



St. Ann Catholic Church Pastoral Council  
January 13, 2025  
7:00 – 9:00 PM  
Meeting Minutes

**Members:** Father Peter Grace, Richard Boyd, Laci Conrad, Francisco Cucue-Campos, Tom Hartley, Hatciri Lopez, Anne Miller, Lori Power, Stephanie Satkowiak, DJ Venne, Marina Guerrero, Nick Petro, Chris Vozdik, Sandy Vargas

**Members**

**Excused:** Laci Conrad, Lori Power, Stephanie Satkowiak, DJ Venne

**Members**

**Absent:** Marina Guerrero,

**Guests:** Dean Penny

**Recording**

**Secretary:** Sandy Vargas, substituting for Laci Conrad

**Opening**

**Prayer:** Anne Miller, substituting for Stephanie Satkowiak

**Review and  
Approval of  
(October  
2024)**

**Minutes:** Chris Vozdik made a motion to approve the November 2024 meeting minutes; Tom Hartley seconded the motion; all approved.

**Staff Reports:**

**Lupe Villa, Faith Formation Director**

- New Mass Times – Faith Formation classes will also be extended as follows:  
Sunday Classes  
First Session 9:30-10:45am (English)  
Second Session 11:30am-1pm (Spanish)  
Feedback: No complaints so far from either parents or catechists.
- Youth Coordinator position: Still looking to fill the position for Youth Coordinator; interview pending for a candidate, arranged by Neil Calhoun at the Diocese. Some adult volunteers from the past are supporting currently. Elsa's husband and Edmee may help also. Job is being posted on Diocesan website, Catholic jobs, bulletin, website, etc.

**Introduction to Brad Shepard – new Business Manager**

- Provided a small intro, has a tech background and from Clayton.
- Discussed openings: youth minister, the bookkeeping position (Lorrie Baily is now taking over full time as of today, 1/13/25). There is an assistant opening for 15-20 hrs/week but no one currently yet.



**Carmen Ruiz Patino, Development Coordinator** (report shared with council)

**Offertory Increase Program “GOD LOVES A CHEERFUL GIVER”**

- As you may have heard it announced, we received approximately 400 responses during our “God Loves a Cheerful Give” program, we anticipate an increase of 10% to our offertory to satisfy the operational needs of our parish. Looking at ways to increase the participation in the tithing giving.

**Bishop’s Annual Appeal (BAA) 2025**

- It is that time of year to begin working on the Bishop’s Annual Appeal. Last year we met our goal with \$126,492, our goal was \$119,567.45, 40% will be rebated in February of the amount we exceed our goal.
- This year’s goal is \$131,854.10
- This week, people should be receiving their first letter with a brochure directly from the Diocese.

**Growing With Grace**

- Total pledge to date: \$3,727,480.95
- 640 pledges
- Cash on hand: \$961,383.10 (this includes \$61K from Growing with Grace food sales and events)
- Please continue encouraging groups/ministries in looking at ways to raise money, but more important to form community, work together and make everyone feel part of this capital campaign.

**Growing with Grace – Dean Penny**

- Total pledges/gifts to date: \$3,727,480.95
- Total Gifts Received to date: \$ 961,383.10
- Concentrated priority items:
  1. Expand parking/reduce congestion
  2. Expand church Narthex and seating
  3. Purchase adjacent land when available

**Preliminary Facility Budget Expense Estimates:**

Expand Parking	\$2,000,000
Purchase Grantham Land (16 acres)	\$ 750,000
Expand Church Nave/Narthex (PH 1)	<u>\$5,000,00</u>
Project Funding Total:	\$7,750,000

**Preliminary Facility Budget Income Estimates:**

GWG Campaign Pledges	\$3,750,000
Columbarium Niche Sales (4 years)	\$ 200,000
Loan from Diocese	<u>\$3,800,000</u>
PRELIMINARY TOTAL FUNDING	\$7,750,000

**2024 Actions Completed:**

1. Conducted GW Campaign – to obtain commitments on funding.
2. Hired Architect and Engineering Team to begin design concepts. • Met with Adjacent Landowners
3. Negotiated a purchase of 16 acre tract of land immediately north of St Ann Property.
4. Conducted preliminary engineering assessments of the land, including:
  - a. Surveys including topo information needed for design.
  - b. Environmental assessments of St. Ann and Grantham parcels
  - c. Geotechnical investigations needed for design.



- 5. Began conceptual designs for church expansion. Completed preliminary cost estimates to confirm funding needed.

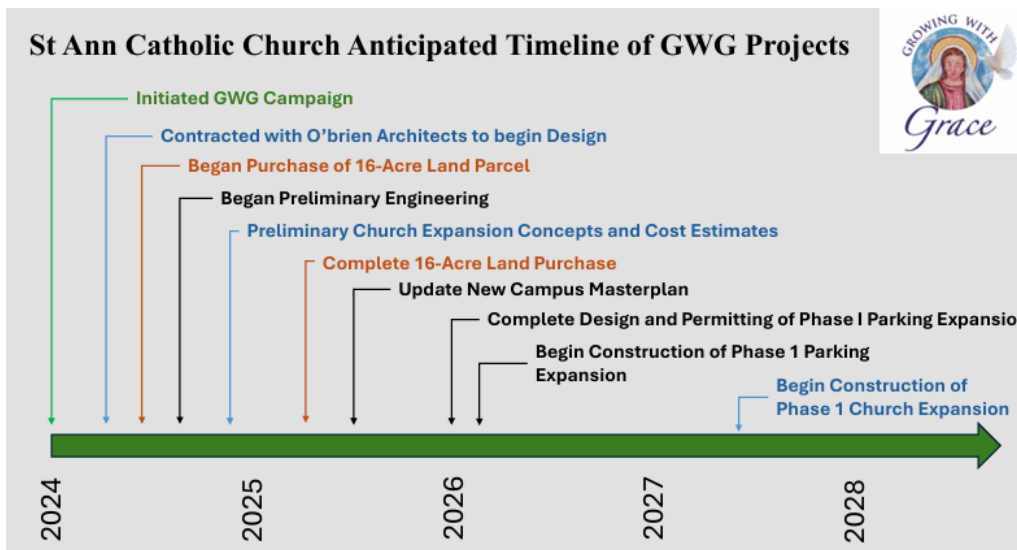
- **2025 Actions Anticipated**

1. Land: complete purchase of Grantham parcel.
2. Master planning: Complete update to masterplan incorporating Grantham parcel. This will define where additional parking will be located.
3. Ease Parking Congestions:
  - a. Change mass times to allow 2 hours from start of each mass.
  - b. Explore the potential and, if feasible, begin Golf Cart Shuttle Ministry
  - c. Begin design and permitting to add parking.
4. Church expansion phase 1: complete design for expansion of church

- Anticipated Project Timelines:

1. Master planning update: 2025
2. Ease parking congestion
  - a. Change mass times: early 2025
  - b. Explore feasibility of Golf car ministry: 2025
  - c. Design and permitting For parking expansion: 2026
  - d. Construction of first phases of additional parking: 2026
3. Church Expansion Phase 1:
  - a. Design and permitting: 2025-2026
  - b. Construction: 2027-2028

\*Project timelines are dependent on several factors, including having sufficient funds in place to fund each project.



# ST. ANN CATHOLIC CHURCH



## Financial Update – Charlie Frank (report received and shared with council)

- Charlie was reached via telephone. Presented powerpoint and gave us an update on delay of reports due to Monica del Rio’s resignation. Father also will be unavailable and he must be present in their FC meetings. Lorrie is currently working with Brad to update as quickly as possible. Explained unexpected expenses parish has had, including church a/c units. We are on track, but we do have other expenses to address. Shared savings and checking statements with council.
- New position of Director of Development Position being developed. Potential candidate to be engaged on a one-year contract; extension would be dependent on the success of the fundraising/stewardship aspect. Late applicant to Business Manager position but impressed Search Committee to take the opportunity to create position. This position is also being guided by Diocese and Brad, who is helping. Position would be working hand in hand with Carmen. Father explained that this position would be working with new development of church expansion.
- Construction is complete for storage units, and a few inspections are pending to be approved. A second fire hydrant will need to be added to avoid expense of paving a way to current fire hydrant.
- Charlie will share financials with us as soon as he receives that update.

Saint Ann Catholic Parish of Clayton						
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L						
July - November, 2024						
	Nov 2024			Total		
	Actual	Budget	over Budget	Actual	Budget	over Budget
Total Expenditures	\$ 136,939	\$ 164,417	\$ (27,478)	\$ 887,478	\$ 828,483	\$ 58,995
Total Revenue	\$ 156,660	\$ 155,000	\$ 1,660	\$ 853,767	\$ 848,800	\$ 4,967
Net Operating Revenue	\$ 19,722	\$ (9,417)	\$ 29,138	\$ (33,711)	\$ 20,317	\$ (54,028)
Net Revenue	\$ 19,722	\$ (9,417)	\$ 29,138	\$ (33,711)	\$ 20,317	\$ (54,028)

Friday, Dec 13, 2024 10:24:44 AM GMT-8 Cash Basis

FY 2024-25 DPR Monthly Offertory Report							
Parish/City:							
Month	FY 2025 Offertory (July 2024 - June 2025)	FY 2024 Offertory (July 2023 - June 2024)	FY 2023 Offertory (July 2022 - June 2023)	\$ Variance FY 2025 vs FY 2024	% Variance FY 2025 vs FY 2024	\$ Variance FY 2025 vs FY 2023	% Variance FY 2025 vs FY 2023
July	\$ 110,501.14	\$ 78,146.05	\$87,772.25	\$ 32,355.09	41%	\$ 22,728.89	26%
August	\$ 93,716.68	\$ 91,804.46	\$76,397.30	\$ 1,912.22	2%	\$ 17,319.38	23%
September	\$ 107,943.35	\$ 81,246.28	\$73,317.57	\$ 26,697.07	33%	\$ 34,625.78	47%
October	\$ 86,759.16	\$ 98,646.29	\$96,728.68	\$ (11,887.13)	-12%	\$ (9,969.52)	-10%
November	\$ 110,111.58	\$ 98,898.65	\$88,699.13	\$ 11,212.93	11%	\$ 21,412.45	24%
December	\$ 146,500.41	\$ 76,297.24	\$88,219.38	\$ 70,203.17	92%	\$ 58,281.03	66%
January		\$ 133,612.65	\$108,531.48	\$ (133,612.65)	-100%	\$ (108,531.48)	-100%
February		\$ 92,504.94	\$82,164.91	\$ (92,504.94)	-100%	\$ (82,164.91)	-100%
March		\$ 96,098.04	\$94,449.03	\$ (96,098.04)	-100%	\$ (94,449.03)	-100%
April		\$ 103,618.39	\$97,020.49	\$ (103,618.39)	-100%	\$ (97,020.49)	-100%
May		\$ 86,346.51	\$80,007.51	\$ (86,346.51)	-100%	\$ (80,007.51)	-100%
June		\$ 89,489.99	\$74,301.94	\$ (89,489.99)	-100%	\$ (74,301.94)	-100%
<b>Total</b>	<b>\$ 655,532.32</b>	<b>\$ 1,126,709.49</b>	<b>\$ 1,047,609.67</b>	<b>\$ (471,177.17)</b>	<b>-42%</b>	<b>\$ (392,077.35)</b>	<b>-37%</b>

**Notes:**

- Weekend collections for Sat + Sun to be recorded as of Sunday. Anything from Mon - Fri (whether online or mails...) should be recorded by the deposit date.
- If you make updates to previous months' values please highlight.
- Please include all dates in the calendar month (1st to 30th/31st).
- Please include All offerings at Masses and devotions, including loose cash and checks received in the first collection and parishioner and visitor offertory envelopes. Includes weekend, Holy Day and daily masses (includes Christmas, Easter, etc.).

January 13, 2025

## ST. ANN CATHOLIC CHURCH



- 2025 Pastoral Council Election – Anne Miller

PC Positions to be replaced:

1. Francisco Cucue-Campos (eligible for re-election)
2. Anne Miller (not eligible for re-election)
3. Stephanie Satkowiak (eligible for re-election)
4. DJ Venne (eligible for re-election)
5. Laci Conrad (appointment ends June 2025) – can be elected as she has been appointed

- Anne shared update on possible retreat with Finance and Pastoral council is still pending to be scheduled/discussed.

- Communion Monitors – reported by:

- Communion monitors are placed to watch for respect of the Eucharist, so that people are consuming the communion. They are not part of the Eucharistic Ministers group. It was generally agreed that further training of the monitors would be desirable.

- Other:

- Chris Vozdik discussed music at English mass, raising concerns about changes and inconsistency due to lack of a music director.

- Pastor's Remarks and Closing Prayer: Father Peter

- Father spoke of his new assignment as administrator in Mt. Olive (Maria Reina de las Americas parish and St. Teresita) & Beulahville – pending to be taken over by Fr Genelio from Dominican Republic.

***The next Pastoral Council Meeting is February 10, 2025, at 7 PM in Learning Center Room 208***

Meeting adjourned at: 9 p.m.

Respectfully submitted by Sandy Vargas