

Pastoral Council Meeting Minutes – June 25, 2025

Attendees: Fr. Mike Jendrek, Kathy Brady, Elizabeth Brownlee, Bernadine Crosby, Paul Dallavalle, Stephanie Hall, Steve Harmel, Rick Hess, Rick Keegan, Jenny Lagana, Pam Lemanski.

Opening Prayer – Fr. Mike Jendrek

Discussion Agenda Items:

a. New approach to the council meeting agenda

- After our previous meeting in February, a council member suggested that the agenda be shortened. We need to focus on important topics, rather than rushing through more topics than could reasonably be discussed in 1 ½ hours. The suggestion was adopted, and this June meeting reflects the new agenda style.

b. Financial status of the parish

- One of our corporators discussed the financial outlook of the parish for the July 2024 – June 2025 church fiscal year. An early projection had estimated a \$1500 surplus. However, the current projection is a \$88,000 deficit. It is clear that we are spending more money than we're collecting. For the coming July 2025 – June 2026, we are estimating a deficit of \$55,000 or more – a budget that the Archdiocese of Baltimore (AOB) will not accept. Our estimate of the offertory collections seems excessive by \$100,000 or more. In addition, we are trying to restore our capital fund (used for emergencies or long-term projects) that was emptied for the purchase and installation of the new HVAC system.
- The message to our parishioners is that some programs that had been provided will have to be dropped.
- The staff is re-examining the budget for possible savings. The estimate of a \$1.4 million budget for the July 2025 – June 2026 period is not realistic. At the time of this meeting, it seemed that staff salaries and hiring might need to be frozen. Should more parishioners be used as volunteers for support tasks required in the parish?
- Council members asked who was responsible for asking our parishioners to donate more money. Should Fr. Mike do this? Should one of our corporators or a member of the pastoral council or finance committee present the financial picture? Should a discussion on “tithing” and how it might be defined in the modern world be presented?
- The fellowship events for the parish (wine & cheese, coffee and donuts) are a good example of the financial dilemma. These events are popular, yet the balance between “community” and “cost” is an issue.
- No decisions were reached; the topic will be revisited in the next council meeting.
- (scribe note: in a previous meeting, the question of the usefulness/cost of Faith Direct as a donation tool (instead of envelopes) was raised. During the summer of 2025, HFCC converted to a new electronic giving platform.)

c. Administrative review of HFCC

- Fr. Mike had asked a parishioner who retired in the spring to survey the parish staff. After reviewing the administration of our parish, the consultant proposed a new structure to foster spiritual growth and renewed energy in the parish.

- d. Two key findings in the review
- The parish staff has undergone significant transitions, including redistribution of functions due to staff turnover. Operational inefficiencies and gaps in responsibility resulted.
 - The fallout from this situation hampers Fr. Mike in fulfilling his spiritual responsibilities to the parish.
- e. Important recommendations of the review
- Leadership and staff roles.
 - Communication and collaboration.
 - Streamlining, standardizing, and resource management.
- f. Focus to strengthen leadership and staff
- Establish a manager position with responsibility for overseeing day-to-day operations.
 - Define clear roles and responsibilities for all staff positions.
 - Develop a system for weekend masses so that parishioners attending Mass on Saturday or Sunday can manage tasks requiring office staff support.
- g. Focus to enhance communication and collaboration
- Develop annual goals for staff that are aligned with the parish's mission and vision.
 - Hold weekly staff meetings to review events for the week ahead and plans for 12 to 18 months in advance.
- h. Focus to streamline processes through technology, standardize policies and procedures, and examine current parish activities for relevance and cost
- Implement modern software solutions for routine tasks.
 - Use Mission Platform capabilities to manage administrative tasks.
 - Establish central policies and procedures for essential parish functions.
 - Complete security guidelines and employee handbook.
 - Reduce or eliminate non-mission-focused ministries and events.
 - Adjust fundraising activities to prioritize long-term giving and support parish's mission.
 - Utilize volunteer support for routine office tasks.
- i. HFCC – a vision for the future
- Fr. Mike signed up for a course to develop a strategy of active discipleship. The goal is to have “disciples making disciples.” Ideally, the parish would develop younger parishioners who would be disciples of Jesus Christ throughout their lifetime. The book used for this course was a description of the Church of the Nativity in Timonium. This parish has been successful in reinvigorating its parishioners as disciples of Jesus Christ.
- j. Human resources needed – significant additions
- The parish is currently recruiting a new youth minister. Because of revised AOB guidelines, Confirmation will be at 9 years of age (fifth grade) instead of 15 years when youth are entering middle school or high school. To achieve this goal, in the fall of 2026, HFCC will have a two track formation for the sacrament: one for 4th graders and one for 9th graders. .
 - Fr. Mike believes that HFCC needs an “executive” officer to watch over the daily operations of the parish and to manage human and physical resources. This position requires a re-allocation of resources. The survey of the parish staff is designed to help decide how resources should be used.

Pastor’s Remarks – Fr. Mike Jendrek

- a. Status of faith direct/special collections
 - Changes are coming to the faith direct system, but nothing more is known. (Scribe’s note: when these notes were posted in the fall of 2025, a new system for electronic donations had been implemented. The new system is tied to the Mission Platform management tool that the archdiocese recommends for all parishes. Familiarization with these systems is ongoing.)
- b. HVAC system – tuning
 - The HVAC system is working well as long as vents are not covered.
- c. Security system – enhancements
 - “Duress buttons” have been installed in key locations to notify police if an incident of concern is underway at HFCC. All security changes have now been completed, and the grants for HFCC to install these systems have been received.
- d. Unity Hall Rental – support
 - While people have volunteered to facilitate the hall rental, Fr. Mike questioned whether the parish should view the hall as a source of revenue or as a site for facilitating “discipleship”? Should the hall be used for weddings? No further discussion was possible because of time limitations.
- e. Parish strategic plan – presentation to Archbishop Lori
 - No discussion was possible because of time limitations.

Closing Prayer: Fr. Mike

Council Meeting Dates: July 2025-June 2026 Church Year (7:00pm, Classrooms 10/11):

- October 29, 2025
 - November 26, 2025
 - January 22, 2026
 - March 26, 2026
 - April 22, 2026
 - June 24, 2026
- end of report -----