

# REDACTED

## CHURCH ADMINISTRATION

Purpose: To assist the Bishop in responding to those needs by sharing responsibility in Diocesan Administrative and Financial planning. Particularly by recommending guidelines and procedures in the following areas: Budgets, Financial Planning, Goal-setting, Insurance, Organizational Procedure, Pension Administration, Planning.

## MEMBERSHIP

ev. Msgr. I. Brent Eagen (Chr.)

ev. Msgr. Charles Young

ev. Msgr. William Spain

Rev. Peter Covas

Phillip Straling

ev. Francis Pattison

:. Mary Jo Anderson

so White

ed Miller

rances Jenkins

armely Ferrie

ohn McCabe

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, November 14, 1979 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Barry M. Crane  
Mr. James Haskins  
Mr. Leo White  
Mrs. Frances Jenkins

Sister Carolyn Link  
Diocesan Pastoral Council  
P. O. Box 80428  
San Diego, CA 92138

The following members were absent:

Rev. Msgr. Charles Young  
Mr. Fred Miller

The following individuals were also present  
at the request of the Commission:

Mr. Roberto Martinez  
Mr. Jose Loza

APPROVAL OF MINUTES OF PREVIOUS MEETING.

Following review of the Minutes of the meeting of July 12, 1979, the Minutes were approved by the Commission as mailed.

REVIEW OF BUDGETS OF MINISTRY TO THE HISPANICS.

The Commission conducted a discussion with Mr. Martinez and Mr. Loza regarding the role of the Commission in determining budgetary limits of the various activities within the diocese. It was the concern of Mr. Martinez that the spiritual needs of the Hispanic community, estimated to number approximately 250,000 within the diocese, could be adequately financed by the limits established by the Commission. Mr. Martinez further inquired of the Commission as to what criteria is used to determine the budgetary limits of the various departments which minister to the Hispanics.

	1978-79	1979-80
Spanish Speaking Executive Commission	\$ 6,000	\$ 9,200
Hispanic Evangelization	27,600	21,500
Mexican American Conference	62,719	64,317
Religious Education Consultant		19,672
		\$114,689

Msgr. Eagen and other members of the Commission emphasized that money spent in the ministry to the Hispanics is not accurately reflected solely in the budgets of those commissions which minister exclusively to the Hispanics. All activities of parishes and the

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, November 12, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. John D. Boyce  
Mr. James P. Haskins

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of July 2, 1981, the Minutes were approved as read.

BUDGET REVIEW

St. Francis Seminary. The Commission resumed review of the budget of St. Francis Seminary which requests a diocesan subsidy of \$194,848. Msgr. Eagen reported to the Commission that the seminary had substantially complied with or was in the process of complying with the Commission's request at its last meeting. The accounting firm of Arthur Young & Company has been engaged to audit previous years' income and expense reports and to bring current all student accounts. Further, all efforts are being made to bring current accounts payable to the University of San Diego. Further, steps are being taken to monitor tuition accounts owed by seminarians.

Msgr. Eagen explained to the Commission that the program at St. Francis Seminary is very successful and widely acclaimed. The seminary has been used as a model by other dioceses and has become a very good regional college seminary. However, as the seminary is the first exposure of the seminarian to the institutional church, the seminary within its program of priestly formation, must give the seminarian an appreciation for accountability of funds. Further, as the seminary is heavily supported by Stewardship, the training of the seminarian to be more sensitive to accountability should lead to a greater appreciation of the Stewardship program.

Discussion yielded the consensus that insofar as the diocesan accounting computer has a large capacity, the seminary might benefit

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MEMBERS OF COMMISSION ON CHURCH ADMINISTRATION

Rev. Msgr. I. Brent Eagen - Chairman

Barry M. Crane - Secretary

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, CA 92075  
453-2545

Rev. Msgr. Charles P. Young  
St. Rose of Lima Church  
293 H Street  
Chula Vista, CA 92010  
427-1230

Rev. Francis Pattison  
St. Rita Church  
5124 Churchward Street  
San Diego, CA 92114  
264-3165

Sister Mary Jo Anderson  
2610 San Diego Avenue  
San Diego, CA 92110  
297-3549 (work-294-8111)

Mr. John D. Boyce

Mr. James F. Haskins

Mr. Leo White

Mr. Robert Taylor

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MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, July 2, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Mr. John D. Boyce  
Mr. James F. Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of May 21, 1981, Mr. Taylor moved for approval as mailed. The motion was seconded by Msgr. Young and subsequently carried.

BUDGET REVIEW

Catholic Community Services. The Commission continued its review of the budget for Catholic Community Services which requested a diocesan subsidy of \$441,830. The Commission also reviewed the listing of grants for fiscal year 1980-81 as divided between the Counties of San Diego and Imperial, a copy of which is attached hereto. Concern was expressed regarding the effect of proposed federal budget cuts on the number and amount of subsidies received by Catholic Community Services. It was recommended that Catholic Community Services exercise caution in budgeting and be prepared to meet any federal budgetary cut-backs.

Following review of the budget, Mr. Taylor moved for approval of a diocesan subsidy of \$425,000. The motion was seconded by Mr. Boyce and subsequently carried.

St. Francis Seminary. The Commission resumed review of the budget of St. Francis Seminary which requests a diocesan subsidy of \$194,848. At the Commission's request, Fr. Fawcett, rector, submitted his letter of explanation of June 23, 1981, a copy of which is attached hereto.

Discussion of the budget yielded the consensus that the approval of the budget would have to be finalized in the fall when final

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, May 21, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. James F. Haskins  
Mr. Robert Taylor  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. Leo White

APPROVAL OF MINUTES OF PREVIOUS MEETING.

Following review of the Minutes of the previous meeting of April 1, 1981, the Minutes were approved as mailed. With regard to the Minutes of the meeting of March 4, 1981, Msgr. Spain moved for the recognition and appreciation of the work of the existing advisory board to the Educational Ministry Department referred to therein. The motion was seconded by Mr. Taylor and subsequently carried.

DIOCESAN PASTORAL COUNCIL

Msgr. Eagen announced with congratulations the re-election of Mr. James F. Haskins as chairperson of the Diocesan Pastoral Council.

BUDGET REVIEW

Ministry to Priests. The Commission reviewed the budget for Ministry to Priests which requests a diocesan subsidy of \$36,654.19. The previous year's approved subsidy was \$31,260.

Following review of the material submitted by Fr. Dunn, Sister Anderson moved for approval of the budget as submitted. The motion was seconded by Mr. Taylor and subsequently carried.

Office of Financial Programs and Planning. The Commission reviewed the proposed budget for the Office of Financial Programs and Planning submitted by Rev. William A. Kraft. The budget requests a diocesan subsidy of \$40,200. The previous year's subsidy request was \$43,944.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, April 1, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Francis Pattison  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Sister Mary Jo Anderson

INTRODUCTION OF NEW MEMBER

On behalf of the Commission, Msgr. Eagen welcomed Mr. Robert Taylor to the meeting.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meetings of February 27, 1981 and March 4, 1981, the Minutes were approved as mailed.

BUDGET REVIEW

Spanish Speaking Executive Commission. The Committee reviewed the budget of the Spanish Speaking Executive Commission which requested a diocesan subsidy of \$9,500. Msgr. Eagen explained to the Commission that the purpose of the Spanish Speaking Executive Commission was to coordinate the activities of the various ministries to the Hispanics. The budget provides for part-time secretarial services.

Following review, Mr. Haskins moved for approval of the budget as presented. The motion was seconded by Mr. White and subsequently carried.

Council of Priests. Msgr. Eagen explained to the Commission that the Council of Priests receives income from dues in addition to a diocesan subsidy. This year the Council requests a diocesan subsidy of \$2,400. In addition, the Council expends that amount received from dues prior to requesting the diocesan subsidy.

Following review, Mr. White moved for approval of the budget as presented. The motion was seconded by Mr. Haskins and subsequently carried.

MINUTES OF MEETING OF  
COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, March 4, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Mr. John D. Boyce  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William E. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. James Haskins  
Mr. Robert Taylor

The following was in attendance at the request of the Commission:

Rev. William E. Elliott

BUDGET REVIEW

Educational Ministry (continued). The Commission continued discussion of the budgets comprising the Educational Ministry Department. Fr. Elliott distributed to the Commission corrected pages 21, 23, and 39, copies of which are attached hereto, which should replace those pages originally distributed in the complete budget packet.

Following review of the budgets, Msgr. Eagen thanked Fr. Elliott and commended him for the organization and timeliness of his budgets.

Discussion by the Commission yielded some concern regarding the difficulty in assessing the performance and success of the various departments of Educational Ministry. Suggestions made by the Commission included the possibility of the creation of a Board, possibly composed of heads of various deaneries, which would act as an informal review committee to assess the various programs.

Following discussion, Mr. Boyce moved for approval of the budgets of the Education Ministry Department as presented. The motion was seconded by Mr. White and subsequently carried.

STEWARDSHIP

Msgr. Eagen distributed to the Commission a breakdown of Stewardship 1980, a copy of which is attached hereto. A review of the

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Tuesday, September 30, 1980 at the Mission San Diego de Alcala, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Mr. John D. Boyce  
Mr. James F. Haskins

The following were in attendance at the request of the Commission:

Mrs. Leo White

APPROVAL OF MINUTES OF PREVIOUS MEETING.

Following review of the Minutes of previous meeting of June 18, 1980, Sister Mary Jo Anderson moved for their approval. The motion was seconded by Msgr. Spain and subsequently carried.

BUDGET REVIEW

St. Francis Seminary. Msgr. Eagen announced to the Commission that the Seminary had achieved maximum enrollment of 33 students. Insofar as final Commission approval of the Seminary's budget was conditioned upon attendance, Sister Anderson moved for Commission approval of the Seminary's budget in the sum of \$140,451. The motion was seconded by Father Pattison and subsequently carried.

Seminarians in Theology. Msgr. Eagen informed the Commission that 21 seminarians were expected to participate in this program which is the number budgeted for this past Spring. Msgr. Spain moved for final approval of this budget in the sum of \$135,000. The motion was seconded by Mr. White and subsequently carried.

Continued Education of Clergy. The Commission reviewed Rev. Stephen G. Dunn's budget for the Continuing Education of the Clergy which provides for priests in graduate work. Following review, Msgr. Spain moved for final approval, adding that the diocese should be commended for the educational support provided priests. Sister Anderson seconded the motion which was subsequently carried.

CHURCH ADMINISTRATION COMMISSION

(8/1/80)

Msgr. I. Brent Eagen	10818 S.D.Mission Rd.	S.D.92108	298-7711	
✓ Msgr. William D. Spain	625 So. Nardo Ave.	Sol.B.075	453-2545	
✓ Msgr. Charles P. Young	293 "H" St.	C.V.92010	427-0230	
✓ Rev. Francis Pattison	5124 Churchward St.	S.D 92114	264-3165	
✓ Sr. Mary Jo Anderson	2610 S.D. Ave	S.D.92110	297-3549	Fall '79
✓ John D. Boyce				
✓ James Haskins				
✓ Leo White				
✓ Barry Crane				

✓ Robert Tuyen

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MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, June 18, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. John D. Boyce  
Mr. James F. Haskins  
Mrs. Frances Jenkins

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of May 21, 1980, Msgr. Eagen suggested that the Minutes clarify that theologians are priests and not seminarians. Sister Anderson moved for acceptance of the Minutes as amended. The motion was seconded by Father Pattison and subsequently carried.

BUDGET REVIEW

Msgr. Eagen announced to the Commission that Most Rev. Leo T. Maher had approved a diocesan subsidy of \$400,000 for Catholic Community Services. The subsidy is comprised of \$300,000 received through Stewardship together with \$100,000 provided by the St. Vincent de Paul Center.

Clergy Education Fund. Following review of the budget for the Clergy Education Fund, discussion was tabled until the next Commission regular meeting in September, 1980 by which time the program's needs will be more apparent.

Office of Financial Programs and Planning. Following a continuation of the Commission's discussion of May 21, 1980, Sister Anderson moved for approval of the budget which requests a diocesan subsidy of \$42,144. The motion was seconded by Father Pattison and subsequently carried.

Vocations. The Commission reviewed the budget for the Vocations Office which requests a diocesan subsidy of \$25,000. The previous year's approved diocesan subsidy was \$14,000. Father Dillabough, project director, explained in his memorandum of May 21, 1980 that the majority of the increase is due to the hiring of a full-time woman religious who will work in the Vocations Office.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, May 21, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Barry M. Crane

The following member was absent:

Mr. Leo White

Also present at the invitation of the Commission:

Rev. Douglas Regin  
Ms. Flo St. Morris  
Mr. Thomas Spencer

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of April 16, 1980, Sister Anderson moved for approval of the Minutes as read. The motion was seconded by Msgr. Young and subsequently carried.

BUDGET REVIEW

Clergy Benefit Program. The Commission reviewed the budget for the Clergy Benefit Program which requests a diocesan subsidy of \$112,569.00. Msgr. Eagen explained to the Commission that this budget represents the combination of priests' health insurance and pension plan. Following review, Mr. Boyce moved for approval of the budget as submitted. The motion was seconded by Mr. Haskins and subsequently carried.

Clergy Education Fund. The Commission reviewed the budget for the Clergy Education Fund which requests a diocesan subsidy of \$31,260.00. The previous year's subsidy for this program was \$24,500.00. Following review, the Commission directed Mr. Crane to obtain further information regarding the program and report to the Commission at its next regular meeting.

Clergy Higher Studies. Msgr. Eagen reported to the Commission that Clergy Higher Studies is the program which pays salaries, tuitions, living expenses and transportation for theologians. Further, the proposed budget allows for five theologians whereas the previous fiscal year's budget included two theologians.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, April 16, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Leo White  
Mr. Barry M. Crane

The following member was absent:

Rev. Msgr. Charles P. Young

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of March 26, 1980, the Minutes were approved as read. However, the Commission directed Mr. Crane to correct the Minutes of the meeting of February 27, 1980 to reflect the attendance of Mr. White at that meeting.

BUDGET REVIEW

Diocesan Pastoral Council. The Commission reviewed the budget for the Diocesan Pastoral Council which requests a diocesan subsidy of \$11,350. Approved diocesan subsidy of the 1979-80 fiscal year was \$14,994. Following review, Mr. Haskins moved for approval of the budget as submitted. The motion was seconded by Mr. White and subsequently carried.

Sisters' Council. The Commission next reviewed the budget for the Sisters' Council which requests a diocesan subsidy of \$4,100. The diocesan approved subsidy for the fiscal year 1979-80 was \$5,184. Mr. White moved for approval of the budget as submitted. The motion was seconded by Sister Mary Jo Anderson and subsequently carried.

Council of Priests. The diocesan subsidy requested by the Council of Priests is \$2,400. This budget subsidy request is the same as the fiscal year 1979-80. Msgr. Eagen informed the Commission that the subsidy requested provides for the salary of the Executive Secretary only, all other expenditures are provided from dues. Following review, Sister Mary Jo moved for approval of the budget as submitted. The motion was seconded by Mr. Boyce and subsequently carried.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, March 26, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Francis Pattison  
Mrs. Frances Jenkins  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Sister Mary Jo Anderson  
Mr. Leo White

Also in attendance at the invitation of the Commission:

Rev. William E. Elliott

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of February 27, 1980, the Minutes were approved as read.

BUDGET REVIEW

Department of Educational Ministry (continued). In response to inquiries by members of the Commission regarding checking accounts used by the Educational Ministry Department, Father Elliott submitted for the members' review, his memorandum of March 26, 1980, marked "Exhibit A", which is attached hereto. Father Elliott explained that he had been actively consolidating accounts and anticipates using only two accounts for the fiscal year 1980-81.

The Commission then continued review of the proposed budgets of the programs which comprise Educational Ministry. With the exception of restoring a Spanish-speaking consultant in the Imperial Valley, Father Elliott explained to the Commission that there would be no increase in staff proposed for the up-coming year. Further, where personnel positions are freed by departure of present personnel, preference will be given to those individuals who speak both Spanish and English. To aid the Commission in its review, Father Elliott submitted a summary sheet of March 19, 1980 (see attached Exhibit B) which includes his recommended revised requests. In addition, Father Elliott submitted for Commission review a memorandum of March 26, 1980, attached hereto and labeled "Exhibit C", which delineates all increases of subsidies above those budgeted for the fiscal year of 1979-80.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, February 27, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Mr. John D. Boyce  
Mr. Leo White

Also in attendance at the invitation of the Commission:

Rev. William E. Elliott

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of February 14, 1980, the Minutes were approved as amended.

BUDGET REVIEW

Department of Educational Ministry. With the aid of Father Elliott, the Commission reviewed the submitted budgets for the programs which comprise Educational Ministry. Father Elliott explained that all budgets submitted were approved by the Diocesan Board for Educational Ministry.

The Diocesan Board for Educational Ministry recommends to the Commission that an additional 2.6 staff employees be included for the up-coming fiscal year to be allocated as per Father Elliott's memorandum of February 14, 1980, a copy of which is attached hereto and incorporated herein by this reference. Father Elliott further assured the Commission that any pay increases included in the proposed budgets are a result of merit by the particular employee.

The Commission reviewed with Father Elliott the budgets of Adult Education, Campus Ministry, Educational Ministry (Vicar), Evangelization, Hispanic Evangelization and Liturgy and Prayer. Prior to completion of the discussion of the budget for Religious Education, further budget review was tabled until the next regular

MINUTES OF MEETING OF  
COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, February 27, 1981 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Fred Haskins  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Mr. John D. Boyce  
Mr. Robert Taylor

The following was in attendance at the request of the Commission:

Rev. William E. Elliott

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of September 30, 1980, the Minutes were approved as mailed.

BUDGET REVIEW

Educational Ministry. Father Elliott reviewed with the Commission the proposed diocesan subsidy of the Educational Ministry Department. Both budgets of the 11 departments comprising the Educational Ministry together with a summary thereof is attached hereto. Major increases over the subsidy requested for the previous fiscal year include 1) an increase for food and utilities for the Campus Ministry Department; 2) the separation of Hispanic Youth Ministry from general Youth Ministry; 3) tuition aid at the high school level for dependents of employees working in the Diocesan Administrative Offices and for salary increases for clerical and lay employees. Father Elliott explained that the proposed salary increases would be awarded for merit only in the discretion of the individual department chairperson in consultation with Fr. Elliott.

Fr. Elliott explained that all budgets had undergone the review by and had obtained the approval of the Educational Ministry Board and the Budget Review Sub-committee of the Board composed of Mr. Tom Burke, Rev. Msgr. James Gilfillan and Mr. Stephen Mulligan. Fr. Elliott then answered and explained individual questions of the Commission regarding specific budgets. Discussion and review of the individual

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, February 14, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Leo White  
Mrs. Frances Jenkins  
Mr. Barry M. Crane

The following member was absent:

Rev. Msgr. William D. Spain

ANNOUNCEMENT OF NEW MEMBER OF THE COMMISSION.

Msgr. Eagen, on behalf of the Commission, welcomed Mr. John D. Boyce who had been appointed by Most Reverend Leo T. Maher to the Commission.

Msgr. Eagen announced to the Commission that Mr. Fred Miller had moved from the diocese and further directed that a letter of appreciation be sent to Mr. Miller for his contribution to the Commission.

APPROVAL OF MINUTES OF PREVIOUS MEETING.

Mr. Crane explained to the Commission that the diocesan approved subsidy for the current fiscal year for the Mexican-American Conference had been misrepresented at the previous meeting. The subsidy had been represented to be \$64,317 when in fact, the approved subsidy for the current fiscal year is \$45,000. Mr. Crane reported that Rev. Douglas Regin, Director of Catholic Community Services, and Mr. Roberto Martinez, Executive Director of the Spanish Speaking Executive Commission, had been informed of the mistake. Following review, the Minutes were approved as corrected.

BUDGET UPDATE.

The Commission reviewed an update of diocesan approved budgets, a copy of which is attached hereto and incorporated herein by this reference. While a great majority of the commissions were within their budgets, the Commission expressed some concern over those departments which had expended greater than 50% of their approved budget in the first half of this fiscal year. In particular, the Commission requested an accounting from the Ministry to Priests Program and requested that St. Francis Seminary be appraised of their current standing.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, January 20, 1982 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Mr. John D. Boyce  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Sister Mary Jo Anderson  
Mr. James F. Haskins  
Mr. Robert Taylor

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of November 12, 1981, Mr. Boyce moved for approval as mailed. The motion was seconded by Mr. White and subsequently carried.

BALANCE SHEET, DIOCESAN OFFICE

The Commission reviewed the balance sheet of the Diocesan Office for fiscal year 1980-81. Msgr. Eagen explained to the Commission that our offices continue to resolve to close the gap between funds on deposit and accounts payable to parishes.

BUDGET UP-DATES

The Commission reviewed a copy of the diocesan subsidies for the current budget year. It was suggested that the budget year of the clergy medical benefits subsidy be changed to that of the other diocesan offices. In addition, the Filipino-Vietnamese Mission should be entitled Vietnamese Mission as the ministry is directed to the Vietnamese exclusively.

BUDGET REVIEW

St. Francis Seminary. Following review of the budget for St. Francis Seminary, Mr. Boyce moved for approval of the diocesan subsidy of \$194,848.00 as requested. The motion was seconded by Msgr. Young and subsequently carried. It was suggested that in an effort to maintain fiscal responsibility, the Commission might approve a budget figure prior to the beginning of the school year and adjust that figure over time according to actual enrollment.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Tuesday, March 23, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. James F. Haskins  
Mr. Robert Taylor  
Mr. Leo White

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. Barry M. Crane

Also present at the invitation of the Commission:

Rev. William E. Elliott

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the Meeting with Mrs. Suzanne Dinan acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of January 20, 1982, Mr. Taylor moved for approval as mailed. Mr. White seconded the motion and it was subsequently carried.

BUDGET REVIEW FISCAL YEAR 1981-82

The Commission reviewed the summary of the expenditures to budgets for fiscal year 1982. It was noted that the budgeted figures used by the computer must be reconciled to actual budgetary figures in order to clarify the fiscal picture. It was anticipated that the actual figures would be available for the next monthly summary.

BUDGET REVIEW FISCAL YEAR 1982-83

Father Elliott prefaced his review of the budgets of the Department of Educational Ministry by explaining that any requested increase in all the budgets does not reflect an increase in staff salaries with the exceptions of those salaries such as sisters salaries which have already received an increase approved by the Bishop.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, March 26, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Msgr. William Spain  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Francis Pattison  
Sister Mary Jo Anderson

Also present at the invitation of the Commission:

Rev. William E. Elliott

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of March 23, 1982, Mr. Haskins moved for approval as mailed. Msgr. Spain seconded the motion which was subsequently carried.

BUDGET REVIEW, FISCAL YEAR 1982-83 - EDUCATIONAL MINISTRY (continued)

Campus Ministry. Father Elliott distributed to the Commission complete budgets for the University of California, San Diego and San Diego State University Campus Ministry Departments, as per the Commission's request at its previous meeting. Father Elliott added that he was pleased with the accomplishments of both campuses. Msgr. Eagen indicated to the Commission that San Diego has the third largest community college population in the United States and that at some future date the diocese should consider the investment of personnel to other community campuses to assure a Catholic presence.

Department of Religious Education. The Commission reviewed the budget for the Religious Education Program which requests a diocesan subsidy of \$93,236. The previous year's approved subsidy was \$90,438. Father Elliott announced that a priest will be taking the place of Sister Breen

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, April 7, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Robert Taylor  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. Leo White

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of March 26, 1982, Mr. Taylor moved for approval as presented. The motion was seconded by Mr. Boyce and subsequently carried.

BUDGET REVIEW, FISCAL YEAR 1982-83

Council of Priests. The Commission reviewed the proposed budget for the Council of Priests which requests a diocesan subsidy of \$2,400. The previous year's subsidy was also \$2,400. Msgr. Eagen explained to the Commission that the Council of Priests is a consolidation of the Priests Senate and the Diocesan Consultors. The subsidy request represents a salary for a priest as Executive Secretary with some travel, mailing and miscellaneous expenses.

Following review, Mr. Haskins moved for approval as presented. The motion was seconded by Mr. Boyce and subsequently carried.

Diaconate Program. The Commission reviewed the proposed budget for the Diaconate Program which requests a diocesan subsidy of \$45,767. The previous year's subsidy request was \$38,637. Fr. Duncanson, Director of the Diaconate Program, explains in his correspondence of April 1, 1982 that the increase in subsidy request of \$8,210 is due to increased priests' salaries, capital additions necessary for the operation of the program in new quarters, and a merit salary increase for the secretary.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, April 22, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Francis Pattison  
Mr. John D. Boyce  
Mr. Robert Taylor  
Sister Mary Jo Anderson  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Mr. James Haskins  
Mr. Leo White

Also present at the invitation of the Commission:

Rev. Douglas Regin

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of April 7, 1982, Mr. Taylor moved for approval as presented. The motion was seconded by Mr. Boyce and subsequently carried.

STEWARDSHIP UP-DATE

Msgr. Eagen announced to the Commission that over \$2 million have been pledged towards Stewardship, of which \$1 million is in cash. At the same time last year, \$1.9 million had been pledged, \$820,000 of that in cash.

BUDGET REVIEW, FISCAL YEAR 1982-83

Vocations. The Commission reviewed the proposed budget for the Vocations Office which requests a diocesan subsidy of \$32,575. The previous year's diocesan subsidy requested a subsidy of \$27,575. Fr. Dillabough, Director of Vocations, explained that the increase is due to salary increases and increased costs. Msgr. Eagen explained to the Commission that the Seminary anticipated 15 new enrollees for the up-coming fall and that this would indicate that the Vocations Office was doing a productive job.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, July 22, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Sister Mary Jo Anderson  
Mr. James Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Mr. John D. Boyce

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of April 22, 1982, Sister Anderson moved for approval as mailed. The motion was seconded by Mr. Taylor and subsequently carried.

BUDGET REVIEW, FISCAL YEAR 1982-83

St. Francis Seminary. Following review of the budget presented by Msgr. Fawcett, Rector of the Seminary, it was the decision of the Commission to invite Msgr. Fawcett to the Commission's next regular meeting.

Institutional Chaplains. The Commission reviewed the proposed budget for Institutional Chaplains which requests a diocesan subsidy of \$45,000. Msgr. Eagen explained that the increase in subsidy from \$34,250 during fiscal year 1981-82 is due in large to increases in priests salary and health insurance premiums.

Following review, Sister Anderson moved for approval of the budget as presented. The motion was seconded by Mr. Haskins and subsequently carried.

Family Life Commission. The Commission reviewed the proposed budget for the Family Life Commission which requests a diocesan subsidy of \$4,000. The previous year's subsidy was \$3,200. Following discussion, Mr. White moved that the budget be approved as presented. The motion was seconded by Mr. Haskins and subsequently carried.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, September 8, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Sister Mary Jo Anderson  
Mr. Robert Taylor  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Leo White

Sister Carolyn Link  
Diocesan Pastoral Council  
P. O. Box 80428  
San Diego, CA 92138

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Following review of the Minutes of the previous meetings of July 22, 1982 and August 12, 1982, Sister Anderson moved for approval as presented. The motion was seconded by Mr. Taylor and subsequently carried.

BUDGET REVIEW - Old Business

Diaconate Program. The Commission reviewed the revised budget of the Diaconate Program which requests a diocesan subsidy of \$39,621. The previous year's subsidy request was \$38,637. Following review, Mr. Taylor moved for approval as presented. The motion was seconded by Sister Anderson and subsequently carried.

Spanish Speaking Executive Commission. The Commission reviewed Most Rev. Leo T. Maher's memorandum of September 2, 1982 indicating that the Spanish Speaking Executive Commission will be under the direction of Most Rev. Gilbert E. Chavez. An effort will be made by the Commission to notify Roberto Lobato, a lay member of the Spanish Speaking Executive Commission, of this change.

BUDGET REVIEW - New Business

Clergy Higher Studies. The Commission reviewed the budget for Clergy Higher Studies which requests a diocesan subsidy of \$96,250. The previous year's subsidy request was \$55,690. Msgr. Eagen explained that this budget provides for tuition, room, books and transportation for the higher education of five clergymen at Duquesne University, Notre Dame, Catholic University and Rome. Following review of the

MINUTES OF MEETING OF FINANCE COUNCIL  
DIOCESE OF SAN DIEGO

The Finance Council held its regular meeting on Wednesday, February 23, 1983, at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Mr. John D. Boyce  
Mr. James F. Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Richard J. Castro, Diocesan Finance Officer  
Mr. Barry M. Crane, Diocesan Legal Counsel

The following member was excused:

Rev. Msgr. William D. Spain

OPENING OF MEETING.

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Richard J. Castro acting as Secretary.

INTRODUCTION OF MEMBERS

Because the last meeting of the group occurred on September 8, 1982, and the subsequent appointment of Richard J. Castro, the new Diocesan Finance Officer, Msgr. I. Brent Eagen asked each member to kindly inform the others of his professional background.

CONSIDERATION OF NEW MEMBERS

Also discussed was consideration of additional members in particular because of the resignation of Sister Mary Jo Anderson. Given that no women are now on the Council, it was suggested that any new appointee should be a woman. Candidates suggested were as follows:

Sister Virginia McMonagle, Director of Constituent Relations  
Dr. Anita J. Figuerado Doyle, Physician, La Jolla  
Sister Davida Willis  
Mrs. Elsie Weston, Prominent parishioner, St. James, Solana Beach

Council members did not present these persons as exclusive recommendations, but simply as potential candidates. It was suggested that Bishop Maher may know of someone in the diocese who should serve in view of the current composition of the Council and the outstanding professional and personal credentials of a potential appointee. The actual appointment to the Council must be made by the Bishop.

MINUTES OF MEETING OF FINANCE COMMITTEE  
DIOCESE OF SAN DIEGO

October 27, 1977

The Finance Committee of the Diocese of San Diego held its regular meeting at 2:30 p.m. on Thursday, October 27, 1977 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Mr. Thomas Cline  
Mr. Fred Miller  
Mr. Leo White  
Mr. Parmely T. Ferrie  
Mrs. Frances Jenkins

Rev. Msgr. I. Brent Eagen  
INTER-CAMPUS

The following members were excused:

Rev. Msgr. William D. Spain  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling, V.F.  
Mr. John McCabe

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided as Chairman, with Mr. Parmely T. Ferrie acting as Secretary. Msgr. Eagen opened the meeting with a prayer.

PROPOSED CHANGE IN THE NAME OF THE COMMITTEE.

Msgr. Eagen explained the background of the Synod recommendation for the Commission on Church Administration and indicated that it would be practical for the Finance Committee to become the Commission on Church Administration. This Commission would have strong ties with the Pastoral Planning Committee and with the Personnel Commission. Mr. Cline suggested that the role and charter of the Commission be explicitly stated. Msgr. Eagen indicated that a draft charter would be prepared by a sub-committee and circulated to the other members for their approval. Msgr. Eagen asked Father Pattison and Father Straling and Messrs Cline, White and Ferrie, to serve on a committee to draft such a document.

HIGH SCHOOL SUBSIDIES.

At the last meeting of the Finance Committee, it was decided that the subsidies awarded to the high schools would be reviewed after the final enrollment figures were made known. Mr. Ferrie presented to the Committee a breakdown of the high school enrollment. A copy of this breakdown is attached hereto. After considerable discussion of the background of the subsidies and the needs of the various schools, Dr. Peer advised the Committee that as Director of Education for the

MINUTES OF MEETING OF FINANCE COMMITTEE  
DIOCESE OF SAN DIEGO

The Finance Committee of the Diocese of San Diego held its regular meeting at 1:30 p. m. on Wednesday, September 22, 1976 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Francis Pattison  
Rev. Charles Young  
Mr. Fred Miller  
Mr. Leo White  
Mr. Parmely T. Ferrie

The following members were excused:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Donald Doxie  
Rev. Msgr. William D. Spain  
Mr. Thomas Cline

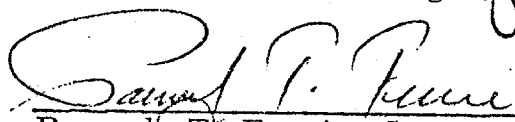
Mr. Ferrie reviewed for the Committee, the budgets as finally approved by Bishop Leo T. Maher. Because Catholic Community Services did not present their budget to the Finance Committee, the members requested that some information be provided explaining the proposed use of the subsidy.

Father Pattison raised the question regarding the term of office for the members and suggested that consideration be given to this question.

The next meeting will be held in January, after the December, 1976 financial statement is published.

There being no further business, the meeting adjourned.

  
Rev. Msgr. I. Brent Eagen, Chairman

  
Parmely T. Ferrie, Secretary

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration of the Diocese of San Diego held its regular meeting at 3:30 p.m. on Thursday, January 26, 1978 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Mr. Leo White  
Mr. Fred Miller  
Mrs. Frances Jenkins  
Mr. Parmely T. Ferrie

The following members were not present:

Rev. Msgr. William D. Spain  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling  
Mr. Thomas Cline  
Mr. John McCabe  
Sister Mary Jo Anderson

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided as Chairman of the Commission. Mr. Parmely T. Ferrie acted as Secretary. Monsignor opened the meeting with a prayer and then proceeded to review with the Commission, the presentation given earlier to the Clergy Conference regarding the audited statement for fiscal year 1977. The high points of the audit were as follows:

A. Receipts

1. Parish Deposit & Debt Payment	29.4%
2. Parish Assessments	26.8%
3. Stewardship	15.3%
4. Other Receipts	11.9%
5. Government Reimbursements for CCS Projects	6 %
6. Cemetery Payments	5.7%
7. Donations	4.8%

B. Expenditures

1. Debt Service	38 %
2. Capital Expenditures	15.4%
3. Catholic Community Services	11.9%
4. Educational Ministry	11.8%
5. Priestly Formation & Assistance	10.3%
6. Administration	7.6%
7. Diocesan Programs	2.8%
8. Donations & Assessments	2.1%

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration of the Diocese of San Diego held its regular meeting at 2:30 p.m. on Friday, May 5, 1978 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling, V.F.  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. John McCabe  
Mr. Leo White

The following members were not present:

Rev. Francis Pattison  
Mr. Parmely T. Ferrie  
Mr. Fred Miller

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided as Chairman of the Commission and Mrs. Suzanne Dinan acted as Secretary.

DIOCESAN PASTORAL COUNCIL

Msgr. Eagen informed the Commission that the Bishop had approved an increase in salary for Rev. Mr. Castoria to \$900 per month, which would adjust the total requested to \$22,263. Following discussion of the budget, Msgr. Spain made a motion that the budget be accepted as amended. The motion was seconded by Sister Mary Jo Anderson and unanimously passed.

SPANISH SPEAKING EXECUTIVE COMMISSION

Msgr. Eagen advised the members of the Commission that the Spanish Speaking Executive Commission is related to the Diocesan Pastoral Council and does not reflect the total amount of monies being expended by the Diocese for the Spanish Speaking Apostolate. The budget for last year was \$3,000 and it is requested that it be increased to \$5,000. It was noted that there is no salary expense on this budget and that most of the monies are used for leadership programs to get the Spanish speaking involved in their own community. Mr. Leo White introduced a motion that the budget be increased for the next year to \$4,000. Father Covas seconded the motion and it was unanimously passed. Sister Mary Jo suggested that a recommendation be made to the Commission to more explicitly explain the workshops, etc. She also suggested it might be included in the Diocesan Pastoral Council budget.

SISTER'S COUNCIL

The Council has requested \$6,000 which is the same as the previous fiscal year. This covers the salary of the Executive Director, her

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration of the Diocese of San Diego held its regular meeting at 2:30 p.m. on Friday, April 21, 1978 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling, V.F.  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. Fred Miller  
Mr. Parmely T. Ferrie

The following members were not present:

Mr. John McCabe  
Mr. Leo White

OPENING OF MEETING

Monsignor I. Brent Eagen presided as Chairman of the Commission and Mr. Parmely T. Ferrie acted as Secretary.

PRESENTATION BY MSGR. EAGEN OF RECOMMENDATIONS BY AD HOC COMMITTEE ON YOUTH MINISTRY OF THE DIOCESAN PASTORAL COUNCIL.

The first recommendation was that the Commission reconsider the amount of funds allotted to Religious Education and particularly to Youth Ministry. The second recommendation was that a person be appointed to obtain grant funds for Religious Education. The third recommendation that the Diocese make properties available for Youth Centers. Specifically, the property in Santee was suggested. After putting these recommendations before the Commission, Msgr. Eagen advised that the property in Santee had been sold and that the proceeds of the sale had been designated for the Society for the Propagation of the Faith and, therefore, never became available to the Diocese. After considerable discussion on the pros and cons on the recommendation, Mrs. Jenkins advised the Commission that the original suggestion had generated from the Cathedral Deanery Council wherein it had been suggested that more affluent parishes help other parishes support youth centers. Msgr. Spain introduced a motion that the Diocesan Pastoral Council be advised that: 1) The property in Santee is no longer available and that the funds went to the Society for the Propagation of the Faith. 2) That any recommendations regarding centers for youth ministry be instituted by the Department of Educational Ministry for review by the Commission on Church Administration. 3) That there are resource persons, specifically Dr. Robert Peer and Sister Theodore, who have the ability to prepare requests for grant funds and that these persons are available to youth ministry for this purpose. The motion was seconded by Father Covas and unanimously passed.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration of the Diocese of San Diego held its regular meeting at 2:30 p.m. on Friday, May 26, 1978 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling, V.F.  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. John McCabe  
Mr. Parmely T. Ferrie  
Mr. Leo White

The following member was not present:

Mr. Fred Miller

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided as Chairman of the Commission and Mr. Parmely T. Ferrie acted as Secretary.

REVIEW OF MINUTES OF LAST MEETING

Sister Mary Jo stated that she did not believe the Commission had acted upon the trailer question for Marian High School and she also questioned the apparent conflict in the amount of money set aside for the Spanish Speaking Educational Ministry. The Commission agreed that it had not acted on the trailers for Marian High School. The apparent discrepancy in the amount of money for the Spanish Speaking was brought about by reason of the fact that a total of \$207,031 had been approved for Religious Education in the North. After the dollars had been allocated to other ministries, there was only \$23,507 left for Spanish Speaking. Sister Mary Jo then moved to approve the minutes as amended. The motion was seconded by Mr. McCabe and unanimously passed.

ADDITIONAL MEMBERS

Msgr. Eagen advised the Commission that the Priests' Senate had suggested additional representation on the Commission on Church Administration. It was the general feeling of the Commission that any additional members would make the size of the committee unwieldy. We now have a total of 12 members, six of which are also members of the DPC, and one represents the Priests' Senate. We also have four lay people, and two priests from the North. Msgr. Eagen indicated that Father Pattison was already a member of the Priests' Senate and the Commission on Church Administration, and suggested that perhaps Father Pattison could give a report of the Commission to the Priests' Senate. Father

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration of the Diocese of San Diego held its regular meeting at 2:30 p.m. on Friday, June 2, 1978 in the Diocesan Office Conference Room.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Mr. John McCabe  
Mr. Leo White  
Mr. Parmely T. Ferrie  
Mrs. Frances Jenkins

The following members were absent:

Rev. Msgr. William D. Spain  
Very Rev. Peter Covas, C.S.Sp., V.F.  
Very Rev. Phillip Straling, V.F.  
Sister Mary Jo Anderson  
Mr. Fred Miller

The following guest was also present:

Dr. Robert W. Peer

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided as Chairman of the Commission with Mr. Parmely T. Ferrie acting as Secretary.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Father Pattison introduced a motion to approve the minutes as written. The motion was seconded by Msgr. Young and unanimously passed.

FINANCIAL STATUS

At the request of Father Straling at the previous meeting of May 26, 1978, Mr. Ferrie advised the Commission that based on calculations from previous years, the receipts to the Diocese for the fiscal year 1978-79 would be approximately the same as last year, and further that if the Diocese was split, the receipts would be about \$3,500,000. Mr. Ferrie also prepared a summary of Stewardship receipts showing the budgeted cash flow by month versus actual cash flow. Through May, 1978, it was estimated that \$1,928,000 would be received. We actually received \$1,985,951.31. This figure is within 3% of the budgeted figure. In reviewing the income to the Diocese, if it should be split, Msgr. Eagen asked Mr. Ferrie to explain how we arrived at \$910,000 as a net figure from Stewardship. Mr. Ferrie advised that he had budgeted 1.3 million dollars for Stewardship funds available to the Diocese after rebates and expenses were paid. If the Diocese is split, we will receive only 70%

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, June 9, 1978 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Very Rev. Phillip Straling, V.F.  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. Fred Miller  
Mr. James Haskins  
Mr. John McCabe  
Mr. Leo White  
Mr. Parmely T. Ferrie

Also in attendance at the invitation of the Commission:

Rev. Eugene J. Lyons  
Rev. Robert Miller  
Rev. Robert White

INTRODUCTION OF NEW MEMBER

Rev. Msgr. I. Brent Eagen introduced Mr. James F. Haskins as a new member of the Commission on Church Administration.

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the minutes of the meeting of June 2, 1978, a motion was introduced by Sister Mary Jo Anderson to accept the minutes as presented. The motion was seconded by Mr. McCabe and unanimously passed.

As a clarification of the item in the minutes relative to Marian High School, Msgr. Eagen advised the Commission that Mr. Appel, Principal, had withdrawn his request for trailers. He also indicated that Marian will follow the same tuition assistance plan as University High School. Marian has committed \$35,000 of their subsidy to the tuition assistance plan this year. He advised that enrollment is up both in number of students and the quality of students applying for admission. He further noted that approximately 40% of the students at Marian High School are from the minority community.

DISCUSSION WITH FATHERS MILLER, WHITE AND LYONS REGARDING THE BUDGET.

Father Miller re-submitted the budget for the Center for Christian Ministry in San Bernardino on the Diocesan form. He indicated that the Center includes Adult Education, Media and Communications, Religious Education and Youth Ministry. He indicated that facilities and

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, June 16, 1978 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Very Rev. Phillip Straling, V.F.  
Rev. Francis Pattison  
Mrs. Frances Jenkins  
Mr. James Haskins  
Mr. John McCabe  
Mr. Barry M. Crane

The following members were not present:

Very Rev. Peter Covas, C.S.Sp., V.F.  
Sister Mary Jo Anderson  
Mr. Fred Miller  
Mr. Leo White

Also in attendance at the invitation of the Commission:

Rev. John T. Quinn  
Dr. Robert W. Peer  
Ms. Flo St. Morris

INTRODUCTION OF NEW MEMBER

Rev. Msgr. I. Brent Eagen introduced Mr. Barry M. Crane as the new Secretary of the Commission on Church Administration.

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the minutes of the previous meeting of June 9, 1978, a motion was introduced by Mr. McCabe to accept the minutes as presented. The motion was seconded by Mr. Haskins and unanimously passed.

CAMPUS MINISTRY, SOUTH

Dr. Peer announced changes in the budget as presented as follows:

Page 12, total estimated expense should read \$65,003, Diocesan subsidy requested should read \$55,003.

Dr. Peer explained to the Commission that there were no marked changes in the staffing or expenditures. Changes in the budget resulted from increases in facilities and food services as opposed to expansion of programs. Father Straling then moved that Mr. Crane be directed to write a letter of appreciation to the Catholic Extension Society expressing the appreciation of the Commission for donations made to the Campus Ministry, South. The motion was seconded by Msgr. Spain and unanimously approved. Msgr. Eagen suggested that a copy

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, June 23, 1978 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mrs. Frances Jenkins  
Mr. James Haskins  
Mr. John McCabe  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Very Rev. Phillip Straling, V.F.  
Mr. Fred Miller

Also in attendance at the invitation of the Commission:

Very Rev. Henry F. Fawcett  
Rev. John T. Quinn  
Ms. Flo St. Morris  
Dr. Robert W. Peer

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the minutes of the meeting of June 16, 1978, a motion was introduced by Msgr. Spain to accept the minutes as presented. The motion was seconded by Msgr. Young and unanimously passed.

CATHOLIC COMMUNITY SERVICES

SPAIN-RCBSD 0311

Msgr. Eagen summarized previous discussion of the Catholic Community Services budget, explaining the difficulty in developing a particular budget for the department, in that federal and state agencies have varying fiscal years resulting in an over-lap of budgets. Catholic Community Services can never be certain that a particular program will be funded by the federal or state agencies from year to year.

*motion  
y/  
raise*  
The Commission then discussed the Catholic Community Service request of a \$50,000 increase in diocesan subsidy from the previous year. Father Quinn explained that the request for an increase in diocesan subsidy was a result of salary increases of 5%\*and the beginning of a program of parish outreach to organize groups to exert pressure on national, state and local levels. Ms. St. Morris added that insurance, Worker's Compensation, and other expenses have resulted in the necessary requested increase. Dr. Peer added that in light of the passage of Proposition 13, a heavier burden will fall upon the private sector to provide services for the community. Following discussion, on behalf of the Commission, Msgr. Eagen expressed appreciation to Father Quinn,

\* Subsequently, Bishop Maher has questioned an across-the-board 5% salary increase and suggested a possible salary increase freeze.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, November 15, 1978 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Leo White  
Mr. Fred Miller  
Mr. Barry Crane

The following members were absent:

Sister Mary Jo Anderson  
Mr. John McCabe

Also in attendance at the invitation of the  
Commission:

Mr. Kenneth Clare

APPROVAL OF MINUTES OF PREVIOUS MEETING.

After the Commission had read the Minutes of the meeting of July 7, 1978, a motion was introduced by Mr. Haskins to accept the Minutes as mailed. The motion was seconded by Msgr. Spain and unanimously carried.

BALANCE SHEET REPORT 1977-78.

At the invitation of the Commission, Mr. Clare presented and explained the balance sheet prepared by Arthur Young & Company for the 1977-78 fiscal year. It was noted that in the past, the Diocese had published a statement of revenue and expenditures; however, this year the Diocese is publishing a balance sheet. It was the feeling of Arthur Young & Company that reporting revenues and expenditures for a non-profit corporation may make the financial statements vulnerable to misrepresentation. The material resources of the Diocese cannot be quantified in the same sense as a business presents its material resources because with religious organizations, there is no direct connection between the services provided and the resources required to pay for them. Mr. Clare explained that a balance sheet presents a more complete financial condition of the Diocesan Office and is more meaningful and informative. Use of a balance sheet was employed at this time to coincide with the division of the Diocese and at the request of the Priests' Senate that a balance sheet format be used.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, November 15, 1978 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Leo White  
Mr. Fred Miller  
Mr. Barry Crane

The following members were absent:

Sister Mary Jo Anderson  
Mr. John McCabe

Also in attendance at the invitation of the  
Commission:

Mr. Kenneth Clare

APPROVAL OF MINUTES OF PREVIOUS MEETING.

After the Commission had read the Minutes of the meeting of July 7, 1978, a motion was introduced by Mr. Haskins to accept the Minutes as mailed. The motion was seconded by Msgr. Spain and unanimously carried.

BALANCE SHEET REPORT 1977-78.

At the invitation of the Commission, Mr. Clare presented and explained the balance sheet prepared by Arthur Young & Company for the 1977-78 fiscal year. It was noted that in the past, the Diocese had published a statement of revenue and expenditures; however, this year the Diocese is publishing a balance sheet. It was the feeling of Arthur Young & Company that reporting revenues and expenditures for a non-profit corporation may make the financial statements vulnerable to misrepresentation. The material resources of the Diocese cannot be quantified in the same sense as a business presents its material resources because with religious organizations, there is no direct connection between the services provided and the resources required to pay for them. Mr. Clare explained that a balance sheet presents a more complete financial condition of the Diocesan Office and is more meaningful and informative. Use of a balance sheet was employed at this time to coincide with the division of the Diocese and at the request of the Priests' Senate that a balance sheet format be used.

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MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Friday, February 23, 1979 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Leo White  
Mr. John McCabe  
Mr. Barry M. Crane

The following members were absent:

Sister Mary Jo Anderson  
Mr. Fred Miller

Also in attendance at the invitation of the  
Commission:

Mr. Robert Fischer

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the Minutes of the meeting of November 15, 1978, a motion was introduced by Mr. McCabe to accept the Minutes as mailed. The motion was seconded by Mr. White and unanimously carried.

BALANCE SHEET REPORT 1977-78 CONTINUED

Msgr. Eagen continued discussion begun the previous meeting of the Balance Sheet for the 1977-78 fiscal year. After reviewing the Diocesan policy of loaning parishes money from funds on deposit from other parishes, Msgr. Eagen stated the diocesan resolve to cure the internal imbalance of the diocesan loaning program. Following review, Mr. White moved that in the best interest of the diocese, any cash available should bear interest in forms including, but not limited to, interest bearing checking accounts, savings accounts, and time deposits. The motion was seconded by Msgr. Spain and subsequently unanimously carried.

In response to inquiries from members of the Commission regarding the necessity of a Stewardship campaign, Msgr. Spain stated that at least two-thirds of the dioceses in the United States have some sort of annual fund drive. Msgr. Eagen added that without it, it would be impossible to maintain an adequate level of services.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, April 5, 1979 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. James Haskins  
Mrs. Frances Jenkins  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Mr. Fred Miller  
Mr. John McCabe

Also in attendance at the invitation of the  
Commission:

Rev. William Elliott

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the Minutes of the meeting of February 23, 1979, a motion was introduced by Mr. Haskins to accept the Minutes as mailed. The motion was seconded by Mr. White and unanimously carried.

FINANCIAL UP-DATE

In response to inquiry from the Commission regarding an estimate of diocesan income for the fiscal year of 1979-1980, Msgr. Eagen reported to the Commission that the Diocese could expect an income of approximately \$2.3 million. This estimate includes income from the Stewardship Program, bequests and donations, interest income, rentals and trust deeds, and other sources. Msgr. Eagen reported to the Commission that this estimate was conservative but realistic.

BUDGET REVIEW

Rev. William Elliott, Vicar of Education, presented the budgets of the Total Teaching Mission as follows:

Adult Religious Education. The budget of the Adult Religious Education Program requested a diocesan subsidy of \$31,020. The previous year's subsidy request was \$31,620. Following review of the budget, a motion was introduced by Msgr. Young and seconded by Mr. Haskins to approve the Adult Religious Education budget as presented. The motion was subsequently unanimously carried.

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, May 30, 1979 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Rev. Msgr. Charles Young  
Rev. Francis Pattison  
Mr. Leo White  
Mr. John McCabe  
Mrs. Frances Jenkins  
Mr. Barry M. Crane

Rev. Msgr. I. Brent Eagen  
INTER-CAMPUS

The following members were absent:

Mr. Fred Miller  
Mr. James Haskins

APPROVAL OF MINUTES OF PREVIOUS MEETING

After the Commission had read the Minutes of the meeting of April 5, 1979, a motion was introduced by Father Pattison to accept the Minutes as mailed. The motion was seconded by Msgr. Young and unanimously carried.

BUDGET REVIEW

Commission for Black Catholics. The budget of the Commission for Black Catholics requested a diocesan subsidy of \$17,067. The previous year's subsidy request was \$6,000. The increase in the request for diocesan subsidy is in part a request from the commission to purchase choir robes at a cost of \$5,000.

Following discussion, a motion was introduced by Mr. White to approve the budget as presented on the condition that robes are bought this fiscal year. The motion was seconded by Mr. McCabe. Discussion of the motion yielded the suggestion that it may be possible to purchase robes for less money than that which was allocated in the budget. Following discussion, the motion was carried, with one member in opposition.

Continuing Education of the Clergy. The budget of the Continuing Education of the Clergy Program requested a diocesan subsidy of \$28,800. A subsidy of \$22,500 was approved for the fiscal year of 1978-79. Msgr. Eagen explained to the Commission that the program is currently undergoing reorganization. In light of this reorganization, it was the consensus of the Commission that the budget should be re-submitted when reorganization is completed.

Diocesan Pastoral Council. The budget of the Diocesan Pastoral Council requested a diocesan subsidy of \$18,064. Msgr. Eagen explained to the Commission that decisions were being made regarding the possibility of hiring new personnel. In light of this fact, it was the consensus

Page Two  
Letter to Bishop Maher  
June 7, 1979

- c. Salary increase for clergy.
- d. Salary increase for religious.
- e. Rent increase.

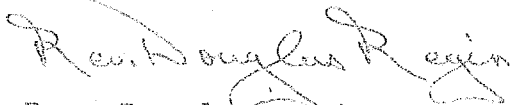
Our current rate for office space rental is \$39,840 with the projected costs for 1979-80 being \$59,844 for an increase of 34%.

4. Currently CCS is being charged a rate for workman's compensation that helps offset the Diocesan rate. Most agencies with our track record would budget their workman's comp. at approximately 2%. Our rate averages out at 4.5% for all of our departments.

5. The proposed budget contains a 5% salary increase for our employees some of whom have not had a salary increase since 1977. The rate of inflation over that period is three times in excess of the requested increase.

Hopefully, you will consider these points and we will be able to establish a budget which reflects a spirit of justice for all parties concerned.

Sincerely yours in  
Christ,



Rev. Douglas Regin  
Executive Director

cc: Sr. Mary Jo Anderson  
Mr. Barry Crane  
Msgr. I. Brent Eagen ✓  
Mr. James F. Haskins  
Mrs. Francese Jenkins  
Mr. John C. McCabe  
Mr. Fred Miller  
Rev. Frank Pattison  
Msgr. William Spain  
Mr. Leo White  
Msgr. Charles P. Young

DR:ld



Diocese of San Diego  
Office For Apostolic Ministry

August 7, 1984

Dear Brother Priests:

In the absence of Rev. Mark Campbell, we wish to inform you that St. James Parish in Solana Beach will be vacant due to the resignation as pastor of Rev. Msgr. William D. Spain.

Any priest who wishes to be considered for this pastorate should make application in writing to me not later than August 21, 1984.

Fraternally yours in Christ,

Rev. Msgr. I. Brent Eagen  
Chancellor/Moderator Curiae

IBE:mdw

SPAIN-RCBSD 0318



Diocese of San Diego  
Office For Apostolic Ministry

October 16, 1985

Dear Brother Priests and Deacons:

This is to inform you that Mrs. Rose Spain, mother of Monsignor William Spain, died yesterday, October 15, after a prolonged illness.

A resident of Rancho Bernardo, Mrs. Spain is survived by her sons, James E. Spain, Jr. and Msgr. Spain, three grandchildren, and two great grandchildren.

The Mass of Christian Burial will be celebrated in San Rafael Church, 17252 Bernardo Center Drive, on Friday, October 18, at 10:30 a.m.

Those who wish to concelebrate are asked to bring an alb and a white stole. A luncheon for the clergy in the rectory will follow the Mass.

Please remember Mrs. Spain in your Masses and prayers and let us pray for the Spain family in their bereavement.

Faternally yours in Christ,

Rev. Msgr. I. Brent Eagen  
Chancellor/Moderator Curiae

SPAIN-RCBSD 0319

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, April 22, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Francis Pattison  
Mr. John D. Boyce  
Mr. Robert Taylor  
Sister Mary Jo Anderson  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Mr. James Haskins  
Mr. Leo White

Also present at the invitation of the Commission:

Rev. Douglas Regin

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of April 7, 1982, Mr. Taylor moved for approval as presented. The motion was seconded by Mr. Boyce and subsequently carried.

STEWARDSHIP UP-DATE

Msgr. Eagen announced to the Commission that over \$2 million have been pledged towards Stewardship, of which \$1 million is in cash. At the same time last year, \$1.9 million had been pledged, \$820,000 of that in cash.

BUDGET REVIEW, FISCAL YEAR 1982-83

Vocations. The Commission reviewed the proposed budget for the Vocations Office which requests a diocesan subsidy of \$32,575. The previous year's diocesan subsidy requested a subsidy of \$27,575. Fr. Dillabough, Director of Vocations, explained that the increase is due to salary increases and increased costs. Msgr. Eagen explained to the Commission that the Seminary anticipated 15 new enrollees for the up-coming fall and that this would indicate that the Vocations Office was doing a productive job.

Following review, Sister Anderson moved for approval of the budget as submitted. The motion was seconded by Mr. Taylor and subsequently carried.

Catholic Community Services. Fr. Regin explained to the Commission that the total budget for Catholic Community Services requests from the Diocese a subsidy of \$455,000. He further explained that the Bishop has indicated a willingness to generate an additional \$50,000 for the Emergency Assistance Program which would leave a request of \$405,000 from the Diocese. In an attempt to limit the budget for Catholic Community Services to \$400,000, independent of the Emergency Assistance Program, Fr. Regin explained that some cuts in programs had to be made. In determining which cuts were to be made, Fr. Regin, together with his budget committee, assessed total program costs against total cases seen, the number of services rendered and the number of staff hours provided. Having made that analysis, it was determined that services to the aging would be eliminated. In this regard, Catholic Community Services would provide information and referral but no programming to the aged. In this area of social service, it was decided that the services provided by Catholic Community Services could be absorbed by parishes and other agencies. With regard to Hispanic Ministry, Fr. Regin explained that this budget was in part vulnerable as one-third of the operating budget derives from a federal grant. If this federal grant is not renewed in September, the office must relocate or find additional income to offset costs.

In discussing the single pregnant women's program, Fr. Regin explained that he was confident that the contract with United Way would be renewed.


In the Imperial Valley, Fr. Regin explained that he was most pleased with this area as the services provided, including emergency assistance and a credit union office, have made a significant impact on the quality of life for the residents of Imperial Valley.

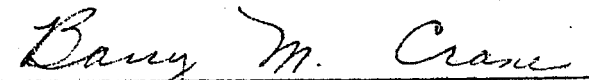
Fr. Regin further explained that the Family Life Program has received an increase in usage by families wishing to avail themselves of the Family Planning Program. Finally, Fr. Regin explained that the Emergency Assistance Program has received an almost five-fold increase in usage since 1980. Surveys are being undertaken now to determine the amount of assistance the parishes provide the poor in this regard.

In all budgets presented to the Commission, Fr. Regin explained that there was provided a five percent increase in employee's salaries.

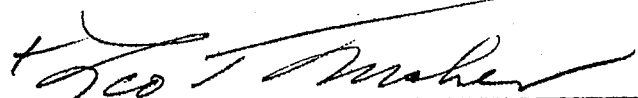
Msgr. Eagen thanked Fr. Regin for his presentation. Following discussion, concern was voiced regarding the discontinuation of programming to the aged. After review of all budgets, Fr. Pattison moved to approve the budget as presented for a diocesan subsidy of \$405,000, independent of the \$50,000 for emergency assistance, and to approve further subsidies to provide programming for the aged. *to restore program for the aging within budget.*

There being no further business, the Commission adjourned at 5:00 p.m. Members of the Commission will be informed as to its next regular meeting.

  
Rev. Msgr. I. Brent Eagen, Chairman

  
Mr. Barry M. Crane, Secretary

APPROVED:

  
Most Reverend Leo T. Maher  
Bishop of San Diego

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, July 22, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Sister Mary Jo Anderson  
Mr. James Haskins  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Mr. John D. Boyce

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Following review of the Minutes of the previous meeting of April 22, 1982, Sister Anderson moved for approval as mailed. The motion was seconded by Mr. Taylor and subsequently carried.

BUDGET REVIEW, FISCAL YEAR 1982-83

St. Francis Seminary. Following review of the budget presented by Msgr. Fawcett, Rector of the Seminary, it was the decision of the Commission to invite Msgr. Fawcett to the Commission's next regular meeting.

Institutional Chaplains. The Commission reviewed the proposed budget for Institutional Chaplains which requests a diocesan subsidy of \$45,000. Msgr. Eagen explained that the increase in subsidy from \$34,250 during fiscal year 1981-82 is due in large to increases in priests salary and health insurance premiums.

Following review, Sister Anderson moved for approval of the budget as presented. The motion was seconded by Mr. Haskins and subsequently carried.


Family Life Commission. The Commission reviewed the proposed budget for the Family Life Commission which requests a diocesan subsidy of \$4,000. The previous year's subsidy was \$3,200. Following discussion, Mr. White moved that the budget be approved as presented. The motion was seconded by Mr. Haskins and subsequently carried.


Commission for Black Catholics. The proposed budget for the Commission for Black Catholics requests a diocesan subsidy of \$10,800. Following discussion of the budget, it was the consensus of the Commission that it would be helpful for their understanding if Deacon Gray could prepare a summary of the goals and objectives of the Commission for Black Catholics. To that end Mr. Crane was directed to request from Deacon Gray that information.

Peace and Justice Commission. The Commission reviewed the proposed budget for the Peace and Justice Commission which requests a diocesan subsidy of \$12,266. The previous year's subsidy was \$3,312. The proposed budget includes a full-time staff member in place of a part-time staff member. Following discussion, it was the consensus of the Commission to invite the Peace and Justice Commission to the Commission's next regular meeting.

Educational Ministry. The Commission reviewed Fr. Elliott's memo of June 18, 1982. Mr. Crane was directed to inform the Accounting Office of the increase in subsidy reflected therein.

There being no further business, the Commission adjourned at 5:00 p.m. The next meeting of the Commission will be held on August 12, 1982 in the Conference Room of the Diocesan Office at 3:30 p.m.

  
Rev. Msgr. I. Brent Eagen, Chairman

  
Mr. Barry M. Crane, Secretary

APPROVED:

\_\_\_\_\_  
Most Reverend Leo T. Maher  
Bishop of San Diego

SPAIN-RCBSD 0324

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, August 12, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. Robert Taylor  
Mr. Leo White  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. William D. Spain  
Rev. Francis Pattison  
Mr. James Haskins

Also present at the invitation of the Commission:

Rev. Msgr. Henry F. Fawcett  
Mr. Jerry Powers  
Ms. Camy Condon

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

BUDGET REVIEW

St. Francis Seminary. Msgr. Fawcett, Rector of the seminary, gave a brief history of the seminary to the Commission outlining the increase in student enrollment and the corresponding increase in subsidy requests. Enrollment of the seminary has increased from 18 to 35 students. Buildings have increased from 9 to 12. Costs of food has doubled. Further, the seminary will receive no outside income as the seminary no longer has students from other dioceses.

The proposed seminary budget includes a part-time maintenance man, proposed raises in salary, and increases in building expenses. On behalf of the Commission, Msgr. Eagen thanked Msgr. Fawcett for his presentation.


Following review of the budget, discussion yielded the suggestion that the seminarians be impressed with the fiscal reality of the education which nurtures their vocation. Following discussion, Sister Anderson moved for approval of the budget as presented. The motion was seconded by Mr. Taylor and subsequently carried.

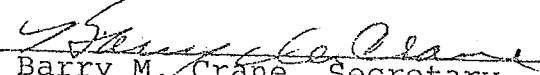
Commission for Black Catholics. Following review of the budget for Black Catholics, Mr. Crane was directed to request of Deacon Gray a summary of the different programs of the Commission with its related costs.

Peace and Justice Commission. Mr. Jerry Powers and Ms. Camy Condon, chairperson and vice-chairperson respectively of the Peace and Justice Commission, presented to the Commission the proposed budget which requests a diocesan subsidy of \$12,266. The previous year's subsidy request was \$3,312. Together, Mr. Powers and Ms. Condon explained that in his capacity at Catholic Community Services, Mr. Powers was able to act as a full-time staff person to the Peace and Justice Commission. However, due to career changes, Mr. Powers can no longer act in that capacity. Ms. Condon explained that the Commission utilizes over 20 volunteers and 10 commission members to provide parish programs, newsletters, and other forms to educate and promote diocesan views on such timely topics as El Salvador and the nuclear arms race. In summary, the commission would use the requested funds to allow for a full-time staff person to act as a catalyst for the coordination of the efforts of the commission members. It was the concern of Mr. Powers and Ms. Condon that if such funding were not provided the efforts of the commission will not be coordinated and thereby be less effective. *hold*


Following review of the budget, Mr. White moved for approval of the budget as requested provided that the staff member to serve the commission would be under the authority of either Rev. Douglas Regin of Catholic Community Services, Rev. Msgr. John Dickie of the Renew Program or Rev. William Elliott of Educational Ministry. The motion was seconded by Msgr. Young and subsequently carried.

There being no further business, the Commission adjourned at 5:00 p.m. The next meeting will be held on Wednesday, September 8, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office.

  
Rev. Msgr. I. Brent Eagen, Chairman

  
Mr. Barry M. Crane, Secretary

APPROVED:

  
Most Reverend Leo T. Maher  
Bishop of San Diego

MEMBERS OF COMMISSION ON CHURCH ADMINISTRATION

Rev. Msgr. I. Brent Eagen - Chairman

Barry M. Crane - Secretary

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, CA 92075  
453-2545

Rev. Msgr. Charles P. Young  
St. Rose of Lima Church  
293 H Street  
Chula Vista, CA 92010  
427-0230

Rev. Francis Pattison  
St. Rita Church  
5124 Churchward Street  
San Diego, CA 92114  
264-3165

Sister Mary Jo Anderson  
6680 Reservoir  
San Diego, CA 92115  
461-8655 (work-294-8111)

Mr. John D. Boyce

**REDACTED**

Mr. James F. Haskins

Mr. Leo White

Mr. Robert Taylor

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Wednesday, September 8, 1982 at 3:30 p.m. in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. William D. Spain  
Sister Mary Jo Anderson  
Mr. Robert Taylor  
Mr. Barry M. Crane

The following members were absent:

Rev. Msgr. Charles P. Young  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Leo White

OPENING OF MEETING

Rev. Msgr. I. Brent Eagen presided at the meeting with Mr. Barry M. Crane acting as Secretary.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Following review of the Minutes of the previous meetings of July 22, 1982 and August 12, 1982, Sister Anderson moved for approval as presented. The motion was seconded by Mr. Taylor and subsequently carried.

BUDGET REVIEW - Old Business

Diaconate Program. The Commission reviewed the revised budget of the Diaconate Program which requests a diocesan subsidy of \$39,621. The previous year's subsidy request was \$38,637. Following review, Mr. Taylor moved for approval as presented. The motion was seconded by Sister Anderson and subsequently carried.

Spanish Speaking Executive Commission. The Commission reviewed Most Rev. Leo T. Maher's memorandum of September 2, 1982 indicating that the Spanish Speaking Executive Commission will be under the direction of Most Rev. Gilbert E. Chavez. An effort will be made by the Commission to notify Roberto Lobato, a lay member of the Spanish Speaking Executive Commission, of this change.

BUDGET REVIEW - New Business

Clergy Higher Studies. The Commission reviewed the budget for Clergy Higher Studies which requests a diocesan subsidy of \$96,250. The previous year's subsidy request was \$55,690. Msgr. Eagen explained that this budget provides for tuition, room, books and transportation for the higher education of five clergymen at Duquesne University, Notre Dame, Catholic University and Rome. Following review of the

budget, Sister Anderson moved for approval as presented. The motion was seconded by Mr. Taylor and subsequently carried.

Clergy Benefits. The Commission reviewed the proposed budget for Clergy Benefit Program which requests a diocesan subsidy of \$225,950. The previous year's subsidy request was \$136,250. Msgr. Eagen explained that this program encompasses pension contributions, medical and dental plan contributions and other support necessary to aid the clergy. Further, the rising costs of health care have necessitated the increased subsidy requested. Following review, Msgr. Spain moved for approval as presented. The motion was seconded by Mr. Taylor and subsequently carried.

Diocesan Office. Mr. Crane presented to the Commission the proposed subsidy request of \$485,524. The previous year's subsidy was \$363,070. In general the increase in subsidy resulted from increased utilization of the computer programming, repairs made to the Diocesan Office and salary increases. Following review, Mr. Taylor moved for approval as presented. The motion was seconded by Msgr. Spain and subsequently carried.

Renew. The Commission reviewed the proposed budget for the Renew Program which requests a diocesan subsidy of \$63,175. Discussion yielded the comment that \$4,000 budgeted for telephone appeared high. Following review, Sister Anderson moved to approve the budget as submitted. The motion was seconded by Mr. Taylor and subsequently carried.

Ministry to Priests. The Commission reviewed the budget for the Ministry to Priests which requests a diocesan subsidy of \$57,087.17. The previous subsidy request was \$31,260. In part, the increase in subsidy request is a result of the employment of a full-time secretary for the forthcoming fiscal year, whereas a part-time secretary was previously used. Discussion yielded the observation that the Sabbatical is to be paid one-third by the diocese, one-third by the individual priest and one-third by the parish unit. Subject to an investigation of the feasibility of sharing secretarial services, Msgr. Spain moved for approval of the budget as submitted. The motion was seconded by Fr. Pattison and subsequently carried.

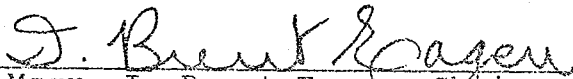
Seminarians in Theology/Transitional Deacons. The Commission reviewed the proposed budget for Seminarians in Theology/Transitional Deacons which requests a diocesan subsidy of \$137,840. The previous year's subsidy request was \$135,000. Mr. Crane explained that the previous year's program included 14 seminarians whereas the forthcoming year provides for 10 seminarians. In addition, this budget includes funds for the in-depth, immersion oriented Spanish language learning program for four seminarians. Following review of the budget, Sister Anderson moved for approval as submitted. The motion was seconded by Msgr. Spain and subsequently carried.

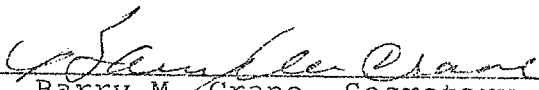
Commission for Black Catholics. Following review of the budget requested by Deacon Bernard Gray, Chairperson for the Commission for Black Catholics which requests a diocesan subsidy of \$12,000, Mr. Taylor moved for approval as submitted. The motion was seconded by Sister Anderson and subsequently carried.

Peace and Justice Commission. The Commission reviewed that memorandum of September 7, 1982 from Most Rev. Leo T. Maher which suggests that a single secretariat might be employed to provide support resources for several commissions, such as Family Life Commission and Peace and Justice Commission. Following review of this memorandum, it was the consensus of the Commission to recommend that the Peace and Justice Office be set up separate from the Family Life Commission to be administrated under the auspices of Rev. Douglas Regin of Catholic Community Services.

Educational Ministry. The Commission reviewed Rev. William E. Elliott's memorandum of September 8, 1982 to Msgr. Eagen which indicates that the employee fringe benefit of payment of high school tuition was not included in the subsidy request for 1982-83 and requests an increase of \$6,000 to the budget.

There being no further business, the meeting adjourned at 5:00 p.m. The Commission will be advised as to the place and time of its next regular meeting.

  
Rev. Msgr. I. Brent Eagen, Chairman

  
Mr. Barry M. Crane, Secretary

APPROVED:

  
Most Reverend Leo T. Maher  
Bishop of San Diego

MINUTES OF MEETING OF COMMISSION ON CHURCH ADMINISTRATION  
DIOCESE OF SAN DIEGO

The Commission on Church Administration held its regular meeting on Thursday, February 14, 1980 in the Conference Room of the Diocesan Office, San Diego, California.

ATTENDANCE: The following members were present:

Rev. Msgr. I. Brent Eagen  
Rev. Msgr. Charles P. Young  
Rev. Francis Pattison  
Sister Mary Jo Anderson  
Mr. John D. Boyce  
Mr. James Haskins  
Mr. Leo White  
Mrs. Frances Jenkins  
Mr. Barry M. Crane

The following member was absent:

Rev. Msgr. William D. Spain

ANNOUNCEMENT OF NEW MEMBER OF THE COMMISSION.

Msgr. Eagen, on behalf of the Commission, welcomed Mr. John D. Boyce who had been appointed by Most Reverend Leo T. Maher to the Commission.

Msgr. Eagen announced to the Commission that Mr. Fred Miller had moved from the diocese and further directed that a letter of appreciation be sent to Mr. Miller for his contribution to the Commission.

APPROVAL OF MINUTES OF PREVIOUS MEETING.

Mr. Crane explained to the Commission that the diocesan approved subsidy for the current fiscal year for the Mexican-American Conference had been misrepresented at the previous meeting. The subsidy had been represented to be \$64,317 when in fact, the approved subsidy for the current fiscal year is \$45,000. Mr. Crane reported that Rev. Douglas Regin, Director of Catholic Community Services, and Mr. Roberto Martinez, Executive Director of the Spanish Speaking Executive Commission, had been informed of the mistake. Following review, the Minutes were approved as corrected.

BUDGET UPDATE.

The Commission reviewed an update of diocesan approved budgets, a copy of which is attached hereto and incorporated herein by this reference. While a great majority of the commissions were within their budgets, the Commission expressed some concern over those departments which had expended greater than 50% of their approved budget in the first half of this fiscal year. In particular, the Commission requested an accounting from the Ministry to Priests Program and requested that St. Francis Seminary be appraised of their current standing.

On behalf of the Commission, Msgr. Eagen wished to thank Mrs. Elizabeth Beira, Diocesan Accountant, for preparation of the report

#### REVIEW OF BUDGET FORMS.

The Commission reviewed the budget form to be included with each proposed program budget as a summary and budget sheet. The Commission reiterated its position that any program could use any form to present its budget, but each proposal must contain this cover sheet to allow for ease of comparison. Sister Anderson suggested that this year's form also include the previous year's approved subsidy and actual monies spent. Further, it was requested that previous year's number of employees also be included on the cover sheet.

The Commission then directed Mr. Crane to extrapolate salaries from the up-coming budgets in an effort to review any inequities in employees salaries. ~~The Commission recommended an investigation into the possibility of standardization of employee salaries and duties, and the establishment of an equity pool to redress inequities of salaries. Further, the Commission recommended the establishment of a standard cost-of-living index to increase employee salaries.~~ Mr. <sup>Boyle</sup> ~~Boyce~~ offered to make available the University of San Diego's salary and position schedules for use by the Commission in its review.

#### FINANCIAL PROJECTION - FISCAL YEAR 1980-81.

Msgr. Eagen announced to the Commission that the Diocesan Office could expect an income of approximately \$2.4 million for the up-coming fiscal year. It was explained that this figure was conservative but realistic.

#### TIMETABLE OF BUDGET REVIEWS.

In an effort to accelerate the budget review process, it was the consensus of the Commission that the next meeting of the Commission on Church Administration be February 27, 1980 at 3:30 in the Conference Room of the Diocesan Office. The Commission then tentatively scheduled future meetings for the third Wednesday of every month thereafter until all budgets are reviewed, as follows: February 27, March 19, April 16, May 21.

Msgr. Eagen then announced that Rev. Douglas Regin, Director of Catholic Community Services, had requested two volunteer members of the Commission to aid him in preparation of the budget of Catholic Community Services. Father Pattison and Mr. Haskins volunteered for this project.

#### EDUCATIONAL MINISTRY.

The budgets for the programs within the Educational Ministry were distributed to the members of the Commission for their review prior to the next meeting.

There being no further business, the meeting adjourned at 4:30 p.m. The next meeting of the Commission will be held on Wednesday, February 27, 1980 in the Conference Room of the Diocesan Office at 3:30 p.m.

MEMBERSHIP OF DIOCESAN COMMISSIONS

FAMILY LIFE (Eight laity, two clergy, four Ex-officio)

Southern Commission

Saxon Wraith, Chairman  
Sharon Albers  
Theo Crabb  
Louise Dyas  
Dr. James Esch  
Mr. & Mrs. Ron Kinninger  
Mr. & Mrs. John R. Pullen  
\* Margaret Bell  
\* Vincenta Ouano  
Rev. Thos. Finnerty  
Rev.

Northern Commission

Ex-Officio Members of both commissions

Director, Family Life Bureau	Vacant
Director, Cana/Pre-Cana	Fr. Gallagher
Director, Diocesan Tribunal	Fr. Higgins
Director, Catholic Family Serv.	Fr. Quinn

COMMUNICATIONS (Nine appointed members, three Ex-officio)

Phil Corvo, Chairman	Bob Goggin, Vice Chairman
Mrs. Rosemary Watson, Sec'y	Mrs. Rosa Maria Vega
* Pierce Kavanagh	Frank Thornton
* Joseph Caruso	Sr. Monica Clark
Mel Smith	Dr. Mary Jane Warren
Lorenzo Gartell	

Director of Communications	James R. Bastis
Editor, Southern Cross	Deacon Michael Newman
Director, Office of Radio & TV	Vacant

LITURGY AND PRAYER (No limitation on number of members)

Rev. Dennis Krouse, Director	Rev. Nicolas Reveles, Asst. Dir.
Mrs. Margaret Mudd, Admin. Asst.	Jerome Curtis, Resource Mgr.

Rev. Daniel Dillabough	Rev. Robert Callahan
Audrey Chung	Msgr. William Bolger
Mrs. Marilyn Fitzgerald	Dr. Thomas Kirk
Rev. Michael Smith	Rev. Laurence McLaughlin
Sr. Jeanne Waggoner	* Sr. Eva Maria Sanchez
Mr. Thomas Eckhardt	Rev. Gerard O'Donnell
* Fr. Charles Sheslo	Rev. Richard Cefalu
Mr. Steven Maloney	Rev. Robert White
Rev. Eugene Lyons	

\* Member of the Diocesan Pastoral Council

SPAIN-RCBSD 0333

PEACE AND JUSTICE COMMISSIONS (Constitution provides for equitable representations of clergy, laity, and religious; geographic areas of the diocese; ethnic and racial groups; men and women)

Sr. Leonard Gaskell, Ch.

NORTHERN COMMISSION

Fr. Russell Helfer, V.Ch.  
Mr. Charles O'Malley  
Sr. Leah Long  
Mr. Paul Wukas  
Miss Cindy Sloan  
Fr. Jos. Pawlicki, CSS  
\* Mr. Arthur Millen  
\* Ms. Mary Lou Magana  
Fr. Fabian Labedis

SOUTHERN COMMISSION

Mrs. Lorraine Bergeron  
Fr. Daniel Dillabough  
Mr. Ernie Bueno  
Mr. Rex Gorton  
Fr. James Rankin  
Mr. Terance Kopanski  
\* Rev. Mr. Robt. Ekhaml  
\* Mrs. Regina Jones

BOARDS OF EDUCATION (Deans of the Northern & Southern Deaneries (or laterates), Southern Board specifies one Lay member from each Deanery plus two at-large Lay members, five professional parish workers from Elementary schools, Youth & Campus ministry, CCD, High Schools, and the Spanish-Speaking.)

NORTHERN BOARD

Bishop L. T. Maher, President

Ontario	Fr. J. Slattery
Palm Springs	* Mrs. Flo. Burger
	Msgr. M. Nolan
Riverside	Fr. P. Covas
	Mrs. R. Kothlow
San Bernardino	* Fr. Straling
	Mr. R. Carducci
Victorville	Fr. W. Hart
	Mr. V. Vargas

Bishop Gilbert Chavez  
Fr. Donald Webber

At-Large	Mrs. P. Riesch
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Professional	Rev. Mr. Clinton
"	Fr. P. Guillen
"	Sr. Marie Laux
"	Sr. M.C. Phelen
"	Sr. E. Thaden

SOUTHERN BOARD

Bishop L. T. Maher, President

Cathedral	* Fr. McGarvey
El Cajon	Mrs. J. Desroches
	Msgr. Moloney
El Centro	Mrs. M. Conway
	Fr. M. Madaer
Escondido	Fr. M. Coughlan
La Jolla	Msgr. O'Donoghue
	Mrs. Thos. Burke
Oceanside	Msgr. Clavin
Southbay	Msgr. Portman
University	Msgr. Murray
At-Large	* Mrs. B. Winters
	Dr. R. House
	Mr. S. Mulligan
Elementary	Sr. B. Creegan
CCD	Mr. John Burns
Youth/Campus	Sr. D. Molina
High Schools	Sr. N. Ryan
Sp. Speaking	

\* Member of the Diocesan Pastoral Council

SPAIN-RCBSD 0334

DIOCESAN PASTORAL COUNCIL

(Mandated by SYNOD - Convoked September 1976 - Bishop, Auxiliary Bishop, two lay delegates from each Deanery, six delegates from Priests Senate, four delegates from Sisters Senate, nine members at large.)

Cathedral Deanery

Frances B. Jenkins

El Cajon Deanery

Patrick Doyle

El Centro Deanery

Irene Larsen

Robert J. House

Angie Saldana

Escondido Deanery

Helene Maki

LaJolla Deanery

Theodore Kleiter

Adelaide Whalen

Pierce Kavanagh

Secretary

V. Chairman

Oceanside Deanery

Ontario Deanery

Florence Burger

Gilbert C. Bracken Jr.

Palm Springs Deanery

Philip Mirci

Riverside Deanery

Mary Lou Magana

Arthur Millen

San Bernardino Deanery

Connie Buckmaster

Southbay Deanery

Regina Jones

John McCabe

University Deanery

Margaret Bell

Joseph Caruso

Victorville Deanery

Mary Procter

Anthony Piazza

Chairman

Senate of Priests

Msgr John Campion

Rev. Vincent J. McGarvey, OSA

Rev. Charles Sheslo

Rev. Phillip Straling

Rev. Mr. Robert Ekhaml

Sisters Senate

Sr. Mary Jo Anderson

Sr. Catherine Lett

Sr. Eva Maria Sanchez

Exec. Commission for Sp. Spkg.

Robert Martinez

At-Large

Msgr. I. Brent Eagen

Rev. Peter Covas

Genevieve Bennett

Ricardo B. Gonzales

James Jamerson

Vincenta R. ouano

BLACK CATHOLICS COMMISSION (No limitation on number of members.)

Mrs. Audrey Chung, Chairwoman  
Mr. & Mrs. Mel Smith  
Mrs. Lorraine Bergeron  
Mrs. Leota Peterson  
Mr. Shannon Percy  
Mrs. Jean Robertson  
Mrs. Arlene Devall  
Mr. Randy Glover

Fr. Giles Conwill (In absentia)

FINANCIAL BOARD (This Board was formed by the Church Administration Commission of the Synod. Membership limited to eleven members.)

- \* Msgr. I. B. Eagen, Chairman
- Mr. Parmely Ferrie, Secretary
- Msgr. William Spain
- Msgr. Charles Young
- \* Rev. Peter Covas
- \* Rev. Phillip Straling
- Rev. Francis Pattison
- Mr. Les White
- Mr. Thomas Cline
- Mr. Fred Miller
- \* Mr. John McCabe

ECUMENICAL COMMISSION (This Commission existed before the Synod. It has no fixed number of members; membership is appointed by the Bishop.)

Msgr. John R. Portman, Chairman  
Rev. Laurence McLaughlin  
Rev. Jack Lindquist  
Rev. Dr. and Mrs. Raymond Ryland  
Mrs. Julia Schilling  
Rev. John Huber  
Mrs. Beryl Newman  
Miss Marceline Whalen  
Rev. Daniel Dillabough

- \* Member of the Diocesan Pastoral Council

# REDACTED

## CHURCH ADMINISTRATION

Purpose: To assist the Bishop in responding to those needs by sharing responsibility in Diocesan Administrative and Financial planning. Particularly by recommending guidelines and procedures in the following areas: Budgets, Financial Planning, Goal-setting, Insurance, Organizational Procedure, Pension Administration, Planning.

## MEMBERSHIP

ev. Msgr. I. Brent Eagen(Chr.)	10818 S.D. Mission Rd.	San Diego	92108	298-7
ev. Msgr. Charles Young	293 "H" Street	Chula Vista	92010	427-0
ev. Msgr. William Spain	625 So. Nardo Ave.	Sol. Beach	92075	755-2
. Rev. Peter Covas	7050 Brockton Ave.	Riverside	92506	683-0
. Phillip Straling	2525 Arrowhead Ave.	San Ber.	92405	886-6
ev. Francis Pattison	5124 Churchward St.	San Diego	92114	264-3
c. Mary Jo Anderson	4950 Alice Street	San Diego	92115	287-4
so White				
red Miller				
rances Jenkins				
armely Ferrie				
ohn McCabe				

April 15, 1976

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

Welcome to the Diocesan Finance Committee.

As Msgr. I. Brent Eagen mentioned in his letter to you of April 6, 1976, we will begin reviewing the budgets shortly. They have been prepared in accordance with the Budget Manual, and I am enclosing a copy for your information.

As budgets are received, I will send you an advance copy so you may review them prior to the budget meetings.

Please feel free to call me if you have any questions.

Very truly yours,

Parmely T. Ferrie  
Business Manager

Enc.

SPAIN-RCBSD 0338

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June 3, 1976

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

Enclosed are copies of the minutes of the Finance Committee meetings of May 25 and June 2, 1976. The next meeting is scheduled for Wednesday, June 9, 1976 at 1:30 p.m. The following budgets will be reviewed:

- St. Francis Seminary (presented by Father Purcell)
- Seminarians' Expense
- Clergy Higher Studies
- Clergy Continuing Education
- Clergy Personnel Board
- Priest's Senate
- Sister's Senate
- Institutional Chaplains

Perhaps we can plan now for the fourth meeting to be held on Wednesday, June 16, 1976 at 1:30 p.m., at which time we can cover the remaining budgets received to date.

Also enclosed you will find three budgets for your review.

Very truly yours,

Parmely T. Ferrie  
Business Manager

Enc.

SPAIN-RCBSD 0339

May 28, 1976

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

The first item on the agenda for our meeting on Wednesday, June 2, 1976 is a review by Dr. H. Giles Schmid of his overall program in response to our request that his subsidy be held to \$500,000.

Thereafter, we will proceed with:

Clergy Higher Studies  
Continuing Education'  
Personnel Board  
Liturgy & Prayer  
Priest's Senate  
Sister's Senate

This should bring us to 3:30 P.M.

I am looking forward to seeing you on Wednesday.

Very truly yours,

Parmely T. Ferrie  
Business Manager

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May 18, 1976

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Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

You will find three budgets enclosed for your review.

We look forward to seeing you on the 25th for the first meeting  
of the Finance Committee.

Very truly yours,

Parmely T. Ferrie  
Business Manager

Enc.

May 14, 1976

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Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

Enclosed you will find two more budgets for your review prior  
to our first meeting of the Finance Committee on May 25, 1976.

Very truly yours,

Parmely T. Ferrie  
Business Manager

Enc.

May 5, 1976

Rev. Msgr. William D. Spain  
St. James Church  
625 South Nardo  
Solana Beach, California 92075

Dear Monsignor:

As I indicated in my letter to you of April 15, 1976, I am enclosing copies of the budgets submitted to date for your review. The green insert separates all of the budgets which belong to the Total Teaching Mission from other Diocesan Program areas.

We would like to schedule the first meeting for Tuesday, May 25, 1976 at 1:30 p.m. in the Diocesan Office Conference Room. We look forward to seeing you then.

Very truly yours,

Parmely T. Ferrie  
Business Manager

Enc.