

# *Saint Mary's Parish*

519 Longmeadow St.  
Longmeadow, MA 01106

## **ANNUAL REPORT TO PARISHIONERS**

### Pastoral Staff:

Rev. Christopher J. Waitekus  
Pastor

Rev. Michael Kokoszka  
Associate Pastor

Dr. Donald Higby  
Deacon  
[donhigby@gmail.com](mailto:donhigby@gmail.com)

Claire Falcone  
Pastoral Minister  
[cfalcone@stmarylong.org](mailto:cfalcone@stmarylong.org)

Celeste Labbe  
Director of Faith Formation  
[clabbe@stmarylong.org](mailto:clabbe@stmarylong.org)

### Administrative Staff:

Sara Brewster, Parish Secretary  
[parishoffice@stmarylong.org](mailto:parishoffice@stmarylong.org)

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Financial Administrator  
[miancu@stmarylong.org](mailto:miancu@stmarylong.org)

Jean Kolb  
Financial Asst./Bulletin Editor  
[parishbulletin@stmarylong.org](mailto:parishbulletin@stmarylong.org)

### Academy:

Joan MacDonald  
Principal - [jmacdonald@stmaryslongmeadow.org](mailto:jmacdonald@stmaryslongmeadow.org)

### Music:

Klaus Becker  
Director of Music  
[klanbe@stmarylong.org](mailto:klanbe@stmarylong.org)



## **FISCAL YEAR**

**July 1, 2017-June 30, 2018**

### **FINANCE COUNCIL MEMBERS**

Eugene Cassidy  
Jan Komaiszko  
Jeremy Lord  
Mary Ann Spencer  
Daniel Sullivan  
William Toner

### *Mission Statement:*

Guided by the light of faith in Jesus Christ, we at Saint Mary's Parish serve the Roman Catholic community, and welcome all people of goodwill. Together we celebrate and proclaim the love of Jesus Christ through Word, liturgy and sacrament, education and service. Thus we hope to nourish a vibrant faith community that empowers the faithful to fully respond to their call to Christian discipleship and service to their brothers and sisters, and the world.

Dear Parishioners,

*I am writing to you at the end of our Church Year and as Pastor, providing you with detailed information about the health and financial stability of St. Mary's Parish family.*

*This Annual Report details the cost of financially running our large parish church and the buildings and ministries on our campus. It is because of your generosity that the activities and services written about in this report are made possible. Thankfully, we continue to see the benefits which followed our Increased Weekend Collection Drive of this past year and I thank all families who were able to increase their donation even by a little bit. To those families who could not increase their donation due to the demands of daily life, again, I totally understand. Whether you give your time, your talent or your treasure, it is wonderful for me to see how many of you gather faithfully at our weekend and daily liturgies even in this difficult time in our Church history.*

*There are many organizations and different ministries that are active in our busy parish. As Pastor, I'm privileged to work with the fine people who make them up. We recently welcomed a new class of Altar Servers, as well as Readers and Eucharistic Ministers, and please know there's always room for more. If you or your children are still considering these ministries, please contact the parish office at 567-3124. This past July, we welcomed Father Michael Kokoszka as our Associate Pastor. St. Mary's is his first assignment in his journey of the priesthood and he continues to learn names and become engaged in our busy parish. Our Pastoral Minister, Claire Falcone continues to be a wonderful addition to our Church staff. What a blessing she is and a great help to Deacon Don, Father Michael and I. St. Mary's Parish continues our commitment to Catholic education through St. Mary's Academy, which last year, officially celebrated its 50th consecutive year here in Longmeadow. We thank Mrs. Joan MacDonald, our Principal, and the faculty and staff, for their commitment to providing a safe environment where discipline and Catholic values are promoted daily. Our Faith Formation Program, under the direction of Celeste Labbe, is serving 590 young adults and children this year and how blessed we are with our faithful army of instructors who teach them each week.*

*Building our parish and celebrating our faith is an ongoing task. We are always striving to become more welcoming and how fortunate we are to welcome new families to St. Mary's Parish throughout the year. We are also concerned with reaching out to invite all Catholics who live in Longmeadow and the surrounding towns to join us on a regular basis. I thank our Parish Council and Finance Council for all the help they give me in attending to the various responsibilities in managing a large and busy parish. It is my hope and fervent prayer to continue the energy and the welcoming spirit of our parish family in the months and years to come.*

*God bless you for your generosity of time, talent and treasure and I hope and pray you have a Blessed Advent.*

Your Pastor and Friend,  
Father C.J. Waitekus

# Saint Mary's Parish

## Statement of Operations

Fiscal Years Ending June 30, 2018 and 2017

<b>INCOME</b>	<b>2018</b>	<b>2017</b>	<b><u>% Change</u></b>
<b>Ordinary Collections</b>			
Weekly Offering Collections	\$ 750,418	\$ 628,653	19.3%
Christmas & Easter Collections	38,264	34,838	9.83%
Other Parish Collections	<u>24,986</u>	<u>26,104</u>	-4.28%
<b>Total Collections</b>	\$ 813,668	\$ 689,595	18%
<b>Other Income</b>			
Faith Formation Registration	\$ 24,735	\$ 30,251	-18.2%
Rental Fee	38,417	30,432	26.2%
Gifts & Donations (Unrestricted)	6,790	58,152	-88.3%
Interest & Other Income	<u>28,951</u>	<u>25,747</u>	12.4%
<b>Total Other Income</b>	\$ 98,893	\$ 144,582	-32. %
<b>TOTAL OPERATING AND OTHER INCOME</b>	<u>\$ 912,561</u>	<u>\$ 834,177</u>	9.36%
<b>Operating Expenses</b>			
Salaries, Benefits & Payroll Taxes	\$ 362,038	\$ 342,304	5.7%
Liturgical & Pastoral	58,609	64,707	-9.4%
Building & Maintenance	158,958	123,609	28.6%
Utilities	52,722	43,567	21%
Diocesan Assessments	50,130	69,039	-27.4%
Operating Supplies & Services	<u>73,761</u>	<u>102,275</u>	-27.9%
<b>Total Operating Expenses</b>	\$ 756,218	\$ 745,501	1.4%
<b>NET OPERATING RESULTS</b>	\$ 156,343	\$ 88,676	76%
<b>Extraordinary Activity</b>			
Capital Campaign Receipts	\$ 0	\$ 0	
Charitable Donations	0	9,250	
Other Capital Expenditures (See Notes)	<u>18,278</u>	<u>146,700</u>	
<b>Total Extraordinary Activity</b>	<u>\$ 18,278</u>	<u>\$ 155,950</u>	
<b>Investment Activity gain/(loss)</b>	\$ 12,849	\$ (4,061)	
<b>NET RESULTS INCLUDING EXTRAORDINARY &amp; INVESTMENT ACTIVITY</b>	<u>\$ 150,914</u>	<u>\$ (71,335)</u>	

# Saint Mary's Academy

## Statement of Operations

Fiscal Years Ending June 30, 2018 and 2017

INCOME	2018	2017	% Change
<b>Income from Operations</b>			
Tuition	\$ 854,462	\$ 896,775	-4.72%
Extended Day	71,441	78,408	-8.9%
Fundraisers	<u>115,368</u>	<u>118,790</u>	<u>-2.9%</u>
<b>Total Income from Operations</b>	\$ 1,041,271	\$1,093,973	-4.8%
<b>Other Income</b>			
Interest Income	\$ 24	\$ 50	-52. %
Miscellaneous	10,149	14,033	-27.7%
Bequests & Gifts	<u>9,180</u>	<u>2,600</u>	<u>353.0%</u>
<b>Total Other Income</b>	\$ 19,353	\$ 16,683	16.0%
<b>Total Revenue</b>	<u>\$ 1,060,624</u>	<u>\$1,110,656</u>	<u>-4.51%</u>
<b>Operating Expenses</b>			
Salaries, Benefits & Payroll Taxes	\$ 900,161	\$ 932,318	-3.45%
Books, Instructional Materials & Supplies	34,616	46,950	-26.3%
Building & Maintenance	29,110	25,108	15.9%
Utilities	24,901	47,685	-47.8%
Operating Supplies & Services	<u>75,060</u>	<u>71,879</u>	<u>4.43%</u>
<b>Total Operating Expenses</b>	<u>\$ 1,063,848</u>	<u>\$1,123,940</u>	<u>-5.35%</u>
<b>NET OPERATING RESULTS</b>	\$ (3,224)	\$ (13,284)	75.7%
<b>Extraordinary Activity</b>			
Programs or Educational Equipment Purchases	\$ (25,452)	\$ (15,469)	
Grants	25,732	23,007	
Parish General Contribution	20,070	0	
Accreditation Expense	<u>0</u>	<u>(9,998)</u>	
<b>Total Extraordinary Activity</b>	\$ 20,350	\$ (2,460)	
<b>Investment Activity gain/(loss)</b>	\$ 914	\$ 1,317	
<b>NET RESULTS INCLUDING EXTRAORDINARY &amp; INVESTMENT ACTIVITY</b>	<u>\$ 18,220</u>	<u>\$ (14,427)</u>	

**Saint Mary's Parish**  
**Summary of Funds**  
**At June 30, 2018**

<b>UNRESTRICTED:</b>	<b>2018</b>	<b>2017</b>
Operating Cash Accounts	\$ 141,489	\$ 81,126
Savings at Chancery	516,168	462,546
Stock	<u>3,200</u>	<u>2,304</u>
<b>Total Unrestricted Funds \$</b>	<b>\$ 661,157</b>	<b>\$ 545,976</b>
<b>RESTRICTED:</b>		
Foundation Endowment Fund	\$ 730,875	\$ 718,613
Msgr. Devine Scholarship Fund	14,753	14,643
Moran Family Endowment	<u>52,735</u>	<u>52,015</u>
<b>Total Restricted Fund</b>	<b>\$ 798,366</b>	<b>\$ 785,271</b>
<b>TOTAL PARISH RESTRICTED AND UNRESTRICTED FUNDS</b>	<b>\$ 1,459,523</b>	<b>\$ 1,331,247</b>

**Notes to the Financial Statements**

**Saint Mary's Parish:**

- Weekly parish collections for FY18 were up 19.% from the prior year. This increase is due to the success of the recent outreach campaign to promote an increase in the weekly giving. We continue to encourage everyone to participate in our *Electronic Giving* program as an easy way automate your regular offering and provide much needed donation consistency to allow us to meet our weekly operating needs.
- In FY18 our average weekly collections were \$14,431.00 per week compared to our average weekly operating costs of \$14,542.00. As a parish we are reliant on consistent weekly collections to, at a minimum, cover operating costs so that other revenue sources can be used to plan for programs or staffing that support and enhance future parish initiatives.
- Other income is generated from rental income from the cell tower located in the bell tower, donations from the candles in the Mary Chapel, advertising income from the bulletin and other gifts and bequests made to the parish.
- Operating expenses for the Parish increased 1.4% over FY17 due to a continued focus on maintaining campus grounds and instituting pastoral programs and services for our parishioners. We continue to monitor all operating expenses and work with our vendors for the best pricing packages to ensure we spend prudently and within our means.
- Building and Maintenance expenses include landscaping, snow plowing, property liability insurance, electrical and heating repairs as well as other minor general maintenance items such as painting, carpet cleaning etc.
- Operating expenses also include diocesan assessments paid to the Diocese of Springfield for diocesan wide programs and support (i.e. legal, building and construction oversight, management of benefits etc.) as well as a fee to support Catholic schools in the diocese. This assessment is based on recurring revenue generated by the parish, where we saw growth in the prior two years. The assessment is two years in arrears in its calculations which would suggest another increase for the current year.
- The Extraordinary Activity section is incorporated to segregate non-recurring, and or non-operating revenue and costs from the ordinary operational account. This manner of presentation allows us to report the information in a comparative format.

## Notes to the Financial Statements (continued)

**Extraordinary Activity** for the **Parish** includes the following non-operating items:

- Capital Improvements FY18 consisted of the resurfacing of our Academy gymnasium floor. The Parish CYO program was generous and donated one half of the \$30,000.00 expense and the Parish and Academy split the cost of the remaining half.
- Overall the Parish is spending within its means to cover daily operational needs. It is challenged to implement programs and ministries to expand our focus on energizing and expanding the role of youth in our community, promoting and supporting excellence in Catholic education through St. Mary's Academy and our Faith Formation program, as well as addressing the many needs of seniors and adults struggling as care givers for aging parents. We also need to address the need for a comprehensive preventive maintenance program to ensure we avoid costly expenditures in the future. We will be focusing on increasing transparency in providing regular updates on immediate and long term needs of the Parish and will be pushing to close the gap between revenue generated from weekly collections and the actual operating costs of Parish so that new initiatives targeted to grow the spiritual and outreach needs of our Parish can become a reality.

### **Saint Mary's Academy:**

- St. Mary's provides quality elementary education to students in grades Pre-Kindergarten through Grade 8 and is accredited by the New England Association of Schools and Colleges (NEASC).
- The Academy has 3 major revenue sources, tuition, the extended day program and fundraising. The extended day program and fundraising play a critical role in supporting the operating expenses while keeping the tuition at a level that is competitive with other Catholic schools in the area.
- Tuition revenue fluctuates year to year based on enrollment which can be impacted by families moving in and out of the area. A large eighth grade class graduating one year and smaller kindergarten class coming in the following year will impact tuition revenue.
- Cost for the Academy teachers and staff is 85% of operating expense. We are continuously challenged to provide a competitive salary and benefits package to our teachers and staff to maintain the high quality educational standards at the Academy.
- We continue to monitor all operating expenses and work with our vendors for the best pricing packages to ensure we spend prudently and look to combine the purchasing power of the Academy with the Parish to get vendor discounts and better pricing proposals.
- Extraordinary Activity for the Academy is dependent on the level of fundraising that can be generated beyond what is needed to support operational expenses. This combined with grants allows for enhancements to curriculum, technology, and other program initiatives that will allow the Academy to differentiate our educational experience from other schools that we compete with.
- A formal three year marketing campaign has been implemented by the Academy to increase enrollment. This is a joint effort with the Parish. This campaign is needed to promote and market the school to increase enrollment in this competitive climate.



In grateful appreciation, *St. Mary's Parish* acknowledges bequests received in FY18 from the following individuals. Through their generosity they have created a lasting legacy in support of the ministries and spiritual community of our Parish.

**Robert Brunette**

**Anthony Maruca**

**Barbara Adamz**

*Thank you* to all our parishioners who continue to contribute to the growth and success of Saint Mary's Parish!

**THANK YOU FOR YOUR SUPPORT OF OUR PARISH MINISTRIES  
IF YOU WOULD LIKE TO VOLUNTEER OR BE A RECIPIENT OF ANY OF OUR  
MINISTRIES CONTACT THE PARISH OFFICE.**

ADORATION  
ADULT & CHILDREN'S CHOIRS  
ADULT SUPPORT GROUP  
ALTAR SOCIETY  
BEREAVEMENT AND CONSOLATION  
CATECHISTS & FAITH FORMATION  
VOLUNTEERS  
CENACLE – MYSTICAL ROSE  
COLLECTION COUNTERS  
CYO  
FINANCE COUNCIL  
FOOD FOR THE SOUL  
GREETERS COMMITTEE  
HOMEBOUND VISITING MINISTRY  
KNIGHTS OF COLUMBUS  
LECTORS  
LENDING LIBRARY

LOAVES & FISHES, ST. JUDE'S SERVICE CLUB  
MINISTERS OF COMMUNION  
NURSING MINISTRY  
PARISH COUNCIL  
PRE CANA  
PRIESTS' MEALS  
PRAYER LINE  
PRAYER SHAWL MINISTRY  
SPIRITUAL LIFE  
ST. JOSEPH SOCIETY  
ST. MARY'S ACADEMY SCHOOL BOARD  
ST. MARY'S ACADEMY PARENTS ASSOCIATION  
ST. MARY'S WOMEN'S GUILD  
SUMMER CAMP VOLUNTEERS  
TOPICS OF FAITH COMMITTEE  
USHERS  
YOUTH MINISTRY

# Saint Mary's Parish

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Longmeadow, Massachusetts 01106

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2017/18 Annual Report  
To Parishioners

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## Saint Mary's Parish Vision Statement

*Our parish community, Saint Mary's, will be a beacon, shining brightly, calling all those who enter her doors to a fullness of life through participation and fellowship. As a sacramental people, our Parishioners will discover, live, and celebrate the sacrament of friendship with God and one another. Saint Mary's will be a vibrant Roman Catholic Parish where we respect, practice, and value our faith tradition. Our parishioners will be authentic witnesses to our young people, awakening in them the desire to grow in a loving relationship with God. We will be driven to be a true 'school of life'; where we will not only believe in Jesus Christ and His mission, but carry it in our hearts and souls as we go about our daily lives. As an evangelizing people, we hope to build a new community consciousness that emulates the words of Saint Paul, "We are the body of Christ". We will recognize the potential use of our parish building resources; committing ourselves to continue to envision them as a base for initiating and implementing our mission, as well as a place where we create and develop opportunities for serving our faithful. As we look to the future, Saint Mary's Parish will emerge as a dynamic community where its parishioners will be enveloped by the grace of God as they come to the joyful realization that their relationship with Jesus Christ and each other is the most significant, vital, relevant and cherished part of their lives.*

Picture: Saint Mary's Church Stained Glass Window