal and transformation of all the people in the world. May the salvation and unity of all mankind be achieved, that there will be only one voice in proclaiming You power and wisdom, Your honor and glory for all eternity. Amen.

Sent from my iPad