

# STEWARDS OF THE VISION

## 2013 St. Norbert Parish Report and Pastoral Plan

### **St. Norbert Parish aspires to become:**

†one in Christ,  
†as a community of fervent disciples,  
†who listen attentively  
for the guidance of the Holy Spirit  
†and who lovingly embrace Jesus  
present in the poor, the alienated and  
the spiritually hungry.

To bring this vision to life, our parish developed a five-year Parish Pastoral Plan in the fall of 2009. The Plan lists three goals and each year the Pastoral Council, with broad input from parishioners, prayerfully develops specific objectives to implement these goals.

In this Parish Report we provide:

- An account of our **progress** in implementing the Pastoral Plan over the past year;
- **Objectives** for 2013-14, the final year of the current Plan; and
- Steps we are taking to develop a **new long-term Plan**.

Please take a few moments to read through this report. Appreciate and celebrate our parish successes, which have been made possible through God's grace and your generosity. Ask God to assist us in the areas where we have fallen short. And prayerfully reflect on how you might use your gifts to help make our parish vision a reality.



### **GOAL 1: Collaboration, Communications, Leadership & Stewardship**

To promote unity within the Body of Christ at St. Norbert's through improved collaboration, communication, ongoing leadership development, and a deeper sense of stewardship.

### **HIGHLIGHTS OF 2012-13**

#### **COLLABORATIVE PLANNING**

- **Meitler Consulting:** We began implementing recommendations to enhance the parish strategic planning process and ensure a secure funding model for the School.
- **Parish Life Teams:** Parishioners were invited to volunteer for newly-created advisory teams in seven key areas of parish life.
- **Ministry Discernment:** St. Norbert's developed a formal process for discerning new parish ministries in light of the vision.
- **Serving Together:** Various parish groups joined forces on service projects such as the School and PREP (Parish Religious Education Program) PB&J food drive for St. Gabriel's Food Cupboard.
- **Community Celebrations:** Parish-wide events including the Mass and Fiesta in honor of Our Lady of Guadalupe and the parish picnic brought people together both for planning and enjoying the festivities.

#### **ENHANCED COMMUNICATIONS**

- **Photography:** The generosity of time and talent donated by our parish photographers has led to timely and stunning visual spreads on parish events.
- **Newsletters:** New this year were Christmas and Easter color newsletters sent to all parish households with the holiday collection envelopes at minimal additional expense.
- **In Memoriam:** Timely parish-wide e-mail notices of parishioner deaths allow community members to attend the funeral and console the next of kin.
- **Technology Enhancements:** The parish piloted an online registration and

payment system that will facilitate future program and event sign-ups. Students in grades 5-8 at the School benefitted from 1:1 learning with iPads.

- **Route 252 Sign:** Frequent message changes created a “buzz” about parish happenings and drew passersby to various offerings.

#### LEADERSHIP

- **Catholic Leadership Institute:** Matt Manion of CLI led over 30 ministry members through a program on engagement in parish life.
- **Pastoral Council:** The number of staff members participating in Council meetings has been reduced, allowing for greater input by elected and appointed members at meetings.

#### PARISH STEWARDSHIP

- **Database Improvements:** Updates to parish systems and correction of outdated contact information facilitated electronic communications and improved ministry effectiveness.
- **Canonical Visit:** Regional Bishop John J. McIntyre spent 2 days at St. Norbert’s, preaching, reviewing sacramental records and visiting with pastoral staff, School and PREP students.
- **Targeted Gifts:** Generosity to the Sunday collection was supplemented by gifts to address specific parish needs, such as the purchase of new choir robes and the Route 252 sign.
- **“Friend”-raising:** Community-building and fundraising went hand-in-hand with events such as the Wine Tasting for St. Gabriel’s Food Cupboard, Mardi Gras for Bethesda Project and Irish Fest for St. Norbert School.

#### OBJECTIVES FOR 2013-14

- **Pastoral Planning:** Develop new long-term pastoral priorities through prayer, discernment and broad-based parishioner input.
- **Parish Life Teams:** Create advisory teams for the seven areas of parish life.
- **School Funding:** Explore models for parish school funding.
- **Accountability:** Revise parish practices as needed to meet “Standards for Excellence.”
- **Leadership Development:** Hold leadership training and draft charters for parish ministries.
- **Online Transactions:** Expand online registration, donations and parish use of social media.

#### GOAL 2: Conversion, Discipleship, Formation & Spiritual Renewal

To foster the ongoing conversion and growth in discipleship of all parishioners through comprehensive formation and spiritual renewal opportunities.

#### HIGHLIGHTS OF 2012-13

##### YEAR OF FAITH

- **Convenient formation:** To reach people at times convenient to them we offered Fr. Barron’s Catholicism series on Sunday mornings and evenings, and held the one-day Quick Journey Through the Bible on a Saturday.
- **Archdiocesan programs:** St. Norbert hosted the Archdiocese’s 3-part program on “Persons in Christ” and parishioners carpoled to Archbishop Chaput’s Year of Faith Lecture Series.
- **Saint of the Month:** The bulletin featured essays by PREP, School and Youth Group students on what the month’s saint meant to them.

##### GROWTH IN PRAYER

- **Prayer and Healing:** God’s presence was evident in simple and miraculous ways at this monthly prayer gathering.
- **Parish Mission:** Fr. Bill Garrott, OP, challenged and engaged hundreds of retreatants through word and song in the 3-day parish mission “God, Are You On-Line?”
- **Holy Land Pilgrimage:** In January, Father Mike led a group of 17 from St. Norbert’s on a pilgrimage to the Holy Land with Jeff Cavins.

##### FERVENT YOUTH

- **Generation Faith:** The Archdiocesan Youth Conference video was filmed at the October Festival of Praise and featured interviews with several Youth Group teens.
- **NET Ministries:** A group from National Evangelization Team Ministries presented retreats for Confirmation and high school youth.
- **Vibrant School:** St. Norbert’s warmly welcomed students displaced by the sad closing of St. Monica School. St. Norbert’s boosted enrollment to 261, started a 3-year old pre-K program, and saw continued academic success including sending the Chester County champ to the Scripps National Spelling bee, and \$180,000 in high school scholarships awarded to graduating 8th graders.

## 2013 ST. NORBERT PARISH REPORT AND PASTORAL PLAN

### OBJECTIVES FOR 2013-14

- Continued promotion of the **Year of Faith**.
- **Spiritual Reading:** Provide parish families a Catholic book and hold discussion groups.

### GOAL 3: A Welcoming and Inclusive Community

To grow as a welcoming and inclusive parish that lovingly embraces all people within and beyond our community, especially those who feel alienated from God, the Church or society.

### HIGHLIGHTS OF 2012-13

#### WELCOMING FACILITIES AND MINISTRIES

- **Church Facilities:** Developed a plan to upgrade the audio-visual capabilities in the Church and enhance the Narthex.
- **Ministries :** Launched mentoring meetings of the Volunteer Coordinator with ministry leaders to foster volunteer engagement.

#### EMBRACING THE UNDERSERVED

- **Young Adults :** A new outreach to Young Adults included Theology on Tap; over 20 regularly attend the informal gatherings to discuss faith and life.
- **50+ Group:** Overwhelming response to the Seniors Appreciation Brunch led to the kickoff of a new ministry for those 50 and up.

#### INVITING INACTIVE CATHOLICS

- **Catholics Reaching Out:** This effort provided parishioners with support and materials to help them approach loved ones and friends to invite them back to the Church.
- **Reconsidering the Church:** We offered a discussion series in Lent where inactive Catholics explored their issues and concerns with the Church in an open and affirming setting.

#### SERVING THE NEEDY

- **Haiti Medical Mission:** The parish hosted a missionary and sent a team to Haiti to explore a possible ongoing medical mission ministry to his clinic.
- **Local Needs:** Service to those in need in Philadelphia and its suburbs included:
  - ◆ Over 400 coats collected for St. Gabriel's and Chester County children through a **St. Norbert School** drive
  - ◆ Hundreds of gifts and gift cards through the

#### Christmas Giving Tree

- ◆ 225 pairs of pajamas as well as books and baby items through the **Pajama Buddy** Mother's Day drive for children in Chester County emergency shelters
- ◆ More than \$2,500 from our School children to **St. Gabriel School**, as well as backpacks and school supplies from parishioners to students at St. Gabriel's.
- ◆ Thanksgiving Turkeys and 600+ bags of groceries to **St. Gabe's Food Cupboard**.

### OBJECTIVES FOR 2013-14

- **Facility Upgrades:** Installation of Church audio equipment and Narthex improvements.
- **Inactive Catholics:** Expand the Catholics Reaching Out program
- **Fostering Community:** Explore providing child care at parish programs and expand the ministries to young adults and those 50 and up.

#### ST. NORBERT PARISH CONTACTS:

**Staff:** Father Michael Lee, Father Carl Braschoss, Deacon John Lozano, Mark Christmyer, Dan D'Auria, Nancy Dougherty, Ruth Finley, Ed Grady, Mark Griswold, Mary Kay Hennessy, Scott Johnston, Moira Murphy, Laura Peterson, Truus Smith. Spanish Ministry: Father Francisco Aisa

**Parish Pastoral Council:** Forrest Fisher, Peggy Kravitz, Maryann Lockard, Heather Makowicz, Jim Ryan, Steve Ryan, Linda Schiavone, Greg Steciw, Mark Wallin

**Parish Finance Council:** Ceil Frack, Cody Gabriel, Chuck Kerrigan, Frank Merenda, Moira Murphy, Mark Wallin, John Ziegler

**School Advisory Board:** Jeff Bagley, Jim Buysse, Mary Cavallaro, Doreen Ellis, Hank Fila, Cody Gabriel, Mary Kay Hennessy, Megan Liney, Katie Lopresti, Scott Johnston, Joanne McAdams, Kevin Mulqueen, Theresa O'Neill, Meg Sargent, Tracey Schwartz, John Ziegler

For more information about the roles of these groups or to contact any of these individuals, see: [www.StNorbert.org](http://www.StNorbert.org)

#### CALLED TO MINISTRY & SERVICE

*"As each one has received a gift, use it to serve one another as good stewards of God's varied grace." – 1 Peter 4:10*

As members of our community of fervent disciples, each of us is invited to use our gifts to live the parish vision and accomplish our 2013-14 Pastoral Plan objectives. **CONTACT:** Ed Grady at 610.644.1655 ext. 15 or [egrady@stnorbert.org](mailto:egrady@stnorbert.org) to take an active role.

## PARISH FINANCIAL REPORT

Through God's grace and the generosity of parishioners we have experienced tremendous spiritual growth at St. Norbert's. We have also enhanced communications, upgraded technology, and launched several new ministries. While many Catholic schools in the Archdiocese have merged or closed, our School is flourishing.

### SUNDAY OFFERTORY

Thankful for these blessings, much remains to be done to meet the growing needs of our parishioners, move our parish vision forward, and provide a secure future for St. Norbert's. While our ministries have expanded and our expenses have increased since we developed our 2009 Pastoral Plan, our Sunday offertory collections have been virtually flat.

We are proactively confronting this situation with a concerted effort to increase our Sunday collection. We are asking each parish family to prayerfully review their stewardship and contribute on a regular basis. This schedule of consistent giving will help us plan and implement steps to better serve our parish.

### MONTHLY OUTREACH COLLECTION

In the 2013 fiscal year St. Norbert's collected \$41,171 in the Monthly Outreach collection, as well as \$30,541 in other contributions targeted to outreach. The parish disbursed \$49,164 to those in need, including \$17,050 to St. Gabriel's Food Cupboard and \$13,888 to individuals and families in need.

### CAPITAL CAMPAIGN UPDATE

Through June 30, 2013 St. Norbert's has received \$279,452 from the Heritage of Faith, Vision of Hope Campaign. Roughly \$60,000 was used for the renovation work on the restrooms in the Parish Activity Center that began in June 2013. The remaining campaign projects will proceed as funds are received.

## ST. NORBERT PARISH STATEMENT OF INCOME AND EXPENSE

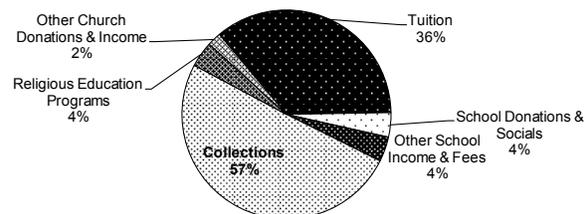
	FISCAL YEARS ENDING JUNE 30TH		
	2011	2012	2013
<b>Church &amp; Parish Office Income</b>			
Collections	\$1,145,142	\$1,170,312	\$1,189,769
Religious Education Programs	97,512	84,244	93,281
Special Donations, Other Income	49,794	57,205	50,539
<b>Total Church &amp; Office Income</b>	<b>\$1,292,448</b>	<b>\$1,311,761</b>	<b>\$1,333,589</b>
<b>Church &amp; Parish Office Expense</b>			
Diocesan Assessment	\$121,100	\$124,200	\$124,100
Payroll, Taxes & Benefits	564,698	575,900	576,006
Utilities & Maintenance	74,534	76,391	72,824
Church Publications, Altar Supplies	22,103	23,020	25,004
Auto, Insurance, Real Estate Taxes	27,590	27,268	27,343
Religious Education Programs	75,944	70,043	58,557
Pastoral Administration, Charities	28,282	42,122	48,767
Professional Fees, Contracted Services	19,994	21,788	21,867
Office Operating Expenses	13,737	12,944	15,654
Office Supplies & Equipment	9,000	6,432	5,816
<b>Total Church &amp; Parish Office Expense</b>	<b>\$956,982</b>	<b>\$980,108</b>	<b>\$975,938</b>
<b>Church &amp; Parish Office Net Income</b>	<b>\$335,466</b>	<b>\$331,653</b>	<b>\$357,651</b>
<b>School Income</b>			
Tuition	\$558,042	\$582,804	\$845,480
Donations & Socials	54,276	131,477	89,104
Other Income & Fees	15,468	43,131	91,189
<b>Total School Income</b>	<b>\$627,786</b>	<b>\$757,412</b>	<b>\$1,025,773</b>
<b>School Expense</b>			
Payroll, Taxes, Benefits	\$817,007	\$829,123	\$903,888
Maintenance, Utilities, Insurance	105,009	99,819	92,808
Instructional Supplies	79,150	128,134	154,251
<b>Total School Expense</b>	<b>\$1,001,166</b>	<b>\$1,057,076</b>	<b>\$1,150,947</b>
<b>Parish Subsidy to School</b>	<b>\$373,380</b>	<b>\$299,664</b>	<b>\$125,174</b>
<b>School Subsidy as % of Total Expense</b>	<b>37.3%</b>	<b>28.3%</b>	<b>10.9%</b>
<b>Net Parish Income (Loss)</b>	<b>(\$37,914)</b>	<b>\$31,989</b>	<b>\$232,477</b>
<b>School payroll accrual (1)</b>			<b>\$100,000</b>
<b>Adjusted Net Parish Income (Loss)(2)</b>	<b>(\$37,914)</b>	<b>\$31,989</b>	<b>\$132,477</b>
<b>Capital Expenditures</b>			
		<b>\$67,585</b>	<b>\$5,000</b>

(1) Our financial records are reported to the Archdiocese on a cash basis. During the 2013 fiscal year, the School changed its method of paying teachers from the parish fiscal year to the school year, resulting in an accrual of \$100,000 to reflect the payroll for 12 rather than 10 months.

(2) As a result of the closing of St. Monica School, enrollment at St. Norbert School increased to 261 students in the 2012-13 school year. The increased tuition income reduced the amount of the parish subsidy to the School, which will allow us to undertake long-needed capital upgrades and improvements that have been delayed, along with additional expenses that will occur in the 2013-14 fiscal year. This includes replacement of the church sound system and other repairs and improvements to meet our expanded parish programs, ministries and staff.

On June 30, 2013 the Parish's unrestricted working capital stood at \$419,661; This net amount reflects \$200,000 deducted for capital improvements to the Church sound system, Narthex, and Rte 252 sign in fiscal year 2014.

### Parish Income FY 2012-13



### Parish Expense FY 2012-13

