

MINUTES OF THE PARISH COUNCIL MEETING APRIL 13, 2021
SAINT MATTHEW ECUMENICAL CATHOLIC CHURCH

The zoom meeting was called to order by Tonya Adams at 7:02 pm.

Attendance:

Parish Council Members: Tonya Adams, Mariah Doyle-Sandoval, Stephany Crisantos, Jennie Guida, Rosa Isela Lopez, Sharon Smith, Lydia Russo, Doris Hand, Polly Touhey, and Anitha Madanu.

Council Members Absent: Joshua Cruz and Ana Diaz

Non-council members: Bishop Peter Hickman, Mirella Hickman, Paul Schumaker, Bob Morano, Deacon Tammy Fuqua, Mother Jetty van den Berghe, Mother Martha Rogers, Deacon Tony Russo, John Deane, Fr. Arturo Querijero, Fr. Chinnappa Madanu, and Rebecca Stevens.

Decisions and Votes:

Mariah Doyle-Sandoval moved to approve the minutes of the March meeting. The motion was seconded by Polly Touhey. **Passed unanimously. None opposed.**

Jennie Guida moved that we approve the 2021 budget as presented. Polly Touhey seconded the motion. **Passed unanimously. None opposed.**

Rosa Isela Lopez moved that we amend the 2021 budget as needed for wages for an office administrator, musician, and videographer. Lydia Russo seconded the motion. **Passed unanimously. None opposed.**

Opening Prayer was given by Bishop Peter Hickman.

A quorum is present for the meeting.

Old Business:

Finance Report was incorporated into the 2021 budget presentation by Bob Morano. For the three months of January, February, and March, we ended in the black. For March the tithes and offerings were about \$19,000, ending with a \$9,193.73 balance in the black.

Review of the 2021 Budget by Bob Morano: The top four tabs in the spreadsheet are: assumptions, monthly view of the next year, total view of the next year and a summary of the next year only showing total income, total expenses and net. Everything flows from the assumptions. The revenue side of the budget is based on averages from the previous year. The total pledges for 2021 were not as high as hoped; yet, there was an increase in the number of people who pledged. We need to build tithes and offerings. Prior to the parish council meeting, Kathryn Tuma, Mirella Hickman, Tony Russo and Bob Morano carefully reviewed expenses and how they could be reduced. Kathryn also noticed a couple of areas where our expense

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assumptions were insufficient. We need to watch the P & L each month to see if there is a downturn so the situation can be addressed as quickly as possible. This month a change was made to the file in which we distribute the financials. The file now contains the P&L for the month, P&L YTD, a detailed P&L and the Balance Sheet. Previously each of these financials had been separate files. Now they all are together in one file and can be distributed more easily. We have also made provisions for storing our historical financials.

The church uses two internet pay services for donations, Zelle and Stripe. Zelle does not have a processing fee; Stripe does.

Bob Morano and Mirella Hickman will look into how much in donations is coming from non-members by looking at the electronic trail.

Bob wants to develop how the budget relates to the actual income and expenses.

Jennie Guida asked for the balance of principal owed on the mortgage. It is \$217,488. Bob pointed out designating a contribution for mortgage only is a double-edged sword as it prevents Mirella from using the money to address church needs.

A question arose about Grasshopper Service and whether it was to our benefit. Tony Russo and Mariah Doyle-Sandoval will talk with Kelly Querijero about Grasshopper as it was thought we may not be using it correctly.

Regarding bank fees, research needs to be done on a way to eliminate them. It was suggested we could look into using credit unions.

Regarding liturgy supplies, Sharon Smith suggested we can solicit “in kind” donations for supplies or items needed for the church environment.

Regarding the musician, a question came up can Megan come every Sunday? Mirella indicated Megan will help out on special occasions, but did not want to commit to every week. Previous budget for a musician was \$37.50 a service for each Mass. There were two Masses previously. Pay could be adjusted for the day rather than each service.

A question arose to budget for an office administrator as Kelly Querijero acted as hall coordinator and did office administration. This needs to be replaced in the budget.

It was pointed out that when Jim Tuma recorded and posted the Mass recording on Facebook, he was paid a small stipend. Mother Martha Rogers pointed out that Mother Jetty videos the Mass, rosary, Son Shine Club, and Bible Study, plus editing each of these for posting on Facebook. A budget item for videographer needs to be added.

Jennie Guida moved that we approve the 2021 Budget as presented. Polly Touhey seconded the motion. **Passed unanimously. None opposed.**

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Rosa Isela Lopez moved that we amend the 2021 Budget as needed for wages for an office administrator, musician, and videographer. Lydia Russo seconded the motion. **Passed unanimously. None opposed.**

It was pointed out that counting of the Sunday offering needs to be done by 2 PC members at the end of each Mass. It is the responsibility of PC members. Ushers have the responsibility to count the people.

The 12:30 Mass needs PC members to count. Fr. Arturo advised the process of counting after the 12:30 Mass is presently done by some in the community. A former PC member and one community member are counting the Sunday offering at the 12:30 Mass.

Ministry Reports:

Community Life: Jennie Guida, prior to the parish council meeting, sent a list of items to be added to the agenda to the parish council, clergy and parish council meeting observers. Because the budget discussion would consume the most of the meeting, she asked that the list be included in the PC minutes.

Building and Maintenance: An inventory needs to be made of all the assets the church has. Fr. Arturo suggested that each ministry inventory the items related to their ministry. We need a picture of the item, description of it, location, and value. Assessing value is a gray area. We have art in the church donated by the artist. The artist can be researched and the category found for the type of art. This may help to assign a value. Perhaps people who donated items can secure the receipt for the value.

Environmental Stewardship: Mariah reported that a video of this ministry was made as a virtual ministry fair advertisement. The video can be viewed and discussed next week. Tonya invited those who could stay to remain to watch the short video. All parish council members (and most of the observers) in attendance stayed to watch the video.

Fr. Arturo gave the closing prayer.

The meeting adjourned at 9:02 pm.

Minutes prepared on April 17, 2021 by Doris Hand

Attachment

The following is a list of agenda items Jennie Guida, Community Life and Building & Maintenance Chairperson requested for the April parish council meet. The items were not included in the agenda due to a shortage of time. The list is included to document the information.

1. We need to establish a committee of Parish Council members and clergy to compile an inventory of items in the church and office areas.

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- a. It was suggested that the liturgy committee handle the items in the church area. Besides an inventory list photos or videos need to be included.
 - b. It was suggested that the Building and Maintenance committee handle the office area.
 - c. Also the kitchen and gathering room needs to be inventoried.
 - d. I will work on an inventory log so it can be reviewed and adjusted accordingly
2. The Building and Property Management Committee has changed their meeting from the fourth Thursday of the month to the fourth Tuesday of the month. This was done because of a conflict with the Social Justice Committee
 3. Tammy mentioned a possible donation of a stove, but it was discussed during our last meeting, but it determined that we don't have the proper requirements to have a stove installed in our kitchen.
 4. The Bldg. and Prop. Mngt. Now has a request form that is to be used when repairs or purchases need to be approved.
 5. Savers Fund Raiser-approx. 2000 lbs.
 - a. We'll truck and or vans for Saturday May 1. We also need help from the people to help load up the vehicles.
 - b. Time at the Church 10:00 AM, delivery in Fountain Valley is 1:00 pm. We have a ½ hour for them to unload
 - c. Coffee and Donuts for all the help
 6. CL and FR are working to re-establish "St. Matt After Dark"
 - a. We want to have a multi-Culture music concert. We starting working on this production with Doris are co-coordinator but a representative from each community will have their own coordinator. We'll start working on this in May.
 - b. Talent Show
 7. We'll work with Clergy for our Unity Mass for the fifth Sunday in August.
 - a. Having it at a park? Mary Hoisington is already contacting several local parks
 - b. Possible having Bis. Peter and Mirella celebrate the renewal of their wedding vows (25 years was last year)
 - c. Pot Luck
 8. Provide information to Mirella regarding signing up on Amazon Prime Smile.
 9. Another fundraiser would be a raffle for a dinner cooked and provided by the Clergy. Tammy is checking with the Clergy to see if this is feasible.
 10. We will have Window Car Stickers available starting in April for a \$5.00 donation. The first 10 stickers we donated so additional might be more.
 11. There could be a possible Grant available through the Mary Magdalena Society for our educational programs. Tammy has provided information that she used for her Grant to continue her education.