

# STEWARDS OF THE VISION

## 2014 St. Norbert Parish Report



### 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 listed three goals and each year the Pastoral Council, with broad input from parishioners, prayerfully developed specific objectives to implement these goals.

In this Report we provide:

- ◆ **2013-14 Highlights** of accomplishments in the final year of the 2009 Pastoral Plan
- ◆ **Five Year Recap** of major accomplishments under the 2009 Pastoral Plan
- ◆ **New Long-Term 2014-19 Pastoral Plan** summarized on the insert page

Please take a few moments to read through this report. Appreciate and celebrate what has 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 us realize our parish vision.

### 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.

### 2013-14 HIGHLIGHTS

#### COLLABORATIVE PLANNING

- **Parishioner Input:** Canvassed the entire parish via electronic and paper survey about parish life and the development of the next five-year parish pastoral plan.
- **Parish Life Teams:** Over 70 parishioners served on advisory teams in the seven key areas of parish pastoral life.

#### ENHANCED COMMUNICATIONS

- **Sound System:** Installed first phase of new audio-visual system in Church and established a sound board ministry of trained volunteers to run the system.
- **Technology Additions:** Introduced Online Giving system for financial contributions and expanded use of online registrations for free parish events.
- **Homilies Online:** Began website posting of recorded parish Sunday homilies.
- **Ministry Scheduler:** Adopted software to facilitate scheduling of, and communication among, liturgical ministers.

#### PARISH STEWARDSHIP

- **Grateful Stewards:** Parishioners responded generously to the request for yearly financial pledges, increased offertory, and the School Annual Appeal.

#### FIVE YEAR RECAP

- **Communications Director:** Created new staff position to enhance parish online and print communications.
- **New Branding and Website:** Launched parish logo and state-of-the-art website.
- **Updated Bulletin:** Expanded to 8 color pages with many photos and new features.
- **Newsletters:** Mailed to all parishioners at Christmas and Easter
- **E-Blasts:** Parish-wide e-mail notices of events and parishioner deaths

- **Route 252 Sign:** Frequent message changes
- **Accountability:** Committed to implement “Standards for Excellence” for Catholic parishes.
- **Leadership Development:** Held leadership training by Catholic Leadership Institute.
- **New Ministry Discernment:** Instituted formal process for creating new parish ministries.
- **Multi-Cultural Community:** Started a weekly Spanish Mass and bi-lingual celebrations.



## 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.

### 2013-14 HIGHLIGHTS

#### ENGAGING OUR FAITH

- **Dynamic Catholic:** Gave out Matthew Kelly’s book *4 Signs of a Dynamic Catholic* at Christmas followed by weekly dinner meetings and small group discussions at Lent.
- **Free Christian Concert:** Over 600 people enjoyed Catholic rocker Matt Maher at a free, parishioner-sponsored concert that led to plans for the 2014 Abbey Faith and Music Fest.
- **Inspirational Materials:** Installed a kiosk in the narthex featuring books and CDs by noted Catholic speakers and authors.
- **Relevant Speakers:** Hosted a talk on Bio-ethical concerns and a series on End-of-Life issues.
- **God’s Messengers:** Piloted a new Bible Study “Understanding the Prophets: Messengers of God’s Plan” led by Sarah Christmyer.

#### GROWING IN PRAYER

- **Fervent Disciples Retreat:** Deacon John Lozano led a 1/2 day Parish-wide retreat on what it means to be a Fervent Disciple.
- **Young Adults:** “Theology on Tap” sessions led to a weekly Gospel reflection group for young adults to share faith and fellowship.
- **Prayer Ministry:** Expanded the number of prayer teams and increased member training.

#### FERVENT YOUTH

- **Faith Retreats:** Youth Group members joined the Generation Faith Archdiocesan Rally, the annual retreat at Daylesford Abbey and Steubenville Summer Youth Conference.
- **Bible Timeline for Teens:** EDGE middle school and high school ministry teens grew in understanding Scripture through this program.
- **Vibrant School:** St. Norbert School had strong enrollment of 255, and saw continued academic success including Jacob George returning to the Scripps National Spelling bee as Chester County champ, Patrick Dacey winning a Neumann scholarship and \$450,000 in high school scholarships to graduating 8th graders.

#### FIVE YEAR RECAP

- **School Enrollment:** Increased from 177 in June 2010 to 255 in June 2014.
- **Core curriculum:** Held annual sessions of “core” formation programs: Alpha, Bible Timeline, Small Groups and Living Your Strengths.
- **Convenient formation:** Instituted Sunday, summer and once-monthly faith formation programs to reach people at convenient times.
- **Prayer and Healing:** Began monthly service with prayer teams and Anointing of the Sick.
- **Parish Missions:** Hundreds attended four 3-day parish missions featuring outside speakers.
- **Sacramental Life:** Expanded times for Reconciliation and Eucharistic Adoration, replaced weekday Communion Services with Masses, implemented new Mass translation changes.
- **Pilgrimages:** Father Mike led a group to the Holy Land in 2013, and Youth Group members traveled to Spain for World Youth Day 2011.
- **Youth Retreats:** National Evangelization Team (NET) Ministries teams presented retreats for Confirmation and high school youth.

### 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.

#### 2013-14 HIGHLIGHTS

##### INCLUSIVE WORSHIP

- **Assistive Listening Devices:** Offered electronic listening devices at Sunday Mass for individuals with hearing impairments.
- **Invitation to Communion:** Welcomed those not receiving Communion to come forward to receive Jesus in their hearts.
- **Gluten-Free Hosts:** Implemented new procedure for the reception of Communion by persons with gluten allergies.

##### EMBRACING THE UNDERSERVED

- **50+ Group:** Over 200 people took part in activities of this new ministry for those 50 and up.
- **Separated and Divorced:** Restarted Sunday evening series to help Catholics navigate the painful time of separation and divorce.

##### SERVING THOSE IN NEED

- **Medical Mission:** Our first team of medical missionaries to Haiti provided primary care in Port-au-Prince with additional planning underway for yearly March trips.
- **Youth Service:** High school teens reached out through Catholic Heart Workcamp.
- **Local Needs:** Service to those in need in Philadelphia and its suburbs included:
  - ◆ Over 300 coats collected through the St. Norbert School **One Warm Coat** drive
  - ◆ \$45,000 proceeds of annual fundraiser, 1,500 casseroles and 100 bags of clothing and towels to **Bethesda Project**
  - ◆ Over 980 meals to **Aid for Friends**
  - ◆ Cribs, baby clothes and furniture, and maternity clothes to **Birthright**
  - ◆ Almost 1,800 gifts and gift cards donated through the **Christmas Giving Tree**
  - ◆ 750 bags of **clothing** to St. Francis de Sales Church and Second Mile Thrift Shop
  - ◆ 125 pairs of pajamas as well as books and baby items to **Pajama Buddy** for children in Chester County emergency shelters
  - ◆ **156 backpacks and school supplies** provided to students at St. Gabriel's

- ◆ 2,400 bags of groceries in 2013-14, plus Thanksgiving donation of turkeys, 700+ grocery bags, \$5,000 gift certificates, and over \$2,000 from St. Norbert School, to **St. Gabe's Food Cupboard.**

#### FIVE YEAR RECAP

- **Inviting Inactive Catholics:** Encouraged parishioners to invite people back to Church, offered a discussion group for inactive Catholics and made home visits to Spanish speakers.
- **Adaptive Religious Ed:** New program for families of children with special needs.
- **Mexico:** 24 teens and adults made a service and evangelization trip in July 2009.
- **HOPE Ministry:** Served children facing physical, social and emotional challenges.
- **Expanded Fellowship:** Increased frequency of fellowship gatherings after Mass and at other parish events.
- **Poor Man's Suppers:** Revived Friday Lenten soup dinners to foster solidarity with the poor.

#### ST. NORBERT PARISH CONTACTS:

**Staff:** Father Michael Lee, Father Carl Braschoss, Deacon Bill Masapollo (retired), 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:** Nathan Ball, Forrest Fisher, Peggy Kravitz, Maryann Lockard, Heather Makowicz, Therese McElwee, Jim Ryan, Steve Ryan

**Parish Finance Council:** Deacon Bill Masapollo, Forrest Fisher, Rob Healy, Megan Liney, Frank Merenda, Bill Stemper, John Ziegler

**School Advisory Board:** Mary Cavallaro, Nicole Elguicze, Hank Fila, Forrest Fisher, Maria Gatto, Mary Kay Hennessy, Megan Liney, Katie Lopresti, Scott Johnston, Joanne McAdams, Meg Sargent, 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 pastoral plan. **CONTACT:** Ed Grady at 610.644.1655 ext. 15

**PARISH FINANCIAL REPORT**

Through God's grace and the generosity of time, talent and treasure of you our parishioners, St. Norbert Parish continued to experience tremendous spiritual growth and financial stability in Fiscal Year (FY) 2014.

**OFFERTORY COLLECTIONS**

Offertory contributions rose to over \$1.4 million in FY 2014 thanks to the generous response of hundreds of parishioners who pledged to increase offerings through the Grateful Stewards program.

**CAPITAL CAMPAIGN UPDATE**

Through June 30, 2014 St. Norbert's has received \$326,327 from the Heritage of Faith, Vision of Hope Campaign. Renovation of restrooms in the Parish Activity Center was completed in FY 2014, leaving a balance of \$87,197. We anticipate receiving another \$26,000 in outstanding pledges, with an overall pledge fulfillment of 84.3%. Despite this shortfall, the parish remains committed to completing the two remaining campaign items (a one-time employee retirement contribution and creating additional parish office meeting space), anticipated to cost \$150,000-\$180,000.

**OTHER FY2014 MAJOR EXPENSES**

An Archdiocesan directive to set aside 9% for employee retirement, including contributions to the old pension plan, was a major factor in the increase in FY 2014 payroll expense. \$185,000 was deducted from unrestricted working capital to fund capital improvements in FY 2015 to the church audio visual system, narthex enhancement, Route 252 electronic sign, oil tanks removal and Sugartown rental house improvements.

**OUTREACH COLLECTIONS**

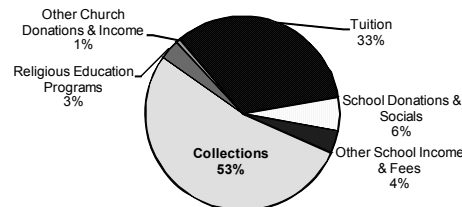
In FY 2014, St. Norbert's collected \$71,878 in contributions targeted to outreach and disbursed \$92,612 from the outreach account, including \$20,000 to Daylesford Abbey, \$19,888 to St. Gabriel's Food Cupboard, \$10,000 to St. Gabriel Parish and School tuition assistance, \$9,884 to St. Norbert School tuition assistance, \$9,514 to local individuals and families in need, \$8,000 to the parish medical mission in Haiti, and \$8,000 to Bethesda Project.

**ST. NORBERT PARISH  
 STATEMENT OF INCOME AND EXPENSE  
 FISCAL YEARS ENDING JUNE 30TH**

| <b>Church &amp; Parish Office Income</b>        | <b>2012</b>        | <b>2013</b>        | <b>2014</b>        |
|---|--------------------|--------------------|--------------------|
| Collections (1)                                 | \$1,170,312        | \$1,189,769        | \$1,418,836        |
| Religious Education Programs                    | 84,244             | 93,281             | 89,392             |
| Special Donations, Other Income                 | 57,205             | 50,539             | 20,308             |
| <b>Total Church &amp; Office Income</b>         | <b>\$1,311,761</b> | <b>\$1,333,589</b> | <b>\$1,528,536</b> |
| <b>Church &amp; Parish Office Expense</b>       |                    |                    |                    |
| Diocesan Assessment                             | \$124,200          | \$124,100          | \$125,200          |
| Payroll, Taxes & Benefits                       | 575,900            | 576,006            | 626,052            |
| Utilities & Maintenance                         | 76,391             | 72,824             | 86,803             |
| Church Publications, Altar Supplies             | 23,020             | 25,004             | 29,842             |
| Auto, Insurance, Real Estate Taxes              | 27,268             | 27,343             | 28,684             |
| Religious Education Programs                    | 70,043             | 58,557             | 67,796             |
| Pastoral Administration, Charities              | 42,122             | 48,767             | 61,342             |
| Professional Fees, Contracted Services          | 21,788             | 21,867             | 20,724             |
| Office Operating Expenses                       | 12,944             | 15,654             | 19,950             |
| Office Supplies & Equipment                     | 6,432              | 5,816              | 8,141              |
| <b>Total Church &amp; Parish Office Expense</b> | <b>\$980,108</b>   | <b>\$975,938</b>   | <b>\$1,074,534</b> |
| <b>Church &amp; Parish Office Net Income</b>    | <b>\$331,653</b>   | <b>\$357,651</b>   | <b>\$454,002</b>   |
| <b>School Income</b>                            |                    |                    |                    |
| Tuition (2)                                     | \$582,804          | \$845,480          | \$894,611          |
| Donations & Socials                             | 131,477            | 89,104             | 147,198            |
| Other Income & Fees                             | 43,131             | 91,189             | 100,728            |
| <b>Total School Income</b>                      | <b>\$757,412</b>   | <b>\$1,025,773</b> | <b>\$1,142,537</b> |
| <b>School Expense</b>                           |                    |                    |                    |
| Payroll, Taxes, Benefits                        | \$829,123          | \$903,888          | \$1,055,973        |
| Maintenance, Utilities, Insurance               | 99,819             | 92,808             | 113,033            |
| Instructional Supplies                          | 128,134            | 154,251            | 160,816            |
| <b>Total School Expense</b>                     | <b>\$1,057,076</b> | <b>\$1,150,947</b> | <b>\$1,329,822</b> |
| <b>Parish Subsidy to School</b>                 | <b>\$299,664</b>   | <b>\$125,174</b>   | <b>\$187,285</b>   |
| <b>School Subsidy as % of Total Expense</b>     | <b>28.3%</b>       | <b>10.9%</b>       | <b>14.1%</b>       |
| <b>Net Parish Income (Loss)</b>                 | <b>\$31,989</b>    | <b>\$232,477</b>   | <b>\$266,717</b>   |
| <b>School payroll accrual (3)</b>               |                    | <b>\$100,000</b>   |                    |
| <b>Adjusted Net Parish Income (Loss)</b>        | <b>\$31,989</b>    | <b>\$132,477</b>   | <b>\$266,717</b>   |
| <b>Capital Expenditures (4)</b>                 | <b>\$67,585</b>    | <b>\$5,000</b>     | <b>\$142,948</b>   |

(1) The increase in FY 2014 is due to the generous parishioner response to the Grateful Stewards program. Thank you! (2) The 2013-14 school year enrollment remained high following the unfortunate closing of St. Monica's School. (3) Our financial records are reported to the Archdiocese on a cash basis. During FY 2013 the school changed its method of paying its teachers based on the parish fiscal year to the school year. As a result, in FY 2013 the financial report includes an accrual of \$100,000 to properly reflect the payroll for 12 months rather than the 10 months paid. (4) Includes Parish Activity Center renovations and improvements to Church & School audio systems. On June 30, 2014 the Parish's unrestricted working capital stood at \$535,935. This net amount reflects \$185,000 deducted for capital improvements to the Church audio visual system, narthex improvements, Rte. 252 electronic sign, oil tank removal, Sugartown rental house improvements, and others to be made in FY 2015.

**Parish Income FY 2013-14**



**Parish Expense FY 2013-14**

