

Stewardship Reporting FY 2020-2021

From the desk of the Business Manager, Linda Dickinson-Pancila

11/7/21 Bulletin article:

ST. VERONICA	
STATEMENT OF FINANCIAL ACTIVITIES	
JULY 1, 2020 TO JUNE 30, 2021	
REVENUE FROM OPERATIONS	
WEEKLY COLLECTIONS	\$737,325
EASTER	34,158
CHRISTMAS	31,264
SPECIAL COLLECTIONS	11,792
NON-DIOCESAN APPEALS	21,729
BISHOP'S APPEAL	19,431
PERQUISITES/OTHER	27,101
RELIGIOUS EDUCATION	68,045
DONATIONS/BEQUESTS	119,760
CAPITAL CAMPAIGN	592
FUNDRAISING	80,020

TOTAL REVENUE FROM OPERATIONS	1,151,217
EXPENSES	
SALARIES	243,937
EMPLOYEE BENEFITS	141,841
PROFESSIONAL FEES	38,469
EDUCATION SUBSIDY	85,207
DIOCESAN ASSESSMENTS	148,164
NON-DIOCESAN APPEALS	16,737
LITURGICAL SUPPLIES	13,299
OFFICE SUPPLIES	16,049
RELIGIOUS ED SUPPLIES	78,020
HOUSEHOLD EXPENSES	25,874
OPERATION OF PLANT	20,860
UTILITIES	65,222
REPAIRS & MAINTENANCE	240,837
INSURANCES	59,816
OTHER	9,117

TOTAL EXPENSES	1,203,449

REVENUE OVER EXPENSES FROM OPERATIONS	(\$52,232)

INTEREST/DIVIDENDS	3,734

EXCESS OF REVENUE OVER EXPENSES	(48,498)
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Dear Parishioners,
 On this page is the Financial accounting for St Veronica Parish Fiscal Year (FY) 2020-2021, July 1, 2020 through June 30, 2021. This reporting references all revenue received, and expenses incurred to operate and maintain the church, rectory, convent buildings grounds, to provide staffing and run programs and ministries. Thank you to our parish accountant Joseph T. Petzold from Kelleher, Petzold & Co. for preparing this report.

Although Mass attendance did not return to pre-Covid numbers, parish revenue from regular and special collections rebounded. Thank you for your continued stewardship and generosity.

During the FY 20—21, the Parish was able to stay current on most bills and financial obligations. Some maintenance/improvements to the parish buildings and grounds were deferred to the current fiscal year.

In addition to this reporting, SVP applied for and received a PPP loan in the amount of \$317,400. SVP applied for and was granted loan forgiveness for the full amount this summer. The proceeds from the PPP loan were used to cover payroll expenses for St Veronica Parish in the amount of

\$61,052 and for Mother Seton Academy in the amount of \$256,348 for FYs 2019-20 and 2020-21. This parish subsidy to MSA was in addition to the educational subsidy in the report.

Our expense was not covered fully by our revenue this FY. Parish savings covered these expenses. It is also important to reiterate that SVP does carry past debt to the Diocese of Trenton near one million dollars from previous years.

In the weeks that follow this report, I will provide you with more detailed accounting of the Stewardship of Time and Talent for FY 2020-2021 and beyond so please stay tuned.

Peace and Blessings!

May God continue to bless St. Veronica Parish.

Linda Dickinson-Pancila, Business Manager

11/14/21 Bulletin article:

Dear Parishioners,

God calls us to be good stewards of the resources that He entrusts to us. This is both in our personal lives and our work lives. Good stewards should be aware of how the owner would like his or her resources used and how to use them accordingly. Decisions are not based on what the steward would prefer or what feels pleasant but what is the best decision given the resources available and the circumstances. I am thankful to Fr. PJ for trusting me with the resources of Saint Veronica. So many good things have been accomplished in FY 2020-2021 since Fr PJ arrived July 1, 2020 and I arrived the end of March 2021. It would take 20 pages to report all this to you. Fr PJ said no to a 20-page report so I will do my best over the following three weeks to give you a proper accounting of what occurred. What we have accomplished together at Saint Veronica could not be possible without the clergy, parish staff and your generous support of time, talent, and treasure. God has also entrusted St Veronica Parish to you as members of His Church. Thank you for all you do to make St Veronica parish great and a welcoming community that many call home.

The first of three reports:

- ⇒ With the transition from covid lockdowns to reopening, St Veronica was able to provide the much-needed weekday and weekend Masses (in-person and live streamed). *Our parish services relied on the help of volunteers stepping up in welcoming parishioners back. Good News Media Ministry became instrumental in livestreaming our Masses. Thank you to all for making this happen. Masses are still livestreamed and can be viewed from St. Veronica's YouTube channel.*
- ⇒ The parish office reopened for business in July of FY 20-21. In May/June of 2021 the parish office was relocated to the rear of the rectory building creating a parish office hub that was ADA compliant, easily accessible for all visitors and close to adequate parking. The clergy's living space and the parish office workspace were separated giving our clergy privacy and a separation of home and work environments. Separate rooms were also defined on the 1st floor for parish meetings, a volunteer workspace, a hospitality zone, business office, and IT equipment and supplies. All office supplies were gathered and placed in one central location. The boiler room was also organized. Many old, discarded, and broken items were discarded. All tools and maintenance equipment were moved to one location. A central storage area was designated for Mission donations. *Thank you to the many parishioners who volunteered their time and talent to make these things happen especially Brian, Bill, Jim, Susan, Marie, Linda, Ann and many others who organized the rectory, storage closets, and file cabinets, removed old office shelving, plastered walls, and painted the new parish office, relocated desks and file cabinets and IT equipment and moved all the offices and meeting spaces to their new locations.*
- ⇒ As previously reported, mold was discovered in several rooms in the rectory basement. Further investigation revealed that mold remediation was critical in all basement rooms. Leaking pipes, a 60-year-old HVAC, inadequate pipe insulation and condensation were to blame. Remediation work was contracted with Servpro of Holmdel. Walls were removed and air scrubbers ran for days. One simple fix was having three dehumidifiers run continuously in

the basement rooms. Stock Environmental was contracted in August to perform air quality testing on all floors of the rectory and recommend next steps for further remediation. Servpro was contracted again in October to run air scrubbers on each floor of the rectory. The cost to date for mold remediation is \$11,593.43 (not including fixing leaking pipes, replacing walls that were removed or HVAC system repairs)

Part two of this reporting to follow next week.

Thank you for the privilege and honor to serve in the capacity of your Business Manager.

Peace and Blessings!

May God continue to bless St. Veronica Parish.

Linda Dickinson-Pancila

11/21/21 Bulletin article:

Dear Parishioners. The following is **Stewardship Reporting part 2:** (Part 1 can be found in last week's bulletin.)

- ⇒ Parish Archives were tackled over the last six months. All boxed paperwork was moved to one location, the archive room. All parish office files were organized. Outdated files in the archive room and parish office were purged according to Diocesan Retention schedule. In August of 2021, twelve hundred pounds of paper was shredded by an onsite shredding company. *Thank you to the volunteers who helped with this endeavor!*
- ⇒ The church building and worship space was updated in the following ways:
 - The interior of the church received a fresh coat of paint. The color change from red and yellow (ketchup and mustard as I have heard) to blue and cream walls brightened and enlarged the worship space. The stain glass windows seem to pop with a brilliance of color off the cream walls. The exterior stucco façade of the Narthex was repaired and painted a light yellow. It now matches a color in the church brick. This simple change incorporated the new and old buildings to one cohesive unit. The Church doors, crosses over the exterior doors and lampposts in the immediate area were painted brown.
 - The tops of the pews were damaged from disinfectant sprays and alcohol based antibacterial sanitizers, so they received a coat of polyurethane to prevent further damage.
 - Many spaces in the church building were organized. Unnecessary supplies and items were removed from the sacristy or organized in the sacristy closets. This opened up space to move the altar server's sacristy to its own location. A broken door, doorknobs and locks were repaired, and a combination lock was installed. The Narthex space also received an update. (pics on previous page) The chairs used for overflow seating were replaced. The closets were organized, garbage removed. The kitchenette keys were located. Old items removed from the cabinets. It is now a useable space for many.
 - The archaic door entry access system (fob system) was updated to a Brivo OnAir Hosted Access Control System. The old system was hosted on the "old server" and assessable with one outdated computer or via the school's server room. Parish staff were not able to log in consistently to make changes to the church schedule or add new users. A new data line, central control panel and TriTech reader with mobile pass capability were installed. With secure remote web access, changes can be easily made from any location. Mobile passes to one-time users can now be sent.
- ⇒ Without a maintenance person working for STV Parish during all of FY 20-21, many jobs needed to be accomplished by volunteers such as the installation of blinds in the convent, cleaning of barbeque grill, removal of the daily garbage, and the cleaning and installation of the window air conditioners to just name a few. *Thank you to all those who stepped up especially Jim and Bill! Also, a big thank you goes out to Boy Scout Troop 300 for relocating two signs near the rectory building along Route 9 entrance. Much appreciation for all their efforts and stewardship of time to the Church of St Veronica.*
- ⇒ In my assessment of the parish buildings and grounds, the rectory's concrete drainage trench was discovered completely filled with years of compacted dirt, garbage, branches and leaves. Needless to say, our drainage system was not functioning. Our landscaping company was contracted to remove all debris and clear the drainage grate so

water runoff could once again flow. Boy Scout Troop 300 also continued the process by removing the leaves and debris between the drainage trench and the fence line. This area was again addressed at our first parish clean-up held on Saturday, October 2. At the clean-up event, fifty-three volunteers worked together and accomplished so much saving the parish thousands of dollars on additional cleanup costs. A reporting of the clean-up can be found in the Oct 10, 2021 bulletin archived on the parish website.

⇒ From April through October 31, 2021, the church building was cleaned by an independent company. The service provided by them was invaluable in sanitizing and disinfecting the church building for weekday and weekend Masses and meetings. Once restrictions were lifted the cleaning contract was reduced from 5 days a week to 3 days a week in July 2021 and finally ceasing October 31, 2021 when we hired John Cullen, our Maintenance Coordinator to manage all the maintenance needs for the parish buildings and grounds— church, rectory and convent. STV transitioned to hiring a full-time maintenance employee because months of ads for a part-time maintenance position yielded no interested people. John will also be responsible for cleaning and disinfecting the church and narthex. You can already see the difference. *Special thanks to the women who volunteer each week to clean the sanctuary and wipe down all the paneling and statues in the church.*

Peace and Blessings! May God continue to bless St. Veronica Parish.

Linda Dickinson-Pancila,

Business Manager

11/28/21 Bulletin article:

The following is Stewardship reporting part 3:

I quickly realized upon my arrival that the parish's digital files were not being saved or backed up to the web hosted server. If hacked, all data would have been lost. For a third of the monthly cost, the Diocese of Trenton IT department was contracted as our new IT provider to move us to a more secure situation and give staff the ability to complete work in a virtual environment, Citrix Workspace, if the need for "work from home" should return. The switch over and onboarding to the DoT IT Dept. was seamless due to Director Anthony DeLorenzo's expertise and guidance. Anthony has also been able to troubleshoot countless other IT issues and guide us to less costly solutions at no additional cost. All software was updated to the latest versions and falls under the umbrella of the diocese. Outdated computers were replaced with six IGEL universal desktop workspaces. Existing monitors were utilized but upgrades are needed so that each workspace has speakers and cameras for virtual meetings and webinars. Three Cisco wireless access points were added to the rectory building and one to the convent to improve Wi-Fi signals. All rectory smart TVs now stream through Wi-Fi saving on cablevision expenses. Equipment and component box were streamlined. Two volunteer workspaces were added, one in the equipment room and one in the conference room. The internet speed coming into the rectory building was increased and a storm damaged cable line was replaced on the exterior of the rectory. All the costs for the IT upgrades paid for themselves with savings from the IT provider switch. The livestream modem was replaced in the summer when it burnt out and finally, the Narthex TV is now working!! Special thanks to Greg Bigg and Chris DiPasquale for all their invaluable efforts over the months to troubleshoot the TV. Greg ran a new Coax cable and Chris finally got the camera and TV to work. Many separate issues made this very difficult to fix.

The phone system was upgraded in the rectory and convent. Unused phone lines and equipment were eliminated. New technology such as email faxing, messaging, and a phone app which allows for secure and professional work-from-home capability, are now being utilized. Two Toshiba copy machines were leased (parish office & RE office) replacing five antiquated machines. Seems hard to believe but staff can scan documents in house! Copy and supply costs were greatly reduced. The new machines facilitate on site printing of high volume mailers, flyers, and posters.

Much time and effort go into providing weekly updated communications. Parish Communications were improved in many ways to bring you the most updated communications possible in a timely fashion. Fr PJ launched a new website after his arrival. Many parishioners were very happy when the printed bulletin was once again available after Covid restrictions were lifted. Many thanks to Cheryl Wegner for her years of dedicated service in producing the parish bulletin and for getting it back up and running. Thanks to Peter B for building a bulletin holder which was placed

outside the church doors. A few months after my arrival, the responsibility for the creation and publication of the bulletin was moved from Cheryl Wegner to another parish employee, Elia Landino. This transition has allowed Cheryl to concentrate on other parish office responsibilities, most especially attending to the many needs of our parishioners and engaging volunteers to assist in the parish office. Elia is now the parish's Coordinator of Communications. One person focused on communications keeps all communication platforms interconnected and consistently updated.

The weekly bulletin is available electronically and in print. The bulletin contract was renegotiated and expanded to 10 pages (3 pages of ads). The layout was redesigned incorporating Fr PJ's vision of SEEDS – We are called to Sanctify, Educate, Evangelize, Develop and Serve. This has given us more opportunities to “communicate the goodness” and essential information. Previous bulletins are archived on the website. A pdf of the bulletin is emailed on Mondays to parishioners who signed up to receive communications via Flocknote. Much of the bulletin content is submitted by staff and ministry leaders such as the Pastoral Council who have contributed many essential articles and DRE, Sr Ann Elizabeth who has provided faith formation and liturgical content. Pictures are incorporated showcasing faith in action. A volunteer (Maribeth) now types up the Mass intentions each week. More volunteers are needed for editing and sourcing additional content for future publications, if you are interested in helping in this way.

One of my communication goals is that all communications point back to the parish website. The website is clear, organized, and easy to navigate, thanks to Fr PJ's initial set-up. Content is updated regularly in collaboration with department heads and ministry leaders. Pictures of parish events and links to additional information are incorporated. A calendar of events was added to the homepage with links to flyers and registration information when available.

The other ways the parish communicates are via Flocknote, YouTube, Facebook and the old fashion way: mailers, posters, flyers, pamphlets, Narthex ad TV screen, Narthex white board, and Mass announcements. Thank you to Michael Skrezenski and Good News Media Ministry for all their efforts with livestreaming parish Masses and updating the parish YouTube channel. Many felt so connected to St Veronica because of the livestreaming of Masses. Many thanks to Denise Daye who has been the driving force behind our parish Facebook page. Denise posts content centered around catechesis and the parish staff supplements with content from the bulletin and website. Great collaboration! Thanks to Hu Mador for placing ads on the TV in the Narthex. A new magnetic white board and literature holder were added to the Narthex for posters, flyers, bulletins and miscellaneous pamphlets.

Communications is truly a co-responsibility. The parish leadership (staff, councils, committees and ministry leaders) have the responsibility to communicate to parishioners, but parishioners in turn have the responsibility to read the communications available to them so that they can stay connected to their parish and remain in the loop with all parish happenings.

Please visit the parish website, like us on Facebook and sign up to receive parish communication via Flocknote.

In the future, I will continue to update you on the Stewardship of time, talent and treasure of St. Veronica. Please do not hesitate to reach out to me linda.dickinson@stveronica.com or 732-363-4200 x 245 with any questions or concerns that you have.

Peace! May God continue to bless St. Veronica Parish!

Linda Dickinson-Pancila,
Business Manager