**Debby Dover Report to the Parish Council**

**April 12, 2021**

**Reception**

* I have the pleasure of greeting parishioners and visitors each day. On an average I greet in person between 10-15 people a day for various reasons, Parishioners will come in after mass to get a mass card or to bring in their tithing in person, I feel that there are times I may be the only person they see or talk to but it is always a pleasure. There have been a few times (not often) that I deal with unhappy people but that is mostly on the phone rarely in person☺. I field about 30-40 calls a day.

**Upon This Rock**

Total parishioners who have contributed / pledged 440

Total Contributions as of 3/28/2021 $ 2,268,012.94, of this there is a total

of $600,569.81 in receivables. We do continue to receive one-time contributions to the fund.

**Ministry center Room Naming Right Opportunities**

* 8 of the 10 rooms named, one pending- this opportunity generated $90K

**Peter the Rock Chapel opportunities to contribute**

* Pews, all 10 pews were dedicated, generated $12,500
* Stained Glass-all sold generated $16K
* Other chapel/center items generated $12,350

**Grant Proposals Written & Received,**

* **Catholic Extension**, requested $100K, received $60K cash match grant due to another church in our Diocese request. We met our match goal, actually over achieved goal) within 35 days total raised $135K
* **Anon/Private Donor Funds** received, $160K
* **Pikes Peak Foundation-**applied and received $2,500 anonymous family fund.
* **El Pomar**, requested $100K not funded, our outreach does not cover their area of focus, we do not provide services to an underserved impoverished population or provide meals and services for that population.
* **Bank of America- Lane Family Foundation requested $25K**, not funded focus area does not meet demographic criteria.
* **Koch Foundation Inc**. Sent in Letter of Inquiry not funded. Main focus

distressed and underdeveloped areas.

* **Daniels Fund, Cherry Creek CO.,** Looking to apply for funds for our youth programs. That is one area of focus we may fit.
* **Chapman Trusts-local,** apply in September 2021, requested funds in 2020, Board of Directors, Program Officers were completing their Strategic Plan, were not funding at that time.

I continue to look for available funding and grant makers whose focus areas we are eligible for, in particular now that we have our ministries and various programs running I look for program funding.

**Stewardship-Donor Relations**

* We send thank you letters to all contributors whether new or not for any amount, whether it be offertory, Upon this Rock or other funds.
* Father Gregory makes personal phone calls
* Creating a “new” way to meet new families, we will have quarterly welcome receptions for new parishioners to get to know ministry leads as appropriate. If there is a new family, we try to connect them to the school.

This is an area I would like to do more with as we move forward with our welcome receptions etc. I would love to see it grow.

**ParishSoft Database**

* ParishSoft is a diocese database all churches use for our parishioner records and accounting. I handle the parishioner side of the software. I work in Family Suite. April Charlton was previously the contact person who really did a lot of work in the database to ensure accuracy. St. Peter has only had this platform since 2016 when the Diocese completed a conversion from the previous software and, as with any conversion there is data that does not always generate over. We do continue to keep it clean so the data is relevant and accurate in particular the sacraments.

**Sacraments**

* Record all sacraments in our database, sacrament register and diocese register. I sent the diocese a report at the end of each year for each sacrament or death record that they then report the USCCB,
* Provide new baptismal & confirmation certificates when requested for those who aremoving, getting married, etc.

**Mass Intentions**

* Manage mass intention register make sure we have intention cards signed by Father for parishioners and update weekly bulletin. For me personally this can be a bit heartbreaking as I listen to upset and grieving families or friends but beautiful at the same time because I know the promise made is eternal.

**Arts & Environment Ministry Support**

* I work with Denver Floral Warehouse each year ordering our special plants and flowers when we need floral arrangements for the altar, During Advent and Holy We work with Enchanted Florist locally as well.

**Book Kiosk**

* I manage the book kiosk in the vestibule to make sure there are relevant and new books for purchase.

**New Parishioners**

* Parish registrations received on-line or in person. Typically, submitted online. Whether online or in person I always ask how they found our church. I am blessed to hear heartwarming stories of how they came to us and how they felt when they attended mass. Often I hear they have been coming to Mass at St. Peter for a while and always say they felt at “home” and knew they needed to belong. In addition, friends/neighbors bring new families in as well.

Once I have a new registration I created a new parishioner record in the database. I call the new families or email them to refer to our website for information on ministries they may be interested as well as our school.

**Prepare Envelope Report for Cathedral Corporation-**

* I keep a list of parishioners who have begun online giving to ensure they are not on the list for offertory envelopes. I work with the administrator at the Catholic Herald to make sure we have correct addresses etc. When registered with a parish in the Colorado Springs Diocese, you will automatically receive the Catholic Herald as well as envelopes unless marked accordingly. When parishioner records are not updated and corrected, prior to mailing it becomes costly to have envelope packets or the Catholic Herald returned.

**Bulletin**

* Prepare weekly bulletin due each Wednesday morning by 11am unless otherwise noted. We collaborate with a company called LPI. They provide great graphics, content and do the printing for us. Our bulletin is paid for by advertisements. We are grateful for those companies who advertise with us because we do get full color at no charge. The deadlines for submission to me are each Tuesday by noon so I have time to get things set. The bulletin is created in Publisher, which is not always user friendly. I send the bulletin to print by 11am each Wednesday until Advent and Lent in which the deadline to send to print is each Monday, which changes my deadline to the Friday prior. There are exceptions to that as well but I am notified by LPI of those changes. I usually begin working on the next weeks bulletin just a soon and I have completed the prior week. In particular, the importance of making sure the mass intentions and weekly readings are correct. I try to make sure to let the ministry leads know changes in deadlines so they can get their information to me in a timely manner.

I work closely with Lisa Hawthorne to make sure we both have the same information, there are times one of us may receive information and not the other so we collaborate.

Now that we have the event form, I believe things will run smoother and hopefully I will not need to scramble to get the bulleting to the printer or send it in late. I am always looking for stories from parishioners and the community at large that will be beneficial to our parish and the community so please if you have something or know of something happening in the community we should focus on send it my way.