

Thanks to everyone for being on this call. I want to give one update to all of the different members of the Finance Council, Parish Council, Board of Education, and OLV Foundation, so we can know where things currently stand in our parish. I also know that many of you are on the front lines of fighting COVID-19, so again, I appreciate your time this evening. I will begin by leading us in a prayer, and then I will give some further instructions for this conference call after our prayer. In the Name of the Father...Our Lady of Victory, please pray for us.

If you want to follow along with my presentation, I sent an outline out to all of you via your email about an hour ago. I am sorry that it came to you so late, but as many of you know, things are changing at a quick pace these days.

This conference call is being recorded. It is my plan to make it available through the parish website, so all parishioners can have a chance to listen to this update. I will also develop a summary on the parish website as well for everyone to have.

For those who have not been on a conference call like this before, there are a couple of things to remember. Unless you want to ask a question, please put your phone on mute if you are able. We will all be able to hear you and any background noise. You can put your phone on speaker, but again, please put it on mute or we will experience feedback during our call together.

If you have specific questions, please hold them until the end of my presentation. You can also email me your questions throughout my presentation if that would be easier for you. I have my email open right now. We will take as much time as we need to answer questions. However, please know that I may not have an answer for your question at this point in time. I, along with the parish staff, would rather give no answer at this point in time than give something that is inaccurate.

There will be three parts to my presentation: I am going to recap where things are at this moment in time. I will then give you the status of where we have come within the last week. We will then end my presentation with the planning principles that will be guiding our parish in the coming days, weeks, and even months, depending on the spread and effects of COVID-19

Where things are at right now on Tuesday, March 24th.

As we announced in the letter that I sent to every household, all parish liturgies are cancelled until further notice. Many of you are probably wondering how long this suspension will actually be. The current recommendation from the CDC and other government officials is that there should be no gathering of more than 10 people until the end of March. Furthermore, they are recommending that there should not be gatherings of over 50 people until the middle of May. The daily updates given by the COVID-19 task force have been indicating that the above recommendations could be extended. Therefore, when the diocese tells us that all liturgies are cancelled until

further notice, there is no guidance on when they would be making any decisions about when they will give us the green light to gather back together.

There are many more events that are suspended until further notice, and again, we will give more information when we are able after being informed by the diocese on what is allowed. Please see the parish website for a complete list of events that have been cancelled or postponed.

Please know that there can still be baptisms, weddings, and funerals during this time. There are many restrictions placed on these events, but again, please know that the parish can address these immediate pastoral needs. If you have any specific questions about these events, please contact me directly and I will guide families through the restrictions along with what is possible and what is not possible given the current recommendations and guidance given by the diocese and government officials.

I have directed that all in-person meetings here at parish are cancelled until at least April 13th in accordance with diocesan directives. If this directive is extended, we will comply here on the campus. Many of these meetings will be cancelled, but we are working on finding alternative ways to meet and make decisions as you are witnessing tonight. Therefore, thank you in advance for your patience as we work out other means of getting us to communicate with each other.

JFK will not offer in-person instruction or allow any extra-curricular activities until at least April 13th. Chad and his staff are doing an amazing job adapting to the current learning environment. I have no doubt they will meet every challenge head on, and as I will explain later in my presentation, he and his staff are continuing to plan for the future. Chad is on this phone call, so thank you very much for your leadership during these days. As Chad mentioned in his Principal Posts, Dianne Siefers, who coordinates technology for the school and parish, is truly a hero in our community right now. If you get a chance, please email her to thank her for everything she is doing as our community makes several leaps in technological capability in the coming days and weeks.

For the latest information about the school, please check the Principal Posts for the best and most up-to-date information.

If you or someone you know is either in quarantine or has received a diagnosis of COVID-19, please let me or one of the parish nurses know. First and foremost, this means that people can pray for you, but this information also helps people make decisions about resources and further actions to be taken.

Where we have come in the last eight days...

As I mentioned already, Chad and his staff have been working continuously to make sure that JFK rises to the challenges being placed on school families. If you have a child at JFK, you have found out that you and your family are going to be busy over the

next three weeks. If any school family has questions or concerns, please have them reach out directly to their student's teachers, and again, we will help and assist you in the best way that we can. As I mentioned above, the best information for everything that has happened within JFK can be found in this Principal Post.

The parish has ramped up its on-line presence over the last week. Until further notice, we will have the following resources available:

- On the parish website, you will find a special prayer request section. For those who want their prayer requests to be made public, they will be added to the parish website. Please continue to let our community know how we can pray for all of you.
- There will be a daily email from the parish until further notice. The same information that goes out through these emails will also be put on Facebook for the parish as well.
- A daily meditation will be available until further notice. This daily meditation will also be available to those who do not have internet by calling a local telephone number: (563) 217-1020
- A weekend Mass will be recorded and available every Sunday Morning. We are planning to have at least a recorded Holy Thursday, Good Friday, and Easter Sunday Mass.
- Jennifer and Evan are working on plans to help families to continue with faith formation. They will also be communicating to First Communion and Confirmation families.
- We will develop some additional ministry here at the parish, especially to all of the young adults who are now home with their parents. If any of you have any suggestions on young adult ministry or any other ministry, please do not hesitate to let us here at the parish know.
- Many of you have identified yourselves as being willing to help out anyone in need during this crisis. The list of volunteers continues to grow every day. We have not had many requests from parishioners as of yet, but I expect that this will change. Therefore, if you know of someone in need, please have them call the parish office. Those in need do not have to be parishioners. We need to take care of everyone right now to the best of our abilities. The parish office hours have been extended to meet this need. The parish office will be open from 7:30AM until 6:00PM, Monday through Friday. It will also be open on the weekends from 8:00AM until 4:00PM. If we need to extend these hours more, we will.
- We will continue to publish our weekly parish bulletins. We will begin mailing out bulletins to parishioners who request them. A postcard will be in the mail today to all parishioners talking about this initiative and a couple of other important reminders. If you know of someone who would like to receive a bulletin at home, please have them email the office or call the office.
- We are developing a plan to try to contact every registered family in the parish every three weeks while we face COVID-19. The parish nurses are focusing on parishioners above the age of 70 right now, and we will provide additional

support to those who need support during this difficult time. However, with the number of volunteers that we have, we can contact all 1400 families every three weeks. Once we get the logistics figured out, this will not be a problem.

- Our list of technological resources continues to grow every day, and the parish staff is becoming more proficient everyday.
- Our existing resources from Formed.org and other websites will be promoted.
- I am happy to report that we have received 160 pledges to the capital campaign. We have received around \$190,000 already, and there is around \$550,000 pledged. We continue to receive pledges in the mail from parishioners. I know that many of you on this call have donated to the campaign, so thank you for making a sacrificial gift to the campaign. The parish's generosity continues to amaze me. As I have mentioned in several of my communications, we are not suspending the campaign because the needs still exist, but this has gone to the back burner given everything that is going to go on here until liturgies and activities are restored.

I will now let you know some planning assumptions that we as a parish have to be prepared for depending on how things develop in the coming days:

1. I just talked about the Capital Campaign, so let me begin with the fact that none of those projects listed in the campaign will be scheduled until further notice. If there ends up being a critical issue with one of those projects, we will mitigate it. However, none of those projects will be scheduled until parish cash flow has stabilized after we get back to having liturgies.
2. We have to be prepared for the high probability that there will be no in-person instruction at JFK throughout the rest of the school. Chad and his staff are great, and they will meet this need. It is my prayer that this does not happen for the sake of families, but this is one of my primary planning assumptions. Please know that certain school staff have been asked to apply for unemployment with the current three week suspension, and if there is no in-person instruction for the rest of the school year, more action will have to be taken to reduce personnel costs. Over 80% of our school budget is personnel, so this is truly the only area of the budget that can significantly lower our costs. Furthermore, with the uncertainty about when and how we can do the Gala, we again will have to look at our staffing to address any budget shortfalls.
3. We will work with parents on tuition. The economic predictions for our local community are changing daily, so I know that tuition payments might be a challenge for some families. Therefore, please be assured that the parish will figure out how everyone can get through the coming months of this financial and medical crisis. We are currently working on a tuition guidance document that will be sent out to parents by the end of the month. Please continue to register your children for next year and the early tuition discount has been extended for families.
4. Our community has to be prepared for the possibility that we will not have any public liturgies for at least eight weeks. It is our best estimate that we will lose

somewhere between \$13,500 to \$15,000 every week we don't have a collection. Starting this weekend, we will begin heavily promoting ways for parishioners to give in support of the church, especially through electronic giving. I have not pushed these realities yet because I wanted things to settle down in people's lives before we ask them to give sacrificially to the church. With all of this being said, we do not know how much money we will end up losing because of not being in church, by people being affected by the sudden economic downturn, and the higher probability that there may be some people who will not come back to church after they have gotten out of the habit after 8 weeks. We will be working constantly to have an accurate cash flow analysis with the best information that we have coming in from the various sources of information that we have.

5. The Finance Council will be meeting every other week to help provide guidance on the finances of the parish. Bernie Mack, Judy Johnson, Molly Crosby, Hollie Matthys, Jamie Loftus, and Matt Osen are committed to making sure that our parish is in the best position now and when we are able to re-engage in all of our activities. I also have appointed Steve Frank to the Finance Council as full voting members starting with our next meeting, which will be next Monday. Under their direction, we will have up-to-date cash flow projects that will enable us to weather this storm. The number #1 assumption right now is that all employees will be paid on time, no matter what comes our way. We will also have an emergency plan in case giving does not come around in the days and weeks to come. Since we have not formally voted on this plan, I will not be discussing specifics of this plan this evening in case this was one of your questions at the end of the meeting.
6. What I am going to say next is embargo information until this coming weekend, but our parish will be receiving a second priest who will begin on July 1st. The priest's name will be in next week's Catholic Messenger. We will also be running a full biography and other introduction in next week's bulletin. Therefore, we will be planning for his arrival towards the end of June.
7. I also have some additional information to share with you that will be embargoed until this coming weekend. I have been asked by the Bishop to serve as one of two vocation directors for the coming year. It looks like my duties for this new position will be focused on supporting the seminarians and those men who are in the application process, but I will have some additional duties at the Chancery to support the Vocation office. The diocese will reimburse the parish for my time spent in this new role, but I imagine that this responsibility will not have a negative impact on the parish, especially with a second priest being assigned full-time to OLV.
8. Another assumption is that we will have to plan for the possibility of layoffs among the parish staff. As many of you know, our parish staff members are currently not eligible for unemployment benefits under Iowa law. Since many of them are part-time, they would not have benefits even under the loosest situations. Furthermore, we have to assume that there will be no unemployment benefits for non-profits in any legislation that is going to be passed by the federal government. Therefore, in our planning, we will have to

decide how we will compensate any employees that might be affected by being laid-off.

9. We have to assume that there will be no financial support from the diocese. Even if there is such support, I do not know when it would come and what amount.
10. Last assumption: Regardless of what is said by any government decree, the parish office will remain open. We will have a contingency plan on how to answer the phone even if we did have to shutter the parish office.

At a staff meeting today, we ended our meeting by sharing that each of us is convinced that some amazing things are going to happen here in our parish and school even though we have some significant challenges ahead of us.

Thank you very much for your patience during my presentation.

Before we open the floor to questions, please let me see if there are any questions that have been emailed to me during my presentation.

As we open things up for questions, please remember that you will have to take your phone off of mute, and please say your name and which committee you belong to since there are so many of us on this call. There is no rush because I will stay on this call for as long as it takes to answer your questions. If any of you need to go, please do so. You just need to hang up your phone when you need to leave.

The floor is now open for questions.