

Parish Name: St. Peter

Location: Wellsboro

Parish Website: www.stpeterswellsboro.com

Parish Name: St. Thomas the Apostle

Location: Elkland

(Mission-St. Catherine, Westfield)

Parish Website: www.stthomaselklandpa.com

ST. PETER'S
PARISH PROFILE

A. BASIC STATISTICAL INFORMATION

Parish Membership	June 2020
Families/Households - Total	412
Catholic	400
Ecumenical/Interfaith	12
Parishioners - Total	879
Children (under 18 years)	

Current Mass Schedule	Location	Time
<i>Weekend Mass</i>		
Saturday Vigil		5:00 p.m.
Sunday		8:30 a.m.
<i>Daily Mass</i>		
Monday		----
Tuesday		7:30 a.m.
Wednesday		12:10 p.m.
Thursday		12:10 p.m.
Friday		12:10 p.m.
<i>Confessions</i>		
Saturday		4:30 – 4:45 p.m. or by appointment
* Weekend Mass Attendance (October Count)		425 (2018); 396 (2019); 132 (2020 COVID)

Religious Education (w/Youth Group)	Total
Catholic School Elementary	
Catholic School Secondary	
Parish Religious Ed – Pre K-Grade 8	72
Parish Religious Ed – Grades 9-12	40
Adult Religious Ed (estimate)	50

Rite	June 2018	June 2019	June 2020
Baptism - Total	15	12	5
Infant (and up to age 17)	13	12	5
Adult	2	0	0
Received into Full Communion	3	1	1
First Communion (include adults)	9	1	1
Confirmation	5	6	1
Marriage - Total	1	2	3
Catholic	1	1	2
Ecumenical/Interfaith	0	1	1
Anointing of Sick (estimate)	67	50	55
Christian Burial	15	12	13

B. PARISH LIFE AND MINISTRY DESCRIPTIVE NARRATIVE: (Completed by departing Pastor):

1. Parish Pastoral Council (status of formation and pastoral planning efforts:) During the pandemic, parish council activities and meetings were largely suspended. However, prior to the pandemic we were working on the pastoral vision and plan for Saint Peter's and Tioga County. I had been planning to begin meeting anew in September. I had the goal of continuing work on the pastoral plan based on the bishop's updated information. I also had the goal of a new parish directory. There was also the potential to work on an outreach to inactive parishioners.
2. Parish Finance Council (Status of development and function:) The finance council meets four to six times a year on Wednesday mornings. We will be meeting once before I leave to finalize the budget for next year. The financial condition of Saint Peter's has been good.
3. RCIA and Adult Faith Formation: This takes place on an as needed basis. As people express an interest in the Catholic Faith, I work with them personally and form them. When they are ready they are brought into the Catholic Faith. The first two years I was assigned to Saint Peter's we had a relatively large class of people. However, the norm now is for one or two people at a time to express interest. I meet with them personally and decide on the route of formation on an as needed basis. This year I brought two people into the Faith. I am currently working with a husband and a wife and their small child.
4. Parish Religious Education for Children and Youth: This takes place on Sunday following the 8:30 Mass. In the fall, the Sunday Mass at Saint Thomas moves from 10:30 to 11:30. This allows me to be present as needed to the CCD classes, hear Confessions and talk to classes as requested.
5. Youth and Young Adult Ministry: Saint Peter's has a small youth group. During the pandemic we have not been meeting. However, the DRF is planning some late summer,

early fall activities such as attending a baseball game, a hockey game, bowling, etc. We are also planning a Summer Vacation Bible School for the end of July.

6. **Parish Service and Social Concerns:** we have an active social concerns committee that plans several outreaches throughout the year. One of the projects I was planning was to have our committee cook and provide a Thanksgiving/Christmas dinner for the inmates at the Tioga county prison. The parish would pay the cost for the food, the committee and volunteers would prepare the food.
7. **Welcome/Hospitality/Fellowship:** During the summer months, but not during the pandemic, the parish council would prepare a breakfast for the parish. We also had coffee and donuts available for the people.
8. **Women's and Men's Organization:** We have a women's Scripture study that meets on Tuesday mornings.
9. **Other Ministry:** Christlife program that runs during the fall, winter and spring months. During the summer we have movie nights. There are parish dinners throughout the year. There is a Christmas Day dinner in our parish hall open to anyone. We usually have about 20 people attend. There is, on Wednesday mornings, at 7:00AM a "Prayer Breakfast" at the local Presbyterian Church, This is an ecumenical activity. Many of our parishioners attend. I and the Presbyterian pastor have taken turns leading the breakfast. Volunteers sign up to cook breakfast. This takes place during the fall, winter and spring months, but was suspended during the pandemic. There is a Lenten program that our parish participates in during Lent with the other area churches.
10. **Condition of Physical Plant and Immediate Needs:** We are in the process of replacing the HVAC in the parish hall. This is in progress. The back rectory roof is also to be replaced. This will be in progress. Whether this will be completed by the time I leave I do not know at this time. I expect it will be completed by summer's end. I have completed a lot of capital projects during my time here. A few major projects that will need to be done in the next 5-10 years: rectory top roof, rectory porch, re-pointing of the rectory chimney, flat roof over the hallway in the parish center, We have a building fund that the parishioners contribute to. This fund is not assessed and is used for capital projects. As we save money, we tackle projects. There is, however, enough money in savings to cover any unexpected problem that may arise.
11. **Cemeteries:** There are two cemeteries. There is a separate cemetery account that is well funded to cover any expenses related to the cemeteries. There is a small cemetery in Antrim that Saint Peter's inherited, and a parish cemetery in Wellsboro.

C. FINANCIAL INFORMATION

Income Statement	June 2018	June 2019	June 2020
Total Revenue	687,868.	439,126.	397,295.
Total Expense	478,217.	565,743.	401,955.
Net Income (loss)	189,651.	(126,616.)	(4,660.)

Balance Sheet	June 2020
Cash on Hand	21,979.
Current Debt	----
Savings	136,830.
Other Financial Information	
Outstanding Diocesan Assessments	8,686.
Annual Appeal Goal	43,000.

Comments on Financial Health/Needs of Parish (Completed by departing Pastor):

I have never experienced any monetary worries since I have been pastor. There is sufficient money in our savings accounts to cover unexpected emergencies. The people are generous. This year we do have an operating deficit, however, that is due to the pandemic. I am not concerned about it, we had plenty of money to pay our bills.

I was intending in the fall to write to the parishioners and attempt to get the offerings back to pre-pandemic levels. I did not push money this year because of the pandemic, but the people came through for the parish on the whole.

The Diocesan Annual Appeal, sadly, took a nose dive after the “Summer of Shame in 2018.” Before the scandal, Saint Peter’s always went over the goal by a generous amount. After the scandal of 2018, we no longer reach the goal, but we do get close. I did not strongly push the appeal this year because of the pandemic. Even without me pushing the appeal, however, we got close to the goal.

I do not anticipate monetary concerns on the whole for the new pastor. The parish isn’t rich, but at the same time, money has not been a concern since I have been pastor. We have had the money to do what we need.

D. PARISH STAFFING LEVEL

Position Title	Full Time (FT) Part-time (PT)
Pastor	FT
Secretary	PT
Business Manager	FT
DRE/Faith Formation and Youth Ministry	PT
Maintenance Staff (1)	FT

ST. THOMAS THE APOSTLE
PARISH PROFILE

A. BASIC STATISTICAL INFORMATION

Parish Membership	June 2020
Families/Households - Total	144
Catholic	77
Ecumenical/Interfaith	67
Parishioners - Total	267
Children (under 18 years)	23

Current Mass Schedule	Location	Time
<i>Weekend Mass</i>		
Saturday Vigil	St. Catherine's	7:00 p.m.
Sunday	St. Thomas the Apostle	10:30 a.m.
<i>Daily Mass</i>		
Monday	St. Thomas the Apostle	9:00 a.m.
Tuesday		
Wednesday		
Thursday		
Friday		
<i>Confessions</i>		
Saturday		
* Weekend Mass Attendance (October Count)		103 (2018); 99 (2019); 57 (2020 COVID)

Religious Education (w/Youth Group)	Total
Catholic School Elementary	
Catholic School Secondary	
Parish Religious Ed – Pre K-Grade 8	10
Parish Religious Ed – Grades 9-12	
Adult Religious Ed (estimate)	0

Rite	June 2018	June 2019	June 2020
Baptism - Total	0	3	2
Infant	0	3	2
Adult	0	0	0
Received into Full Communion	0	0	0
First Communion (include adults)	4	0	0
Confirmation	1	0	4
Marriage - Total	1	1	1
Catholic	1	1	1
Ecumenical/Interfaith	0	0	0
Anointing of Sick (estimate)	120	20	20
Christian Burial	5	10	3

B. PARISH LIFE AND MINISTRY DESCRIPTIVE NARRATIVE: (Completed by departing Pastor):

1. Parish Pastoral Council (status of formation and pastoral planning efforts) We have pretty much been working on the exact same things as Saint Peter's.
2. Finance Council (Status of development and function) Finance meets 4-6 times a year. The finance council at Saint Thomas prefers that the pastor keep them in the loop as to capital expenditures. If I need to embark on a capital expenditure, I do not just do so without running it by the finance council. I try to respect them and keep them in the loop.
3. RCIA and Adult Faith Formation: As needed basis. I have two people, a husband and a wife and their child that I am working with currently.
4. Parish Religious Education for Children and Youth: Saint Thomas is a relatively small parish. I give the parents the option to home school their children or enroll them in Saint Peter's CCD. For the home schoolers the parish pays for any materials the parents may need. All of the families have chosen to home school their children. Sacramental formation on the years students receive sacraments is on an as needed basis.
5. Welcome/Hospitality/Fellowship: Prior to the pandemic I started the practice of coffee and donuts after the Masses on Saturday and Sunday once a month.
6. Women's and Men's Organization: Knights of Columbus that is active and looking to restart after the pandemic. I began the practice of Monday evening Mass prior to the meeting.
7. Condition of Physical Plant and Immediate Needs: The former pastor let a lot of needed maintenance go. In his defense, at the time, the parish was in debt and money was not available for capital needs. I have put considerable money into the structures since I have arrived. In April, we had a high wind storm that damaged some of the siding on the back of Saint Thomas Church. Work to repair the damage, install a new boiler room door and replace a broken window in the back of the Church is in progress. The church hall used in Westfield will eventually have to be torn down; but not immediately. Other than that I cannot think of any immediate needs. There is plenty of money on hand in the special account to cover any unexpected emergencies.
8. Cemeteries – N/A

C. FINANCIAL INFORMATION

Income Statement	June 2018	June 2019	June 2020
Total Revenue	171,138.	274,422.	162,704.
Total Expense	170,429.	215,403.	154,250.
Net Income (loss)	652.	59,109.	8,454.

Balance Sheet	June 2020
Cash on Hand	10,788.
Current Debt	----
Savings	128,550.
Other Financial Information	
Outstanding Diocesan Assessments	----
Annual Appeal Goal	13,000.

Comments on Financial Health/Needs of Parish (Completed by departing Pastor):

Saint Thomas Parish is probably in the best financial shape it has ever been. I do not anticipate any monetary worries for the new pastor.

D. PARISH STAFFING LEVEL

Position Title	Full Time (FT) Part-time (PT)
Pastor	FT
Secretary	FT