

# Church of St. Leo the Great

176 Ridgeway Avenue • Oakland, California 94611 • (510) 654-6177 • FAX (510) 654-4203



January 14, 2015

Dear Parishioner,

We are God's children, and this parish is our extended family. Even now, we are called together in Christ to share our gifts for the common good. This family needs you, all of you, for it to function properly. Our greatest need is for you to steward your **love, care and support**. How do we make this parish community into a Stewardship Community? How do we encourage / challenge each other to true love, care, and support for each and all of us?

A "Stewardship Community" is rooted in the celebration of the Holy Eucharist and in the realization that God created us, our world, and all that we possess. And with that realization comes the question: What shall I give to the Lord in return? What is my response? Traditionally, this has been understood as a tithe of thanks to God, that is, ten percent of our time, talent, and treasure (five percent to our parish family and five percent to other charity). As members of Christ's body, each of us needs to feel we belong, are appreciated, and are ready to minister to our brothers and sisters by sharing our special gifts. To feel and to get that, we need to give, so that we can receive.

During the month of January, you are asked to consider, reflect, and pray about your level of commitment and support of this family. Are you committed to the community? Are you willing to invest some of yourself (time and talent) to see this parish flourish? And yes, are you willing to make a treasure commitment to keep us going?

As we have said the last few years, this idea of stewardship of thoughtful reflection on our use of our time, talent, and treasure is a rather new concept for the Catholic Church. The focus of this idea is to encourage each parishioner **to pray, to think, and to make a commitment** concerning his or her time-talent-treasure in support of this parish community. Historically, most Catholics have **not thought** about their giving to their Church. That is why Roman Catholics, according to national polls, rank significantly lower than all other Church communities in their support of their parishes.

Enclosed with this letter is an "Operating Statement Summary" for the Parish of St. Leo the Great. This summary records the parish's actual revenue and expenses for the past year and compares them to our 2015 budgeted expenses and hoped for revenues. Also, this page includes the final costs of the Church renovations, the totals collected for the Debt Reduction Fund, and our indebtedness to the diocese as of the beginning of this year. On the obverse side of that page is an explanation of our budgeting reductions and increases for 2015.

Also included with this letter is a sheet offering a Guide for Donations which may concretize your thought and prayer concerning your financial stewardship. Finally, on the obverse side of this letter, is an authorizing form for Automatic Debit of your donations, which is an easy way to make your church contributions.

In previous years, we have asked you to make a pledge of your stewardship choices on a "Commitment Card" later in this month. This was intended as a spiritual exercise to encourage prayer and reflection on your stewardship of God's gifts. This was a help for some. However, this year we will not do that, but rather encourage each one of us prayerfully to reflect on how best to use our time, talent, and treasure in thanks to God for all God has given us. Thank you and God bless.

Rev. Timothy K. Johnson  
Pastor

Suzanne Doran  
Chair, Parish Council

Marilynne Homitz  
Chair, Parish Finance Council

**Parish of St. Leo the Great**  
**Authorization Form for Checking or Savings Automatic Debit**

*Please Print*

Parishioner's Information:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**This is for — Contributions to the Church of St. Leo the Great**

Please enter amount to be deducted from your account.

**Regular Contribution**

\$ \_\_\_\_\_ Monthly (transferred on the 5<sup>th</sup> or the 20<sup>th</sup> – *circle one*)

\$ \_\_\_\_\_ Twice monthly (transferred on the 5<sup>th</sup> and the 20<sup>th</sup>)

**Debt Reduction Contribution**

\$ \_\_\_\_\_ Monthly (transferred on the 5<sup>th</sup> or the 20<sup>th</sup> – *circle one*)

\$ \_\_\_\_\_ Twice monthly (transferred on the 5<sup>th</sup> and the 20<sup>th</sup>)

Type of Account: (Please check one.)

\_\_\_  Checking/Money Market Acct...Please attach a **voided** check

\_\_\_ Savings Acct...Please attach a savings deposit slip

I authorize the Church of St. Leo the Great to process entries from my checking or savings account as noted above. This authority will remain in effect until I give reasonable notification to terminate this authorization.

Authorized signature on account: \_\_\_\_\_ Date: \_\_\_\_\_

*For a form for an automatic deduction for our Debt Reduction, please call Rosario Dueñas at the parish office (654-6177).*

**PARISH OF ST. LEO THE GREAT  
OPERATING STATEMENT SUMMARY  
FOR 2014 ACTUAL & 2015 BUDGET  
WITHOUT DEPRECIATION EXPENSE**

	2014 Actual	2015 Budget
<b>REVENUE</b>		
Collections (Sundays, Christmas, Easter)	\$329,370.62	\$357,368.76
Catholic Voice	\$665.00	\$500.00
Sacramental Services	\$6,680.00	\$5,800.00
Gifts & Bequests	\$305,802.97	\$0.00
Other Ministries	\$1,730.00	\$2,500.00
Interest	\$1,705.39	\$2,107.80
Property Rental Income	\$72,775.40	\$72,500.00
Facilities Rental Income	\$21,033.53	\$15,000.00
<b>TOTAL REVENUE</b>	<b>\$739,762.91</b>	<b>\$455,776.56</b>
<b>EXPENSES</b>		
Staff Salaries	\$223,087.92	\$202,942.96
Staff Benefits (employment taxes, pension, insurances: unemployment, medical & dental, workers comp)	\$74,801.92	\$74,475.74
Utilities	\$32,553.25	\$27,400.00
Taxes & Insurance	\$45,280.96	\$45,841.00
Building Maintenance	\$19,317.46	\$18,439.76
Operating Supplies and Expenses	\$46,000.34	\$44,542.86
Diocesan Assessment	\$44,012.04	\$36,975.00
Catholic Voice	\$5,551.00	\$5,160.00
<b>TOTAL EXPENSES</b>	<b>\$490,604.89</b>	<b>\$455,776.56</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>\$252,996.67</b>	<b>\$0.00</b>

***Hoped for GOAL for each Sunday collection in 2015 = \$6,315.00***

For more information, please see the detailed 2014 budget report on our website ([www.stleothegreat.org](http://www.stleothegreat.org)) or on the bulletin boards in the church. If you have any questions, please call the parish office.

**CHURCH RENOVATION/DEBT REDUCTION FUNDS**

Final cost of Church renovation.	\$3,348,422.01
Loan interest expense <u>Paid in 2014.*</u>	\$36,556.52
<u>Paid on principal in 2014.*</u>	\$155,530.66
Total collected: Church Renovation/Int. on Debt (12-31-15).	\$3,169,039.95
Our indebtedness to the Diocese (01-01-15).	\$770,390.22

Please see other side.

# NOTES FOR PROPOSED 2015 BUDGET

1. The **actual** income for Sundays, Holy Days, Easter, and Christmas for 2014 was \$329,370.62. The **budgeted** income for Sundays, Holy Days, Easter, and Christmas for 2014 was \$354,986. Therefore, we had a shortfall of \$25,615.38
2. We had a surplus for 2014 thanks to generous bequests. We used these funds to help lower the Diocesan loan and set aside funds to help pay for window replacements of the rectory, convent and rental house, as well as deferred maintenance of the Pastor's residence and roof repairs in the rectory.
3. The Interest from the Diocese and the Interest on the Diocesan Loan have been based on information in the 2015 Parish Budget Guidelines from the Diocesan Finance Office. The Interest on the Diocesan Loan is not counted as expense; and the Preservation Fund, which is restricted to payment on the loan, is not counted as income in the calculation of the budgeted average weekly plate.
4. The Rental Income is budgeted based on the parish rental property income (including the grey house and the AT&T cellular antennas in the church bell tower and the revised agreement with the Jesuit School of Theology for the rental of the convent in which the monthly rental is \$2,000.00 per month or \$24,000.00 per year). We have agreed with the Jesuit School of Theology to accept rental payments that are reduced by 1/7 per vacancy in the event that the convent is not 100% occupied (7 students).
5. The actual expenses for staff salaries and benefits was higher in 2014 than had been budgeted due to the fact that there were more staff on the payroll during the Business Manager transition. For 2015, the budgeted amount is lower, since the makeup of the staff has been stabilized.
6. The 2015 budgeted amount for Lay Pension (under Staff Benefits) is based on 8% of the applicable employees' gross pays. The company that administrates the pension plan uses a calculation formula based on projected salaries, using prior year salaries, and then adjusts later deposits according to actual salaries.
7. The 2015 budgeted amount for Package Liability Insurance and Earthquake Insurance (under Taxes & Insurance) are based on the Diocesan guidelines of a 6% decrease.
8. The actual 2014 Building Maintenance expenses was 52% higher than what had been budgeted because we have had to make necessary repairs to the parish buildings, as is to be expected with older properties. However, we expect the expenses to be less and closer to the budgeted amount for 2015.
9. The 2015 budget for the employee benefits of medical/dental insurance (under Staff benefits) has been increased based on the diocesan 2015 Parish Budget Guidelines.
10. All other line items have been budgeted according to the diocesan guidelines and historical information.
11. We have been able to decrease our weekly goal of \$6,392.00 for 2014 to \$6,315.00 for 2015. We know that this is not a huge decrease but we have taken out as much "fat" as possible to make it as lean a budget as we can predict.

# **GUIDE FOR DONATIONS**

Find your household income on the left side of the chart below. Move across on the same line to find the amount you currently give weekly to the parish Sunday collection. Move straight up the chart to find what percentage of your income your current gift to the parish represents. Please consider giving at the next level (to the right). Consider setting your eventual goal at 10% (5% to the parish and 5% to other charities). It may take awhile to get there, but this is a worthy and rewarding goal for all on the road to discipleship.

<b>Household Income</b>		<b>WEEKLY to the Parish</b>				
<b>Monthly</b>	<b>Yearly</b>	<b>1%</b>	<b>2%</b>	<b>3%</b>	<b>4%</b>	<b>5%</b>
1,250	15,000	3.00	6.00	9.00	12.00	14.00
2,500	30,000	6.00	12.00	17.00	23.00	29.00
4,165	50,000	10.00	19.00	29.00	38.00	48.00
5,835	70,000	13.00	27.00	40.00	54.00	67.00
8,335	100,000	19.00	38.00	58.00	77.00	96.00
12,500	150,000	29.00	58.00	87.00	116.00	145.00

***THINK***

***PRAY***

***ACT***