

Finance Council Agenda
Stella Maris Parish Finance Council
Friday, February 23, 2018
1:00pm - Accounting Pre-Meeting
2:00pm Regular Meeting
Egg Harbor

Stella Maris Mission Statement:

Stella Maris Catholic Parish prayerfully unites people in the love of Jesus guided by our patron, Mary.

Stella Maris Vision Statement:

We invite all to journey as disciples. By sharing the Gospel, responding to Jesus' love and the gifts God has given us, we welcome all to grow in faith and in our parish life.

1. Introductions

- Call to order 2:00 PM
- Check-in (2-minute time limit)
- Approval of the minutes 12-15-12017
- Agenda additions or subtractions
- Opening prayer

2. Comments or questions from non- council members

3. Current Financial Report & Investment Review

- January 31, 2018 Financial Statements
- Weekly collection
- Budgeting Process – Begin Process in March
- Money counter recruitment/Counting team rotation
- Fund Raisers – written policies

4. Pastor's Report

- Status of hiring process for worship minister

5. Committee Reports & Project Updates

- Cemetery - new cemetery manager needed
- Stewardship Committee
 - General Info
 - Endowment progress
 - Estate planning seminar
- Buildings and Grounds
 - BH Roof

6. Project Updates

- Ramp for EH office – parishioner input
- Maintaining and preserving policies and procedures already in place.
 - For reference: Diocese of GB parish [polcies http://www.gbdioc.org/parish-resources/parish-administration.html](http://www.gbdioc.org/parish-resources/parish-administration.html)
- Committee and leadership – Diocesan B&G Policy
- B&G membership recruitment

- Technology updates- BH
- BH windows
- Re-keying BH, FC, JP

7. Discussion Items

- Bishop's appeal concerns for 2017-2018

8. Action Items

9. Coming Events

Next Meeting –

10. Evaluation

11. Closing Prayer – All prayer intentions for parish

Adjourned: _____

Stella Maris Parish Finance Council

Regarding: **Goals and Priorities**

Date: November 12, 2017

Written by: Tom Polacek

The following is a description of some of the Finance Council's areas of responsibility that I feel we should discuss and consider improving. These are not ranked at this point, just a list.

1. Continue working on the parish long range plan. This had some traction a couple of years ago, and with the completion of the parish listening session last year, we have an opportunity to build on the efforts that have been sunk into this project. The outcome we should seek is to strengthen the communication with our members and improve the decision-making process.
2. Implement a narrative budget. This will better educate our parish on how the parish spends its money and cause us to take a different view of our funding priorities.
3. We need to allocate the direct and indirect cost of worship to document the endowment withdrawal limits.
4. The Finance Council should receive regular monthly financial statements to improve fiscal oversight.
5. We need to improve feedback to all parish committees that submitted budgets by turning around their budget requests with an OK or comments in a timely manner and by providing a periodic financial report showing their actual results.
6. We should strive to strengthen the communication with the parish regarding fiscal matters by inviting the parish to provide input at the time we take up the budget and by distributing the budget within the parish.
7. Consider creating and distributing a mid-year financial report and include a copy with the annual tax document mailing.
8. Prepare the parish's annual report in a timely manner.
9. Recruit and nurture a Buildings and Grounds Committee.
10. Expand the Finance Council's membership to bring in fresh perspectives and to strengthen the consensus process.
11. Sort out (document and describe) the parish's business activities and periodically review (audit) these segments for compliance and to identify opportunities to improve.
12. Inventory the parish's fixed assets and create a permanent supporting record.