



# Parish of the Holy Eucharist

**Parish Office:** 266 Foreside Road, Falmouth, ME 04105

**Telephone:** 207-847-6890

**Website:** [www.pothe.org](http://www.pothe.org) **Email:** [pothe@portlanddiocese.org](mailto:pothe@portlanddiocese.org)

## POTHE Finance Council Meeting Minutes

**Thursday, January 28, 2021—6:30 pm @ Virtual meeting via Zoom**

**Present:** Fr. Phil Tracy, Fr. Peter Kaseta, Mark Kostin, Steve Mitchell (Chair), Jeanne Mavor, David Ertz, Jim O'Connell, Tim Dexter, Ed Lechner, Melissa Bagdon, Don Talbot (minutes)

**Absent:** Jane Weiland

### Minutes:

- Fr. Phil opened the meeting with a prayer.
- Steve led us in a reading of the POTHE's mission, purpose, and vision statements.
- The minutes of the December 2020 meeting were unanimously accepted. There was a slight modification to the presentation of the financials as expressed in the prior month's minutes. This change in presentation is acceptable to the council.
- With respect to finances, Melissa gave updated news that:
  - The payroll protection program (PPP) has resulted in forgiveness of laity salaries and expenses which will show up on January's financials; even though the clergy's PPP forgiveness was processed through the Diocese, it did wipe out some parish expenses.
  - We are still waiting for the FEMA reimbursement
  - It is possible that we may get another round of new PPP relief which is being worked on by a member of the Diocese. Offertory has plateaued and donations are down significantly. This may actually help us to qualify for the next round of PPP
  - There have been a series of major boiler issues that occurred at Sacred Heart Church, Holy Martyrs' Church, and the Holy Martyr rectory. The work on the rectory will be done at the beginning of February. A down payment has already been paid in January. These unforeseen expenses have raised havoc on our control on spending; but because we are not paying for the two unfilled open roles, and not needing extra man hours for sanitizing, this helps to absorb some of these extra costs.
  - Melissa answered questions with regards to the parish's qualification for PPP, and that the application is being done under the diocesan umbrella, and the timeline for receiving the funds, which is not known at this time.
  - There is a budget amount for insurance reimbursement for the boiler. We are hopeful that the insurance claim will result in more funds than the amount shown in the budget.
- Capital Campaign Update:
  - We have funds remaining from our local share of capital campaign from years ago. It was voted to use those funds plus the portion of the spendable interest from the sale of the rectory as a method to fund the replacement of the rectory furnace. (In using our local share, we are giving up \$28.72 of quarterly interest.)

**Holy Martyrs Church**  
266 Foreside Road  
Falmouth, ME 04105

**Sacred Heart Church**  
326 Main Street  
Yarmouth, ME 04096

**St. Gregory's Church**  
24 North Raymond Road  
Gray, ME 04039

**St. Jude Church**  
134 Main Street  
Freeport, ME 04032

- Lift delay at SH was due to time required for Town permitting, and foreman health issues. We are hopeful work will resume shortly.
  - Additional boiler issues at HM Church resulted in unexpected damages. There is currently a temporary fix, but extensive work will need to be done in the spring
  - Fr. Phil indicated his belief that it is not a good time for a universal ask but expressed the idea of generating a list of contributors and reaching out to particular families who have stopped giving during the pandemic. It is an opportunity to check in to see how they are doing, and, if they are able, to encourage them to help us in our progress as stewards.
  - With the problems that meets our immediate attention, the scope of the capital campaign needs to be delayed until, perhaps, fall.
  - We need realistic exploration; Fr. Expressed some frustration that the lift for SJ is not being installed while the church is not being utilized, because no one is bidding on the project.
- Fr. Phil stressed that we should stay the course, focusing on spiritual needs; this lent will be focusing on family, and the resources of getting people talking to each other, expanding to small groups when feasible; a pastoral approach point of view to reopen conversation with parishioners,
  - Steve expressed his agreement with delaying the capital campaign, and agreed with the targeted outreach approach, the steady course we are on, and commented on liturgical resources and outreach that keep us connected.
  - Fr. also indicated that he was confident that there are members in our parish we can ask for assistance. With our reserves, that affluence and the generosity of the people who made it known that they love the church and the mission, our problems are frustrating but not insurmountable. With the second round of PPP, Father feels that given the blessings we have, he would be willing to pass and give to a church with less resources.
  - Mark also agreed with Steve, and the notion of staying on pause with the capital campaign. He stated that the finances are trending in a good direction. He asked Father if the time involved in targeting a group make it worth the effort. Fr. reiterated his position that the contact is an Important outreach (and conversation), and money is not the initial thrust.
  - New Items:
    - Stewardship. Fr. did not have time to give us more information, but he did meet with Bill Richards.
    - People equate stewardship with money. It is also about sharing your time and talent which cannot be done due to COVID-19. How can we begin to see what people might be interested in, what are some needs, what areas would people be willing to help when we get back to normalcy? Perhaps we look for that kind of support instead of paying for it, such as gardening for example.
    - Second collection. Fr. was hoping to have the whole year's second collection information. We previously talked about having a brochure so people would be aware of second collections; make people incrementally aware of what they are giving to, why should they do that, and how they do that.

- Fr. made further comments:
  - He listened to the Bishop's meeting. Due to the pandemic, there is a lot of fear, but also hope and goodness which we do not always hear about.
  - Should Finance be looking at investments, and should there be changes made?
- Upgrading technology and the issues with the phones, internet, and outdated materials, to increase capacity to do what we need to do.
- Being mindful in supporting local businesses as an evangelizing sign that we are caring for our community.
- Review of financials through January:
  - PPP funds are not State taxable to the Parish
  - We are not as bad off as we had expected, considering the circumstances.
  - Steve pointed out that as Fr. has said earlier, we may even be in a position to be thinking about leveraging to build community and to help others
- Fr. Peter closed the meeting with a prayer
- The meeting adjourned at 7:22 pm.