



St. Stephen Deacon and Martyr Catholic Church  
Tinley Park, Illinois  
2016-2017 Annual Report



*Dear People of St. Stephen,*

*Below and on the following pages you will find the annual report to the parish that we give each September. I am grateful to the staff, volunteers, and all our parishioners who support our parish with their efforts that make the ministry of this parish possible. I offer particular thanks to our Finance Committee for their work in helping to manage the material needs of our parish. I ask everyone to pray for God's blessings to help us to continue the work of the Lord done in this parish—the work represented in this report.*

*May God bless you and your loved ones.*

*Fr. James Finno*

### *Called to be Missionary Disciples*

Pope Francis has called all Catholics to be missionary disciples. A few people do that in ways that we normally think of as missionaries - bringing Christ to distant lands. But every one of us is "sent", the root meaning of missionary. We are sent to the world we live in each day to bring the love of Jesus Christ into that world. We are called to be disciples - people who have a relationship with Christ, seek to build up that relationship, and invite others to share in that relationship. All of us are called to witness to Christ in our daily lives and to give a portion of our time, talent, and treasure to our church to enable us to witness to Jesus through the ministry of our parish. This commitment to be missionary disciples is at the root of everything we do as a parish.

The next page of this report details the activities our parishioners have enabled us to do in the past fiscal year (July 1, 2016—June 30, 2017). The new parish life center will help us to enrich the work of our parish. With the facilities in the new center – a hall that can be used for social, service, and athletic activities, a youth room, meeting rooms, a kitchen, washrooms, and storage space – we will be able to expand community building social activities, youth activities, educational and formational activities, and service activities. As one example, we are working with the Southwest suburban branch of Catholic Charities to plan for service activities on Thursday evenings to serve our community and to provide opportunities for service to parishioners of every age.

Each year in September, we take time as a community of faith to reflect on how our parish has served God in the past year, how we've utilized our resources, and how we plan to be good stewards of our time, talent, and treasure in the year ahead. We call this Stewardship Renewal.

### *The Spirituality of Stewardship*

Grateful for God's gifts, we seek to nurture those gifts and give back to the Lord by sharing our time, talent, and material treasure.

*"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."*

1 Peter 4:10

*Our Parishioners' Generosity Supported the Following at St. Stephen Parish during 2016/2017:*

***Worshipping Together***

- 350 Sunday Masses
- (7 per weekend, less Christmas & Easter weekends)
- 9 Christmas Masses
- 8 Easter Masses
- 310 Daily Masses
- Holy Day Masses and special celebrations
- Children's Liturgy of the Word
- Parish Worship Team
- 140 liturgical volunteers each weekend
- Cancer Awareness Mass
- Mass of Remembrance

***Celebrating the Sacraments***

- 177 Baptisms
- 226 First Holy Communicants (English | Polish)
- 279 Receiving Confirmation (English | Polish)
- 40 Sacraments of Marriage
- RCIA Program
- Weekly Reconciliation Times

***Serving Our Community***

- Polish Ministry
- St. Vincent de Paul Society
- PADS Ministry to the Homeless
- Catholic Charities Meal Program
- Monthly Food Drives
- "Souper" bowl collection
- Christmas in July Food Drive
- Annual Blood Drive
- Annual Collection for Veterans' Homes
- SWIFT
- Support of Eagle Scout projects

***Ministering to Those in Need***

- 12-Step Support Groups
- Bereavement Support
- Counseling Services
- Elizabeth Ministry
- Respect Life
- Shawl Ministry
- Teen Mission Trip

***Community Building Groups and Events***

- Arts and Environment
- Welcoming Committee
- Stewardship Committee
- St. Stephen Men's Club
- Ladies' Social Club
- Mom and Tots
- Seniors Young at Heart
- Highlanders Group
- Polka Mass, Annual Parish Picnic
- 5K Run/Walk to Help Those in Need
- Trunk or Treat
- Spaghetti Dinner, Comedy Night, St. Joseph's Table

***Praying Together***

- Parish Vocation Prayer Cross
- Little Books (Blue—Advent; Black—Lent; White—Easter)
- Pastoral support to 104 families at the death of a loved one
- 1100 hours of Adoration; Weekly Benediction
- Monthly Faith and Intercessory Prayer Group
- Rosary Group
- Advent and Lenten Reconciliation Services
- Hosted St. Jude and Our Lady of Fatima ministry visits
- Stations of the Cross

***Educating and Sharing our Faith with our Youth***

- 1400 Children in Religious Education
- 180 Catechists and Aides
- 202 SSDM children at CJB School
- Branches Youth and Young Adult Ministry
- Vacation Bible School
- Children's Christmas Nativity Liturgies
- Living Stations of the Cross
- Service project opportunities

***Adult Faith Formation***

- Kingdom Renewal Weekend
- RCIA
- Book Discussions
- Weekly Bible Study
- Parent Education Programs
- Liturgical Ministry Training
- Dynamic Catholic Book Program
- The Journey
- Road to Emmaus

***Music Ministry***

- Sunday Musicians and Cantors
- Adult Choir
- Children's Youth Choir
- Praise Band
- Reach Out (Our Praise Band) Concert

***Stewardship of our Resources***

- Monthly metal recycling drive
- Ongoing paper recycling
- Savers drive
- Rebates from restaurant nights and spring nursery sales

## 2016/2017 St. Stephen Annual Report

**Accountability and Transparency** - It is important for our parish that sound financial controls are in place. Each month, our Finance Committee receives and analyzes a detailed financial report. Fr. Jay and the parish accountant attend the monthly Finance Committee meetings and discuss current operations and answer questions. The Committee approves the annual budget, monitors monthly financial performance, and reviews periodic audits. The Finance Committee also works to investigate ways to save on parish expenses. The Finance Committee has approved this annual financial report:

<b>INCOME STATEMENT</b>	2014-15		2015-16		2016-17		2017-18
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<b>INCOME</b>							
Sunday & Holyday	\$ 1,476,864	\$ 1,500,500	\$ 1,457,405	\$ 1,500,500	\$ 1,422,503	\$ 1,500,500	
Christmas & Easter	192,751	190,000	184,906	192,000	192,753	190,000	
Fundraising	31,674	30,000	25,906	30,000	41,729	42,000	
RE Tuition & Fees	231,099	247,625	270,396	245,000	221,203	250,000	
Interest & Investment	7,774	8,000	11,391	10,000	18,901	15,000	
Other	214,656	127,500	143,796	137,000	150,578	136,500	
Income from Operations	2,154,818	2,103,625	2,093,800	2,114,500	2,047,667	2,134,000	
Extraordinary Income	7,300		43,243		49,332		
Annual Catholic Appeal Rebate	15,624		25,824		---		
TTWCI, Parish Life Center & Sale of Property (14-15)	222,286		853,767		391,113		
Total Income	\$ 2,400,028	\$ 2,103,625	\$ 3,016,634	\$ 2,114,500	\$ 2,488,112	\$ 2,134,000	
<b>EXPENSES</b>							
Salaries & Benefits	\$ 799,553	\$ 878,935	\$ 827,545	\$ 884,955	\$ 861,116	\$ 905,982	
Utilities	90,324	89,400	82,758	87,060	70,606	82,000	
Maintenance	81,884	89,810	75,252	82,175	79,037	89,675	
Arch. Assessment, PRMAA & Insurance	218,216	207,048	207,044	210,740	210,760	208,046	
Books, Office & Liturgical	126,917	116,980	130,699	128,840	130,420	128,500	
Mortgage Interest Payments	76,289	78,975	82,110	68,420	93,162	60,900	
Other	190,485	184,310	204,754	189,733	161,041	189,300	
Expenses from Operations	\$ 1,583,668	\$ 1,645,458	\$ 1,610,162	\$ 1,651,923	\$ 1,606,142	\$ 1,664,403	
Extraordinary Expenses	\$ 164,415		\$ 149,040		\$ 86,651		
Parish Life Center	---		\$ 13,840		\$ 169,556		
Total Expenses	\$ 1,748,083	\$ 1,645,458	\$ 1,773,042	\$ 1,651,923	\$ 1,862,349	\$ 1,664,403	
Net Income	\$ 651,945	\$ 458,167	\$ 1,243,592	\$ 462,577	\$ 625,763	\$ 469,597	
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Net Income from Operations	\$ 571,150	\$ 458,167	\$ 483,638	\$ 462,577	\$ 441,525	\$ 469,597	
Mortgage Principal Payments	\$ 421,711	\$ 419,025	\$ 415,890	\$ 429,580	\$ 404,838	\$ 437,100	
Difference	\$ 149,439	\$ 39,142	\$ 67,748	\$ 32,997	\$ 36,687	\$ 32,497	
Loan Balance at End Of Year	\$ 3,342,369		\$ 2,926,479		\$ 2,521,641	\$ 2,084,541	

**Notes:**

- Income from operations (ordinary income) and expenses from operations were below budget. Mortgage principal payments came from that difference.
- In the spirit of Stewardship we support all special collections through the regular offertory donations with the exception of the Annual Catholic appeal, the Angel Collection for CJB school, and summer Mission appeals. Money contributed is part of "other" expenses.
- Parish life center expenses in the past fiscal year came mainly from the completion of architectural drawings that enabled us to get a specific bid for the project as a necessary step for archdiocesan approval.

**Financial Highlights for 2016/2017:**

- Original \$8 million church mortgage stood at \$2,521,641 at the end of June 2017.
- \$404,838 of mortgage principal payments were made in FY 2016/2017.
- Fundraising enabled us to receive archdiocesan approval to build the parish life center—2/3 of the cost of the project needed to be on hand to receive approval.

**On the Horizon:**

- Parish life center to be completed by late winter or early spring.
- Planning expanded programs for youth and young adult activities, service opportunities, social activities, and educational and formational programs.

*2017/2018 Annual Budget Overview:*

In order to maintain and increase our level of service to the parish and to support the building and operation of the new parish life center, we need everyone’s support. Our parish has a mortgage and has expenses for utilities and maintenance of our facilities, insurance costs, and other operating costs as well as the cost of salaries and benefits for our employees. We do the work of our parish with 6 full-time, 6 part-time benefits eligible (those who work at least 26 hours per week), and 23 part-time employees as well as a shared youth/young adult minister with St. Elizabeth Seton. Next year’s budget reflects slightly higher costs for inflation and a small salary increase for our employees. Your regular support for our offertory collection enables us to meet these expenses.

**Consider Your Level of Stewardship:**

- **Time**—Take time to reflect on how you can volunteer your time at our parish. The tapestry of our parish becomes more vibrant when more parishioners get involved and are present.
- **Talent**—Reflect on your God-given gifts. Where do those fit in within our parish? Are you a good singer? Work well with children? Are good at organizing events? Somewhere within St. Stephen, we could use your talents.
- **Treasure**—Reflect on how you use your material treasure. Is God your first thought...or your last?

***If you don’t make regular offerings, can you?*** One of the best ways to make regular offerings is to “Set It and Forget it.” Electronic Fund Transfers can be made directly from your bank account or regular support can be scheduled online through [GiveCentral.org](http://GiveCentral.org) via your credit card.

***If you are able, could you increase your weekly donations?*** Are there things in your life that you can do less of so that you can give more to God?

*Individual Financial Stewardship:*

During Stewardship Renewal weekend, we ask our parishioners to take time to reflect on how each of us financially supports our parish. St. Stephen’s income comes directly from our parishioners and includes monies freely given. As a parish, we take financial stewardship of those offerings very seriously. Financial reports are more than numbers on a page—they reflect the choices and sacrifices that our parishioners make to operate St. Stephen Church and fulfill its mission. Thank you for your faithful generosity to St. Stephen Parish.

Each parishioner’s ability to give is unique to his or her circumstances. When you reflect upon how you support St. Stephen with your treasure, please ask yourself these questions: Is it regular? Is it proportionate to my income? Would God consider this a sacrifice? As you consider your regular gift to St. Stephen, the following chart might help. One guideline on offerings is to donate an hour of your wages each week. Another consideration would be to give a percentage of your income. ***Every donation, whatever the amount, is important and appreciated.***

*Our Stewardship to Support Our Parish*

Approximate Household Income		Regular Weekly Envelope Offering Based on Percentage of Annual Household Income					
Hourly Rate	Per Year*	1.50%	2%	2.50%	3%	4%	5%
\$ 15.00	\$ 31,200	\$ 9.00	\$ 12.00	\$ 15.00	\$ 18.00	\$ 24.00	\$ 30.00
\$ 20.00	\$ 41,600	\$ 12.00	\$ 16.00	\$ 20.00	\$ 24.00	\$ 32.00	\$ 40.00
\$ 25.00	\$ 52,000	\$ 15.00	\$ 20.00	\$ 25.00	\$ 30.00	\$ 40.00	\$ 50.00
\$ 30.00	\$ 62,400	\$ 18.00	\$ 24.00	\$ 30.00	\$ 36.00	\$ 48.00	\$ 60.00
\$ 40.00	\$ 83,200	\$ 24.00	\$ 32.00	\$ 40.00	\$ 48.00	\$ 64.00	\$ 80.00
\$ 50.00	\$ 104,000	\$ 30.00	\$ 40.00	\$ 50.00	\$ 60.00	\$ 80.00	\$ 100.00

\* Hourly rate x 40 hour work week x 52 weeks

*Faith in Action through Time, Talent, and Treasure*

The key challenge of fiscal year 2017/18 is to grow our parish ministries with the anticipated help of the new parish life center. To do this, we need to complete the building and furnishing of our parish life center and to support the regular expenses for the parish - our operating expenses and the continued paying down of the mortgage on our church. To be all we can as a parish, we need everyone to share their time, talent, and treasure as best they can as good stewards of God's gifts.

Living as a good steward of the Lord's gifts can be summarized in four words:

**Gratitude** - we gratefully acknowledge the source of our gifts and blessings through prayer and worship.

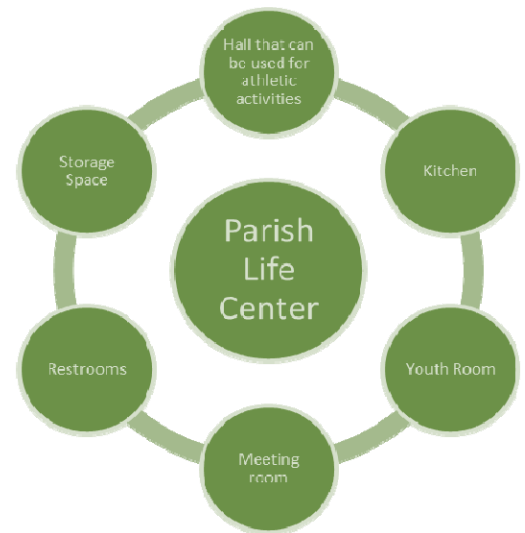
**Accountability** - we seek to use our gifts as the Lord would want us to use them, asking ourselves how would God want us to use our gifts in family life, work life, community life, and in our parish.

**Priorities** - our priorities flow from our beliefs. As we make choices, we ask ourselves, "What would the Lord want me to do?" and seek to bring Jesus' values into every area of our lives.

**Sharing** - we give back to God, the giver of all gifts, some of our time, talent, and treasure through our church and other charities.

*Growing our ministries by use of the parish life center.*

- Providing better space for retreat days, seminars, and other enrichment activities.
- Providing space to enrich our youth ministry and our young adult ministry through formational, social, and athletic activities.
- Providing space for dinners, breakfasts, social gatherings, and other events to enrich our community life.
- Providing space for activities for our students in our religious education program and in Cardinal Bernardin School.
- Providing space for service activities to assist the community and to provide service opportunities for our parishioners.



*Components of Our Future Parish Life Center*

*Parish Life Center—Finishing the Job*

We thank everyone whose donations have helped us to move closer to having a parish life center. We invite anyone who has not yet donated to the center to make either a one-time donation or a pledge over time.

As part of our efforts to continue to raise funds for the center, St. Stephen will continue our weekly raffle entitled the Parish 500 Club Weekly Drawing Raffle. Letters have been mailed. This year's raffle will kick off at our parish Spaghetti Dinner in November. Participants will have a chance to win cash prizes throughout the year. You can help us to raise substantial funds for the parish life center and have fun while doing it. Watch your mail! We invite everyone's participation in this fun way to fund raise.

**FINANCIAL PLANNING COMMITTEE**

Father James Finno, Larry Blouin, Ray Catania, Dave Darling, Ed Feyerer, Brian Giovanini, Fran Gutrich, Jim Knawa, Connie Lambke, Dave Torelli