

Formulary 13: Sample Memorandum of Pastor to Consultative Groups

To: Members of the Parish Finance Council;
Members of the Parish Pastoral Council
From: Your Pastor
Date: December 22, 2010
Re: Notice of Meetings to Discuss "Building in Faith Together" Project

The following information is provided to assist you in your deliberations regarding the parish expansion project as described below. Diocesan regulations require that I, as your pastor, must formally consult with you, the members of the parish finance council and parish pastoral council, about the final outline of this important project.

I ask you to review the enclosed material and be prepared to share your opinions at the following meetings.

The Parish Finance Council will discuss this matter at its next meeting at 7:30 p.m., on Wednesday, September 30, 1998, in the meeting room in the basement of the rectory.

Please make every effort to attend this important meeting. If you have any questions or need additional information, please do not hesitate to call me. Thank you very much for your attention to this matter of great importance for the financial well being of our parish.

The Proposal

The Building in Faith Together Campaign

There are good reasons for expanding Sacred Heart's facilities at this time. Eighteen years ago Sacred Heart Parish started with 200 families worshipping in the gym of the local middle school. Today the parish numbers more than 1300 families and is still expanding. Currently there are twenty-five organizations serving the needs of the parishioners and others in the neighborhood. Quite simply, the existing facilities cannot meet the increased demands of parish life.

The parish community plans to raise \$2.5 million through the *Building in Faith Together Campaign* for the construction of an expanded worship facility, additional parish school of religion classrooms, meeting space, administration area, and expanded parking facilities. After contacting three fundraising companies, the parish finance council has recommended that ABC Company, a nationally known fundraising firm, be selected to work with the Sacred Heart Parish community over the next three years to raise the necessary funds. It is projected that sufficient funds will be raised to complete the project.

The major portion of the campaign will help expand the church's worship and educational facilities. Plans for the church include the renovation and expansion of existing space to create a larger sanctuary and gathering place after Mass. The larger church will increase its seating capacity from 400 to 700 people. There will be a new Eucharistic chapel for reservation and adoration of the Blessed Sacrament, while the choir area will be expanded to include 50 new seats. A permanent baptismal font is also planned, as well as a new sound system and additional parking.

The parish school of religion now numbers more than 250 children. Nine new classrooms will be created by renovating, and expanding the current lower level of the existing building. These classrooms will be used for religious education and as meeting rooms for other ministries and community activities.

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A public meeting for all parishioners was held on Friday, August 14. Those in attendance were quite supportive. A few concerns were raised concerning some aspects of the church renovation, but the architect was able to give satisfactory answers.

The attached financial statement of the parish indicates that the parish financial condition is sound. It can be projected that the parish will be able to mount a successful fundraising campaign and that parishioners will be able to pay down their pledges in a timely manner without jeopardizing the financial condition of the parish.

The Diocesan Legal Office and parish attorney have reviewed the legal aspects of the proposed renovation and building plans and have offered an opinion that all legal requirements can be successfully fulfilled.