



2016-2017 ANNUAL REPORT



226 NORTH HILL STREET • SOUTH BEND, INDIANA 46617 • 574-234-3134 • WWW.STJOEPARISH.COM



WORSHIP † SERVICE † EDUCATION

In the Heart of South Bend

PASTORAL TEAM & STAFF

Pastor
Rev. Kevin Rousseau, C.S.C.

Parochial Vicar
Rev. Daniel Ponisiak, C.S.C.

School Principal
George Azar

Preschool Director
Melissa Cowden

Administrative Assistant
Julie Hallenius

Office Assistant/Safe Environment
Lisa Slott

Director of Business Operations
Pat Stockrahm

Director of Religious Education
Sean Driscoll

Director of Marketing & Communications
Sean Kennedy

Director of Music & Liturgy
Jessica Springer

Facilities Manager
Kevin Hamel

Director of Youth Ministry
Katie Ball-Boruff

†
J.M.J.

November 30, 2017

My Dear Brothers and Sisters in Christ,

The end of November is a time for us to be grateful. We do this as a nation on Thanksgiving Day. As a parish community, we show our gratitude with special giving drives benefiting local organizations that support our neighbors in need. Individually and as families, I know our gratitude is expressed in a variety of other ways. Please know of my gratitude for all the ways Saint Joseph Parish continues to make God known, loved, and served in the heart of South Bend through our mission of worship, service, and education.

CAMPUS IMPROVEMENT

Our previous Annual Report (2015-2016) focused well-deserved attention on the completion of construction for our *Living Our Faith, Building Our Future Campaign*. Now, after a full year of use, our parish gymnasium and additional classroom and office spaces are being used just as we envisioned for so many years. Our new gym has hosted Confirmation receptions and Holy Thursday adoration, the parish picnic and parish auction, weekly adult basketball and volleyball, and dozens of other events by many different groups in our parish. I had several occasions last year to give alumni and visitors tours of our new space. Like you and me, they find our campus improvements to be beautiful!

I am especially grateful to Mr. Kevin Hamel, our Facilities Manager, and our parish Buildings and Grounds Committee who advise him. Together they have created a renewal plan of all capital equipment and systems that need to be maintained at the parish. This plan helps us to budget financial resources for items that we know will need to be replaced in the years ahead. You will see in this report a summary of our major capital projects over the past five years that are in addition to our campaign projects. With an expanded campus, we will continue to carefully plan for maintenance of our facilities in order to position our parish for a strong future.

CAMPAIGN PROJECT FINANCING

Prior to the final phase of campaign construction, we obtained a line of credit to fund the project as pledges continued to be paid. We ended up borrowing \$570,000 against this line of credit. In October of 2017, we made a payment of \$150,000, lowering our debt to \$420,000. We will continue to make large principal payments as outstanding pledges are paid. The interest on our borrowed loan has been included in our annual operating budget.

Of the \$5.1 million in campaign pledges, we have collected \$4,043,691 (in addition to the Ackles bequest of 943,383). Although we have been forced to write-off \$107,159, we are happy to report that pledges continue to be fulfilled and we are confident we will be able to meet our loan obligation. I thank all parishioners and friends of Saint Joseph for the generosity with which they have given to the *Living Our Faith, Building Our Future Campaign*. With the guidance of the parish Finance Council, we will be making payments as prudently and as quickly as we are able, and will provide regular bulletin updates. If you have questions regarding your pledge or would like to make a new contribution towards this fund, please contact Lisa Slott at lslott@stjoeparish.com or 574-234-3134, ext. 13.

St. JOSEPH CATHOLIC CHURCH

FINANCIAL STEWARDSHIP

Overall, our financial position as a parish is healthy. We are carefully monitoring expenses and planning for capital improvements. We are confident in the pledges to cover most of our campaign loan. Our largest annual financial investment is our education ministry. Forming future disciples of Jesus has been our mission since our foundation in 1853, and we continue to subsidize active parishioners to help them afford Catholic education. We continue to rely on the generosity of the entire parish to make our worship, service, and education possible.

In an effort to make financial stewardship as easy as possible, we are excited to be implementing online giving this winter! We hope that you find this new tool beneficial, as it will allow you to more easily examine and adjust your financial support of the parish when you feel called to do so. Please feel free to call on me if I can be of assistance. And, as always, thank you for your continued generosity!

A CHALLENGE AHEAD

A challenge we face moving forward these next few years has to do with parish programming and stewardship of time and talent. We have allowed our parish payroll to decrease through attrition over the past three years. As an administration, we have been careful and creative in our staffing, knowing the financial sacrifices parishioners have made to our campaign and to our offertory. With less professional staff, we rely more on the generosity of volunteers to help organize and run our programs, events, and fundraisers. I am very grateful for the women and men who have offered countless hours of service to our parish!

Moving forward, if we wish to keep our mission strong, it is important that others respond to the call to serve in discipleship to the parish. Just as the Greatest among us was our servant, each of us is called to serve! As we seek to secure chairpersons and volunteers for our parish events and fundraisers, I hope that more of our parishioners will answer this call (with great zeal!) and allow God to work through them in their service. Volunteering is one of the best ways to meet fellow parishioners, to enter more fully into our community of faith, and to draw nearer to God. Giving of our time and talent can certainly be a sacrifice in our busy lives. And, as with Christ's early disciples, it may come with challenges, setbacks, and mistakes. But the sacrifice of this discipleship is a miracle in itself as we live out the story of the cross that gives us hope! If you ever wish to discuss your call to serve, please reach out to me or Fr. Dan.

I would like to close as I opened this letter with gratitude for all the ways our parish has been active in worship, service, and education at Saint Joseph Parish. Each year when we prepare this report, I ask every household to prayerfully reflect on how God is calling you to share your time, talent, and treasure to our mission. If you have any questions about anything contained in this report, or if I can help you in any way, please do not hesitate to contact me. I am grateful to serve at Saint Joseph Parish with all of you. Please be assured of my prayers.

God bless,



Rev. Kevin Russeau, C.S.C.
Pastor

PASTORAL COUNCIL

Council Members

Mark Stanish (Chair)
Dan Cory
Andy Czarnecki
Lenny DeLorenzo
Lisa Little
Tracy Maginn
Steve Matz
Stacey Noem
Rachel Schroeder
Roman Smith

Christian Formation Rep.
Lauren Walatka

Community Life Rep.
John Mazurkiewicz

Liturgy Rep.
TBD

School Board Rep.
Christine Caron Gebhardt

Secretary/Recorder
Lisa Slott

PARISH FINANCE COUNCIL

Bill Carlson	Ryan Matthys
Tim Dolezal	Bill Nolan
Chris Lauber	Gary Stenke
Tim Maher	

2016-17 Financial Report

PARISH

2016-17	2015-16	INCOME
974,464	955,877	Collections - General
20,556	20,183	Collections - Buildings & Maint.
52,500	38,172	Bishop's Appeal Overgoal
46,065	30,365	Fundraisers (non-campaign)
26,315	14,291	Donations & Grants
2,000,290	1,975,654	Grade School
237,051	241,479	Preschool
36,974	48,655	Other Income
\$ 3,394,215	\$ 3,324,676	Total Parish Income
2016-17	2015-16	EXPENSES
246,473	239,510	Parish Administration
310,583	320,396	Parish Operations
		Parish Ministries
2,432,483	2,350,251	Grade School
275,908	244,137	Preschool (<i>includes depreciation</i>)
179,911	175,157	Liturgy & Music
86,680	100,866	Christian Formation
12,886	27,896	Other Ministry
\$ 3,544,924	\$ 3,458,213	Total Expenses
330,558	297,592	Depreciation add back
\$ 179,849	\$ 164,055	Net Cash Income

Educating Hearts and Minds

The parish subsidy is an amount budgeted each year as part of the expense of operating our educational ministry and helping active, registered parish families afford Catholic education here at Saint Joseph.

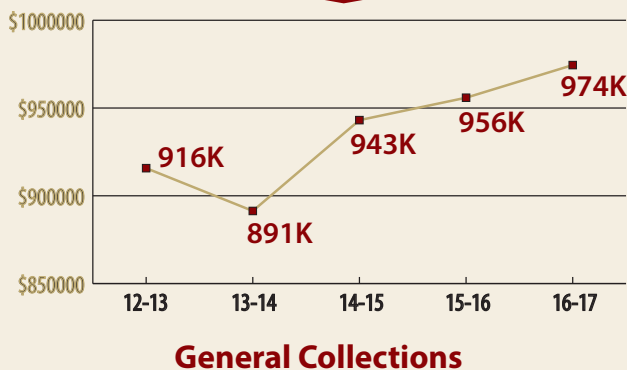
GRADE SCHOOL DETAIL

2016-17	2015-16	INCOME
1,718,226	1,704,778	Grade School Tuition & Fees
50,286	59,434	Grants, Scholarships, Subsidies
104,981	90,808	Fundraisers
35,005	29,796	Donations
91,792	90,838	Other Income
\$ 2,000,290	\$ 1,975,654	Total School Income
2016-17	2015-16	EXPENSES
271,332	259,409	Administration
1,587,930	1,576,561	Instruction
487,010	378,960	Operations (<i>includes depreciation</i>)
86,211	135,321	Other Expenses
\$ 2,432,483	\$ 2,350,251	Total School Expenses
\$ (432,193)	\$ (374,597)	School Subsidy from Parish

In Giving, We Receive

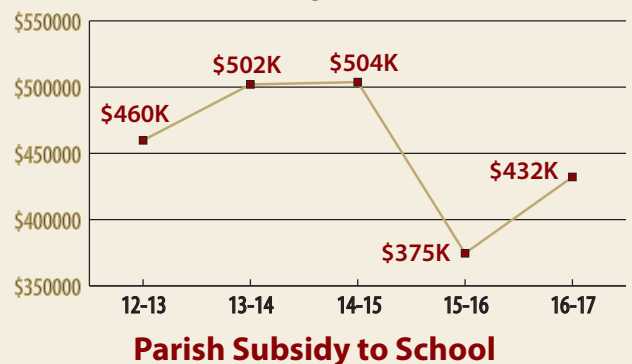
General offertory increased 1.9% in FY 2016-17.

Excluding FY 2013-14 (first year of the capital campaign), offertory has shown a steady increase.



The parish subsidy to the school was \$432,193 in FY 2016-17.

The administration, with the guidance of the parish Finance Council, continues to be diligent with budgeting to ensure the amount of the subsidy remains manageable for the parish.



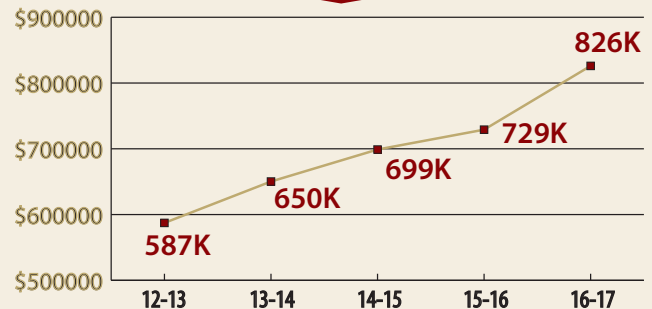
Operating Our Facilities

A significant part of our parish's annual budget consists of the routine operating costs of our facilities. These expenses include facilities payroll, utilities, repairs and maintenance, and depreciation.

The addition of the Ackles Parish Life Center in 2013, our North Lot and garage in 2014, and the new Parish Gymnasium in 2016 have shown an expected increase in these operating costs. These routine costs do not include major capital repairs and improvements, such as those detailed on p. 6, which we have been working to afford from cash operating surplus.

PARISH/SCHOOL FACILITIES OPERATIONS

2016-17	2015-16	EXPENSES
176,808	161,648	Employee Costs
142,567	117,486	Utilities
123,095	120,436	Repairs/Maintenance
313,491	265,357	Depreciation
70,094	64,168	Other
\$ 826,055	\$ 729,095	Total

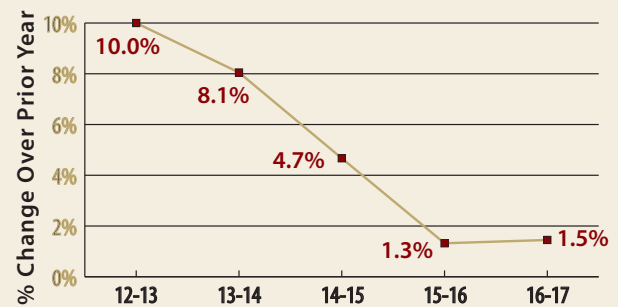


Annual Facilities Operating Costs

Human Resources

Payroll, which includes parish, school, and preschool staffing, is our largest operating expense each year. **The total parish payroll in FY 2016-17 was \$2.46 million, about 70% of total parish expenses.**

We have allowed our payroll to decrease through attrition over the past three years, an effort that has lowered the annual percent increase in payroll costs. Parish administration has been careful and creative in our staffing, knowing the financial sacrifices parishioners have made to our campaign and to our offertory. With less professional staff, we rely more on the generosity of volunteers to help organize and run our programs, events, and fundraisers.



Annual % Change in Payroll Costs

Campaign Update

The parish has a \$420,000 balance on a construction loan taken that allowed us to complete our campaign building projects as remaining pledges are collected. Each quarter, our Finance Council reviews the loan and determines appropriate payments (loan interest is included in our operating budget). Pledges continue to be fulfilled and we are confident we will be able to meet our loan obligation!

420,000	Loan Balance (October 2017)
247,003	Pledges Collected Towards Loan
\$ 172,997	Effective Debt Balance
176,601	Pledges Outstanding (after write-offs)
\$ 3,604	Projected Variance

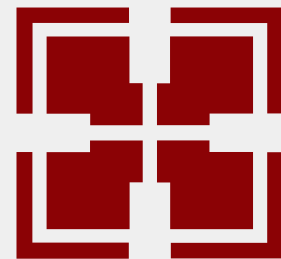
Capital Improvements

Investing for the Future

The parish has made an effort in recent years to monitor spending in preparation for supporting our new facilities and to plan for ongoing improvement and replacement requirements, with the hope that we might avoid undertaking a capital campaign to fund facilities projects in the future. During the last five years, Saint Joseph Parish has funded over \$600,000 in capital improvements in addition to *Living Our Faith, Building Our Future Campaign* projects and the North Lot car wash purchase and renovation, which was funded mostly through parish savings.

2013-14		2014-15		2015-16	
149,300	School Tuck-pointing	13,400	Tractor (Snow Plow)	63,395	Ackles HVAC
74,062	School HVAC Units	11,290	Ackles Improvements	32,862	Classroom Desks
35,710	School Security Doors	9,825	Church Bathroom Renov.	9,754	Ackles Pre-K Renovation
16,405	School Equipment	7,032	Other School Property		
\$ 275,477	Total	\$ 41,547	Total	\$ 106,011	Total

2016-17		2017-18	
15,034	Church Cooling Tower	117,347	School Roof
9,000	Fanelli HVAC Upgrades	22,181	School Library Renov.
7,500	Condensate Pump	11,000	Parish Truck
6,560	Church Pew Screens		
6,046	Rectory Roof Repairs		
4,250	Ackles Handrails		
\$ 48,390	Total	\$ 150,528	Total



Finance Council

Dear Fellow Parishioners,

Sound fiscal management of a parish is a responsibility of the pastor and is linked closely to his pastoral care of the parish. It is carried out properly when it includes the advice and help of devoted parishioners with experience in financial matters. Consultation should be marked by transparency and mutual respect.

As chair of the Saint Joseph Parish Finance Council, I would like to share with you a brief account of our purpose and charge. The Finance Council advises the pastor in administering the ecclesiastical goods of the parish according to universal and particular law. Responsibilities include:

- Assisting the pastor with preparation of the parish budget.
- Reviewing the income and expenditures of that budget quarterly.
- Reviewing the parish school budget and the actual expenditures and income quarterly.

tures and income quarterly.

- Advising the pastor concerning the parish balance sheet.
- Advising the pastor regarding school tuition and all other parish charges.
- Advising the pastor regarding financial feasibility of proposed building projects.
- Advising the pastor regarding review and repayment of any parish debt.
- Determining that proper accounting practices and internal control procedures are in place and evaluating the report of the regular diocesan audit.

On behalf of the Saint Joseph Parish Finance Council, I thank you for trusting us with this meaningful responsibility. Should you ever have questions, please feel free to reach out.

Gary Stenke, Finance Council Chair

Making God Known, Loved, and Served



Parishioners at the Habitat for Humanity Matthew 25 Build



Youth Group serving dinner at Hope Ministries

Did You Know?

From October 1, 2016, to September 30, 2017, our Saint Joseph Parish Conference of St. Vincent de Paul made 294 home visits, distributing 19,222 pounds (**almost 10 tons!**) of food and personal hygiene products to 737 people.

Sharing Our Gifts

Saint Joseph Parishioners, in the tradition of the Congregation of Holy Cross, continue to support communities near and far by bringing the joy of the Gospel to people at the margins.

Our parishioners and school families have offered countless donations and hours of service to our diocesan ministries, members of our local community, and beyond.

Supported ministries include Saint Vincent de Paul, Catholic Charities, Our Lady of the Road, Women's Care Center, Hope Ministries, Saint Margaret's House, Center for the Homeless, Habitat for Humanity, seminarian education, retired religious support, disaster relief efforts . . . and many more!

\$175,647

Contributed to the Annual Bishop's Appeal



\$35,147

Contributed to special diocesan collections

Catholic Charities, St. Vincent de Paul, Catholic Relief Services, etc.

Parish Auction 2016

CHUCKS & TUX A SUCCESS!

In October 2016, our biennial parish auction was held onsite for the first time in our new Saint Joseph Parish Gymnasium. Co-chairs Petra Farrell and Katherine Cinnering, along with dozens of volunteers, put together a fun and fantastic evening of silent and live auctions! Attendees donned sneakers along with their fancy evening attire in the spirit of the sporty gym theme.

Through the generosity of our guests, our parish raised \$85,730. These funds help support all of our parish ministries. Thank you to all who supported our auction for your generosity of time, talent, and treasure!



As Disciples of Jesus

we are called into community

A community where we are family
and we share our many gifts generously

INTRODUCING ONLINE GIVING AT SAINT JOSEPH PARISH

We are pleased to inform our parishioners that you will very soon be able to share your financial gifts to support our parish — *online!*

We have been working hard behind the scenes as a parish staff to initiate this exciting new program, which will provide greater convenience and flexibility for our parishioners. Being able to give online makes donating simple and easy, while at the same time keeping the process safe and secure. By offering online giving, we know that we will be able to better engage our parish families in supporting our mission of worship, service, and education.


With online giving, it will be very simple to set up a one-time or recurring donation, and allocate the amounts of your choice to any of our different collections. Once you start to use it, you will be able to view your complete, accurate financial records at any time during the year. Parishioners currently using EFT for giving will be asked to transition to our new online giving system. Those who wish to continue using traditional methods of offering may do so.

Please stay tuned for more details in the weeks ahead, and thank you for helping support our parish family!

My Recurring Transactions

Collection	Next Transaction Date	Payment Source	Amount	
Sunday Collection	Sunday November 19th, 2017	Visa ending with 1111	\$20.00	Edit Delete

My Payment Sources

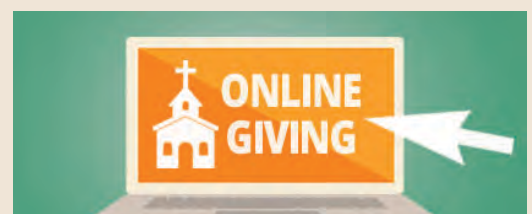
 Visa ending with 1111 [Edit](#) [Delete](#)

[Create a new payment source](#)

My Giving History

Report Year: 2017 [Export to PDF](#)

Date	Giving Opportunity	Amount	Payment Source	Status
11/12/2017	Sunday Collection	\$20.00	Visa ending with 1111	Successful
11/5/2017	Sunday Collection	\$20.00	Visa ending with 1111	Successful
10/29/2017	Sunday Collection	\$20.00	Visa ending with 1111	Successful
10/22/2017	Sunday Collection	\$20.00	Visa ending with 1111	Successful



BENEFITS OF ONLINE GIVING

- Pay online for parish collections, events, and programs
- Schedule recurring donations
- Manage your account and giving at any time
- Flexible payment options: bank account or credit card
- View giving history and receipts at your convenience