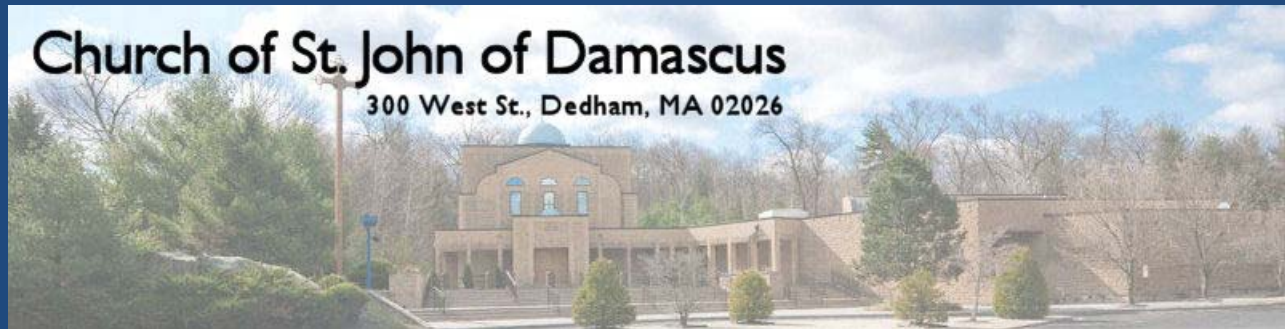


Parish Meeting



May 18, 2011



Agenda

2

- Review / Approve 2010 Meeting Minutes
- Pastor's Report
- Chairman's Report
- Treasurer's Report
- Financial State of Parish
- Parish Life Conference
- Organization Reports
- Nominations
- Adjourn and Closing Prayer



3

Pastor's Report

Fr. John Teebagy

Sacraments and Funerals



4

- 9 funerals
- 4 weddings
- 1 chrismation
- 8 baptisms

Pastoral Visitations



5

- Daily Contact with parishioners either by phone, email, or in person
- Regular and ongoing Hospital/Pastoral visits made all over Eastern Massachusetts; visits are primarily to hospitals in downtown Boston (Massachusetts General, Brigham and Woman's, Beth Israel, etc.)

Counseling



6

- Confidential sessions are held with parishioners on a myriad of issues. Assessment is made, and, if needed, referral to a counselor, along with follow up.

Office Support



7

- Assist secretary on a daily basis with issues related to parish administration, i.e. weekly bulletin, phone calls, newsletter, etc.

Organizations



8

- Attend all meetings of the Executive Board, including committee meetings as needed. Support initiatives of the Board as needed and appropriate.
- Ongoing and continuous contact with church school superintendent, teen advisors and officers, VMS officers and members, choir, bazaar committee and Fellowship.
- Meet with Church School classes in Church upon request to reinforce classroom lessons – typically occurs 4 To 5 times a year.
- Attend meetings of church organizations when able. Most meetings are held on Sunday after church.
- The 2011 Parish Life Conference has been a primary focus this year

Archdiocese / Regional



9

- ❑ Serve as Spiritual Advisor to the Diocese of Worcester's Order of St. Ignatius
- ❑ Serve as treasurer and corresponding secretary for the Deanery of the Diocese of Worcester
- ❑ Mentor seminarian(s) assigned to St. John's
- ❑ Attend sister churches when a hierarch visits or other special events
- ❑ Attend regional meetings
- ❑ Attend regional Parish Life Conference
- ❑ Attend Archdiocese convention or clergy symposium each summer
- ❑ Cover for other churches when their pastor was away. This can include funerals, hospital visits, etc. – typically occurs 3 to 4 times a year



Adult Education

10

- Planned, prepared, and offered two 6 week series: The first one was held in September/October on Clark Carlton's book *The Faith*; the second one was held in January/February on St. Paul's Letter to the Thessalonians.
- Two additional six-week sessions are being planned for 2011-2012: a continuation of Carlton's book in the fall and a bible study in the winter.

Liturgical Life



11

- Matins and Liturgy each Sunday
- Festal Liturgies at St. John's or with a sister church
- Wednesday and Friday services during Great Lent
- Full complement of services for Holy Week



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Chairman's Report

Don Khouri II

Chairman's Report



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- Thank You
- Executive Board Focus
- Looking Ahead / Challenges

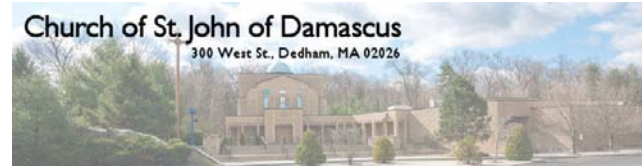


Executive Board Members

14

- Fr. John Teebagy
- Rick Ahto
- Dan Capobianco
- Alan Cardoos
- Louella Cardoos
- Heather Feldman
- David Haddad
- Ray Hamwey
- Richard Homsy
- Diane Kaleel
- Arthur Khouri
- Fadi Massabni
- George Matthews
- Mike O'Hara
- Stephen Saber
- Kathleen Tawa
- Mary Topjian
- Olivia Waishek
- Emily Vogel
- Bob Zahka

Communication



15

- Increased communication through bulletin, newsletters, and special reports
- Email communication
- Social Media – Facebook, Twitter
- Website

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

facebook

The Twitter logo, featuring the text "follow us on" in grey and "twitter" in blue lowercase letters.

follow us on
twitter



- Two Age Groups:
 - ▣ Adults: 8
 - ▣ Youth: 6
- 25 sessions / group
- Classes will be offered next year
- Level 2 classes if there is interest

“Can’t wait to get home and teach my Parents Arabic.”

خ	ح	ج	ث	ت	ب	ا
kha	haa	jiim	thaa	taa	baa	alif
ص	ش	س	ز	ر	ذ	د
saad	shiin	siin	zaay	raa	thaal	daal
ق	ف	غ	ع	ظ	ط	ض
qaaf	faa	ghayn	ayn	thaa	taa	daad
ي	و	ه	ن	م	ل	ك
yaa	waaw	ha	nuun	miim	laam	kaaf

Church Maintenance



17

- Carpeting / Tiles
- Kitchen Tile
- Painted Walls
- HVAV unit. 3 to go.
- Chair and table rails
- Front Doors
- Water heater
- Church School Hallway
- Cleaned Church School floors and furniture
- Replaced three broken and fogged windows
- Fixed oven in the kitchen
- Ladies Room

Special Events



18

- Art Auction
- Silver Anniversary Celebration
- Parish Life Conference
- Remembering the Crusaders

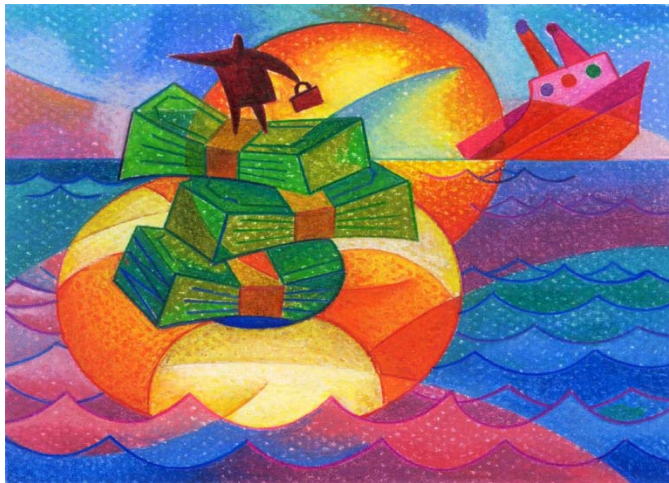


Challenges Ahead



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Financial Gap



Getting People Involved

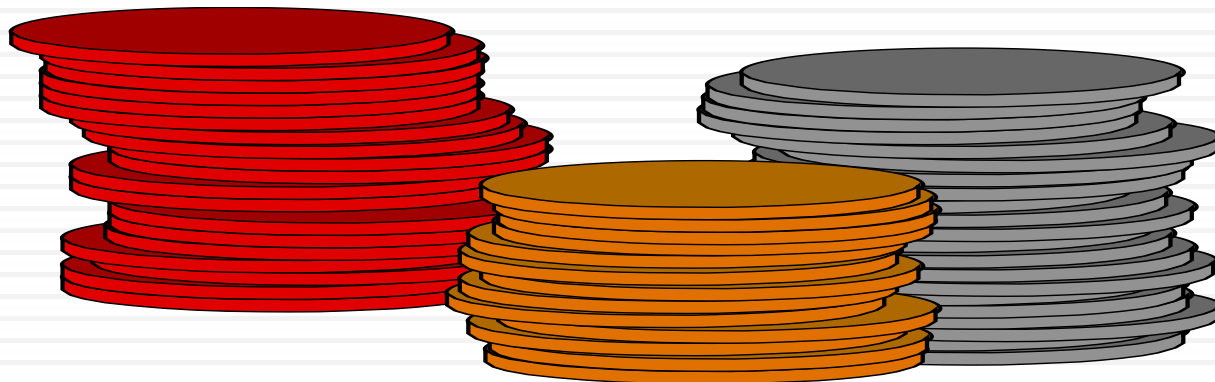




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Treasurer's Report

Kathleen Tawa



Contents



21

- Accounts Summary
- Five Year Comparison
- 2010 Expenses
- 2010 Income
- 2010 Budget vs. Actual
- April 2010 Treasurer's Report



Accounts Summary

General Fund Account	
Cash Balance - 12/31/10	\$5,478.15

Other Cash Accounts	
Bazaar Account - 12/31/09	\$57,181.61
Needham Cooperative	\$1,455.06
Total	\$58,636.67

Board Restricted Funds	
Building Imprvmnt & Preser Fund	\$49,475.75
Endowment Fund	\$127,268.40
Miscellaneous Funds	
Cardoos Library	\$4,349.42
Church School Fund	\$41,418.71
St. John Damascus Schlorship	\$12,534.32
Hall Rental Escrow	\$1,370.00
Choir Fund	\$2,085.23
Total	\$238,501.83

Other Restricted Funds	
Zahka	\$9,195.72
Ayoub	\$10,060.00
Assistance Fund	\$18,423.67
Total	\$37,679.39

Archdiocese Dues	
2010	\$34,373.75
Payments to Date	\$34,373.75
Balance Due	\$0.00

Line of Credit	
Outstanding Principal	\$0.00
Balance Due	\$0.00

Five Year Comparison

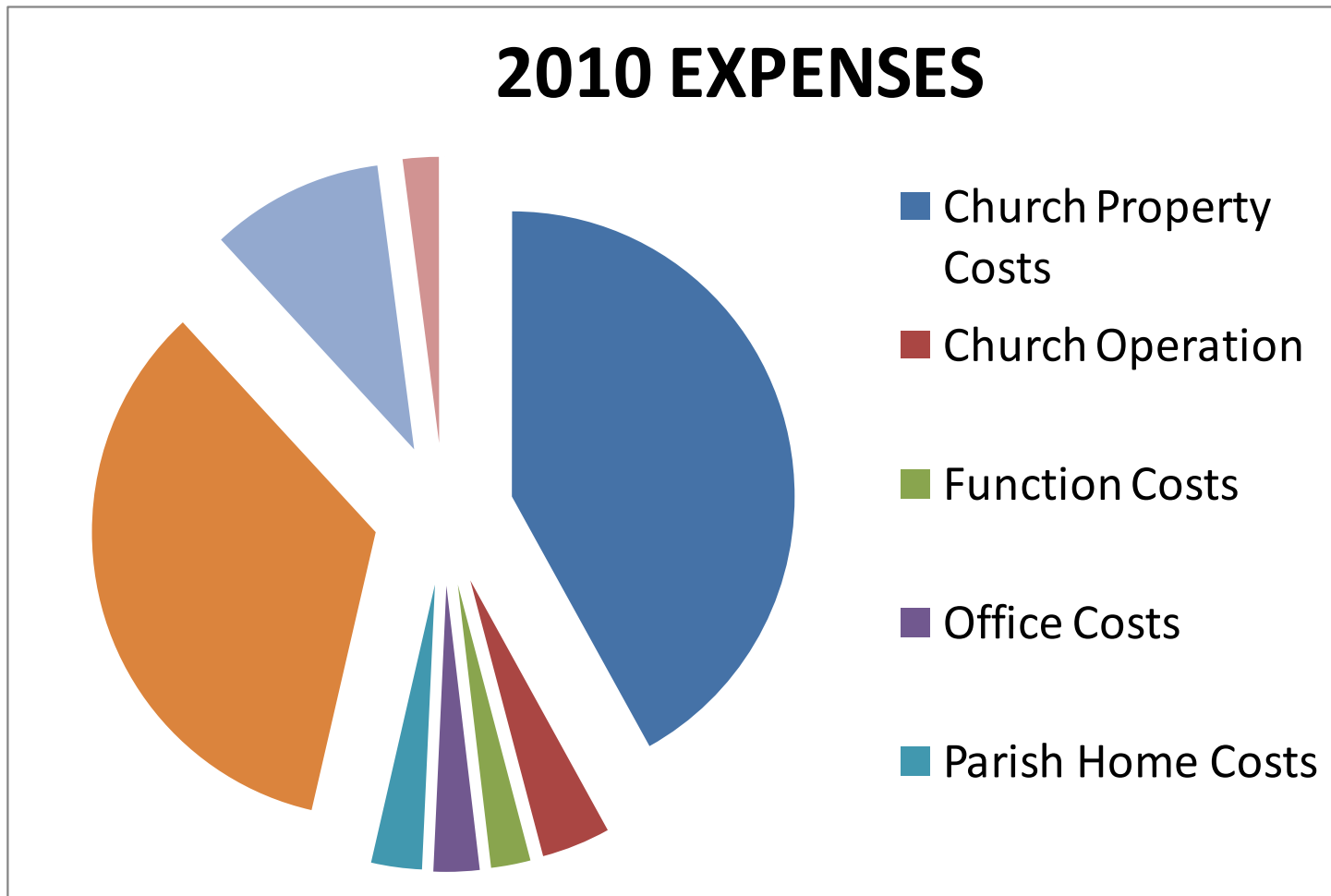


	Average	2006	2007	2008	2009	2010
INCOME						
Donations/Special Gifts	\$22,980	\$20,188	\$25,022	\$41,113	\$28,579	\$30,262
Trays	\$10,070	11,689	13,115	12,460	13,086	10,364
Flowers & Kurban	\$1,939	2,020	2,103	2,875	2,696	2,690
Bar Receipts	\$2,655	4,005	4,882	2,554	1,834	0
Envelopes & Pledges	\$145,589	160,079	190,989	230,234	146,642	191,384
Rental Income	\$4,025	0	0	6,250	13,875	31,675
Memorial Donations	\$12,797	14,920	10,992	18,365	19,706	20,471
Functions	\$195	976	0	0	0	8,240
Hall Rentals	\$13,226	7,298	9,795	15,905	33,133	4,492
Cemetery Lots	\$20	98	0	0	0	0
Contributions from Orgz	\$4,919	500	12,190	6,356	5,550	7,285
Various Miscellaneous Inco	\$4,242	14,266	4,166	2,420	357	0
Ballroom Dancing	\$0	0	0	0	0	0
Transfer from savings	\$0	0	0	0	0	0
Interest Income	\$1,050	53	5,115	49	36	80
Transfer from Bazaar Acct	\$35,747	75,000	63,733	10,000	30,000	45,000
TOTAL INCOME	\$329,841	\$311,090	\$342,102	\$348,580	\$295,492	\$351,942
EXPENSES						
Church Operations	\$9,578	\$14,758	\$12,452	\$13,464	\$7,217	\$13,747
Church Property	\$104,812	105,989	153,637	116,063	148,373	146,484
Function Costs / Bar Costs	\$5,886	9,158	8,693	7,986	3,590	8,720
Miscellaneous Expenses	\$135	380	(1)	0	296	59
Office Costs	\$8,238	10,698	11,878	9,145	9,471	9,093
Parish Home	\$6,652	8,733	8,603	8,354	7,570	10,145
Payroll	\$76,032	102,309	93,199	99,053	85,599	94,358
Payroll Related	\$23,268	32,369	30,007	29,260	24,704	26,025
Centennial Event	\$283	7,565	(7,500)	1,350	0	0
Travel & Related	\$2,715	1,727	2,030	1,325	8,493	7,232
Restricted Funds	\$25,223	33,335	35,373	22,415	34,994	34,374
TOTAL EXPENSES	\$332,870	\$327,019	\$348,372	\$308,415	\$330,306	\$350,238

2010 Expenses



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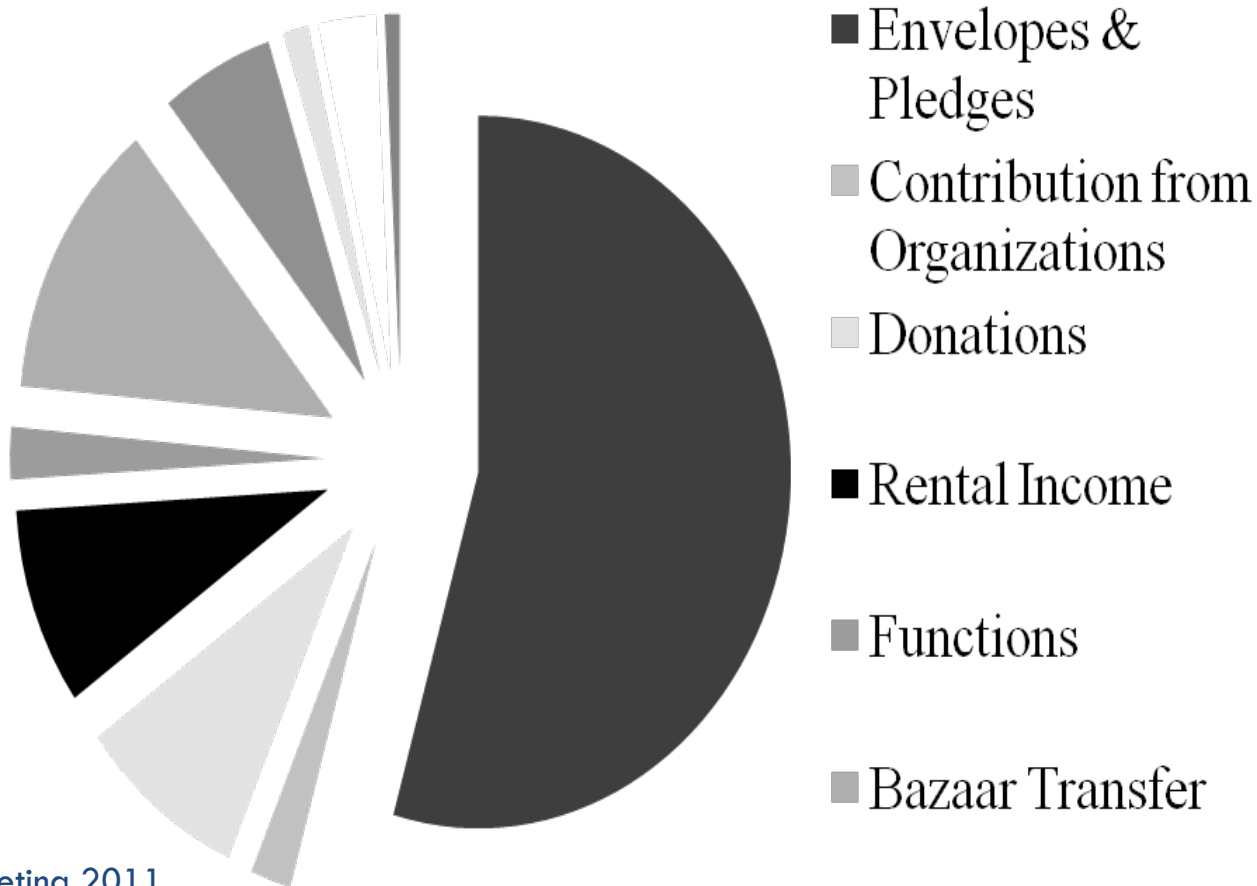


2010 Income



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2010 INCOME



2010 Actual Vs. Budget



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ST. JOHN OF DAMASCUS 2010			
INCOME		BUDGET	ACTUAL
	Organizations	5,500	7,285
	Donations	15,000	16,922
	Pledges	185,000	191,384
	Bar	2,500	0
	Functions	0	8,240
	Bazaar Transfer	50,000	45,000
	Memorial Donations	15,000	20,471
	Hall Rentals	20,000	4,492
	Rental Income	31,500	31,675
	Trays	10,000	10,364
	Interest	0	80
	Kurban (Holy Bread)	2,100	2,690
	Large Donations	0	13,340
	Misc. Income	0	0
	Total	336,600	351,942
EXPENSE			
	Church Operations	11,600	13,747
	Church Property Costs	138,200	146,484
	Function Costs	3,700	7,922
	Office Costs	9,920	9,093
	Parish Home Costs	9,900	10,145
	Archdiocese Dues	33,824	34,374
	Payroll	103,200	94,358
	Payroll Related	20,250	26,025
	Travel	6,000	7,232
	Total	336,594	349,381

April 2010 Treasurer's Report



Income this month	
Cash	\$33,752.86
Deposits this M	
4/9/2011	5,472.00
4/23/2011	11,741.00
Sub-total Income this Month	\$17,213.00
Total Funds Available	\$50,965.86
Expenses this Month:	
Church Operations	142.66
Church Property Costs	9,238.06
Function Costs	1,513.12
Office Costs	(277.94)
Parish Home Costs	742.27
Payroll	9,125.07
Payroll related	4,148.00
Restricted Fund Payments	2,838.75
Misc. Exp	0.00
Travel & Related	774.13
Total Expenses	\$28,244.12
Cash Balance	\$22,721.74

Bazaar Account	71,917.47
RBC Dain Rauscher	0.00
Sub Total	71,917.47

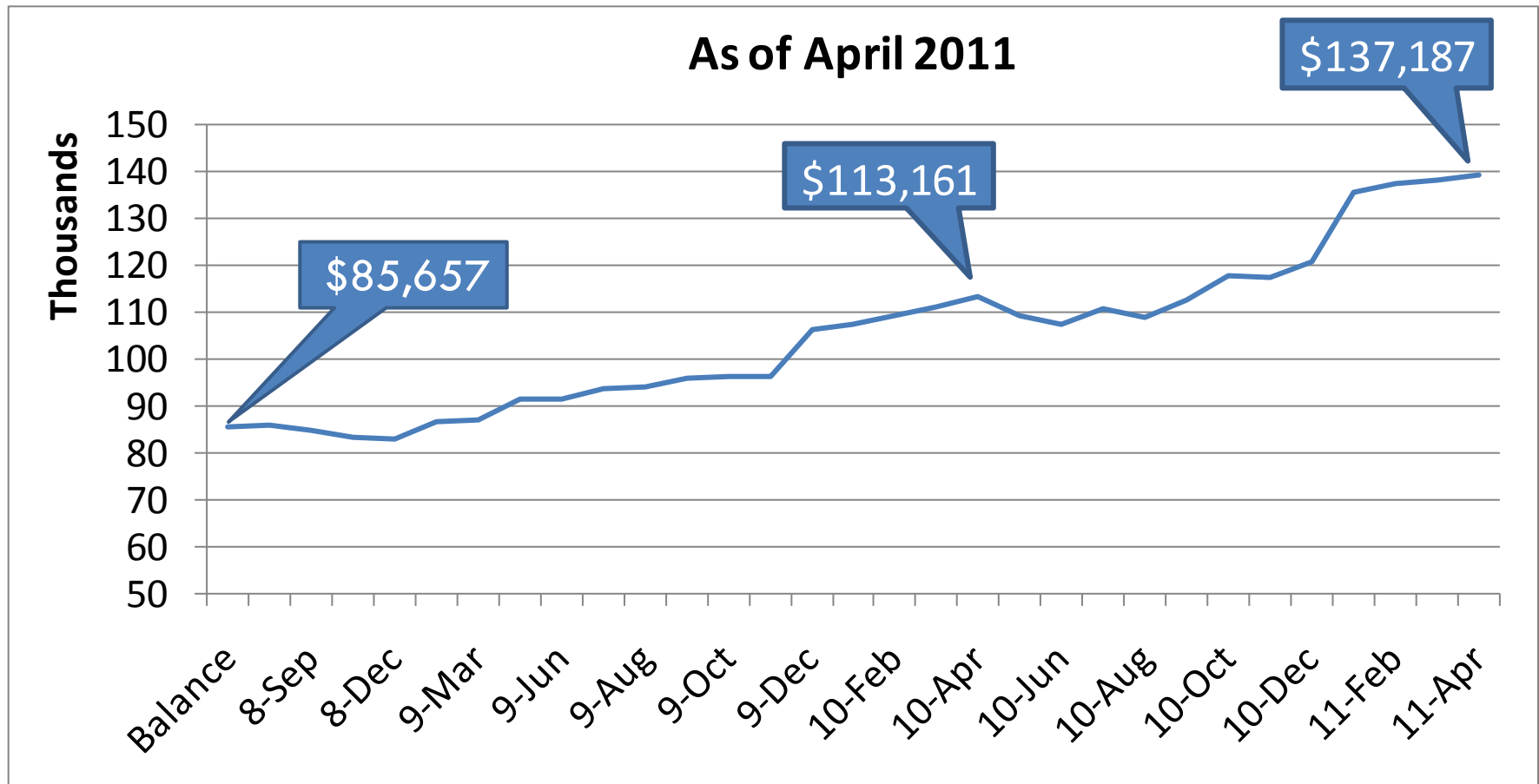
Miscellaneous & Restricted Funds	
Miscellaneous Funds	
Cardoos Library	4,322.22
Hall Rental Escrow	4,608.43
Church School Fund	41,418.71
Ayoub Fund	10,060.00
Amazon Services	535.93
Choir Fund	1,153.66
Interest	368.85
TOTAL MISC. FUNDS	62,467.80
St John Scholarship Fund	12,138.45
	0.00
Total	\$74,606.25

Other Restricted Funds	
Zahka	9,233.35
	0.00
Total	\$9,233.35

Supplemental Information			
INVESTMENT		Archdiocese Assessment	
Needham Cooperative mon	1,456.79		
Building Preserv & Improve F	39,363.78	2010	31,535.00
Endowment Fund	139,186.87	Payments to Date	8,516.25
Total Capital Fund	\$180,007.44	Balance Due	\$23,018.75

Notes for this month	
Line of Credit L	\$0.00
8/30/2009	

Second Century Endowment Fund



Second Century Endowment Fund



	Amount
Balance May 2010	\$ 113,161
Investment	19,200
Donation	4,192
Endowment Fund Growth	2,634
Endowment Fund Balance April 2011	\$ 139,187



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Questions?



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Financial State of Parish

John Haddad

Agenda



2

- Current Financial Situation
- Overview of our cash position
- Discussion of our current budget
 - ▣ How our budget is created
 - ▣ Analysis of our Income and Expenses
- Financial Outlook
- What do we need to do?
- Questions

Current Financial Situation

“Income has declined, Expenses are rising”



3

- Income
 - Donation and Pledges remain relatively flat
 - Other revenue streams (e.g. rental income) have declined significantly
- Expenses
 - Cost for many fixed items are rising (e.g. heat, electricity)
 - Major maintenance and capital expenses in front of us
- We are facing an annual income gap of \$62,000 starting in 2012

Parish Fund Accounts - Cash



4

- Funds readily available for use
- Typically working accounts (income / expense)
- Also includes all organization checking accounts

Account	Description	Funded by
General Fund	Main checking account for all income and expenses for church operations	Pledges / Donations / Rentals / Fundraisers
Bazaar Account	Checking account for Bazaar – Net income transferred to General Fund	Annual Bazaar
Church Organization Accounts	Checking accounts used for fundraising and various programs. Finance committee does budget in General Fund.	Donations / Fundraisers

Parish Fund Accounts - Restricted



“Our cash position is strong, but cash not available for operating expenses”

5

Account	Balance	Description	Funded by
Church School	\$41,419	Can only be used for enhancements and modifications to the Church School building	Donations from several estates.
Ayoub Memorial	\$10,060	Support programs of the Church School – only interest over \$10,000 can be used	Ongoing donations
Zahka Memorial	\$9,233	For benefits and betterments to the church as the Trustees shall deem appropriate	Ongoing donations
Cardoos Library	\$4,322	Help support the Church Library and Church School	Ongoing donations
St. John's Scholarship	\$12,138	St. John's Community Scholarships given each year to high school seniors. Only amounts over \$10,000 can be used.	Ongoing donations
Building Preservation	\$39,364	Fund the many planned improvements to prolong the life of the St. John of Damascus complex as approved by Exec Board. The fund may never be depleted below \$25,000.	General Fund (\$19,200/yr) and donations
Endowment Fund	\$139,187	Ensure the future financial stability of the Church of St. John of Damascus. The interest and dividends of the fund will be reinvested until such time as the fund grows to \$1,000,000.	General Fund (\$19,200/yr) and donations

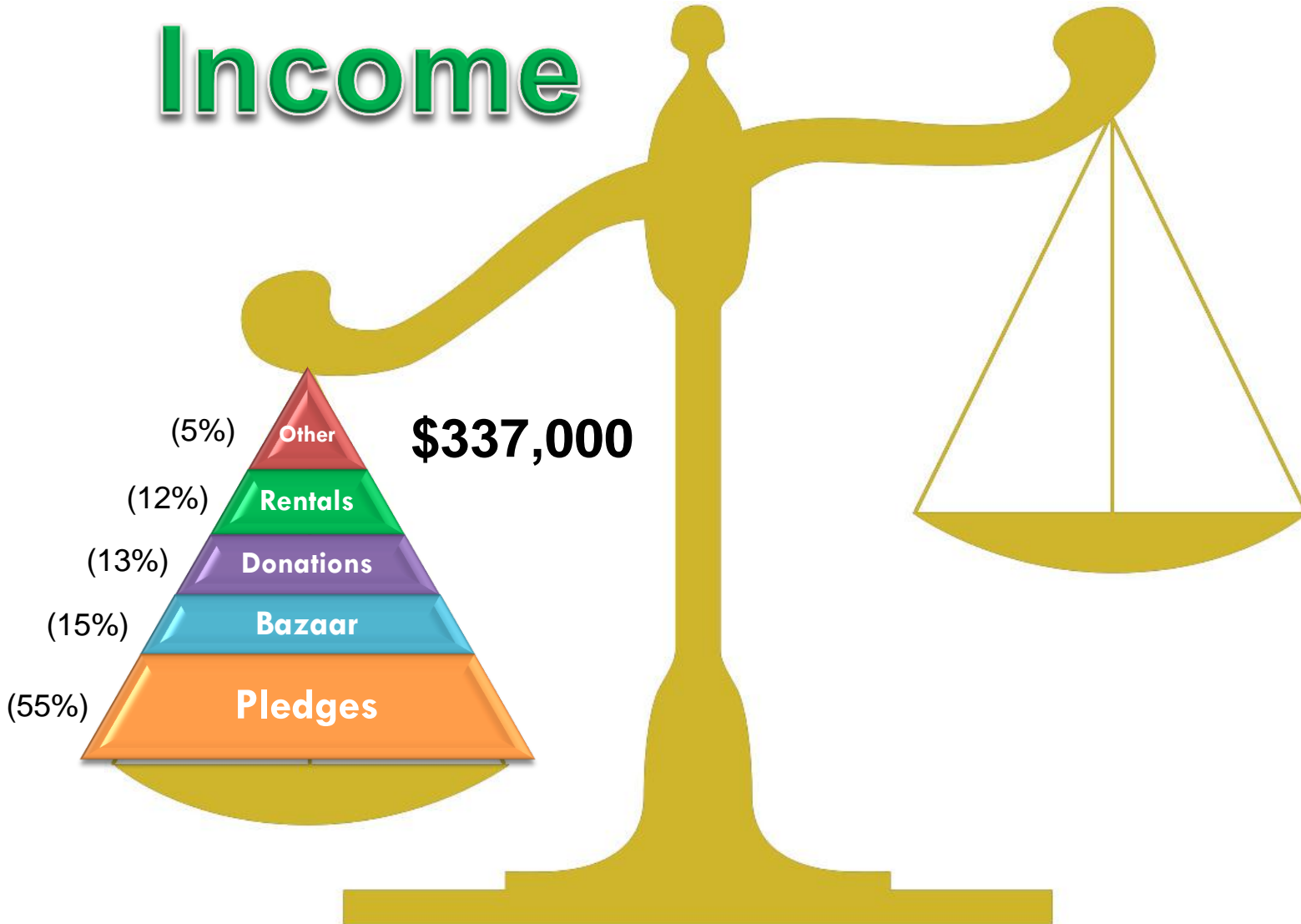
TOTAL \$255,723

How we create a Balanced Budget

“We start the budget process by projecting income for upcoming year”



Income



How we create a Balanced Budget

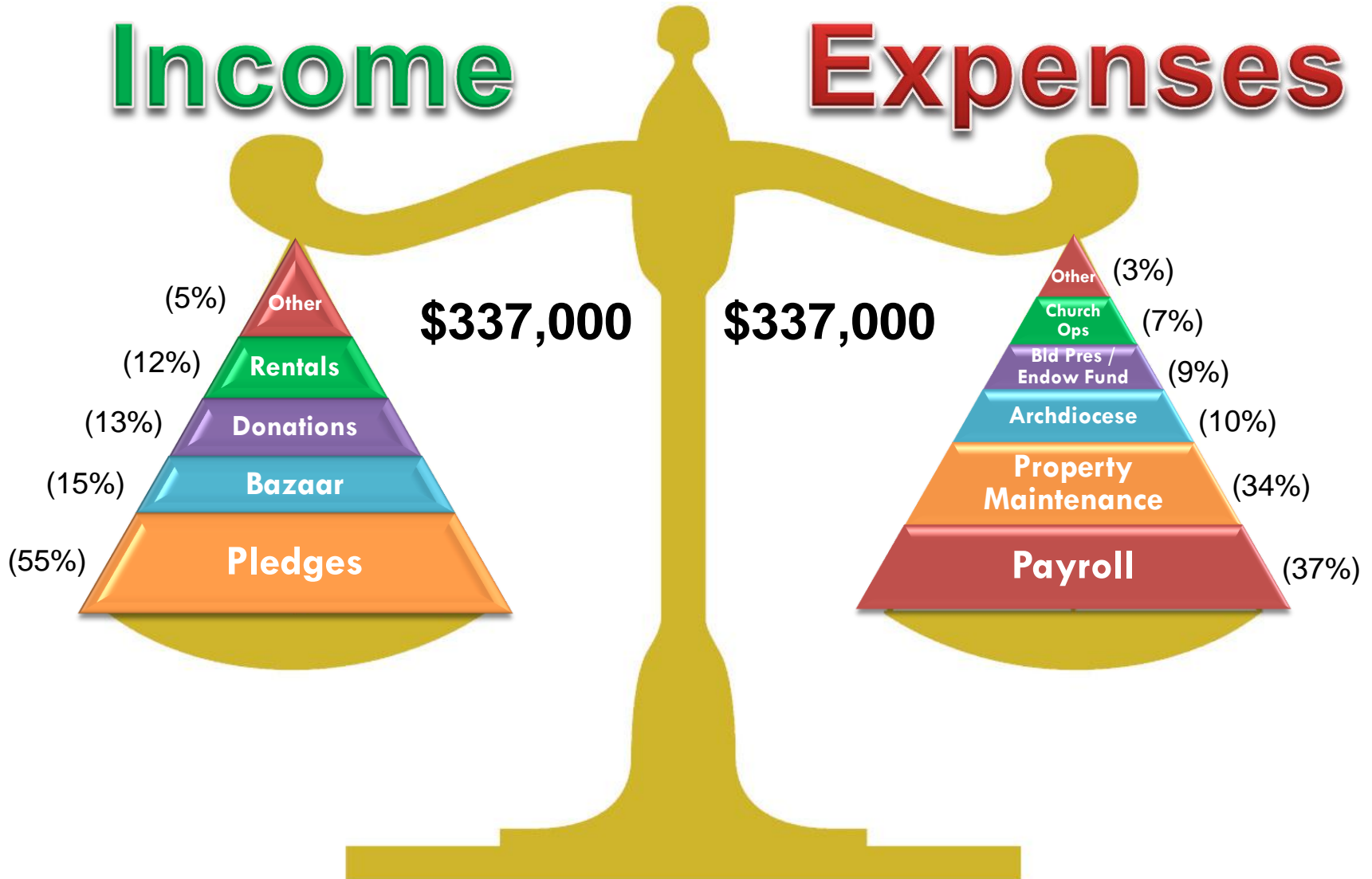
“Discretionary and non-discretionary expenses are reviewed”



7

Income

Expenses



Budget Analysis **Income**

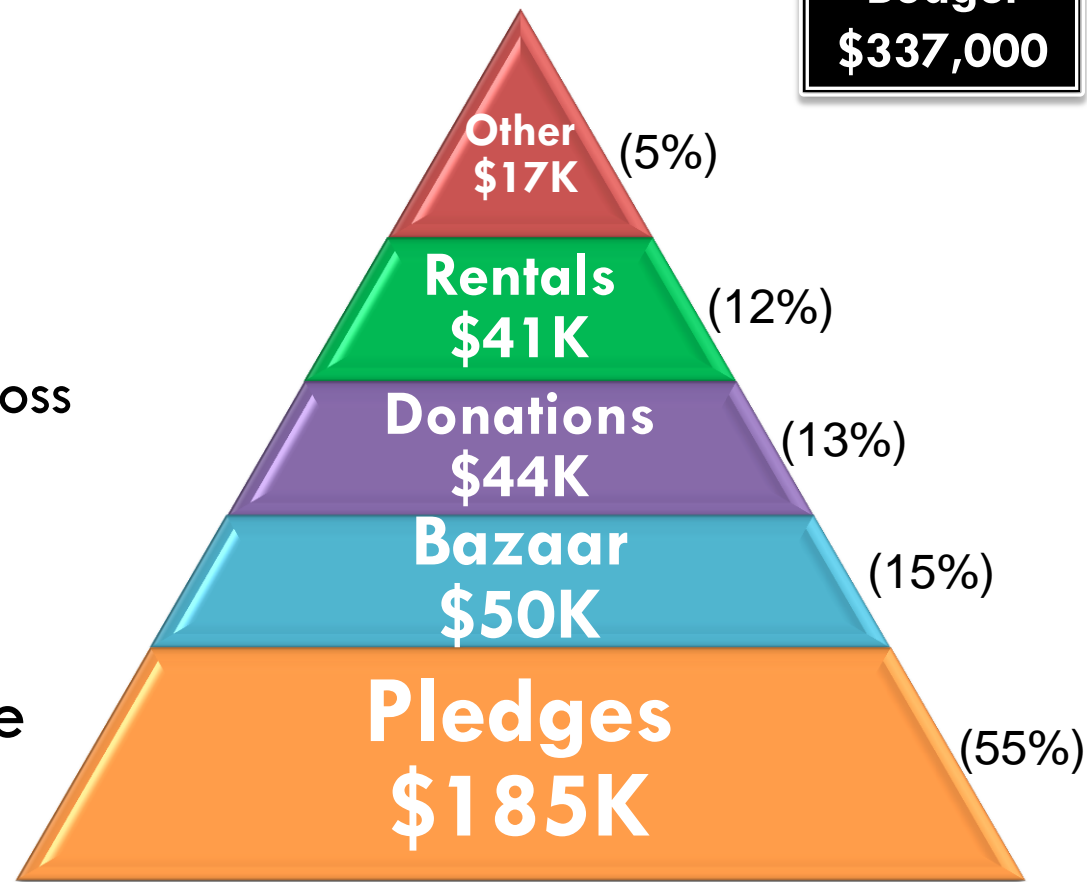


“Income has remained flat over the past several years”

8

Budget
\$337,000

- Pledges
 - ▣ Jumped in 2007, but flat for past 4 years
- Rental Income
 - ▣ Newbridge Parking Loss
 - \$12K impact in 2011
 - \$24K impact annually 2012 and beyond
- No additional income stream currently available



Budget Analysis

“Expenses are mostly fixed”

Expenses



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□ Non-discretionary (Fixed) Expenses

□ e.g. Heat, Electric, Snowplowing

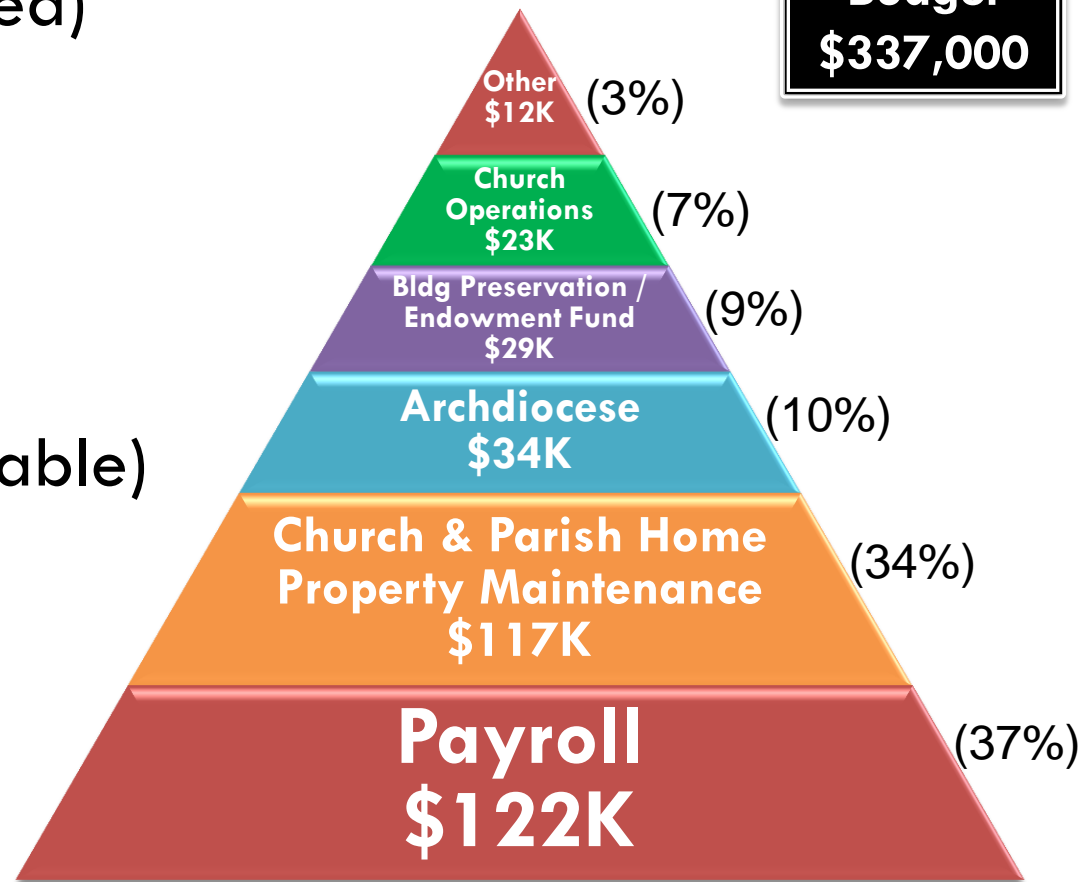
□ **88% of budget**

□ Discretionary (Controllable) Expenses

□ e.g. some maintenance, contribution to funds

□ **12% of budget**

Budget
\$337,000



What has happened?

“Income has declined, Expenses are rising”



10

Income has declined – 8% revenue loss

- Loss of Newbridge Rental Income (\$24K/yr)
- No plan currently in place to replace or grow income
 - ▣ Parish rejected recent opportunity – Saltbox School



Expenses are rising

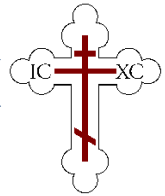
- Our fixed costs (88% of budget) are rising
- Major capital and maintenance expenses in front of us (e.g. \$120K for new AC Unit)
- Unplanned expenses need to be budgeted
- Less than \$15,000 available for use in Building Fund

We are running at a deficit budget

- Budget was balanced by cutting key expense items
 - ▣ Endowment Fund contribution cut by \$9,200 (should be \$19,200) – may need to reduce further in 2011

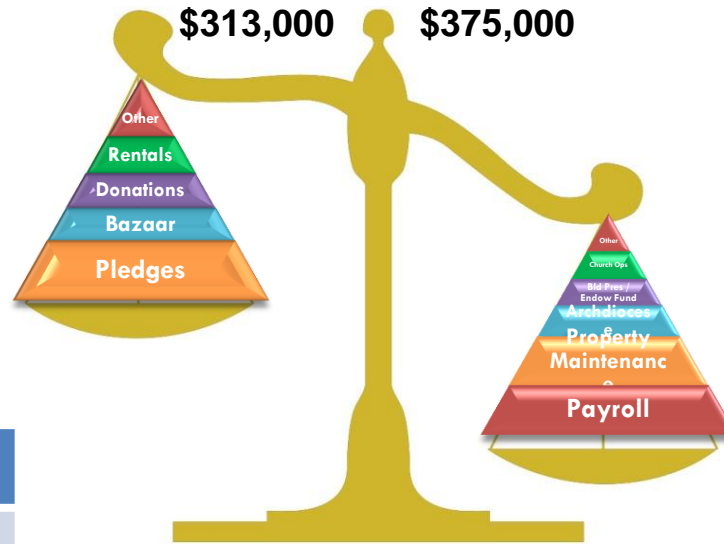


2012 & Beyond Financial Outlook



“We need to fill a \$62,000 gap in our income stream”

Income



Expense

Current Budget	\$337,000
Add back – Endowment Fund	\$9,000
Building Fund Contributions & Additional Maint Items	\$18,000
Increases in Costs	\$6,000
Unplanned expenses	\$5,000
Real Budget Needed in 2012	\$375,000

Current Budget	\$337,000
Loss of Newbridge rental income	-\$24,000
2012 Income Outlook	\$313,000

*Annual
Income Gap
\$62,000*

What do we need to do?

“We need the help of the entire parish”



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Immediately fill the annual income gap (\$62K +)

- Increase pledge income
 - ▣ Reinvigorate stewardship education
 - ▣ Parishioners increase pledge amount each year
- Aggressively look for opportunities for consistent revenue streams
 - ▣ Recurring income opportunities (e.g. hall rentals, 3rd party facility usage)
 - ▣ Functions / Fundraisers



Long Range Financial Planning

- Needs to be an active program
 - ▣ Keep program current and present annually to parish
 - ▣ 5 year rolling forecast for major capital improvement needs
- Recommendations on use of Building Preservation Fund
 - ▣ Are we on track? Do we need to increase contributions to fund?





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Fundraising

Laura Veo

Fundraising Target: \$50,000



Three Categories for Fund Raising

1. Donations
2. Facility Rentals
3. Community Activities

ALL OF THE EVENTS REQUIRE CHAIRPERSONS AND PARISHIONER INVOLVEMENT TO SUCCEED

DONATIONS



OPEN THE TREE OF LIFE

90 LEAVES AVAILABLE
FIRST COME, FIRST SERVE
\$500 PER LEAF

Target of 25 leaves/year
For a total of \$12,500

MONTHLY ON LINE RAFFLE

Eight Monthly Raffles
October – May
Prize Value > \$100
Sold On Line to E-Mail List
\$50 For All Eight Raffles

Target Income: \$4,000

FACILITY RENTAL



Investment Requirements

1. Bathroom Improvements
2. Replant Atruim and install hardware for tent
3. Purchase a 20 x 30 tent
4. New signage specific to hall recognition and rental

Approx. cost: \$7,000 – 9,000

Focus on Rental of Hall for Weddings & Community Events

1. Develop a marketing brochure & Web page on our website
2. Name the hall for broader appeal
3. Hire an individual to manage the rental process and maximize bookings

Target Income: \$25,000

Community Activities

Annual Entertainment Events



- Annual Feast Day Hufli
 - ▣ Promote our Middle Eastern Heritage while creating an annual event for regional parishes

Target Income: \$3,000

- Annual Valentines Dance for Families
 - ▣ Plan a family friendly evening with music, entertainment and festive décor

Target Income: \$2,500

Community Activities



- **SPRING and FALL YARD SALE/FLEA MARKET**
 - Utilize the front parking lot for a yard sale/vendor craft fair twice a year
 - Sell an area or “parking space” for \$25.00 each to parishioners and craft vendors
 - Set up a snack bar selling coffee, water, snack foods, etc.

Target Income: \$2,000

Summary



We have a terrific asset with our Church Facility and it is our duty to maintain and improve this property in order to capitalize on its value.

More importantly, we have an obligation to our children and future generations to build a vibrant community to pass on to them.

ONLY WE, the parishioners, can make this happen.



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Parish Life Conference 2011

Cynthia Capobianco

Debbie Leotsakos



51

Organization Reports

Choir



52

- Sacred Music Institute
- Consecration
- Junior Choir
- National Choir & Chanter Appreciation Sunday
- Annual Fundraiser
- Regional Choir Workshop

St. Ignatius



53

- The St. John of Damascus Chapter of the Order of St. Ignatius has 49 active members, including three Life members.
- We write a column in the Torchbearer (parish newsletter), have a bulletin board display, and have a St. Ignatius page on the parish website:
<http://www.stjohnd.org/orgs/stignatius/default.htm>
- In December and May, members of the Order read the EPISTLE and do the basket collections.

St. Ignatius



54

- During Pascha, The Order sponsored an Easter Card. Thanks to Olivia Waishek, the collection was a complete success and The Order sponsors a child through the Children's Relief Fund.
- Joining the Order is easier than ever with the EFT (Electronic Funds Transfer) program. \$41.67 can be deducted from your checking account on a monthly basis.
- In June 2011, St. John of Damascus will host the parish Life Conference. We hope to recruit a large group of new members to The Order at that time.
- I would like to thank Fr. John for his support and all the efforts he makes on behalf of the Order.



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Nominations Committee

George Matthews



Nominations

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- The Committee received 18 nominations to fill 7 vacancies on the Executive Board. Four individuals have accepted:
 - ▣ Alan Cardoos
 - ▣ Arthur Khouri
 - ▣ George Matthews
 - ▣ Olivia Waishek
- A minimum of 3 more nominations are required to fill the remaining vacancies.

Thank You!



May 18, 2011