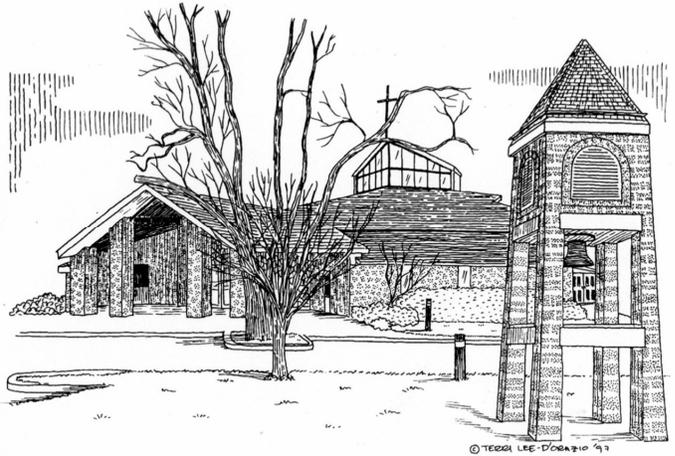


# Stewards of the Vision

## 2010 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.**

You and I are St. Norbert Parish. Each of us is a steward of this vision that has been entrusted to our community.

Since the vision was first published in Fall 2006 our community has sought the guidance of the Holy Spirit to make it a reality. In Fall 2009, following an extended period of prayer, discernment and input solicited from the entire parish community, we published a pastoral plan with specific goals and objectives designed to translate the vision into concrete action. We invited every parishioner to prayerfully consider how God was calling him or her to take part in accomplishing the plan. We challenged ourselves to consciously build the aspirations of our parish vision into all of the activities of our everyday lives, and to imagine what our community could look like if we succeeded.

Like the steward in Luke's Gospel (Luke 16:2) each of us is called to give a full account of our stewardship. As individuals, have we made good use of our time, talent and treasure to move our parish vision forward? And as a parish, have we been good stewards of the gifts and resources that we have received?

### **St. Norbert Parish Pastoral Plan: Living Our Vision**

The 2009 St. Norbert Parish Pastoral Plan listed three broad goals, each describing an outcome that we aspire to achieve together over a three to five year period. For each goal there were several objectives—specific steps we said we would take toward implementation of that goal. In Spring 2010 we evaluated our progress in carrying out these objectives and—through prayer, study

and listening—we developed objectives for the upcoming year.

In this report we provide an account of our progress over the past year and extend an invitation to each of us to enact our parish vision in ever deepening ways in the year ahead. Through God's grace and the collaboration of parishioners and staff we achieved many of our 2009-2010 objectives. As we look ahead much remains to be done but we pray that we will continue to come together as a community to live our vision. Each of us is a critical part of the whole, with a unique and important role to play. Let us each ask ourselves: How am I called to be a good steward of my time, talent and treasure to help accomplish our parish objectives for the upcoming year?

***Goal 1: 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 2009-2010**

**Pastoral Staff Collaboration**—This year brought several changes to the membership of our parish staff, but a renewed commitment to living our parish vision. We said good-bye to our Pastor Fr. Domenic Rossi, our Parochial Vicar Fr. John Zagarella, St. Norbert School principal Myra DiNicola and Religious Education Director Jeannie Guerin. We thank all of these servant-leaders for their tireless dedication to our parish community and we pray that God will continue to bless them in their ministry. We welcomed our new Pastor Fr. Michael Lee, our interim Parochial Vicar Fr. Joseph Serano, School Principal Mary Kay Hennessy and Director of Religious Education Scott Johnston. We congratulated Deacon Carl Braschoss on his ordination to the diaconate and pray for God's blessing on him as he prepares for his ordination to the priesthood and his nomination to become the Parochial Vicar of St.

Norbert's in 2011. All of these new staff members began their ministry at our parish by participating in a two-day retreat and orientation with existing staff members to foster collaboration as a pastoral team and to be formed in our parish vision.

**Leadership Joint Planning**—A joint subcommittee of the Parish Finance and Pastoral Councils worked with representatives of the School Advisory Board to develop strategies to provide for the long-term viability of St. Norbert School by balancing the funding needs of the parish as a whole; these recommendations will form the basis for ongoing parish planning (see inset).

#### **Joint Subcommittee Recommended Strategies for Keeping St. Norbert School Viable**

1. Simultaneous Church and School budget preparation
2. Parish development plan covering Church and School
3. Applying Archdiocesan recommendations in the context of St. Norbert School
4. Increased understanding of the gap between tuition and cost of a St. Norbert School education
5. Evaluation of alternative school funding models
6. Promoting stewardship at Church and School
7. Increased communication among Church and School ministries and leadership

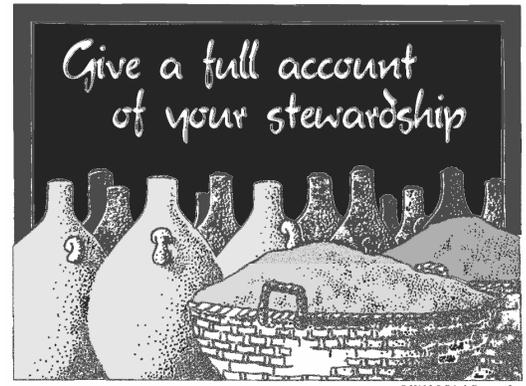
**Unity in the Spirit of St. Norbert**—Fr. Zagarella hosted several parish presentations encouraging communication using the ideals of peace, healing and reconciliation espoused by our patron St. Norbert, minister of peace and concord.

**Improved Communications**—Our weekly parish bulletin was expanded from four to six pages, now in color. Ministry Communications Coordinator Nell Howard, assisted by volunteer MaryAnn Lockard, enhanced communications among parish staff, ministry leaders and parishioners about their respective needs and resources.

#### **Our Objectives for 2010-2011**

- Establish a Development and Planned Giving program for the Parish.
- Clarify the purpose of the Acts 6 ministry and deepen its commitment to servant leadership.
- Foster greater unity between the School and other parts of the parish and collaborate on recommendations of the Archdiocese of Philadelphia Office of Catholic Education.
- Review parish resources to determine their adequacy to implement the pastoral plan and develop a strategic plan to bridge any gaps.

- Develop a plan to implement the Communications Committee recommendations for improving parish communications.
- Enhance internal communications among parish staff, ministry heads and ministry members.



***Goal 2: To foster the ongoing conversion and growth in discipleship of all parishioners through comprehensive formation and spiritual renewal opportunities.***

#### **Highlights of 2009-2010**

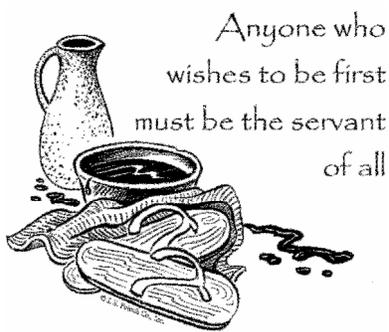
**St. Norbert School**—Ongoing marketing and retention efforts promoting the excellent Catholic education available at St. Norbert School led to an increase in School enrollment from 177 in June to 198 for the 2010-2011 academic year.

**40 Hours Parish Retreat**—Several hundred people participated in our newly-formatted parish 40 Hours devotion. The three days of devotion were structured as a parish retreat and included specific prayer intentions for each of the hours before the Blessed Sacrament. The theme was “Eucharist: Food for the Mission.” Lay Missionary Sarah Granger from Family Missions Company shared her story of life as a missionary to inspire us to hear our own call to mission.

**Increased formation offerings**—Expanded adult faith formation offerings included the “Hungry Disciples” dinner and discussion series on prayer, the Living Your Strengths program to help people discover and use their God-given talents, a course on the history of the Catholic Church, a discussion group of Deacon John Lozano’s new book Good News in Bad Times, and a first-ever summer Bible Study that attracted over 50 participants to study the Book of James.

## Our Objectives for 2010-2011

- Develop a plan to foster the vocation of all parishioners to evangelization and stewardship.
- Assess the adequacy of current parish faith formation offerings and make recommendations to address unmet needs.
- Encourage all those involved in parish ministry to participate in at least one workshop or retreat.
- Provide parishioners with ongoing catechesis on sacramental life.
- Develop a plan to foster the engagement and growth in discipleship of parish children in the years immediately following Confirmation.



***Goal 3: 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 2009-2010

**La Comunidad Hispanohablante**—Our parish was blessed by the continued growth of our Spanish-speaking community. The Concilio Guadalupano met regularly to develop the parish outreach to Spanish-speaking brothers and sisters and to collaborate with English-speaking parishioners in living our parish vision. Through the dedication of Father Nelson Henao of Devon Prep and numerous volunteers we now celebrate the Spanish Mass every Sunday at 1:30 pm and offer more hospitality and formation opportunities in Spanish.

**Mexico trip**—24 teens and adults returned to General Cepeda, Mexico in July for a life-changing week of evangelization and service, including constructing housing for the needy, visiting the homebound and praying with residents in the outlying villages.

**HOPE ministry**—Dave & Heather Makowicz started this new ministry to welcome and support families with children and teens facing significant physical, social and emotional challenges through monthly gatherings.

**Matthew 25:35**—"For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me." Our parish outreach ministries were brought under this message of Matthew 25:35 as a reminder that as we embrace those in need we embrace Jesus. Outreach ministry highlights included providing Thanksgiving dinner to 350 families through St. Gabriel's and over 300 families in Chester County and raising more than \$65,000 for Bethesda Project and food cupboards at St. Gabriel's and in Chester County at our annual parish fundraiser.

**Poor Man's Suppers**—In Lent we reintroduced the Poor Man's Suppers. Each week a different ministry prepared a simple meal of soup and bread as those attending entered into solidarity with the poor through prayer, fasting and almsgiving. Free will offerings were donated to Bethesda Project.

**Sursum Corda Priory**—Several St. Norbert parishioners spent many spring and summer days helping to refurbish St. Gabriel's rectory, the site of the new Norbertine priory established to strengthen the order's communal presence in South Philadelphia.

## Our Objectives for 2010-2011

- Assemble a team and message to identify and reach out to alienated and inactive parishioners.
- Expand the Hospitality Ministry, establish a Welcoming Ministry and form parishioners in our call to welcoming and hospitality.
- Continue to foster unity between the Spanish and English-speaking members of our community.
- Create a ministry team to promote parish outreach to young adults in their 20s and 30s.
- Identify ways to foster the relationships between St. Norbert Parish and Daylesford Abbey, St. Gabriel's Parish and Sursum Corda Priory.

### **An Invitation to Each of Us**

Stewardship is the response of the Christian disciple to the gifts that God has given us—receiving them gratefully, cherishing and tending them responsibly, sharing them generously with others and returning them with increase to God. 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 2010-2011 objectives. Please contact Nell Howard at 610-644-1655 ext. 21 or nell@stnorbert.org to take an active role.

# Parish Financial Report

Through our stewardship St. Norbert Parish met its 2009-2010 operating budget despite the continued bad economy, severe snow storms that led to over \$20,000 in plowing expenses, emergency installation of a new boiler for the Church, decreased tuition revenue resulting from a dip in 2009-2010 School enrollment and a call for contributions to the Archdiocesan capital campaign. In addition, we were able to expand some of our existing programs and ministries. We are grateful for the support of our parishioners and ask for continued generosity as we seek the increased resources needed to implement our parish vision and plan.

## Heritage of Faith, Vision of Hope: An Update on the Capital Campaign

St. Norbert Parish has received pledges totaling \$1,219,139 for the Archdiocese of Philadelphia Heritage of Faith, Vision of Hope Campaign, \$59,000 above the goal assigned to us by the Archdiocese but \$86,000 less than our parish target. If pledges are fully paid, \$465,138 will be returned to our Parish. We received our first installment of \$110,000 in July; the remaining balance will be paid out quarterly over the next 5 years as pledge payments are made.

As a result of the generous contributions to the Campaign construction has started on renovation to the upstairs bathrooms in the Parish Office Building. Next steps will be installing HVAC, creating storage and meeting space and repairing the roof at the Parish Office Building, making improvements to the activity center and roof at the School, continuing the funding for the Ministry Communications Coordinator position and contributing to the retirement fund of full-time St. Norbert employees.

This year also saw the installation of two beautiful enhancements to our Church as a result of our previous parish capital campaign: the statue of the Prodigal Son in the prayer garden and the Holy Water font in the narthex.

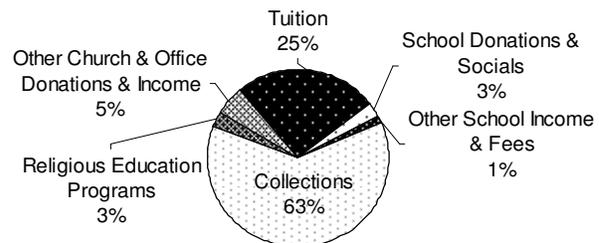
## ST. NORBERT PARISH STATEMENT OF INCOME AND EXPENSE

FISCAL YEARS ENDING JUNE 30TH

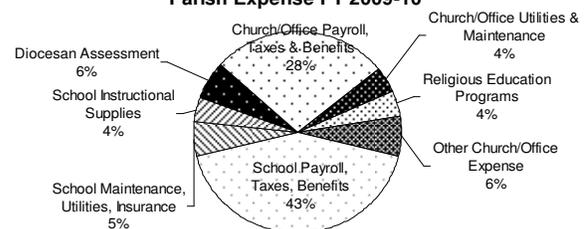
	2008	2009	2010
<b>Church &amp; Parish Office Income</b>			
Collections	\$1,138,705	\$1,140,988	\$1,182,551
Religious Education Programs	116,820	82,022	52,684
Special Donations, Other Income	33,628	53,436	101,130
<b>Total Church &amp; Office Income</b>	<b>\$1,289,153</b>	<b>\$1,276,446</b>	<b>\$1,336,365</b>
<b>Church &amp; Parish Office Expense</b>			
Diocesan Assessment	\$99,000	\$106,200	\$115,100
Payroll, Taxes & Benefits	398,435	444,621	516,850
Utilities & Maintenance	116,677	99,710	79,577
Church Publications, Altar Supplies	22,009	25,563	24,320
Auto, Insurance, Real Estate Taxes	29,182	25,388	26,603
Religious Education Programs	100,650	77,830	78,428
Pastoral Administration, Charities	41,502	29,904	24,284
Professional Fees, Contracted Services	18,647	24,186	22,306
Office Operating Expenses	42,633	12,012	10,352
Office Supplies & Equipment	15,724	16,360	11,632
<b>Total Church &amp; Office Expense</b>	<b>\$884,459</b>	<b>\$861,774</b>	<b>\$909,452</b>
<b>Church &amp; Parish Office Net Income</b>	<b>\$404,694</b>	<b>\$414,672</b>	<b>\$426,913</b>
<b>School Income</b>			
Tuition	\$411,159	\$510,682	\$481,820
Donations & Socials	70,313	62,705	53,714
Other Income & Fees	44,449	64,370	23,694
<b>Total School Income</b>	<b>\$525,921</b>	<b>\$637,757</b>	<b>\$559,228</b>
<b>School Expense</b>			
Payroll, Taxes, Benefits	\$753,191	\$814,061	\$795,936
Maintenance, Utilities, Insurance	109,245	125,880	100,598
Instructional Supplies	103,869	106,928	74,567
<b>Total School Expense</b>	<b>\$966,305</b>	<b>\$1,046,869</b>	<b>\$971,101</b>
<b>Parish Subsidy to School</b>	<b>\$440,384</b>	<b>\$409,112</b>	<b>\$411,873</b>
<b>School Subsidy as % of Total Expense</b>	<b>45.6%</b>	<b>39.1%</b>	<b>42.0%</b>
<b>Net Parish Income (Loss)</b>	<b>(\$35,690)</b>	<b>\$5,560</b>	<b>\$15,040</b>
<b>Capital Expenditures</b>		<b>\$17,150</b>	

On June 30, 2010, the Parish's unrestricted working capital stood at \$382,969 plus, there is an additional \$88,914 in a tuition restricted account. Our financial condition allowed us to meet our present operating expenses and maintenance needs.

### Parish Income FY 2009-10



### Parish Expense FY 2009-10



**Parish Pastoral Council:** Father Michael Lee, Jorge Bruniard, Michele Desjardins, Peggy Kravitz, Michael Lozano, Steve Martino, Frank Merenda, Maria Morales, Moira Murphy, Mark Wallin. Also attending: Father Joseph Serano, Deacon Bill Masapollo, Deacon John Lozano, Dan D'Auria, Ceil Frack, Mark Griswold, Mary Kay Hennessy, Nell Howard, Scott Johnston

**Parish Finance Council:** Father Michael Lee, Larry Kirwin, Guy Ciarrocchi, Cody Gabriel, Chuck Kerrigan, Moira Murphy, John Ziegler. Also attending: Father Joseph Serano, Deacon Bill Masapollo, Dan D'Auria, Nancy Dougherty

**Parish Stewardship Committee:** Deacon Bill Masapollo, Forrest Fisher, Victoria Fisher, Ed Kicak, Elaine Kicak, Diane Kunberger, Mary Ann Lockard, Marie Martino, Jeannine McCullough, Moira Murphy

**St. Norbert School Advisory Board:** Father Michael Lee, Jim Buysse, Tom Cancelmo, Chris Carlini, Mary Cavallaro, Guy Ciarrocchi, John Eggleton, Cody Gabriel, Maria Gatto, Patti Grey, Mary Kay Hennessy, Dr. Joanne McAdams, Kevin Mulqueen, John Ziegler