



ARCHDIOCESE
of BALTIMORE

FY 2020 BUDGET

*Report on Allocation and Use
of Cathedraticum*

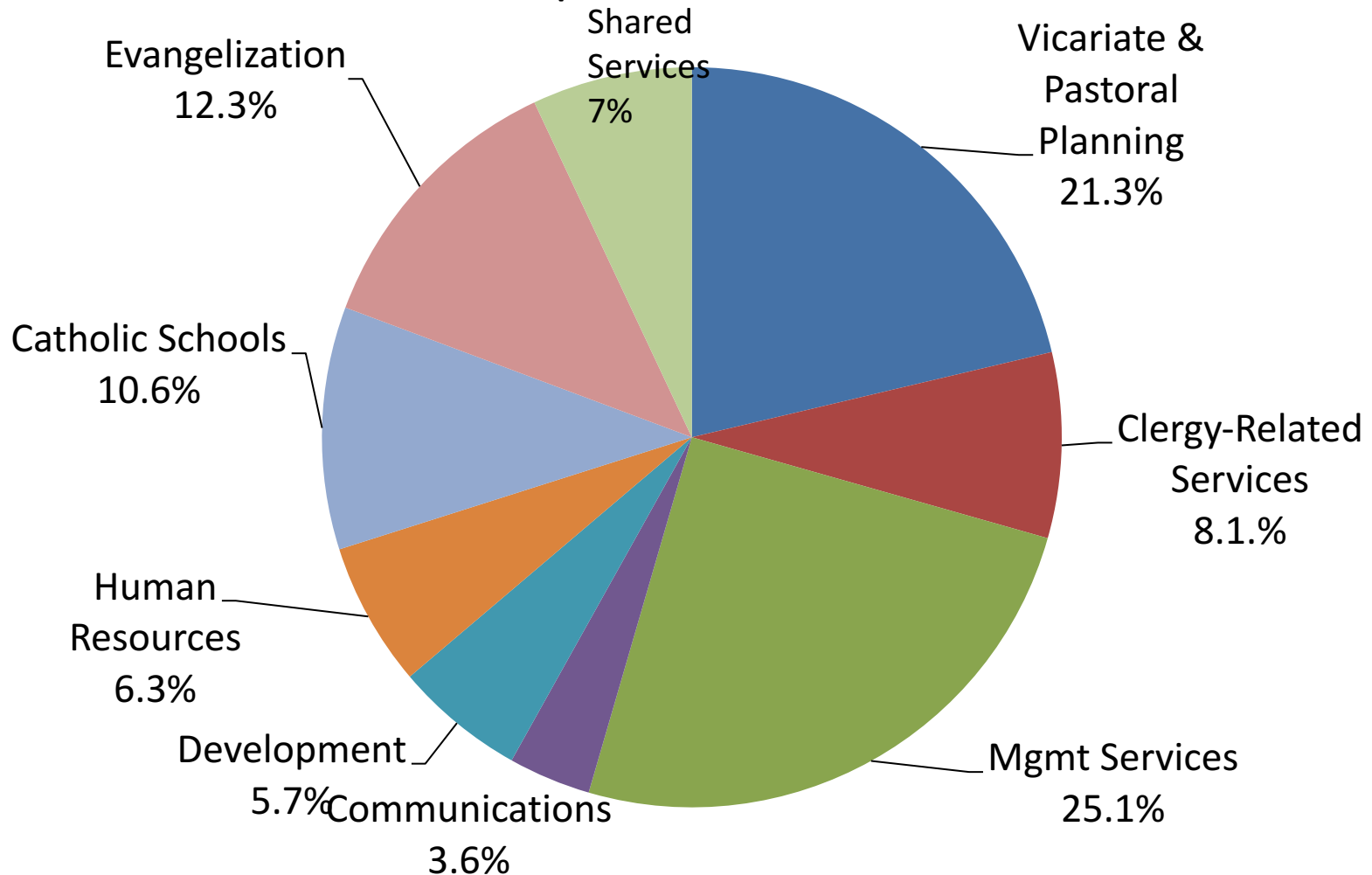


FY20 Budget Overview

Budget Area	Est. Expense	Primary Restraint/ Budget Policy
Central Service Core Operations	\$25.6 million <u>(11.2)</u> million \$14.4 million	Must stay within Cathedraticum. Estimated fees and other income help offset cathedraticum burden.
External Assistance (1)	\$4.7 million	Must stay within income generated from unrestricted gifts and interest income and dividends
Insurance Health Benefits Risk	\$47.3 million \$5.9 million \$11.8 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 – FY20 Allocation of \$14.4 Million Cathedraticum

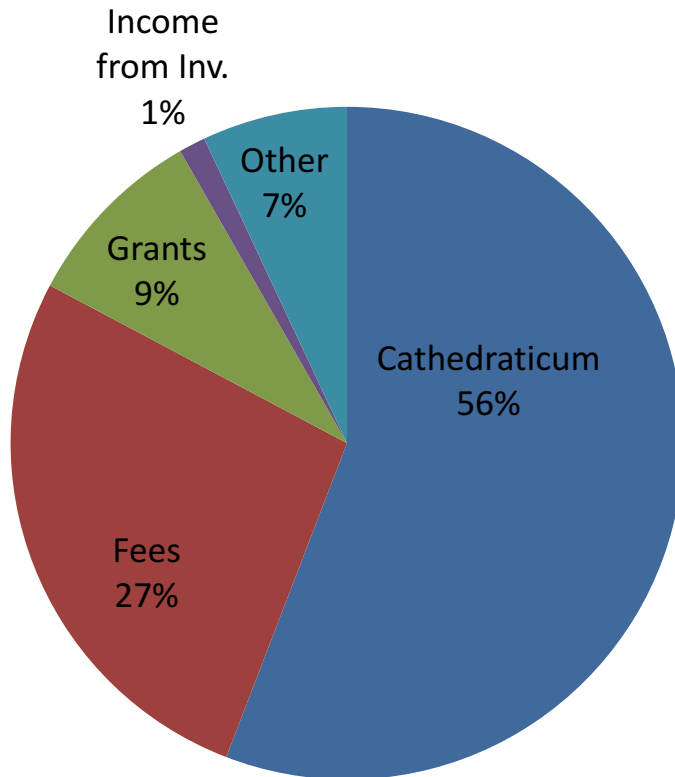




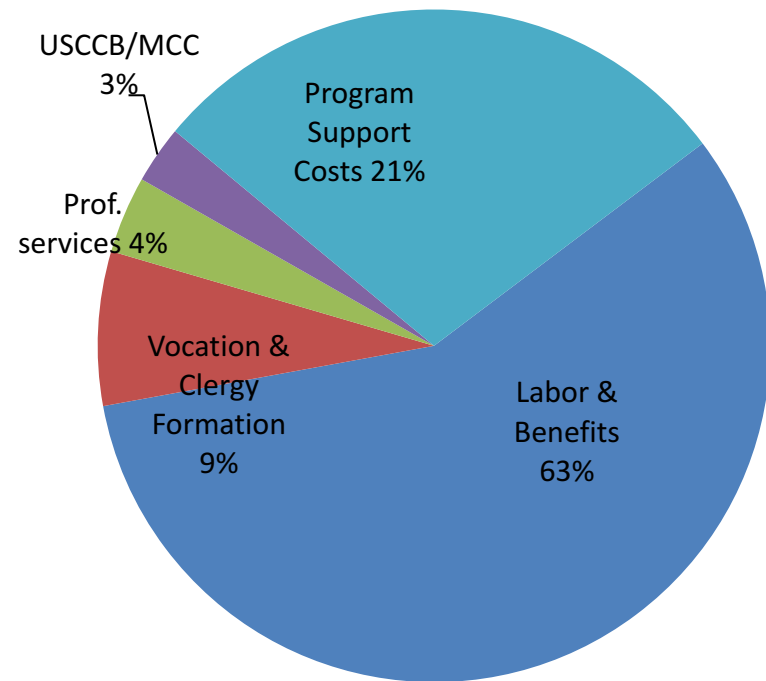
Overall Sources and Uses

FY20 Core Services Budget \$25.6 m

Sources



Uses





What Generates the \$14.4 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 FY18. 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	FY20 FTE	FY19 FTE	Notes
Vicariate & Pastoral Planning & Clergy Services	41.5	40.3	
Communications	17.0	18.0	
Management Services	42.0	46.5	
Development	21.0	26.0	
Human Resources	8.0	8.0	
Evangelization	21.5	23.0	
Catholic Schools	18.5	17.5	
Totals	169.5	179.3	FY20 total salaries = \$11.7 million, which represents a total increase of 2.4%.



Vicariate & Pastoral Planning FY20 Divisional Budgets and Use of Cathedraticum

•Office of the Archbishop	\$1,936,008
• Western Vicariate	\$136,718
• Urban Vicariate	\$491,363
• Eastern Vicariate	\$282,592
• Residence	\$410,675
• Tribunal Office	\$600,762
• Office of Child Protection	\$300,784
• Missions Office	<u>\$269,236</u>
Total cost budget	\$4,428,138

Total cost budget =	\$4,428,138
Less Support	
Program and Service fees	(767,430)
Investment/Grant/Other	(593,983)
Cathedraticum Used	\$3,066,725
21.3% 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
 - Andrew Middleton, AOS Program
 - Diane Barr, Chancellor
 - Alexandra Mihaley, Admin
 - Victoria Corfman, Admin
- **Office of the Vicar General**
 - Bishop A. Parker, Vicar General
 - Daphne Daly, Parish Planning
 - Julie St Croix, Parish Planning
 - Michael Downes, Parish Planning
 - Open, Parish Planning
 - Janet Franchy, Admin
- **Urban Vicariate**
 - Bishop D. Madden, Vicar
 - Sr. G. Proctor, Black Catholic Ministries, Director
 - Aziza Kayani, Admin
 - Howard Roberts, Project Coordinator
 - Darron Woodus, Pastoral Associate
- **Eastern Vicariate**
 - Manuel Aliago, Pastoral Associate
 - Ligia Pappas, Admin
- **Western Vicariate**
 - Christopher Yeung, Director
 - Betty McHugh, Admin



Vicariate and Pastoral Leadership Personnel Listing

- **Tribunal**
 - Rev. Gilbert Seitz, Judicial Vicar
 - Teresa Ewen, Admin/Notary
 - Susan Smith, Admin/Notary
 - Chris Mahaley, Admin
 - Stipend Assistance
 - Rev. J. Opalda
 - B. Bettwy
 - M. Carter
 - Rev. C. Moore
 - Deacon A. Norcio
- **Missions Office**
 - Cindy Weinhold, Admin
- **Basilica Residence**
 - Kevin Reid, Chef
 - Robert Reier, Assistant to Archbishop
 - Lorelei Jones, Housekeeper
- **Office of Child Protection**
 - Jerri Burkhardt, Director
 - Christine Dusti, Coordinator
 - Sarah Gregorini, Assoc Director



Clergy Related Services

FY20 Divisional Budgets and Use of Cathedraticum

Core Operating Services & Administration

• Division Clergy Personnel	\$479,829
• Vocations	\$1,979,658
• Hospital Chaplaincy	<u>\$312,941</u>
Total cost budget	\$2,772,428

Special Clergy-Related Areas (in external budget)

- Senior and Retired Priest
- Clergy on Assignment Outside of Parish – 16 priests

Major Programs/Events/Non-Labor Cost Items

- * Priest Retreats & Convocations
- * Permanent Diaconate Retreats & Convocations
- * Deacon Formation Programs
- * Room/Board/Support – Seminarians
- * Seminarian Internships & Formation
- * Quo Vadis Boys Camp/Fiat Days Girls Camp

Core Operating Areas

Total cost budget=	\$2,772,428
Less Support	
Program and Service fees	(38,700)
Investment/Grant/Other	(1,561,194)
Cathedraticum Used	\$1,172,534
8% of Total Cathedraticum	

Senior & Retired Priest Services

Cost of Assisted Living/Medical	\$2,426,956
Less Support	
Second collection Income	(300,000)
Endowment Income	(397,506)
Clergy withholdings	(473,150)
Program fees/profit share	(626,500)
Use of Unrestricted Gifts	(329,800)
AAA Grant	(300,000)
Use of Cathedraticum *	zero
Cost of Clergy on Outside Assignment	\$832,933
Less Support provided by outside	(333,569)
Use of Unrestricted Gifts	(499,364)
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. James Proffitt, Director
 - Rev. William Foley, Services to Retired Priests
 - Betty McHugh, Admin
 - Shuantae McCray, Admin
- **Hospital Chaplaincy**
 - Rev. William Spacek
 - Rev. Jon Kightlinger
 - Rev. Samuels Uzoukwu
 - Rev. Patrick Besel
- **Vocations Office**
 - Rev. Steven Roth, Director
 - Suzanne Blair, Admin
 - Sam Smyth, Admin



Communications

FY20 Divisional Budgets and Use of Cathedraticum

Communications	\$1,344,698	Total cost budget =	\$3,269,131
Catholic Review	<u>\$1,924,433</u>	Less Support	
Total cost budget	\$3,269,131	Program and Service fees	(2,219,902)
		Investment/Grant/Other	(531,900)
		Cathedraticum Used	\$517,329

3.6% of Total Cathedraticum

Major Programs/Events/Non-Labor Cost Items

*Catholic Communications and Media

*Catholic Review: advertising, production,
circulation and editorial

* Catholic Printing Services



Communications Personnel Listing

- Communications Office

- Sean Caine, Executive Director
- Tim Murphy, Director
- George Matysek, Newsroom/Print/Web
- Lauren Robinson, Associate

- Catholic Review

- Chris Gunty, Associate Publisher
- Patricia Richardson, Business Office Staff
- Blake McCoy, Advertising
- John McNulty, Advertising
- Timothy Swift, Editorial
- Open, Editorial
- Paul McMullen, Editorial
- Kevin Parks, Editorial
- Open, Editorial
- Open, Production
- Joan Francis, Accounts Payable
- Toni Jones, Accounts Receivable
- Regina Mitsos, Director
- Steven Havens, Printing
- Tim Zerhusen, Printing



Department of Management Services

FY20 Divisional Budget and Use of Cathedraticum

• Exec/Fiscal Serv.	\$2,585,191
• Facilities and Real Estate	\$1,046,909
• Information Technology	\$2,161,466
• Building	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.	\$ 5,946,350
Less Support	
Fees from Insurance Prog.	(935,000)
Fees from IPLF	(250,000)
Fees from campaigns	(405,075)
Income from Rental Property	(138,672)
Real Estate fees	(137,500)
Project Management fees	(23,000)
Allocated to other Depts (Sq ft)	(157,464)
Grants Income	(132,228)
ParishSoft fees	(13,000)
Other	<u>(140,558)</u>
Cathedraticum Used	\$ 3,613,853

25.1% of Total Cathedraticum



Management Services Personnel Listing

- **Office of the Executive/Fiscal Services**
 - John Matera, Executive Director/CFO
 - Pam Kappes, Admin
 - Open, Admin
 - Mary Pat Stoval, Director
 - Donna Del Bosque, Senior Financial Analyst
 - Mark Beynon, Senior Financial Analyst
 - Patrick Watkins, Internal Audit
 - Donna Pachilis, Accounts Receivable
 - Robin Scannell, Accounts Payable
 - Ashley Conley, Director, School Finance
 - Dave Wilson, Manager, Internal Audit
 - Jason Geisinger, Internal Audit
 - Tracey Palmer, Manager
 - Mateo Ellis, Regional Controller
 - Frances Harding, Analyst
 - Lisa Faherty, Regional Controller
 - Jane Andrews, Regional Controller
 - Daniel Bowles, Assistant Controller
- **Facilities and Real Estate Management**
 - Nolan McCoy, Director
 - Myrtle Wright, Admin
 - Chrisitin Kinman, Project Manager
 - Doug Johnson, Project Manager
 - David Owens, Project Manager
 - Matt Reagan, Project Manager
- **Information Technology**
 - Marcus Madsen, Director/CIO
 - Karen Giron-Rodriques, Admin
 - Wenan Zhao, Systems Administrator
 - Michael Weschler, Web Developer
 - Dan Honemann, Database Administrator
 - Greg Lucas, Infrastructure & Security Manager
 - Joe Sefiani, Network & Telecom Specialist
 - Open, Data Specialist Parishes
 - Tigist Gebeyehu, Database Admin
 - Ron Hurt, PIMS Manager
 - L'Tanya Crosby, PIMS Coordinator



Management Services Personnel Listing

- Building Operations
 - Hugh Andes, Manager
 - Charles Quick, Superintendent
 - Michael Raszkievicz, Maintenance Associate
 - Debra Branch, Mail Room Clerk
 - Mary Tobias, Receptionist



Department of Development FY20 Budget and Use of Cathedraticum

Annual Appeal for Catholic Ministries \$6-8 million campaign. Parishes receive approx. \$2.5 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.

Total Cost Budget	\$ 2,743,232
Less Support	
Fees from Annual Appeal	(604,689)
Fees from CCF	(697,265)
Fees from Embracing Cap Camp.	(49,352)
Other fees & gift income	<u>(575,636)</u>
Cathedraticum Used	\$816,290
5.7% of Total Cathedraticum	

Operating funds generated by these campaign efforts (not including the Embracing Our Mission) provide approx \$13 million in funds used by parishes, schools and organization each year.

A return on investment of \$16 for every \$1 of cathedraticum supporting the department



Department of Development Personnel Listing

- Department of Development

- Pat Madden, Executive Director
- Cessy Torsella, Admin
- Terri Brashears, Operations Director
- Kim Montgomery, Regional Director
- George Reed, Regional Director
- Matt Anthony, Assistant Director
- Jennifer Hammand, Grants Administrator
- Schattakka Dennis, CCF Associate
- Lisa Wright, Regional Director
- Open, Researcher
- James Vitrano, Communication Specialist
- Karen Brackin, Gift Processing
- Nicol Hudson, Systems Administrator
- Open, Data Analyst
- Robert Baron, CCF Accountant
- Open, PIE Coordinator
- Maria Branco, Restricted Appeal Coordinator
- Open, Major Gifts
- Mark Talcott, Major Gifts
- Open, Manager



Department of Human Resources

FY20 Divisional Budgets and Use of Cathedraticum

• HR Central Services	\$524,683
• HR Field	\$479,555
• H&B/Risk Insurance	\$66 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	<u>\$900,163</u>
Cathedraticum Used	\$ 900,163
6.3% of Total Cathedraticum	

Cost of Health & Benefit Programs

Administration budget	\$2,578,054
Premiums, Claims and Other	<u>50,367,456</u>
Total Annual cost	\$52,359,214
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>(52,359,214)</u>
Cathedraticum Used	Zero

Cost of Risk Insurance

Administration budget	\$1,630,017
Premiums, Claims and Other	<u>9,491,215</u>
Total Annual cost	\$11,121,232
Less support:	
Monthly billing to participating parish, schools and org.'s	<u>\$(11,121,232)</u>
Cathedraticum Used	Zero



Human Resources Personnel Listing

- **HR Central Services**
 - Joe Smith, Executive Director
 - Steve Anderson, Manager
 - Open, Admin
- **HR Field**
 - Molly Fern, Training Manager
 - Rrgina McCurdy, Employee Relations Manager
 - Connie Vagrin, Employee Relations Manager
 - Eileen. Bowman, Recruiter
 - Colleen. Kuhn, Admin
- **HR Management System (HRMS)**
 - Minh. Nguyen, Manager
 - Jessica Riley, Analyst
- **Health & Benefits Insurance**
 - Chris Cossaboon, Director
 - Karen Funk, Sr. Benefits Specialist
 - Mary Jo Barranco, Benefits Specialist
 - Shawndedra Thomason, Operations Specialist
 - Christine Copper, HRMS Specialist
 - Tricia Wetzel, HHRMS Specialist
 - Michael Martino, Admin
- **Risk Insurance (Mgmt Services)**
 - Tom Alban, Director
 - Cathy O'Brien, Risk Specialist
 - Diana Appel, Admin
 - Jim Dimmer, Risk Specialist



Department of Catholic Schools

FY20 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 FY20 \$3,625,000

Partners in Excellence	\$1,600,000
Archdiocesan School Fund	865,000
Annual Appeal/EOM/CCF	1,160,000

Total Cost Budget	
Total cost of administration	\$2,566,392
Less Support	
Fees from schools per enrollment	(341,333)
Reimbursement of group purchase	(132,853)
Program Fees	(353,878)
Endowment from CCF	(154,060)
Investment Income	(6,875)
Grants and Other	<u>(55,000)</u>
Cathedraticum Used	\$1,522,393

10.6% 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
 - K. Murphy, Assoc. Superintendent
 - L. Glenn, Admin
 - C. Brown, Assoc. Superintendent, School Leadership & Community Schools
 - D. Robinson, Regional Tech
 - J. McClure, Admin
 - Open, Operation TEACH Coordinator
 - Open, 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
 - J. Lindstrom, Specialist
- Child Nutrition Team (Separate Budget)
 - Isabelle Gerber, Coordinator
 - April Bain, Administrator
 - Cafeteria workers at supported schools



Department of Evangelization

FY20 Divisional Budgets and Use of Cathedraticum

•Executive Director	\$286,339
• Prison Ministries	\$163,523
• Office of Worship	\$243,221
• Respect Life/Project Rachel	\$202,639
•Hispanic Ministry	\$174,925
• Marriage and Life	\$215,120
• Disability Ministries	\$175,086
• Catechetical & Pastoral Form.	\$533,020
• Youth and Young Adult	\$939,850
• Msgr. O'Dwyer Retreat House – Own budget – Zero tax	

Total cost budget =	\$2,933,722
Less Support	
Service contracts w/prisons	(84,412)
Religious Ed fees	(130,000)
Grants from AAA/CCF	(594,322)
Hispanic Ministry	(15,000)
Camp Glow program fees	(50,000)
Marriage Prep program fees	(45,875)
Project Rachel/Respect life	(5,390)
Youth Program fees	(182,220)
Newman Centers @ Univ collections	(25,000)
Investments/Other	<u>(34,073)</u>
Cathedraticum Used	\$1,767,431
12.3% of Total Cathedraticum	

Adult Oriented Evangelization

- Prisons - Deaf - Disabled
- Formation Curriculum - Marriage & Family
- Special liturgy (Chrism/Rite of Election)
- Hispanic Formation - Mid-Atlantic Congress

Youth Oriented Evangelization

- 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
 - K Schisler, Admin
- **Respect Life Office**
 - J. Coughlin, Director
 - Open, Coordinator
 - A. Erardi, Admin
- **Special Needs Ministry**
 - B. Fleming, Director
 - C. Duck (PT)
- **Marriage and Family Life**
 - E. Herrera, Director
- **Catechetical & Pastoral Formation**
 - X. DeBroeck, Director
 - R. Deludos, Admin.
 - C Cabaniss, Coordinator
 - K. Torrey, Coordinator
 - Open, Program Assistant
- **Youth & Young Adult & Campus Ministry**
 - C. Gould, Director
 - M. Haigly, Admin
 - S. Jarzembowski, Coordinator
 - Fr. M. Buening, Campus Ministry
 - Stipend Assistance
- **Hispanic Ministry**
 - L. Salinas, Director
 - L. Pappas, Admin



Shared Services – FY20 Budget

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

Shared Services Area:

Legal Representation	\$750,000
USCCB and MCC Annual Dues	831,602
Support of Cathedrals	176,546
Energy Cooperative	48,000
Other	<u>204,945</u>
Total Shared Service Costs	\$2,011,093

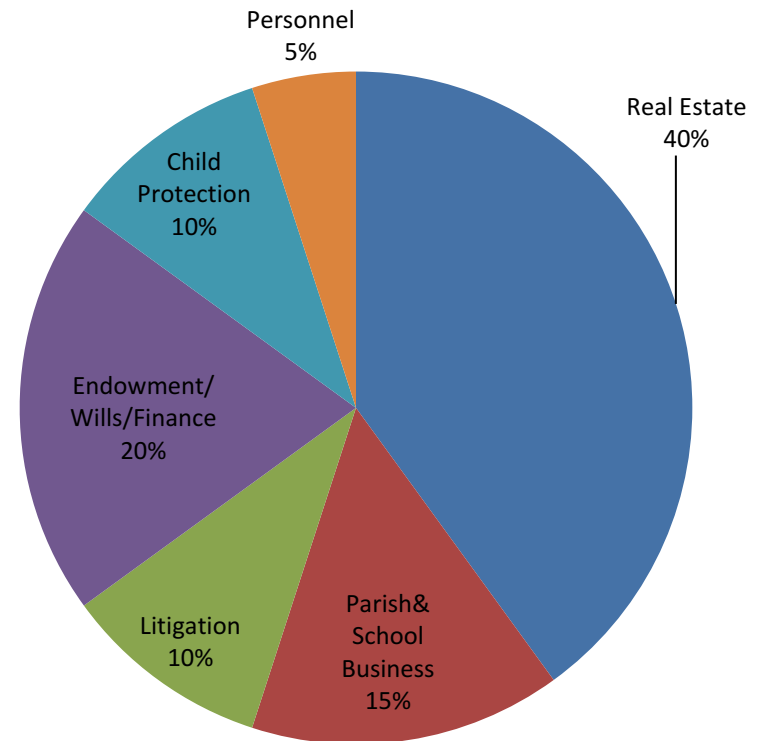
Less Support:

Estimated unfilled labor in core budget	\$ (643,000)
Grant Income – Annual Appeal	(200,000)
Unrestricted/Unknown gifts *	(144,800)

Cathedraticum Used \$1,023,282
4% 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 2020

(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	1,450,000
PIE Tuition Assist. – Need Based (city)	1,550,000
Subsidy Assistance	560,692
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)	569,700
Clergy on Assignment other than parish	499,363
 Total External Assistance	 \$5,303,755

Sources of External Funds

School Related Items:

School Assessments from Parishes	\$700,000
Rental/Sale of old school real estate	265,000
Annual Appeal for Catholic Ministry	515,000
Catholic Community Foundation	727,870
Income from Unrestricted Investments	1,100,000
Grants/Gifts from Foundations to Archbishop	490,663
PIE Pledges/OTG/Use of Surplus	<u>1,411,822</u>
Grants from Known Sources	\$ 5,210,355
Unrestricted Gifts/Bequest (not Identified)	93,400
 Total Sources to Pay for External Budget*	 \$ 5,303,755

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