2023-24 ANNUAL

STATE OF THE PARISHES REPORT

Family of the Most Holy Eucharist

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A Year of Eucharistic Revival

WRITTEN BY: ERIN DWYER, DIRECTOR OF STEWARDSHIP & EVANGELIZATION

The 2023-24 fiscal year was officially the second year of Beacons of Light and corresponded with the second year of the Eucharistic Revival here in the United States. This year was focused heavily on the National Eucharistic Revival which took place in July 2024. You probably saw many events, speakers, and opportunities to attend adoration or eucharistic processions in our area. So why is there such a focus on the Eucharist? Why are we being urged to go to adoration? The main reason for this was a plea from Pope Francis to catechize our faithful on the real presence of the Eucharist. Studies show that 70% of Catholics do not believe in the real presence. It is our hope and mission to continue in every way possible, to bring the faithful into real relationship with Jesus and to increase the desire to adore and worship the Lord both through the holy sacrifice of the Mass and adoration of the blessed sacrament. As we head into year three of Beacons of Light and the National Eucharistic Revival, it is time to take the Eucharist to our community and world.

Dear Brothers and Sisters,

It is hard to believe that year two of Beacons of Light has come and gone. On one hand, it's hard to believe that two years are completed, but on the other hand, we have accomplished so much. This year, the State of the Family Report is divided according to the six principles of Beacons of Light:

- Eucharist
- Leadership
- Church
- Evangelization
- Stewardship
- Love in Action

The focus of year two of Beacons of Light was leadership. Each report will give only a snapshot of what is happening in the Family of the Most Holy Eucharist. However, it will give insight into how we are progressing in the planning process. This report is a snapshot of how we have progressed so far in reaching the stated objectives of Beacons of Light and where we are still growing. These include:

- Form Families of Parishes that are stronger, centered on the Eucharist, radiate the love of Christ, focused on mission, and fully integrated communities of faith. Each Family will seek to become one canonical parish through this planning process.
- Consolidate resources to be better equipped and ordered to missionary discipleship and the spread of the Gospel.
- Pastors and parish leaders together will plan for the future of their Family of Parishes to proclaim the Gospel as we enter the Archdiocese of Cincinnati's third century.

Now that we have turned the corner into year three of Beacons of Light, we continue to solidify our leadership within the Family, and will now move forward into Phase 2, Vision. Creating a Vision for our Family of Parishes will help us unify our mission and goals for the future. Once this Vision is complete, everything that we do will be oriented towards that Vision. Every ministry, committee, group and parishioner will be needed to succeed.

Finally, as you read this report, you will notice that due to space restraints there are many bullet points without much detail. We invite you to go to our website www.fmhe.org to get a fuller report and explanations from our directors. If you are unable to access the website, feel free to call the parish office at 513-494-HOST(4678) and we will send you copies of the full reports.

God's Blessings,

Family of the Most Holy Eucharist

St. Aloysius Gonzaga · St. Antoninus · St. Catharine Of Siena · St. Martin of Tours · Our Lady of Lourdes

Sacramental Report

As we shift from focusing on our individual parishes to becoming one family, we are excited to share with you the family totals of sacraments that were celebrated during the 23-24 fiscal year. We also had 8 individuals enter the Church through the RCIA program.

Family Totals	43	88	83	18

- Additional Information: 134 funerals celebrated, 988+ weekday/weekend Masses; more than 510 hours of Confessions.

Beacons of Light Report: Eucharist

EUCHARIST

WRITTEN BY: FR. HENRY HOFFMANN, DIRECTOR OF LITURGY & WORSHIP

The Liturgy and Worship department has been busy over the past year! We have been working hard to revitalize our parish worship. Until his departure in January 2024, Fr. Jim worked on bringing the five parish worship commissions together into one family worship commission, and he began the process of creating a family funeral planning packet.

Since then, Father Jim handed the torch to me, Father Henry, and the Worship Team has grown. We have hired Christy Welsh and Ryan Kramer. Christy is the coordinator of sacraments, especially weddings and funerals, and handles the cemetery business at St. Al's. She is the point person for engaged couples and funeral homes. (More on the wedding preparation process below.) Ryan is a coordinator for sacristies and servers, and so he helps communicate between the priests and the sacristans and servers at each of the parishes. It is hard for the priests to get to know everyone as they bounce from parish to parish and Mass to Mass, and Ryan helps to fill that gap. He will also train servers and recruit them from our schools, with the assistance of the sacristans at each parish. He is a resource for all the volunteers at each of the parishes to help them get what they need to flourish in their ministries.

After I took over from Father Jim in January, I focused on liturgical formation for ministers and worship commissions. We have offered trainings for lectors and extraordinary ministers of Holy Communion. These trainings help to inspire deeper understanding and devotion to the Eucharist, greater reverence during Mass, and greater uniformity and efficiency for all the parishes. We have revamped our marriage preparation process, using a program known as Witness to Love, which implements Pope Francis' vision of a new marriage catechumenate. The Witness to Love program emphasizes integrating the couple into parish life through mentor couples and a program developed by psychologists and theologians to train engaged couples how to grow in virtue and the practice of their faith in a way that will practically benefit their marriage. We are also in the process of growing and developing and refining our bereavement ministry.

Additionally, we have helped with a Children's Eucharistic program, the St. Joseph Boot Camp for men's spiritual and liturgical formation, and we helped plan and execute the special liturgies for the Eucharistic revival in July of 2024.

Speaking of special liturgies, during the past year, the liturgy and worship department has collaborated with Fr. Matt and our parish sacristans and the deacons, to provide First Friday masses, which occur at St. Catherine's at 6:30pm, followed by confessions and devotions, and Young Adult Holy Hours, which occur at St. Catherines on the final Tuesday of the month, featuring sacred music, confessions, and Evening Prayer from the Liturgy of the Hours. These young adult holy hours have become a magnet for young adults in the area. Adoration hours have been expanded at St. Antoninus, and in the upcoming year we hope to introduce more opportunities for all-night adoration and adoration in each one of the parishes.

We have prepared for two Eucharistic processions, and though I canceled one because of the weather, the second one was a great success. These took a great deal of effort to plan and execute, from a wonderful team of volunteers and special work done by Christy.

Eucharist (continued)

This month (September 2024) we are beginning a children's holy hour every week on Tuesday afternoons at St. Antoninus, so families and/or carpools can drop by for a few minutes of prayer with Jesus. The holy hour includes guided children's songs, coloring pages, and other prayer practices. There will also be confession available for parents and children during this special holy hour. This children's holy hour has begun at the generous initiation of some homeschooling mothers, and hopefully over the next few years it will spread to all of our parishes.

In collaboration with Common Threads, we are beginning to restore the proper supplies and care for our sacred linens, as part of an Archdiocesan-wide initiative begun by the Angelico Project.

All of this has been possible because of the great work of Christy and Ryan, and the generous sacrifices of many volunteers from our parishes. Special thanks to Mark Madden, Mark Braunstein, Mary Lynn Landers, Paul Billow, and Mary Herbers, for all you do for each of the parishes. We always need more help and we hope to begin programs to involve the children of the parish in the care for the sacred vessels and appointments for our sacred spaces.

As a word of challenge, I would like to encourage everyone, especially younger families, to accept more responsibility for the liturgy in your parishes. Christy and Ryan will provide direction and coordination, but it is up to the young people of each parish to fulfill their Christian responsibility and ensure that the life and work of the church continues into the future. As many of us are aware, our parishes have been hemorrhaging members at an alarming rate. This is a trend that can be corrected with faithful adherence and proclamation of the Gospel message of hope and healing, which people today are desperate to hear. But that requires each of us to pick up our crosses and fulfill our responsibilities.

I have great confidence as I look to the future. Ryan will develop a great servers' training program and other opportunities for young people to practice the faith and enrich our worship, and that will help young families bring the faith into their homes and daily lives through server practices, events, outings, and sacred service. Christy will continue to guide bereavement ministries to bring light and peace during times of grief, as well as guidance and inspiration for those just beginning the journey of life together in marriage.

Lastly, in collaboration with the music department, we are working hard to implement the liturgical vision of the Second Vatican Council of music and chant, to facilitate true spiritual participation in the liturgy. As a parting thought, I would encourage all to express their gratitude for the great work done by David Castillo and help him carry to completion the insightful and forward-thinking work that he has begun. As a family of parishes, we can revitalize our worship and become missionary disciples that draw strength, inspiration, and life itself from the source and summit of our Faith, the Holy Sacrament of the Eucharist and the Sacrifice of the Mass.

Eucharist (continued...)

WORSHIP & LITURGY DEPARTMENT

WRITTEN BY: DAVID CASTILLO, DIRECTOR OF LITURGICAL MUSIC

This year has been marked by significant growth and profound engagement within our music ministry. Under the guidance of our devoted leaders and the enthusiastic participation of our choirs, we have continued to enrich the liturgical and spiritual life of our parishes. The dedication of our musical ensembles has allowed us to enhance the sacred celebrations and deepen the communal worship experience across our Family of the Most Holy Eucharist.

1. Ensembles and Performances

· Traditional Volunteer Choir: Comprised of about 20 dedicated singers, the Traditional Volunteer Choir has graced our five parishes. This year, they played a pivotal role in the Eucharistic revival, First Friday Masses, Lessons and Carols, Midnight Mass, Advent services, holy hours, and Vespers. Their presence and performances have been integral to our traditional liturgical music offerings.

· Professional Vocal Ensemble: Our professional vocal ensemble has excelled in a repertoire that spans from Renaissance to contemporary choral music. Notable for their contributions to the Vespers services at St. Catharine, which cater to young adults, this ensemble has also led musical liturgies during the First Friday Masses. Their versatility and professionalism significantly enhance our worship services.

· Contemporary Ensembles: Directed by Matt Moorman, the Contemporary Ensembles have infused modern musical expressions into our worship, balancing contemporary music with traditional antiphons. Since Matt's appointment in early 2024, contemporary ensembles have played a crucial role in Sunday contemporary masses and special services, reflecting a modern approach to liturgical music.

· Handbell Choir Revival: We've revitalized our handbell choir by merging sets from Our Lady of Lourdes and St. Catharine, enhancing our musical offerings and involving more parishioners in our music ministry. Conducted by Trent Sims, the handbell choir has added a unique melodic dimension to our services, participating actively in various liturgical events and enhancing the overall musical experience for our congregants.

2. Liturgical Music Initiatives

· Enhancement of Worship through Music: Our focus this year has been on integrating music that not only enhances worship but also reflects the theological richness of the Catholic tradition. Both our traditional and contemporary ensembles have explored pieces by Catholic composers, enriching our liturgical services with music that resonates deeply with our faith's teachings. We have introduced worship aids across all five parishes, ensuring consistency in the liturgical music and facilitating congregational participation.

· Consistent Liturgical Elements: To further unify our worship experiences, we have standardized the use of entrance and communion antiphons. These antiphons reflect the themes of the liturgical calendar and are now a consistent feature in our masses, enhancing the liturgical flow and deepening the spiritual engagement of our community.

· Access to Diverse Musical Resources: The introduction of new hymnals and subscriptions, such as Source and Summit, has provided our congregants with access to a broad range of traditional hymns and contemporary compositions that align with Catholic liturgical norms. These resources have been instrumental in broadening our musical repertoire and ensuring that our music ministry remains vibrant and relevant.

Eucharist (continued...)

3. Special Services

· Weddings and Funerals: We have standardized the music for funerals and streamlined the music selection process for weddings, ensuring these services are both dignified and personalized. This year, we've made substantial progress in creating meaningful liturgical experiences, supported by newly developed manuals and guidelines that assist families in choosing appropriate musical selections.

· Concerts: The music series has been a highlight, with performances at St. Martin, such as Bach and Vasks concert, and major works like Duruflé's Requiem at St. Catharine. These concerts, outside of our regular mass schedule, have been pivotal in extending our musical outreach. We hope to continue bringing high-quality music performances to all of our parishes in the coming years.

4. Infrastructure and Resources

· Instrument Maintenance and Inventory: With Trent Sims' expertise, particularly his background as an organ builder, we have not only maintained but also significantly enhanced the quality of our musical instruments. This year, we conducted a comprehensive inventory of all musical instruments across the five parishes to ensure every item is accounted for and in optimal condition. The maintenance schedules have been rigorously adhered to, ensuring that our instruments continue to provide the best sound quality for our liturgical services.

· Acquisition of New Instruments: This year's acquisition of a new piano at St. Antoninus is a testament to our commitment to musical excellence. This high-quality instrument promises to enhance our musical offerings and support our ensembles in delivering outstanding performances for decades to come.

· Sound System Upgrades: We have also made significant progress in updating and enhancing the sound systems across our parishes. These improvements ensure that our musical presentations are heard clearly and delivered beautifully, enriching the worship experience for all attendees.

5. Music Education in Schools

· School Mass Participation: We are beginning to actively involve students in school masses, where they engage not only as attendees but as integral participants in the music ministry. This participation helps foster a deeper connection with the liturgy and develops their musical talents in a spiritual setting.

· Collaboration with Music Teachers: We have also started to work closely with music teachers in the schools to ensure that the music activities are aligned with our liturgical needs and enhance the students' overall musical and spiritual education. This collaboration also aims to create a cohesive approach to music across all educational settings within our parish family.

6. Future Directions

Plans are underway to expand our musical instrument resources within the parishes and to explore the potential for a children's music ministry. These initiatives aim to nurture the next generation of worshippers and continue the tradition of musical excellence.

Conclusion

We extend our deepest gratitude to our priests for their unwavering support of the music ministry. My heartfelt thanks also go to our music staff, Trent Sims and Matt Moorman, and all our talented cantors and volunteers. Their dedication and hard work have been the backbone of our successes this year. As we look forward to another year of growth and spiritual enrichment, we are inspired by the commitment and passion of our church community.

Beacons of Light Report: Church

CHURCH

The Church parameter of Beacons of Light is largely focused on how our family of parishes "come together." For the purposes of this report, we will utilize this portion of our report to provide a facilities and communications update.

FACILITIES

WRITTEN BY: LARRY WITSKEN, DIRECTOR OF FACILITIES

In the Facilities department, we have created and worked on building a facilities team of seven individuals, consisting of five campus managers and two facility support staff who provide extra assistance to the managers depending on the daily needs or emergency situations that arise at each campus. We continue to work on unifying all our facility processes and procedures and have started standardizing our specifications, getting away from the "this is how we have always done it" motto. Additionally, we are following Archdiocese procedures by gathering all certificates, contractor insurance documents, and completing contracts correctly. Below is a list of big projects and improvements that were accomplished this year.

ST ALOYSIUS GONZAGA

- New principal office
- New nurses' office
- New secretary/front office space
- Painted hallways and door frames
- New Stage floor
- Boys' restroom renovation
- New lockers installed

ST CATHARINE OF SIENA

- New landscaping
- Cleaning and restoring limestone, phase 1 & 2
- New awning on Wunder Ave. door
- New padding throughout gym
- New security system, cameras, keyless entries
- Stained glass repair
- New awnings on doors 7 & 8

ST ANTONINUS

- New chiller in church
- New heat exchanger above chapel
- Spare motors for water pumps
- Gym floor refinished
- New school chiller
- New concrete pad for Scouts fish fry
- New east flat roof
- New gutters-rectory
- Crack seal, coat, and restripe lot #1

ST MARTIN OF TOURS

- Replace/repair door glass
- New rectory garage door

OUR LADY OF LOURDES

- New conduit across campus-old was crushed
- Gym updates
  - Safety brackets on backboards
  - Gym floor refinished
- Security upgrades, cameras, keyless entries
- Roof repairs-reseal coping
- Locker installation in school
- New awnings on doors

Church (continued...)

FMHE OFFICES

- Complete office remodel including security, signs and roofing
- Prayer garden
- Landscape cleanup in rear
- 10 arborvitaes for privacy
- Raised sidewalk out front

ACROSS ALL CAMPUSES

- New phone system
- Roof inspections
- Landscaping improvements/cleanups
- Lawn service/snow removal
- Trees trimmed and cleaned up
- Gym inspections
- New cleaning service

Moving forward, we will be refining processes currently put in place. We will be creating site maps to help us determine which roofs should be replaced and when parking lots should be addressed. We will be working on long-term plans so that we can better inform both pastoral councils and finance councils to help them budget for the future. Internally, we are moving forward with a work order system and a CMS system which will then monitor our campuses. This will provide maps and layouts of each campus to allow anyone to know immediately where electrical boxes are located, specific boilers, safety devices, and other mechanical items. This system will be utilized with a tablet so facility managers can access this information at will and on the go. We will continue to maintain and improve long overdue landscaping and tree safety issues on our campuses.

COMMUNICATIONS

WRITTEN BY: CAROLINE SETA, DIRECTOR OF COMMUNICATIONS

The Communications Department has made many changes over the past year with new websites, implementing a new email platform, and hiring a new assistant! A more detailed list of accomplishments can be found below.

Progress:

· New websites were created for Our Lady of Lourdes (parish 2022 and school 2023), St. Aloysius Gonzaga (2023), St. Catharine of Siena (parish and school 2023), and Family of the Most Holy Eucharist (2023). New website was completed in September 2024 for St. Martin of Tours.

· Combined bulletin was implemented in May 2023. This was one of the first steps in unifying our parishes and placing news and events for all 5 parishes into one bulletin. This helps to let everyone know what events/festivals/groups are in the parishes and alerting all parishioners where they can lend support and assistance to one another. · New email was created (bulletin@fmhe.org) in August 2023 for bulletin submissions to go to one email address.

· Started our new email communication, Flocknote, in January of 2024. We currently have 3,229 members that have signed up for the weekly emails.

· Developed a Family Facebook page in February 2024 (be sure to share our page and like us)!

· Websites: Can access eSpace forms and contact the parishes. On the Family website at fmhe.org, additional sign-ups can be done for Communion Distribution for the Homebound, register for certain events, and Volunteer for St. Vincent de Paul. FOR FUTURE: fmhe.org will have sacramental tabs for weddings & funerals. Individuals will be able to choose readings, responsorial psalms, and music.

· Hired new Communications Assistant, Katie McDonald, in April of 2024.

Beacons of Light Report: Stewardship

WRITTEN BY: ERIN DWYER, DIRECTOR OF STEWARDSHIP & EVANGELIZATION

Year 2 of Beacons of Light has focused on the creation and implementation of family-wide processes. Prior to creating family-wide processes, however; first required learning and understanding the processes of each individual parish. Unifying our processes help make sure every parish is adhering to modern best-practices and consistency in our family. Below is a listing of accomplishments in year 2.

Parishioner Database Update/ CENSUS 2024

The results of the Census will be shared on page 8 of this report, but it is important to know that the process and format for entering by each individual parish, prior to this year, was very different. The Stewardship department met with the archdiocese many times for training to make sure that as we entered the Census data forms, we were updating records in a consistent format. In addition, many parishes in the past did not enter sacramental records in the database, where now they are entered both in the official register book, but also entered into the database, so that we have access to sacramental records at our fingertips.

Another key component of updating our parishioner database was determining who are active parishioners. Many times we get calls from folks who wish to have their child baptized, and they say they are members of a specific parish because they attended school at that parish. This is often a misconception of parish membership and allows us to talk with young adults about the importance of community and shift their membership from being a “child” under their parents, to an active “adult” member.

New Parishioner Welcoming Process

Welcoming new parishioners to the parish is extremely important. It has long been the practice throughout churches across the country, that when someone registers for a parish, they fill out a form, turn it in to the office and the last thing that happens is you get offertory envelopes in the mail. That’s not very welcoming!! We can do better and we need to do better! This year, we began looking at ministry best practices for welcoming new parishioners and we hope to continue to add to our Welcoming Process each year. Starting this summer, once someone indicates their desire to become a member on one of our websites, we make a personal phone call and set a time to talk with the family individually. This helps to build relationship and see if there are ministries or opportunities that we can share with them, during that initial conversation. After we personally welcome them to the parish, they receive a Welcome Card in the mail, thanking them for joining our parish. In addition, if they have a child that needs baptized, or if they have an interest in a particular ministry, we forward their information on to the appropriate minister to help get them involved. It is our hope that we can continue to build upon this process, adding other ways and opportunities to welcome all those who want to be part of our family of parishes.

Beacons of Light Report: Love in Action

WRITTEN BY: ERIN DWYER, DIRECTOR OF STEWARDSHIP & EVANGELIZATION

In year 2, Love in Action has been linked into the Stewardship & Evangelization department. While we do hope to secure a Coordinator of Love in Action in the future, the ministries continue to operate and do man great things in communion with the S&E department.

Some of the ways that we began working collaboratively this year are as follows:

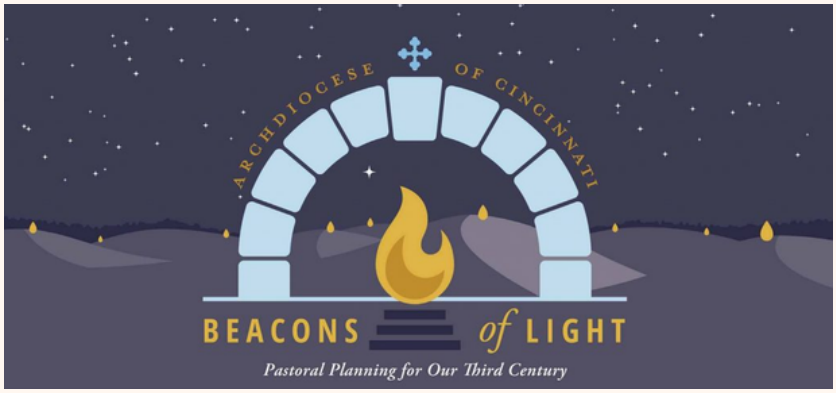
- **St. Vincent de Paul Conference collaboration-** leaders and participants of our SVDP conferences continue to discuss and collaborate on how we can best serve the poor in our neighborhoods. The need is great and the volunteer hands are busy as we are faced with increasing struggle and hardship in our communities. Thankfully, with the hard work and dedication of so many volunteers, we continue to serve the poor in a multitude of ways.
- **Giving Trees in Advent-** this year was the first time we coordinated the dates and processes of the Giving Trees in our families. We look forward to continued collaboration and discussions on how to best serve the poor at Christmastime.
- **Family Lenten Project: The Serenelli Project-** this year was the first time that we held a family-wide Lenten project. We had the Executive Director come and speak to our community about the Serenlli Project and the good work that they are doing to help support the re-entry of previously incarcerated individuals. Our family of parishes raised over **$23,941** for the Serenelli Project.
- **Protection of Life Ministries-** While we did not succeed with Issue 1, we continue the important work of protecting life for the unborn. Each parish participated in a number of fundraising efforts to support the work of Pregnancy Center West, Healthy Moms and Babes, and our SVDP conferences who support mothers who come to our neighborhood pantries seeking support.
- **Care of Creation-** With great intentionality on the moral responsibility of caring for the world, the Family Mondays program is continually conscious of using recyclable, earth friendly supplies and materials for the meals that are provided each week. Paper cups, paper plates, and re-usable table cloths are among the many efforts made on a big scale, to adhere to our call to be good stewards of the Earth. Pope Francis reminds us in *Laudato Si'*, of our duty and responsibility to care for the land and the environment.

Beacons of Light Report: Evangelization

EVANGELIZATION

The Evangelization parameter of Beacons of Light calls us to invite the faithful into deeper relationship with Jesus, and to engage and invite people into our community. Some of the programs/ opportunities led by the Evangelization team are as follows:

- Individualized Baptismal Preparation Sessions- Families with young children call the parish office all the time, to seek the sacrament of baptism for their child. One way that we have been working to improve this programming is by making it more intimate. Sessions are now mainly one on one sessions with the parents and catechist, so that conversations can be more intimate and a relationship can be built. The videos shown at these sessions are modern and relevant to young couples.
- Fall Ladies Day of Reflection- Last November, Joelle Maryn, a nationally known Catholic actress and speaker came to our Family of Parishes to speak to and encourage the women in our parishes. It was a beautiful opportunity for the ladies in our community to get to know one another and grow deeper in faith.
- Spring Ladies Tea- In the springtime, we hosted a ladies tea at Our Lady of Lourdes church, for all the ladies of the family. During this fun event of fine china, tea cookies, and conversation, a speaker gave a talk to deepen our understanding of the saints.
- Family Mondays & PREP was a huge stepping stone in coming together as a family of parishes last year. Each Monday, a meal is provided for the community at 6pm. At 6:30, the children and catechists are dismissed to go to the Red School Building for PREP and the adults stay to listen to a talk geared toward mature discipleship. This was our first year to shift from various days of PREP being held on individual campuses, to one collaborative effort, as a family, on Monday evenings. Surveys were taken periodically to gain feedback and suggestions to better the program, but largely, there was very positive comments each time.
- The Evangelization team is responsible for all pastoral ministries throughout the family of parishes. This means regular conversations and interaction with ministry leaders, to keep the current ministries up and running.



Beacons of Light Report: Leadership

In last year's issue we shared who the members of the Family Leadership Team are. This year, we want to give a more broad picture of all the staff who work at the Main Parish Office, in our newly renovated building. The folks listed below, as well as all those who work on each campus specifically, work very hard to keep the operations running smoothly for all five parishes.

PASTOR'S OFFICE
Fr. Matthew Robben, Pastor
Julie Mukuda, Administrative Assistant to the Pastor
Linda Niehaus, Receptionist

FINANCE & ACCOUNTING DEPARTMENT
Jeff Rinear, Director of Administration & Finance
Fran Buchert, Schools Business Manager
Beth Emery, Accounting/ Human Resources Manager
Becky Hileman, Bookkeeper
Beth Bolin, Administrative Assistant
Mary James, Bookkeeper

COMMUNICATIONS DEPARTMENT
Caroline Seta, Director of Communications
Katie McDonald, Administrative Assistant to Director of Communications

FACILITIES DEPARTMENT
Larry Witsken, Director of Facilities
Amy Fallice, Facilities Administrative Assistant

STEWARDSHIP & EVANGELIZATION DEPARTMENT
Erin Dwyer, Director of Stewardship & Evangelization
Julie McDonald, Director of Religious Education
Andrea Siemer, Coordinator of RCIA/ OCIA
Bunita Stephens, Administrative Assistant

WORSHIP & LITURGY DEPARTMENT
Fr. Henry Hoffmann, Parochial Vicar & Director of Worship & Liturgy
David Castillo, Director of Liturgical Music
Trent Sims, Associate Director of Liturgical Music
Mark Madden, Deacon
Christy Welsh, Coordinator for Liturgy, Worship & Music
Ryan Kramer, Coordinator of Sacristies, Art & Environment

2024 Census Results

In March 2024, we held a family-wide Census. This Census captured basic household information and contact methods for individuals in each household. The primary objective of the Census was to update our parish database so that we could position ourselves to be able to launch a family-wide eblast newsletter weekly, and also prepare for the opportunity of occasional text-alerts. The Census was mailed out via USPS and could be completed with the paper form, or submitted online. Below is a table representing the data that came from the 2024 Census. It is our hope that we can complete a Census every 5 years.

	Our Lady of Lourdes	St. Aloysius Gonzaga	St. Antoninus	St. Catharine of Siena	St. Martin of Tours
# of Census Forms Mailed	**1021**	**554**	**991**	**596**	**622**
# of Census Forms Received	**294**	**214**	**342**	**152**	**246**
Response Rate	**29%**	**39%**	**35%**	**26%**	**40%**

A factor of consideration: The Census was mailed to all "active" households listed in the database. One of the long-time debated questions in parish ministry has been "What constitutes an active parishioner?" For some parishes, "active" means that once you register, you are "active" for a lifetime. For others, you might only be "active" if you have made financial contributions or returned an annual Stewardship card indicating Time, Treasure, or Talent contributions to the parish. These parameters are currently being evaluated, so that there is more uniformity and consistency among our 5 parishes.

A regular Census will be another method to capture data used to determine exactly how many "active" parishioners we have in our family.

Anyone interested in joining the Stewardship team and discerning ways to engage parishioners, is encouraged to contact Erin Dwyer in the Stewardship & Evangelization department.

Financial Report

		Our Lady of Lourdes	St Aloysius	St Antoninus	St Catharine	St Martin	All Parishes
Financials							
Parish Income							
	Sundays and Holy Days	$ 585,077	$ 558,605	896,646	489,380	$ 473,869	3,003,578
	Bequests	$ 15,000	$ 47,371	57,591	1,002,919	$ 308,335	1,431,217
	Other Donations	$ 10,624	$ 7,271	4,143	525	$ 9,996	32,559
	Other General Income incl interest	$ 68,451	$ 23,716	34,884	119,132	$ 19,186	265,369
	Ministry, Liturgy, Religious Formation Income	$ 20,911	$ 12,535	$ 11,989	37,691	$ 10,858	93,984
	Rental Income	$ 350	$ -	41,751	0	$ -	42,101
	Fundraising Income	39,350	$ -	169,162	207,816	$ 77,593	493,920
	Capital Improvements Income	$ 61,881	$ 72,147	12,327	43,778	$ 26,618	216,751
		801,644	**$721,645**	**1,228,493**	**1,901,241**	**$ 926,456**	5,579,479
Parish Expenses							
	Wages and Salaries	$ 227,654	$ 253,402	207,212	238,767	$ 329,960	1,256,994
	Benefits and Taxes	$ 123,601	$ 112,012	70,273	111,617	$ 150,293	567,795
	Liturgical and Operating Expenses	$ 109,810	$ 53,313	138,551	90,125	$ 53,951	445,749
	Archdiocese Assessment	$ 64,968	$ 63,126	119,205	59,418	$ 74,438	381,155
	Facilities and Grounds Maintenance	$ 201,199	$ 155,300	289,756	99,787	$ 170,820	916,862
	Fundraising Expenses	$ 22,949	$ -	90,735	121,094	$ 20,603	255,381
	Capital Improvements includes Central Parish Office renovation	$ 209,406	$ 98,687	187,848	341,278	$ 46,190	883,409
		959,586	**$735,840**	**1,103,579**	**1,062,086**	**$ 846,254**	**4,707,345**
Parish Net		**-157,943**	**-14,195**	**124,914**	**839,155**	**$ 80,202**	**872,133**
School Income			includes preschool				
	Tuition and Registration Fees	$ 98,775	$ 410,887	521,197	10,980	$ 49,042	1,090,881
	Tuition Aid and School Donations	$ 81,656	$ 282,521	96,640	39,054	$ 4,750	504,621
	State Subsidies including EdChoice	$ 1,314,700	$ 1,037,134	1,952,151	1,289,611	$ 1,275,410	6,869,006
	Latchkey	$ -	$ 75,683	43,805	13,921	$ -	133,409
	Fundraising	$ 93,956	$ 92,152	0	-	$ -	186,108
	Student Activity Income	$ -	$ 4,577	2,942	17,500	$ 570	25,588
	Miscellaneous Income	$ -	$ -	0	28,831	$ 295	29,126
		1,589,087	**$ 1,902,954**	**2,616,734**	**$ 1,399,897**	**$ 1,330,067**	**8,838,740**
School Expenses			includes preschool				
	Wages and Salaries	$ 1,020,068	$ 989,613	1,318,720	926,022	$ 920,824	5,175,247
	Benefits and Taxes	$ 323,787	$ 283,431	407,384	347,298	$ 298,980	1,660,879
	Latchkey	$ -	$ -	21,076	2,000	$ -	23,077
	Capital Improvements/Fundraising	$ 51,613	$ 167,897	100,362	131,846	$ -	451,718
	Student Activity Expenses	$ -	$ 13,387	2,914	15,543	$ -	31,845
	Facilities Maintenance	$ 291,597	$ 178,040	387,470	107,544	$ 180,589	1,145,240
	Curriculum and Operating	$ 125,966	$ 141,643	282,528	115,954	$ 31,669	697,760
		1,813,031	**1,774,011**	**2,520,455**	**1,646,208**	**$ 1,432,062**	**9,185,767**
School Net	**Parish Subsidizes School**	**-223,944**	**128,943**	**96,280**	**-246,311**	**-101,995**	**-347,026**
Parish + School Net		**-381,887**	**114,749**	**221,194**	**592,844**	**-21,794**	**525,107**
Cash and investment Assets (as of 6/30/2024)							
	School Restricted Investments	$ 224,367	$ 125,544	$ 1,647,378	$ 929,063	$ -	$ 2,926,351
	School Restricted bank accounts	$ -	$ 8,804	$ -	$ 750,431	$ -	$ 759,236
	Cemetery Restricted		$ 535,184				$ 535,184
	Parish Restricted Investments	$ -	$ -	$ 375,610	$ 1,081,634	$ -	$ 1,457,244
	Parish Unrestricted Investments	$ 1,277,831	$ 86,355	$ 414,520	$ -	$ 172,121	$ 1,950,827
	Parish / School Cash Accts	$ 213,299	$ 855,738	$ 589,812	$ 1,011,029	$ 284,693	$ 2,954,571
Total Cash and Investment Assets		**$ 1,715,497**	**$ 1,611,626**	**$ 3,027,320**	**$ 3,772,158**	**$ 456,814**	**$ 10,583,414**

Administrative Department Report

Administration Team Goals

1. Implement a well-oiled centralized Administration Team to support financial, technical and HR needs of parish staff, parishioners, school families and students.
2. Increase financial, technical and HR consistency among Parishes
3. Instill Best Practices with optimal efficiency within staff budget
4. For financial awareness, produce and promote periodic financial updates to parishioners and leadership

2023-2024 Progress Toward the Above Goals:

Consolidating Administration Team

·Drafted and executed a new staff model to be a centralized workforce that is aligned in functional areas.

o The new model allows staff to focus on a smaller area of expertise

o It also provides backup for nearly all roles and responsibilities

·This new staffing model moves the Families of Parishes closer to fulfilling the goal of Beacons of Light: become one Canonical parish.

·As 3 of the original 5 Business Managers retired, we divided those responsibilities into more focused positions:

- School Business Management has many differences from Parish Business Management.

·One of the openings due to retirement created the School Business Manager position

- The facilities management portion of the Business Manager role needed more experience in facilities maintenance and management.

·One of the openings due to retirement created the Director of Facilities position

- The rest of the responsibilities from retired Business Managers were transitioned to remaining management
- Overall, this team is working with one less manager than prior to the start of Beacons.

·Recognized the need for a consolidated Technology Team to support the infrastructure of 5 parishes and schools. This team is managing 5 networks and nearly 2,000 devices.

·Creating streamlined, consistent processes, organization and accountability.

·Continue to centralize the business office and its functions

·Retraining Administration staff to meet the new, revised roles and responsibilities.

Administrative Department Report continued…

School Business Management Managed by Fran Buchert; backup by Jeff Rinear

Advancements include:

·Recruited, hired and onboarded a new School Business Manager to replace a retired Business Manager
·Moved to a proactive model to support Principals and their staff. Planning meetings are scheduled weekly.
·Started pulling together the principals so there can be more collaboration for each school's benefit
·Syncing schools' processes to meet business needs while gaining efficiencies through consistencies.
·Setting goals with each Principal to concentrate on solid coverage of parent, staff and student needs while focusing on areas of improvement
§ Collaborated to decipher the financial needs of each school, created budgets, reviewed with Finance Committees and worked with schools to understand how to operate within the budget
§ Trained on management of the National School Lunch Program for St Catharine and St Aloysius.

St Martin School – once the decision was made to close the school, many steps were necessary to manage that process.

§ Leased St Martin School as quick as possible for the financial well-being of the parish
- Set priority to lease the school for the 2024-2025 school year.
- Led negotiations for a favorable deal for St Martin. Worked with Archdiocese and attorneys to button up the deal.

·Coordinated with Facilities, Principal and Archdiocese the complicated steps to close St Martin school
oShort turn around to clear all CPS and St Martin items within 2 weeks so tenant could move in
oManaged unused government funds for the betterment of St Martin students

Tuition Management

·Discussed and determined with Finance Councils possible tuition changes for next school year.
§ Learning and progressing with New EdChoice Expansion
o Now consistently logging, tracking and processing over 1,200 monthly checks received.
o Finalized EdChoice and tuition for 2024-2025. Loaded tuition in FACTS and bill families.
·Developed, proposed, and finalized a new method for billing St Antoninus and St Al's AfterSchool, Preschool and PreSchool AfterSchool. Instead of tedious month to month processing, we are following a Tuition model that reduces staff time (cost) while affording better staffing projections.
·Assisted Principals to manage an efficient enrollment process including St Martin families.
·Introduced implementation of enrollment enhancements including escalated enrollment timing and earlier open houses for improved annual staffing planning.

Administrative Department Report continued...

Human Resources Managed by Beth Emery; backup by Jeff Rinear

- Developed Job Descriptions and equitable pay rates for all positions under new staff structure
- Implemented system for consistent annual employee reviews
- Continue enhancing HR processes that were inconsistent from parish to parish and school to school
- Collaborating for consistent handling of a steady flow of HR issues that arise.
- Guided employees through annual Healthcare enrollment process
- Lead hiring of new employees as well as transfers from other parishes and schools
- Provided Paylocity training at schools for better, compliant use of system
- Maintains staff compliance for Safe Parish

Technology Management Managed by Carol Hartfiel; backup by Laura Herman

- This Technology Team provides necessary management where some parishes had none (could not afford).
- When this Team started, many of the schools were in a desperate situation for technology planning and support
- The shared model makes this experienced staff affordable for each school.
- This model also allows experienced, dedicated backup personnel which none of the schools enjoyed.

The Technology Team evaluated the network and device management at each of the schools

- The last 2 summers have been spent focused on updating the schools to a more stable technology position
- The Tech Team implemented consistency in security policies and operational support
- Installed an online triage system for better prioritization and documentation of technology issues
- Utilized government funding for each school to upgrade devices and networks for a better future

Tech is now leveraging the buying power of 5 parishes to reduce costs

- Working with phone specialist company for design of system for consistent support and reduced costs
- Coordinated install of FMHE Central Parish Office phone system
- Coordinated upgrade at two parishes where the old phone system had been failing.
- Provided FMHE staff Microsoft Outlook training and emailed training resources.
- Finalized FMHE email conversion for consistency to parishioners and public
- Created, implemented and trained staff on a centralized document drive
- Implemented a daily outside backup of those documents

Donation Counting and Logging coordinated by Beth Bollin; backup by team

- Consolidated Monday Morning Ministry (Sunday donation counting) for efficiency.
- Created stronger security and consistent cash handling methods.
- Transforms this process toward the Beacons goal of becoming one Canonical parish.
- Streamlined annual donation letters to parishioners creating uniformity
- United memorial donation coordination for all 5 parishes
- Evaluated online giving platforms and envelope vendors; chose the option that best filled our needs, Our Sunday Visitor (OSV).
- Creates consistency putting all 5 parishes on one platform while donations stay with each parish; added online giving to two of the parishes, increasing donations; centralized management of online giving customer service
- Introduced Best Practices for managing donation logging in our parishioner database.

Administrative Department Report continued...

Safe Parish Administration coordinated by Beth Bollin; backup by Beth Emery

·This important function used to be performed by 5 different employees. Consolidating this effort saves time (money).

· Through consolidation, the Safe Parish Coordinator learned the volunteer groups at each parish who are required to maintain compliance with Safe Parish.

o Monitors Safe Parish website for volunteer outliers, acting until compliant.

o Continual communication with volunteer leaders and organizations assures overall compliance.

Financial Management Managed by Jeff Rinear

·Set up FMHE credit cards to consolidate FMHE expenses, streamlining expense sharing.

o Working through use and needs of credit cards at parishes and FMHE.

·Created and implemented a streamlined expense-sharing mechanism

·Led project to simplify and combine the 5-parish banking to one platform.

o Eliminated need to cut checks from one parish to another (reimbursements)

o Allows for easier consolidation of Family expenses for better efficiency

o Reducing unnecessary bank accounts

·Setting up FMHE credit cards to consolidate FMHE expenses, streamlining expense sharing

·Moved bank accounts to one bank for smoother processing; most were already with one bank.

·Progress made toward unifying accounting codes that had been inconsistent from parish to parish.

o This project is a huge undertaking, so completion will take the next year.

Bookkeeping A/P coordinated by Beth Emery; A/R by Becky Hileman

·Streamlined operations to more efficiently handle A/P and A/R for all 5 parishes and schools

·Added check scanning for deposits, creating much better control and tracking of our check deposits.

·Assisted with financial aspects of festivals and fundraisers

·Added Positive Pay to Operating accounts at all 5 parishes. This feature offers check and ACH fraud protection

·Coordinated paying vendors for Central Parish Office and distributing expenses among parishes

Financial Reporting Managed by Jeff Rinear

·Created the State of the Family of Parishes report so parishioners are informed about the finances of not only your current parish but also the parishes that will merge to become our new Canonical parish

·Coordinating consistent yet functional Financials with each of the 5 Finance Councils

·Budgeting for 5 parishes and 4 schools

o Reviewed budget items with each of the Finance Committees, utilizing feedback

o Held Special meetings with Finance Committees to work through details

·Starting process with 5 Finance Committee Chairs to tighten financial governance throughout parishes and schools

Administrative Department Report continued...

Problems slowing Administration from meeting goals
·Insufficient manpower to efficiently provide all the services and timing to meet parishioner demands.
o Merging the operations of 5 parishes has (not surprisingly) temporarily escalated the number of hours needed by this small staff.
§ Examples include merging parish operations, creating new Central Parish Office, closing St Martin School, working through St Martin financial struggles, taking over retired Business Manager tasks, etc
§ This upcoming year and in coming years, we expect efficiencies to start reducing hours needed.
§ In the meantime, staff is stretched thin.
o Family Finance meetings were designed for consistent distribution of information and collaborative discussion while reducing enormous demands on our Pastor and staff. Those meetings are not sufficient time for each Finance Committee to completely vet issues and create well-developed plans.
·Continued parishioner and staff unease over changes from Beacons and FMHE reorganization
·No staff member focused on Financial Advancement/Development hinders our current donations and does not plan well for the future.

2024-2025 Plans toward the Above Goals
·Solidify and institutionalize the changes noted above. Staff and parishioners have absorbed enough change.
o The Administration Team is entering the next phase of the metamorphosis toward becoming one Canonical parish as Beacons asks of us. That phase is to monitor, measure and maintain the positive aspects of the changes that have been made in Administration.
o As staffing solidification reaps efficiencies, increase timely financial reporting.
·Continue staff training to attain the best outcomes for utmost accuracy, timely completion and solid communication
·Tighten financial governance in coordination with Finance Committees and Staff Leadership.
o Review budgets with staff, assisting them to stay within budget
·Examine staffing for all responsibilities and tasks, assuring we have trained backup staff for all functions.
·Analyze financial oversight (or lack thereof due to insufficient manpower) of financial activities of auxiliary groups (PTO, Athletics, Scouts, etc). What liabilities exist?
·Assess accounting and financial management staffing for the long haul
·Evaluate ideas to add an Advancement/Development specialist requested by Finance Committees

Festivals Report

Each of our 5 parishes holds major fundraisers which support the parish and/or the school. Listed below are parish events, explanation of who the financial benefactor of the event is, and the proceeds earned from the event. The numbers below are for the fiscal year July 2023- June 2024.

Summer & Winter Festivals

Summer 2023	Proceeds	Benefits
Our Lady of Lourdes Festival	$15,201	Our Lady of Lourdes Parish
St. Antoninus Music Fest	$42,485	St. Antoninus School Facility Improvement
St. Catharine "CincItalia"	$83,318	St. Catharine of Siena Parish
St. Martin "Martinfest"	$20,352	St. Martin of Tours Night at the Races

Winter 2024

Lourdes A-Palooza	$25,519	Our Lady of Lourdes School
St. Aloysius Gonzaga "Gala"	$69,505	St. Aloysius Gonzaga School
St.Antoninus Jaguar Jam	$24,005	St. Antoninus Parish
St. Martin Night at the Races	$35,667	St. Martin of Tours Parish