

# ST. FRANCIS OF ASSISI PARISH ANNUAL REPORT 2012-2013

## From Our Pastor

**W**ith pride—and with humility, I offer reflections on this past year of our parish life.

St. Francis of Assisi Parish Community faithfully continued its Franciscan tradition of ministry and service, of welcoming all people as sons and daughters of God with respect and dignity. Our parish community and staff continue to grow in understanding of what it means for our Franciscan tradition to form who we are and how we do what we do. It is not simply about me as pastor leading this parish in our tradition; only with the help of God, the help of the parish staff, the help of our parish leadership groups, our parish volunteers, and all our parishioners, that this vision is realized and incarnated in our community of faith.

I am grateful to all of you, for you make possible many good things: our parish is serving well those who are in need; we are proclaiming peace and justice, and appreciating God's creation that we so depend upon for all of life; we are providing wonderful and prayerful liturgy; journeying with those who wish to join the Catholic Church; embracing new opportunities for evangelization to all ages of people; catechizing and preparing our young people for Sacraments; enhancing the means of communication to all parishioners and to the larger community through greater use of social media; and serving as good stewards of the generosity of the People of God.

During the past year, we welcomed several new staff members: Sjeanay Willis Bolden joined us as Parish Secretary; Fr. Sebastian Sandoval began his first year as a priest, joining us as Associate Pastor; and Galen Unruh took on the position of Director of Outreach. They bring to our parish a wonderful spirit, organization and enthusiasm for St. Francis.

Our new Parish Capital Improvement and Long-Term Maintenance committee proposed short, medium and long-term goals for the preservation of our beloved church, hall, parish center, school, and friary. This year we have completed many capital improvements based on the recommendations of this committee.

Our Parish Council also looked ahead to the future needs of our parish, continuing a process begun last year of developing a strategic plan for our parish.

There are always needs—and opportunities, that call for a commitment from each member of our community. I am most grateful to all of you for your support, your encouragement, your involvement—for taking ownership of and responsibility for who we are and continue to be as a Franciscan presence in the Diocese of Sacramento.

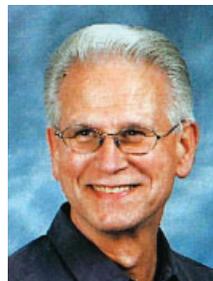
May the Lord Give You Peace!

Kenneth J. Laverone, OFM  
Pastor



Fr. Ken with School Families

### ...We welcomed several new staff members:



Galen Unruh  
Director of Outreach



Sjeanay Willis-Bolden  
Parish Secretary



Sebastian Sandoval, OFM  
Associate Pastor

## From our Principal

2012/2013 at St. Francis Elementary was both outstanding—and challenging!

**W**e enjoyed an increased enrollment—327 students (Transitional Kindergarten through Eighth Grade.) More students than we had anticipated and successful fundraisers meant that we finished the school year well ahead of our original budget. More families attended events and volunteered time, talent and financial support for the school, and all of that contributed to a strong sense of community.



In the Spring, we added a new co-ed track team that ending up winning the League Championship for the Parochial Athletic League, and we are very proud to hang that banner in our gym. Our outstanding choir performed at the Diocesan Choral Festival. They were the largest school choir there and gave an amazing performance. I could not have been more proud of our students and our wonderful choir director, Janet Stites.

Last year, along with all Catholic schools in the diocese, we implemented the Common Core Standards and assessed our performance. It was a challenge for all of our teachers to adapt their curriculum to meet the new standards. We worked and trained diligently the entire year. By the end of the year, we were conscious of and closely approaching alignment of teaching practice with the Common Core Standards. Those standards provide more rigor for our students as we prepare them at every grade level to be ready to succeed in high school—and beyond.

Our assessment of where we stood with respect to the Common Core standards indicated that we did not provide students adequate access to computers and technology. We realized that we needed to move closer to a one-to-one environment. The school had a lab of 27 computers and a portable cart with 20 computers, in addition to some desktops in the classrooms and in the Extension program. In preparation for the 2013/2014 School Year, we purchased additional laptops to increase the total to 40 in the computer



New Laptop Computers

lab. We purchased 40 laptops for a mobile cart to be used in grades 6, 7, and 8. Additionally, we purchased full classroom sets of Chromebooks for Grades 3, 4, and 5. We also found that the mathematics textbooks we were using throughout the school did not align well with the Common Core Standards, so we purchased an entirely new series that is Common-Core aligned for all grade levels.

We also had facility needs that we were able to address just before the start of the new school year. A new door for the 25th Street entrance was designed and installed, as well as a new door for the entrance to the school from the playground. To meet the demands of the future—and of safety, new electrical panels were installed in the kitchen off of Brunsmann Hall, which provide most of the power to the school. We replaced stair treads in the gym, on the stage, and on the central stairway of the campus.



As a school, we mourned the loss of our beloved custodian, Roy McKnight, who passed into his eternal rest on November 30, 2012. Roy was honored for the outstanding person he was in a wonderful front-page tribute in the *Sacramento Bee*. His funeral was held in our church and was a truly ecumenical service that we will all remember.

As we begin a new year we look forward to all that the year will bring.

Cheryl Ramirez, Principal

New Doors on  
25th Street



### Catholic School Advisory Council (CSAC) 2012-13

**Jennifer Torres, Chair**

Jessica Donaldson • Evelyn Fallon • Dineen Greer  
Robert Ingenito • Xaviera Isler • Michael LeLouis  
Josephine Lingao • Marge Peterson • DeAnn Splinter  
Tom Sweetman • Roberta Wahlberg



School Choir, Diocesan Choral Festival



Parochial Athletic League Track Meet

### Parish Mission Statement

St. Francis Parish is a Catholic Christian Community building the reign of God in the spirit and path of St. Francis and St. Clare of Assisi.

We value vibrant liturgy and personal prayer as a way to worship God and celebrate life.

We are an inclusive community respecting the dignity of all persons and supporting the journey of each person.

We respond to the command of Jesus to love by welcoming all, evangelizing, supporting spiritual growth, and being Eucharist to each other.

Challenged by the Holy Spirit, we reach beyond ourselves to care for our neighbors, the poor, the marginalized, and those alienated by our Catholic Church.

We aspire to be witnesses and prophets advocating for justice in the world and in the Church.

## From our Parish Council Chair

This past year our Parish Council and our new pastor, Fr. Ken, got to know each other as we worked together in parish leadership. Together, we provided support and encouragement to staff and volunteers heading up such important parish activities as: a new health ministry for the parish; our Parish Festival and Picnic; our Covenant of Sharing Commitment weekend; our Welcome Brunches; recruiting for our new Director of Outreach. We reviewed the parish budget, and members of the Parish Council served as liaisons on the School Advisory Commission, and the parish Finance Council, Parish Capital Improvement and Long-Term Maintenance committee.



Our primary focus this past year was on developing our parish strategic plan to address the long-term needs of our parish. In February, we met for a day of discussion with our school principal and members of the parish staff, Finance Council, and Catholic School Advisory Commission. By the end of the day, we had identified many needs of our parish and ideas for our parish ministries and programs. We followed up with open forums throughout March to provide parishioners with the opportunity to share their ideas for the future of our parish. We also offered an online (and paper) survey for those who were not able to attend the forums.

With Fr. Ken, we will continue to prioritize and develop these ideas to address the long-term needs of our parish—for parish ministries, programs, and facilities. Through thoughtful discussion and prayerful reflection, we are confident that we will produce a Pastoral Plan that will ensure that St. Francis Parish remains a special place of worship and fellowship. Thank you for your input this year.

As we continue to move forward, the Parish Council will continue to work in partnership with Fr. Ken to ensure that we live up to our Parish Mission Statement. As always, all members of the Parish Council welcome your suggestions and your participation in our meetings. Please feel free to reach out to any Parish Council member.

Michelle Hernandez-Flores

Chair, Parish Council (2013)

### Parish Pastoral Council 2012-13

**Mary Marks, Chair**

Michael Cheney • Ken DaRosa • Michael DeHaven • Lisa Ecks  
Bernie Evangelista • Evelyn Fallon • Cecelia Fisher-Dahms  
Michelle Hernandez-Flores • Stephen Frei • Jean Iacino  
Ray Ibe • Paul LeBoeuf • Dennis Mahoney • Marci Nault

## How We Lived Out Our Mission through Your Gifts

**Y**our help and financial support not only kept our regular ministries functioning and our bills paid, but also made possible the following special liturgies, events, and new ministries:

### Fall

- Back-to-School BBQ
- Feast of Francis celebration with blessing of the Animals, Parish Festival and Picnic, *Transitus*
- Taizé Service of Remembrance
- Women's Retreat
- Advent Garden Labyrinth
- Family Advent Retreat (sponsored by our school)
- Advent Retreat with Bro. Mark Schroeder, OFM
- Alternative Christmas Faire



**Welcome Brunch**

### Winter

- Christmas liturgies, Midnight Mass concert (and preview concert for our Step guests)
- School Open House, Art Show, and Pancake Breakfast
- Gospel presentations by Ann Denham
- Welcome Brunch for new parishioners and newcomers
- Lenten Soup suppers (sponsored by our school)
- Lenten Retreat



**Parish Festival and Picnic (Bingo)**

### Spring

- *Triduum* and Easter liturgies
- Easter Vigil reception for newly baptized and confirmed
- Easter Retreat with Bro. Mark Schroeder, OFM
- Welcome Brunch for new parishioners and newcomers
- School choir concerts
- School Auction fundraiser



**Good Friday Liturgy**

### Summer

- St. Clare *Transitus* and feast-day liturgies
- Annual Film Festival
- Welcome Brunch for new parishioners and newcomers
- BBQ in our parish courtyard for Step/Breakfast Ministry volunteers, parish staff, and our Step guests



**BBQ for Step Guests**

### New in 2012-13

- "Reading the Bible" with Deacon Red Cheever
- "Vatican II and Ecumenism" with Archbishop Emeritus John Quinn and Dr. Phyllis Anderson
- Library Open House
- A parish blog: [www.EveryBlessingBlog.com](http://www.EveryBlessingBlog.com)
- LGBT Outreach Ministry potlucks and picnic
- "Themes of Catholic Social Teaching" presentations hosted by new Franciscan Pathways of Justice Committee
- Forums and survey by our Parish Council to invite your input into our parish strategic planning process.

## From Our Finance Council Chair

**A**t our September meeting when I asked Finance Council members what they considered to be the highlights of our past year for this report, the comment was made, “Well, ours is not the most exciting work of the parish!” True. The mission of the Finance Council is to support, consult with and make recommendations to our pastor in fiscal matters (spending and saving money), in accordance with the policies and procedures of the Diocese. Basically we are the keepers of the budget, keeping our parish financially sound.



This year we instituted a couple of new processes. First, we created a timeline and process for developing our parish budget. The process provides for staff input and review for their budget areas prior to passage. When the new budget is passed, it is then presented to the Parish Council.

Second, we created a new process for approving capital expenditures after the Capital and Long-Term Maintenance Committee was formed by Fr. Ken. The committee develops goals and presents them to the Finance Council. Once the projects are approved, members of the committee obtain bids for the work. Bids are presented to the Finance Council, which selects a vendor; these selections are presented to the Parish Council. Be assured that there are numerous eyes reviewing major expenditures for our parish.

This year, a number of short-term goals were approved. These included long-awaited and deserved improvements to the friary—HVAC, new windows, a new kitchen floor, and new paint in the kitchen and dining room; repair to crumbling stained-glass windows in the church sacristy; repair to windows in St. Clare Chapel; and new flooring and new paint in the parish center as the result of the flooding that occurred last August.

The other new happening: parishioners were invited to attend the Finance Council meetings held the 3rd Tuesday every other month at 6:00pm.

Thank you to all who contribute financially to St. Francis. The goal of the Finance Council is that your generous donations be stewarded wisely for the ongoing support of the ministries and programs of our parish and for the preservation of our parish facilities.

Judy Miranda

Finance Council Chair

## Parish Finance Council 2012-13

**Judy Miranda, Chair**

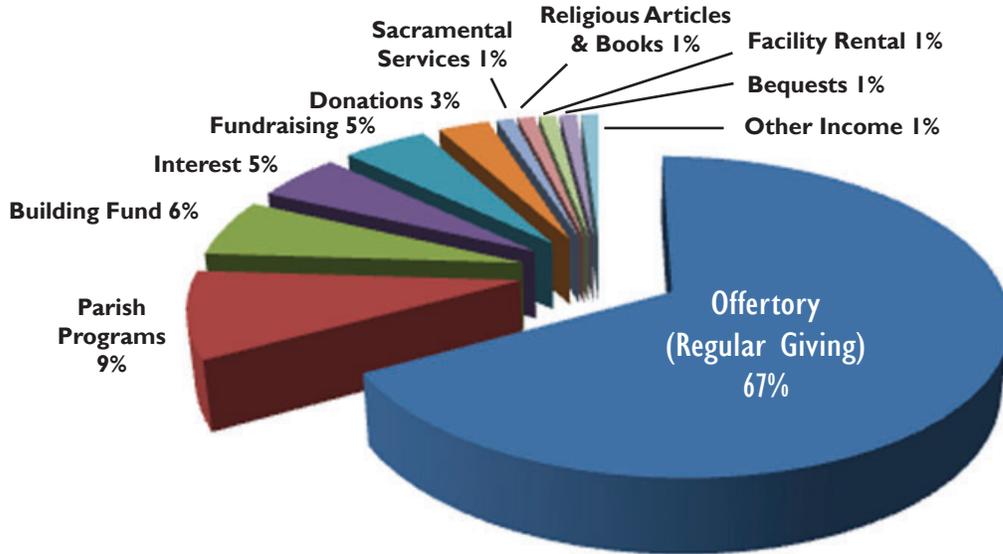
Tom Griffin • Beth Mullen • Paul Rieschick • Yvonne Wootten

We Shared Our Faith	
Infants Baptized	72
Children Receiving First Eucharist	50
Children Fully Initiated into Our Faith	12
Adults Fully Initiated into Our Faith	7
Baptized Catechized	5
Adults Confirmed	6
Marriages	19
Funeral Services	25
Youth Enrolled in Faith Formation Classes	179
Youth Enrolled in Our School	327
Adults and Youth in Our RCIA/ CIC Programs	75



We Volunteered in Ministry	#
Liturgical Ministers	202
Outreach Ministers	171
Youth and Adult Faith Formation Ministers	53
Music Ministers	58
Sacramental Preparation Ministers	33
Administration/ Parish Leadership	33
Buildings and Grounds Ministers	17

## Your Financial Gifts to St. Francis 2012-2013



### Offertory

- **67%** of our income came from your regular, unrestricted giving (offertory).
- 1103 families/individuals contributed to our offertory via check, envelopes, direct deposit, or credit card (online donations).
- Their average annual contribution was \$512
  - 22% gave between \$25 and \$100 for the year
  - 16% gave over \$1,000 for the year

### Resources for Our Future

Harrington Fund ( <i>restricted</i> )	\$1,618,821
Building Fund ( <i>restricted</i> )	97,207
Endowment Trust Fund ( <i>restricted</i> )	52,905
Health Ministry Fund ( <i>restricted</i> )	\$4,674
Reserve Operating Funds	<u>544,043</u>
<b>Total Assets less Liabilities</b>	<b>\$2,317,650</b>

#### Harrington Fund (Restricted)

A bequest designated for the poor. Interest from this fund supports our outreach to the homeless and others in need.

#### Building Fund (Restricted)

For capital improvements, equipment and repairs >\$2,000.

#### Endowment Trust Fund (Restricted):

5% of the fund's earnings are available for parish use.

#### Health Ministry Fund (Restricted):

Funds donated by the Sisters of St. Francis of Penance and Christian Charity in Redwood City for health-related needs.

#### Operating Reserve (Savings):

A contingency fund for operating expenses, in line with best practices for non-profits.

### Fundraisers

#### Mardi Gras Gala

Our fifth annual Mardi Gras Gala dinner/dance featured a silent and live auction, live music, a DJ, and over 200 parishioners and guests enjoyed dancing, a catered dinner, and bidding on fabulous auction items. Net: \$18,412.

**Covenant of Sharing (One-Time Donations):** \$25,655

#### Memorial Mums Fundraiser

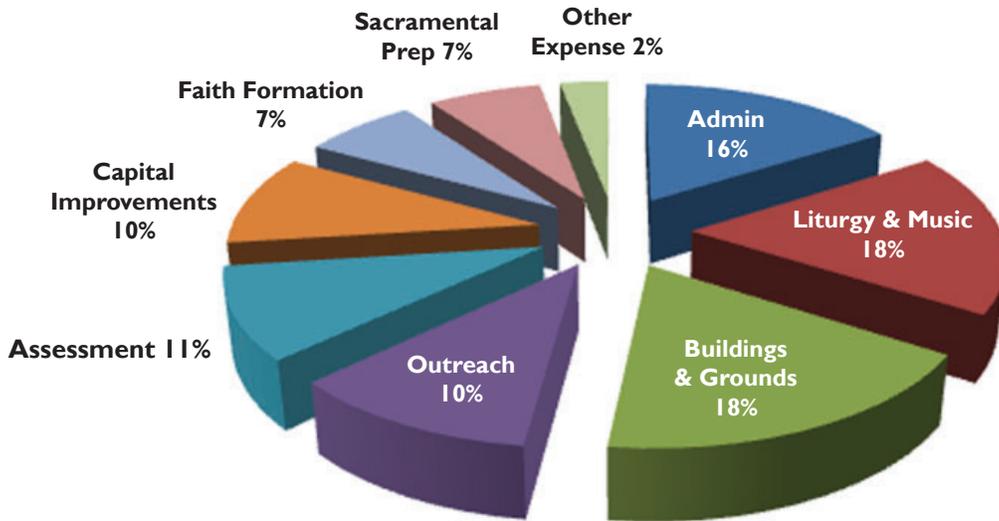
We filled the church with chrysanthemums in November, honoring family and friends. Net: \$1,152.

*100% of donations from our fundraisers stayed at St. Francis to support our parish programs and ministries.*



**Mardi Gras Gala Silent Auction**

# Stewardship of Your Financial Gifts 2012-2013



**Repaired Sacristy Window**

## Capital Improvements

### Church

- Repaired sacristy stained glass windows: \$11,400  
*Total cost: \$16,113; remainder of \$4,713 paid in 2013/14*

### Brunsmann Hall

- Installed new sinks and countertops: \$4,996.98
- Installed new sound system: \$6,578.77

### Parish Center

- Installed new computer server \$6,800.70
- Repaired flood damage (new flooring and paint): \$30,121.45  
*(Total cost of \$119,931.18 offset by insurance payments of \$89,809.73)*

### Friary

- Painted inside and installed new flooring: \$11,418.77  
*(Total cost of \$15,401.27 offset by the friars' contribution of \$3,982.50 towards painting costs)*
- Installed heating and air-conditioning: \$27,120  
*Total cost: \$90,400; remainder of \$63,280 paid in 2013/14*



**New Flooring in Parish Center Hallway**

## Sharing with Others

- Served 16 homeless guests every night—approximately 150 guests per year. Cost per guest per night: \$11.68.
- Assisted families and individuals in need: \$2,384
- Provided tuition aid to St. Francis Elementary families (from the Harrington Fund): \$10,000
- Francis House collections: \$19,498
- Franciscan Friars ministries collections: \$4,917
- Yarumal Mission Society collection: \$5,814



**New Flooring in Friary Kitchen**

## St. Francis of Assisi Parish Profit & Loss Statement 2012-2013

	2013-2014 Budget	2012-2013 Actual	2011-2012 Actual
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Offeratory Collections	660,000	644,588	618,400
Sacramental Services	18,600	14,048	20,098
Religious Articles & Books	9,000	8,243	9,045
Parish Programs	98,475	87,914	101,679
Fund Raising Activities - Net	37,500	45,220	46,676
Interest and Dividends	48,600	48,397	66,378
Other Receipts	53,700	41,836	55,973
<b>Total Income</b>	925,875	890,245	918,249
<b>Expense</b>			
Salaries & Wages	339,229	300,781	313,022
Payroll Taxes	21,781	18,928	20,059
Employee Benefits	108,978	95,267	78,643
Automotive	3,850	2,141	2,677
Church	56,550	48,440	60,753
Friary	20,400	24,984	15,588
Hall	1,200	2,115	3,140
Parish Center Building	45,200	51,212	43,723
Parish Office	38,288	43,001	39,803
Religious Articles & Books	3,000	6,099	3,136
Property & Liability Insurance	46,244	44,042	48,267
Property Tax-Assessment	5,000	3,708	4,917
Parish Programs Expense	151,270	141,242	153,104
School Subsidy	10,000	10,000	10,695
Other Expense	18,000	18,570	10,457
Diocesan Assessment	111,000	111,312	107,997
<b>Total Expense</b>	979,990	921,842	915,983
<b>Net Ordinary Income</b>	-54,115	-31,597	2,266
<b>Other Funding Sources</b>			
Harrington Fund Reserve (offset Outreach ministry)	38,844	42,407	0
Designated Donations/Bequests	0	67,069	88,361
<b>Total Other Funding Sources</b>	38,844	109,475	88,361
<b>Net</b>	-15,271	77,878	90,627

Note: Financial information for St. Francis Elementary School is published online at [http://www.stfranciselem.org/Admin\\_Operating.asp](http://www.stfranciselem.org/Admin_Operating.asp)