

ARCHDIOCESE
of BALTIMORE

FY 2019 BUDGET

*Report on Allocation and Use
of Cathedraticum*

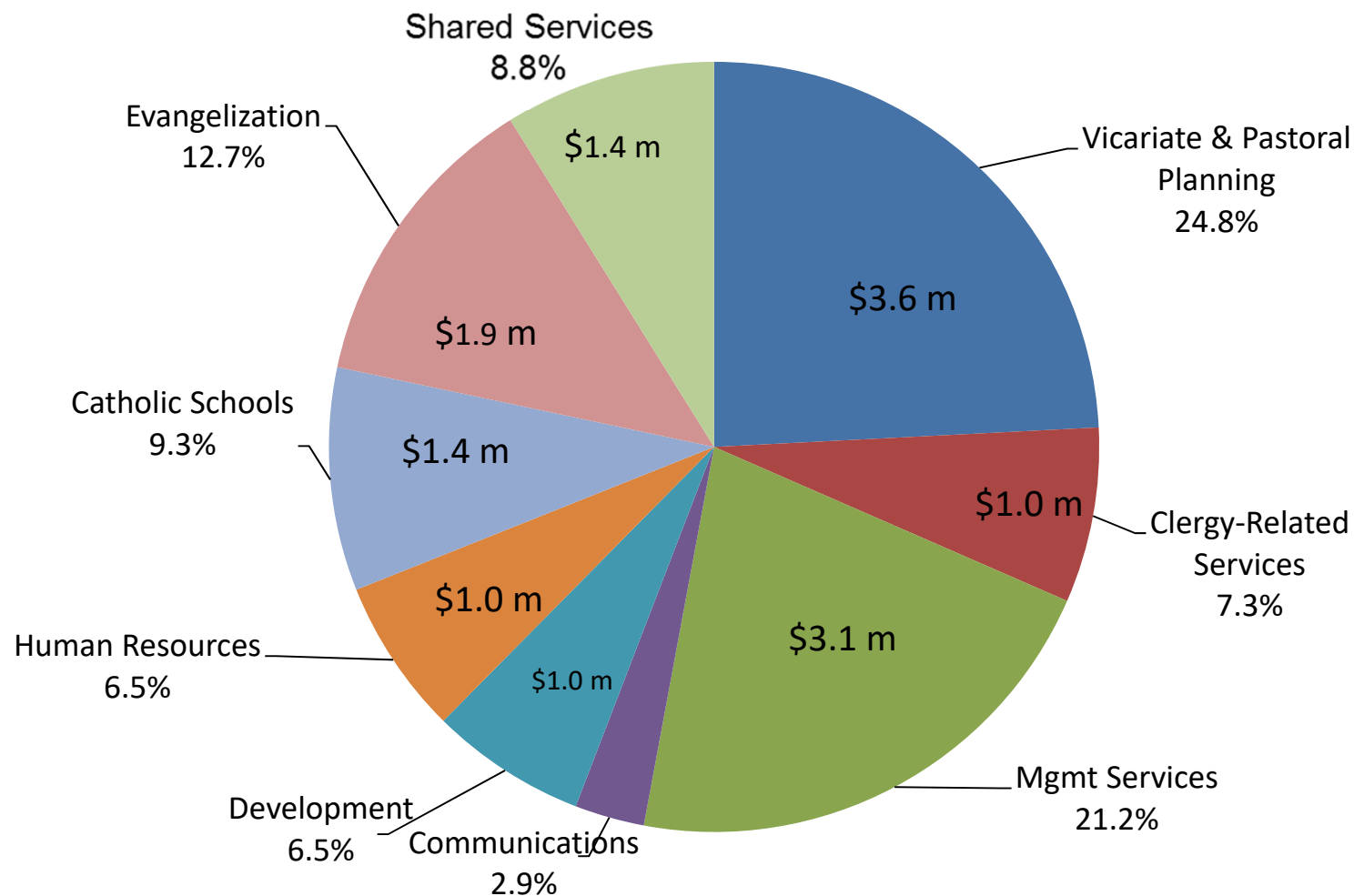


FY19 Budget Overview

Budget Area	Est. Expense	Primary Restraint/ Budget Policy
Central Service Core Operations	\$25.3 million <u>(10.6)</u> million \$14.7 million	Must stay within Cathedraticum. Estimated fees and other income help offset cathedraticum burden.
External Assistance (1)	\$5.3 million	Must stay within income generated from unrestricted gifts and interest income and dividends
Insurance Health Benefits Risk	\$45.8 million \$6.8 million \$10.4 million	All insurance programs are sustained by premiums paid by participants of the program – parish/schools/agencies of the Archdiocese.
(1) External assistance does not include approximately \$9 million in annual grants provided by the Archdiocese made possible from the funds raised in the Annual Appeal and Catholic Community Foundation.		



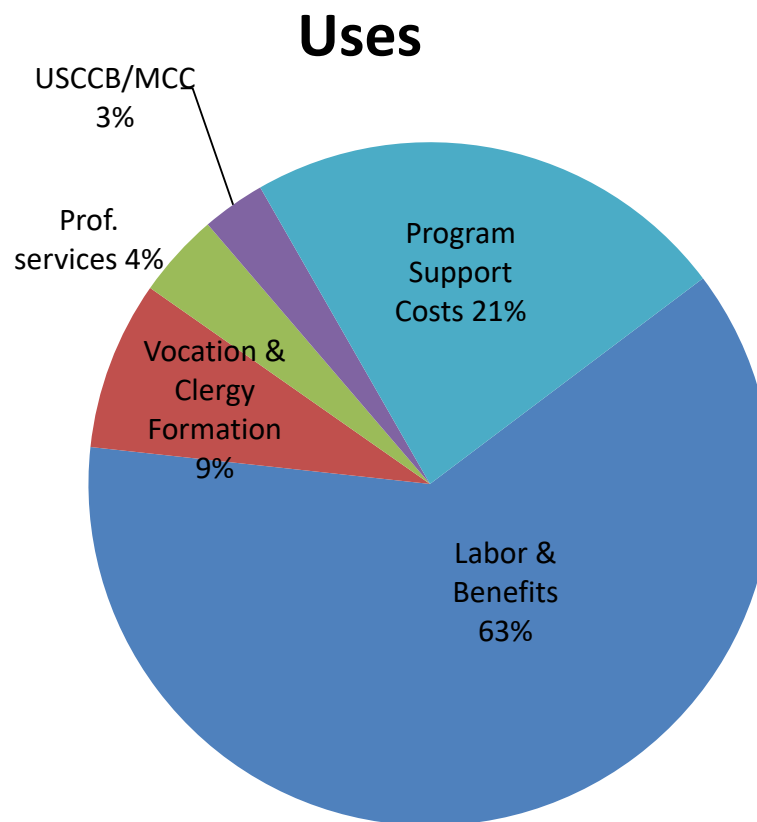
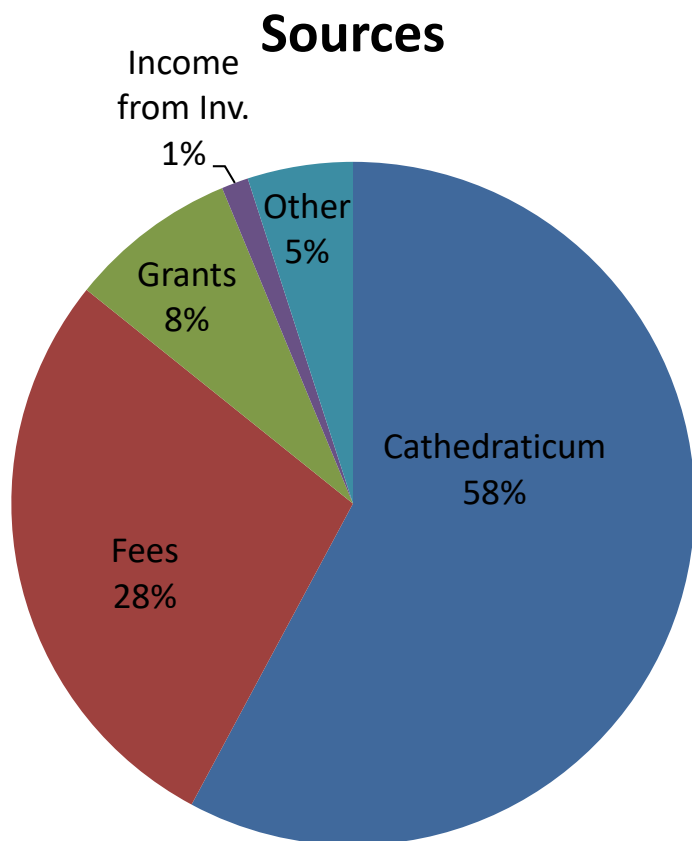
Catholic Center Core Operating Budget – FY19 Allocation of \$14.7 Million Cathedraticum





Overall Sources and Uses

FY19 Core Services Budget \$25 m





What Generates the \$14.7 million of Cathedraticum?

- Assessment base is on parish unrestricted income
- Step % is applied to base
 - 1ST \$100k of base assessed 6.5%
 - 2ND \$100k of base assessed 12.5%
 - Income based over \$200k assessed 15.5%
- No campaign-related collections or parish share income from Archdiocesan annual/capital appeals are included in base.
- Deductions on taxable income are given for tuition assistance and Catholic Review expenditures and any expense associated with revenue generated activity such as child care services, religious education and evangelization programs.
- Top 10 parishes generate 25% of total (Nativity was largest in FY17. Tax represented 14% of operating income and 15% of operating expense)
- Next 50 parishes generate 52% of total (represents, on average, 11.8% of operating income)
- Remaining 82 parishes generate 23% (St. Michael, Clear Spring, smallest. Tax represents 4.8% of operating income and 3.8% of operating expense)



Largest costs item is labor – Core Services Full Time Equivalent.
Controlling headcount remains a priority

Department	FY19 FTE	FY18 FTE	Notes
Vicariate & Pastoral Planning & Clergy Services	40.3	40.0	
Communications	18.0	17.0	Catholic Review staff added to new department with existing staff
Management Services	46.5	46.5	
Development	26.0	26.0	
Human Resources	8.0	8.0	
Evangelization	23.0	23.5	
Catholic Schools	17.5	18.5	
Totals	179.3	179.5	FY19 total salaries = \$11.7 million, which represents a total increase of 2.4%.



Vicariate & Pastoral Planning FY19 Divisional Budgets and Use of Cathedraticum

•Office of the Archbishop (9.5 positions)	\$2,016,448
• Western Vicariate (1 position)	\$138,142
• Urban Vicariate (5.5 positions)	\$594,789
• Eastern Vicariate (2.5 positions)	\$293,164
• Residence (3 positions)	\$447,242
• Tribunal Office (5 positions)	\$576,782
• Office of Child Protection (3.5 positions)	\$316,684
• Missions Office (.5 position)	<u>\$262,425</u>
Total cost budget	\$4,645,677

Total cost budget =	\$4,645,677
Less Support	
Program and Service fees	(761,930)
Investment/Grant/Other	(352,253)
Cathedraticum Used	\$3,531,494
25% of Total Cathedraticum	

Major Programs/Events/Non-Labor Cost Items

- | | | |
|--------------------------------|---------------------|-------------------------------|
| * Apostleship of the Sea | * Archives | * African American Ministries |
| * Bishop Residences and Events | * Planning Office | * Mission Cooperative & Haiti |
| * Catholic University | * Chancellor Office | |



Vicariate and Pastoral Leadership Personnel Listing

- **Office of the Archbishop**
 - Archbishop William E. Lori
 - Rev. L. Bianco, Secretary to Archbishop
 - Msgr. J. FitzGerald, AOS Program
 - Diane Barr, Chancellor
 - D. Pahl, Admin
 - V. Corfman, Admin
- **Office of the Vicar General**
 - Bishop A. Parker, Vicar General
 - D. Daly, Parish Planning
 - M. Branco, Admin
- **Urban Vicariate**
 - Bishop D. Madden, Vicar
 - K. Mesaris, Admin
 - Sr. G. Proctor, Black Catholic Ministries, Director
 - A. Cooper, Admin
 - J. St Croix, Parish Planning
- **Eastern Vicariate**
 - Bishop M. Brennan, Vicar
 - L. Pappas, Admin
- **Western Vicariate**
 - C. Yeung, Director
 - B. McHugh, Admin



Vicariate and Pastoral Leadership Personnel Listing

- **Tribunal**
 - Rev. Gilbert Seitz, Judicial Vicar
 - Rev. William Graham, Adjutant JV
 - T. Ewen, Admin/Notary
 - S. Smith, Admin/Notary
 - K. LaCour, Admin/Notary
 - Stipend Assistance
 - Rev. J. Opalda
 - B. Bettwy
 - M. Carter
 - Rev. C. Moore
 - Deacon A. Norcio
- **Missions Office**
 - C. Weinhold, Admin
- **Basilica Residence**
 - K. Reid, Chef
 - R. Reier, Assistant to Archbishop
 - L. Jones, Housekeeper
- **Office of Child Protection**
 - J. Burkhardt, Director
 - J. Caplan, Coordinator
 - K. Hanrahan, Coordinator
 - Open, Assoc Director



Clergy Related Services

FY19 Divisional Budgets and Use of Cathedraticum

Core Operating Services & Administration

- Division of Clergy Personnel (5 positions) \$594,625
- Vocations (2 positions) \$1,698,769
- Hospital Chaplaincy (3 positions) \$282,250
- Total cost budget \$2,575,645

Special Clergy-Related Areas (in external budget)

- Senior and Retired Priest
- Clergy on Assignment Outside of Parish – 18 priests

Major Programs/Events/Non-Labor Cost Items
* Priest Retreats & Convocations
* Permanent Diaconate Retreats & Convocations
* Deacon Formation Programs
* Room/Board/Support – Seminarists
* Seminarist Internships & Formation
* Quo Vadis Boys Camp/Fiat Days Girls Camp

<u>Core Operating Areas</u>	
Total cost budget=	\$2,575,645
Less Support	
Program and Service fees	(158,500)
Investment/Grant/Other	(1,303,676)
Cathedraticum Used	\$1,113,469
5% of Total Cathedraticum	
<u>Senior & Retired Priest Services</u>	
Cost of Assisted Living/Medical	\$2,321,835
Less Support	
Second collection Income	(345,000)
Endowment Income	(410,000)
Clergy withholdings	(463,835)
Program fees/profit share	(653,000)
Use of Unrestricted Gifts	(300,000)
AAA Grant	(150,000)
Use of Cathedraticum *	zero
Cost of Clergy on Outside Assignment	\$1,042,807
Less Support provided by outside	(335,642)
Use of Unrestricted Gifts	(707,165)
Use of Cathedraticum *	zero
* Cathedraticum will be used if unrestricted gifts are not achieved in period.	



Clergy-Related Services Personnel Listing

- **Division of Clergy Personnel**
 - Rev. Msgr. James Hannon, Director
 - Rev. William Foley, Services to Retired Priests
 - B. McHugh, Admin
 - S. McCray, Admin
- **Hospital Chaplaincy**
 - Rev. W. Spacek
 - Rev. R. Martin
 - Rev. S. Uzoukwu
- **Vocations Office**
 - Rev. S. Roth, Director
 - Open, Admin



Communications

FY19 Divisional Budgets and Use of Cathedraticum

Communications (6 positions)	\$1,334,384	Total cost budget =	\$3,250,440
Catholic Review (13 positions)	<u>\$1,916,056</u>	Less Support	
Total cost budget	\$3,250,440	Program and Service fees	(2,288,970)
		Investment/Grant/Other	(532,860)
		Cathedraticum Used	\$428,610
		3% of Total Cathedraticum	

Major Programs/Events/Non-Labor Cost Items

- *Catholic Communications
- *Catholic Review: advertising, production, circulation and editorial
- * Catholic Review Administration



Communications Personnel Listing

- **Communications Office**

- S. Caine, Executive Director
- T. Murphy, Director
- P. Nadolny, Coordinator
- G. Matysek, Newsroom/Print/Web
- L. Robinson, Associate
- M. Russell, Director

- **Catholic Review**

- C. Guntz, Associate Publisher
- P. Richardson, Business Office Staff
- B. McCoy, Advertising
- J. McNulty, Advertising
- Open, Editorial
- Open, Editorial
- P. McMullen, Editorial
- K. Parks, Editorial
- E. Rosenthal, Editorial
- S Travlos, Production
- J. Francis, Accounts Payable
- T. Jones, Accounts Receivable
- R. Mitsos, Director



Department of Management Services FY19 Divisional Budget and Use of Cathedraticum

- Exec/Fiscal Serv. (19 Positions) \$2,676,259
- Facilities and Real Estate (7.5 Positions) \$937,311
- Information Technology (14 Positions) \$1,600,335
- Building (5.5 Positions) Cost Allocated

Major Programs/Events/Non-Labor Cost Items

- Accounting & Administration services
IPLF, Inc.; CCF, Inc.; Insurance, Central Service budget;
Lay and Clergy retirement plans; Development
campaigns, 70 Internal audits; Investments; Quickbooks
support; parish/school accounting support; financing.

-Real estate activity; support of major systems (boilers,
UST; HVAC, roofs, etc); project management, capital
project planning and support.

-Helpdesk; Archdiocesan email; Parishsoft;
Powerschool; Geo-code mapping; Demographic
planning; Website support; Business systems and
machine support.

Total Cost Dept. of Mgmt Serv.	\$ 5,371,283
Less Support	
Fees from Insurance Prog.	(935,000)
Fees from IPLF	(250,000)
Fees from campaigns	(358,859)
Income from Rental Property	(46,020)
Real Estate fees	(224,375)
Project Management fees	(20,000)
Allocated to other Depts (Sq ft)	(159,047)
Annual Appeal Grants	(45,000)
ParishSoft fees	(73,800)
Other	<u>(148,968)</u>
Cathedraticum Used	\$ 3,110,034

21.3% of Total Cathedraticum



Management Services Personnel Listing

- Office of the Executive/Fiscal Services
 - Open Executive Director/CFO
 - J. Matera, Interim Director/CFO
 - S. Lesane, Admin
 - P. Kappes, Admin
 - M. Stoval, Assistant Controller
 - D. Del Bosque, Senior Financial Analyst
 - M. Beynon, Senior Financial Analyst
 - P. Watkins, Internal Audit
 - D. Pachilis, Accounts Receivable
 - R. Scannell, Accounts Payable
 - A. Conley, Director, School Finance
 - D. Wilson, Manager, Internal Audit
 - J. Geisinger, Internal Audit
 - T. Palmer, Manager
 - M. Ellis, Regional Controller
 - F. Harding, Analyst
 - Open, Accounting positions (1)
- Facilities and Real Estate Management
 - N. McCoy, Director
 - M. Buchanan, Admin
 - C. Kinman, Project Manager
 - D. Johnson, Project Manager
 - D. Owens, Project Manager
 - M. Reagan, Project Manager
- Information Technology
 - M. Madsen, Director/CIO
 - K. Giron-Rodriques, Admin
 - W. Zhao, Systems Administrator
 - M. Weschler, Web Developer
 - D. Honemann, Database Administrator
 - G. Lucas, Infrastructure & Security Manager
 - J. Sefiani, Network & Telecom Specialist
 - L. Lawson, Data Specialist Parishes
 - T. Gebeyehu, Database Admin
 - R. Hurt, PIMS Manager
 - L. Crosby, PIMS Coordinator
 - J. Lindstrom, Data Specialist



Management Services Personnel Listing

- Building Operations
 - H. Andes, Manager
 - C. Quick, Superintendent
 - M. Raszkievicz, Maintenance Associate
 - D. Branch, Mail Room Clerk
 - M. Tobias, Receptionist



Department of Development FY19 Budget and Use of Cathedraticum

Archdiocesan Annual Appeal \$8-10 million campaign. Parishes receive approx. \$3.15 million in parish share.

Partners in Excellence – Provides \$1 million in tuition assistance to disadvantaged families in Balto. city.

Catholic Community Foundation – Total Endowments have reached \$85 million, providing \$3.1 million in funds to parishes/schools across Archdiocese.

Annual gala provides additional \$300k in funding for school tuition assistance.

Embracing Our Mission capital campaign \$100 million goal is achieved. Funding school capital projects, tuition assistance, school endowments, clergy retirement programs, support of cathedrals and evangelization.

Parish offertory and EFT support programs

Total Cost Budget	\$ 2,946,765
Less Support	
Fees from Annual Appeal	(627,991)
Fees from CCF	(732,342)
Fees from Embracing Cap Camp.	(52,484)
Other fees & gift income	<u>(576,194)</u>
Cathedraticum Used	\$957,754
7% of Total Cathedraticum	

Operating funds generated by these campaign efforts (not including the Embracing Our Mission) provide approx \$14 million in funds used by parishes, schools and organization each year.

A return on investment of \$14 for every \$1 of cathedraticum supporting the department



Department of Development Personnel Listing

- Department of Development

- P. Madden, Executive Director
- C. Torsella, Admin
- Open, Regional Director
- T. Brashears, Operations Director
- Open, Regional Director
- K. Montgomery, Regional Director
- G. Reed, Regional Director
- M. Anthony, Assistant Director
- J. Hammand, Grants Administrator
- S. Dennis, CCF Associate
- L. Wright, Regional Director
- J. Vitrano, Communication Specialist
- K. Vanterpool-Randall, Gift Processing
- K. Brackin, Gift Processing
- N. Hudson, Systems Administrator
- G. Beam, Data Analyst
- R. Baron, CCF Accountant
- J. Kramer, PIE Coordinator
- B. Durbin, Restricted Appeal Coordinator
- R. Ullmann, Major Gifts
- M. Talcott, Major Gifts
- M. Henry, Manager
- Open, Regional Director



Department of Human Resources FY19 Divisional Budgets and Use of Cathedraticum

- HR Central Services (3 Positions) \$551,568
- HR Field (5 Positions) \$483,157
- H&B/Risk Insurance (15 Positions) \$64 million

Provides comprehensive Human Resource services to parishes, schools, and organizations within the Archdiocese. Including: Recruitment; Screening and Referrals; Policy development; Labor law compliance; crisis intervention and conflict resolution.

Administrates Lay and Clergy Retirement plans

Leading the Ultipro standardized payroll and human resource system that all parishes and schools will adopt.

Total Cost Budget	
Total Net Budget	\$956,924
Cathedraticum Used	\$ 956,924
7% of Total Cathedraticum	

Cost of Health & Benefit Programs

Administration budget	\$2,230,430
Premiums, Claims and Other	50,367,456
Total Annual cost	\$52,597,886
Less support:	
Monthly billing to participating parish, schools and org.'s	(52,597,886)
Cathedraticum Used	Zero

Cost of Risk Insurance

Administration budget	\$1,585,690
Premiums, Claims and Other	8,834,832
Total Annual cost	\$10,420,522
Less support:	
Monthly billing to participating parish, schools and org.'s	\$(10,420,522)
Cathedraticum Used	Zero



Human Resources Personnel Listing

- **HR Central Services**
 - J. Smith, Executive Director
 - S. Anderson, Manager
 - B. Talbot, Admin
- **HR Field**
 - M. Fern, Training Manager
 - R. McCurdy, Employee Relations Manager
 - C. Vagrin, Employee Relations Manager
 - E. Bowman, Recruiter
 - C. Kuhn, Admin
- **HR Management System (HRMS)**
 - M. Nguyen, Manager
 - Open position, Analyst
- **Health & Benefits Insurance**
 - P. Phelps, Director
 - K. Funk, Sr. Benefits Specialist
 - M. Barranco, Benefits Specialist
 - S. Thomason, Operations Specialist
 - C. Copper, HRMS Specialist
 - T. Wetzel, HHRMS Specialist
 - Open Position, HRMS Implementation Coord.
 - M. Martino, Admin
- **Risk Insurance (Mgmt Services)**
 - T. Alban, Director
 - C. O'Brien, Risk Specialist
 - D. Appel, Admin
 - J. Dimmer, Risk Specialist



Department of Catholic Schools FY19 Divisional Budget and Use of Cathedraticum

Leads the Catholic School System of the Archdiocese of Baltimore.

- Curriculum and professional development
- Tuition and scholarship programs*
- Budget and Fiscal support
- Government Funded Programs
- Child Nutrition Lunch Program
- School Board development
- Mid-Atlantic Catholic School Consortium
- Teacher and Principal recruitment
- Child Nutrition Lunch Program (separate budget)

•Sources of Tuition Assistance and School Aid Projected for FY19 \$3,747,000

Partners in Excellence	\$1,600,000
Archdiocesan School Fund	987,000
Annual Appeal/EOM/CCF	1,160,000

Total Cost Budget	
Total cost of administration	\$2,416,062
Less Support	
Fees from schools per enrollment	(338,440)
Reimbursement of group purchase	(255,669)
Program Fees	(232,000)
Endowment from CCF	(155,077)
Title Fund Reimbursement	(15,000)
Investment Income	(6,875)
Grants and Other	<u>(40,000)</u>
Cathedraticum Used	\$1,373,001

10% of Total Cathedraticum



Department of Catholic Schools Personnel Listing

- Department of Catholic Schools
 - J. Sellinger, Chancellor of Catholic Schools
 - D. Hargens, Superintendent
 - B. Giudici, Admin
 - M. Dammeyer, Assoc. Superintendent, Curriculum & Professional Development
 - U. Glenn, Admin
 - C. Brown, Assoc. Superintendent, School Leadership & Community Schools
 - D. Robinson, Regional Tech
 - J. McClure, Admin
 - K. Pinkowski, Operation TEACH Coordinator
 - D. Braidckas, Assoc. Superintendent
 - J. Oleszczuk, Director, School Information Technology
 - M. Destino, Assoc. Superintendent School Services
 - S. Cramer, Powerschool Coordinator
 - E. Watts, Director
 - L. Mooney, Director
 - D. Nathaniel, Regional Tech
 - Child Nutrition Team (Separate Budget)
 - Isabelle Gerber, Coordinator
 - April Bain, Administrator
 - Cafeteria workers at supported schools



Department of Evangelization

FY19 Divisional Budgets and Use of Cathedraticum

- Executive Director (2 positions) \$434,086
- Prison Ministries (2.5 positions) \$166,021
- Office of Worship (2 positions) \$213,335
- Respect Life/Project Rachel (2 Positions) \$200,251
- Hispanic Ministry (1.5 positions) \$162,054
- Marriage and Life (2 positions) \$262,121
- Disability Ministries (2 positions) \$169,546
- Catechetical & Pastoral Form. (5 positions) \$579,310
- Youth and Young Adult (4 positions) \$1,037,976

- Msgr. O'Dwyer Retreat House – Own budget – Zero tax

Total cost budget =	\$3,224,700
Less Support	
Service contracts w/prisons	(79,613)
Religious Ed fees	(130,000)
Grants from AAA/CCF	(693,475)
Hispanic Ministry	(10,000)
Camp Glow program fees	(60,000)
Marriage Prep program fees	(55,875)
Project Rachel/Respect life	(5,390)
Youth Program fees	(277,555)
Newman Centers @ Univ collections	(25,000)
Investments/Other	<u>(24,875)</u>
Cathedraticum Used	\$1,862,917
13% of Total Cathedraticum	

<u>Adult Oriented Evangelization</u>	
- Prisons	- Deaf - Disabled
- Formation Curriculum	- Marriage & Family
- Special liturgy (Chrism/Rite of Election)	
- Hispanic Formation	- Mid-Atlantic Congress

<u>Youth Oriented Evangelization</u>	
- Newman Ctr	(Towson, JHU, Frostbrg, UMBC, McDaniel, Morgan, UMBC, Stevenson)
- High-Li	- Boy and Girl Scouts - CYO
- Camp GLOW	- Justice Action Week - March for Life
- Archdiocesan Pilgrimage; NCYC; World Youth Day	
- Training & support of youth ministers	



Department of Evangelization Personnel Listing

- **Office of the Executive Director**
 - J. Romanowsky, Executive Director
 - M. Green, Admin
- **Prison Ministry**
 - S. Presberry, Director
 - Sr. Claflin, Chaplain
 - Fr. Cardoso, Chaplain
 - Stipend Assistance
- **Worship & Sacramental Formation**
 - J. Males, Director
 - Open, Admin
- **Respect Life Office**
 - J. Coughlin, Director
 - N. Wilson, Coordinator
 - A. Erardi, Admin
- **Special Needs Ministry**
 - B. Fleming, Director
 - C. Duck (PT)
- **Marriage and Family Life**
 - E. Herrera, Director
 - C. Mahaley, Admin
- **Catechetical & Pastoral Formation**
 - Open, Director
 - R. Deludos, Admin.
 - C Cabaniss, Coordinator
 - A. Virata, Coordinator
 - J. Jimenez, Program Assistant
- **Youth & Young Adult & Campus Ministry**
 - C. Gould, Director
 - Open, Admin
 - S. Jarzembowski, Coordinator
 - Fr. M. Buening, Campus Ministry
 - Stipend Assistance
 - Open
- **Hispanic Ministry**
 - L. Salinas, Director
 - L. Pappas, Admin



Shared Services – FY19 Budget

(Items paid by Central Service that Support all Dept and/or AOB Locations)

Shared Services Area:

Legal Representation	\$842,400
USCCB and MCC Annual Dues	828,864
Support of Cathedrals	176,546
Annual Audit of Central Serv.	50,000
Audit of High Schools (20%)	26,302
Bank and Investment Fees	40,000
Depreciation and Other	<u>337,996</u>
Total Shared Service Costs	\$2,302,108

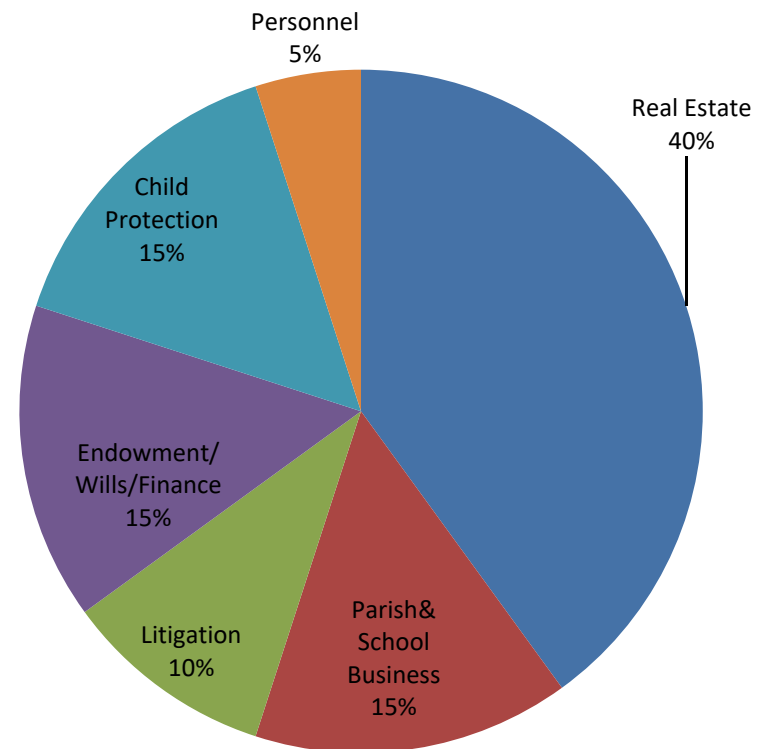
Less Support:

Estimated unfilled labor in core budget	\$ (578,750)
Grant Income – Annual Appeal	(100,000)
Unrestricted/Unknown gifts *	-

Cathedraticum Used	\$1,623,358
10% of Total Cathedraticum Used	

* Cathedraticum will be used if unrestricted gifts are not achieved in period

Legal Costs – Typical Areas of Use





External Budget – FY 2019

(Items paid by Central Service that support areas outside of core departments)

The Cost of Anticipated External Assistance

School Related Assistance:

Bus Services	\$64,000
Tuition Assistance – Need Based	1,425,000
PIE Tuition Assist. – Need Based (city)	1,600,000
Subsidy Assistance	658,087
Hispanic Apostolate (ACC)	30,000
O’Dwyer Retreat House	30,000
Emergency Grants (Parish/Schools)	50,000
Unpaid Cathedraticum/Fees	500,000
Net Cost of LT Debt (Interest/Swaps)	535,454
Senior and Retired Care for Clergy	315,064
Clergy on Assignment other than parish	707,165

Total External Assistance \$5,914,770

Sources of External Funds

School Related Items:

School Assessments from Parishes	\$765,000
Rental/Sale of old school real estate	225,000
Archbishop Annual Appeal	515,000
Catholic Community Foundation	695,996
Income from Unrestricted Investments	900,000
Grants/Gifts from Foundations to Archbishop	595,931
PIE Pledges/OTG/Use of Surplus	<u>1,449,032</u>
Grants from Known Sources	\$ 5,145,959
Unrestricted Gifts/Bequest (not Identified)	768,811

Total Sources to Pay for External Budget* \$ 5,914,770

* Cathedraticum and/or stable patrimony will be used if unrestricted gifts are not achieved.