

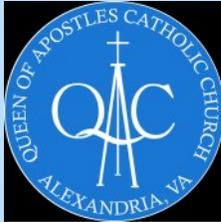
2016-17

ANNUAL REPORT

QUEEN OF APOSTLES CATHOLIC CHURCH

Alexandria, Virginia





Parish Vision Statement

To be a family of families committed to growing in discipleship of Christ and eager to invite others to join our family.

Parish Mission Statement

Under the protection of our Blessed Mother and guided by the Holy Spirit, our mission is to form disciples of Christ by:

- Equipping parishioners with spiritual resources that will lead to deep spiritual growth;
- Inspiring families to embrace joyfully their vocation to holiness;
- Encouraging the faithful to use their time, talent and treasure to the glory of God; and
- Introducing people outside the Church to the joy and beauty of the Gospel.

Core Values

- Family
- Stewardship
- Discipleship

Aspirational Values

- Excellence
- Diversity



TABLE OF CONTENTS

Pg. 2.....Table of Contents
Pg. 3..... Letter from the Pastor
Pg. 4..... Welcome, Bishop Burbidge
Pg. 5..... Queen of Apostles School: “Look Up!”
Pg. 6..... Parish at a Glance, 2016-17
Pg. 7..... Church Lighting and Facilities
Pg. 8 - 11..... Financial Report and Analysis
Pg. 12..... 2017-18 Parish Program

PARISH CLERGY 2016-17

- Fr. Leopoldo M. Vives, DCJM**..... Pastor
Fr. Juan Espino, DCJM..... Parochial Vicar
Fr. Javier O’Connor, DCJM..... Parochial Vicar*
Richard C. Caporiccio..... Permanent Deacon
- Fr. Ignacio de Ribera, DCJM**, Assistant Professor of Philosophy at the Catholic University of America, is Priest in Residence.

**Fr. Javier O’Connor serves the parish communities of Queen of Apostles and St. Leo Catholic Church in Fairfax.*

About the Disciples

The Disciples of the Hearts of Jesus and Mary (DCJM) are characterized by a special dedication to the family, which is inspired by the life and teaching of John Paul II. Following in his footsteps, the Disciples desire to help families discover human love as a way of holiness. For more information on the Disciples, visit www.dcjim.org.



Disciples of the hearts of Jesus and Mary

LETTER FROM THE PASTOR

Dear Parish Family,

Fall is a beautiful season, especially in Virginia. We see the tree leaves changing into a symphony of colors. This beauty stirs in us gratitude towards God who created all this beauty.

This gratitude is a fundamental attitude for our lives, bringing joy and hope. In some few weeks we will be celebrating Thanksgiving, a feast to celebrate with gratitude the gifts we receive from God and others.

This time of the year is my Thanksgiving celebration with the Parish Family. The year 2016-2017 is done, and it is time for me to give an account of this last fiscal year... not as a CEO who is held accountable to shareholders, but as a father surrounded by his children who shares the stories of the family around the fireplace. Thus, in this Annual Report you will find detailed information about the parish finances.

The Annual Report is also aimed to come at the same time as the Parish Offertory Program. Every year, at this time, I ask you to prayerfully consider your gift of treasure to continue the Lord's work in our parish.

Remember that "God loves a cheerful giver" (2 Cor 9:7). Gratitude will inspire that generosity to plan your gifts with a cheerful disposition.

This household planning is a first gift to the Parish. Panning ahead what your weekly commitment will be helps us with parish budgeting. It is

also a way to express that this gift is important for you.

That your parish giving might be a steady weekly commitment is supported by the parish through the offertory envelopes and also through Faith Direct, our electronic giving program. This last one assures that your donation will arrive securely and dependably each week.

In addition to providing assurance of how your gifts of treasure are stewarded by the parish, this Annual Report is a way to celebrate our family life: our ministries, our liturgy, our school, and our programs: specially the "Towards a Family Fully Alive" program and the "Rule of Life".

"Towards a Family Fully Alive", as a follow up of "Towards a Family Friendly Parish" helped us to celebrate our family relationships and to advance our vision of a family of families. In the current fiscal year we are having the Towards a Missionary Family, which would help us to inspire all the parish ministries with this family vision. The Rule of Life helped to "[equip] parishioners with spiritual resources that will lead to deep spiritual growth" as said in our mission statement. We visited the most venerable Catholic devotions through the Rule of Life in



order to grow spiritually, setting a journey through successive steps from beginner to advanced.

Lastly, the Annual Report is a moment of gratitude. First to God, the wellspring of every gift. Then to the whole parish family, especially the volunteers and ministry leaders who selflessly imitate Jesus, who came not to be served but to serve (Mk 10:45). Finally to the School Faculty and Staff, the Church Staff, and the Parish Councils for their support of the priests' ministry. This year there is also a very special reason for gratitude: On October 24 I will celebrate the 25th anniversary of my ordination to the priesthood.

May Mary Queen of Apostles continue blessing our parish and school, our families and ministries.

Sincerely in Christ,

WELCOME, BISHOP BURBIDGE!

Most Reverend Michael F. Burbidge was announced by Pope Francis as the fourth Bishop of the Diocese of Arlington on October 4, 2016. He was installed on December 6, 2016 at the Cathedral of St. Thomas More.

During Priesthood Sunday on October 30, 2016, Queen of Apostles parishioners offered for Bishop Burbidge (and also for Bishop Loverde) a Spiritual Bouquet of 800 Masses, 1,336 Rosaries, 396 Holy Hours, and 635 Chaplets of Divine Mercy.

We are blessed to have Bishop Burbidge and we pray for his long and fruitful ministry as our shepherd!



Follow Bishop Burbidge Online



@BishopBurbidge



@ArlingtonDiocese



www.arlingtondiocese.org/Bishop/From-the-Bishop
Includes links to his weekly WTOP (103.5 FM) radio messages

BISHOP BURBIDGE VISITS QOFA

On June 11, 2017, Bishop Burbidge celebrated the Sacrament of Confirmation at Queen of Apostles for 38 parish youth. Less than two weeks later, on June 24, 2017, he celebrated the Diocesan Multicultural Mass at Queen of Apostles.



QUEEN OF APOSTLES SCHOOL

“Look Up!”

Fr. Leopoldo M. Vives, DCJM

Some few days before the beginning of the academic year, our Bishop celebrated a Mass with all the educators in the Diocese of Arlington, from preschool to high school.

At that Mass, Bishop Burbidge gave us a theme for this year: “Look up!” The mission of Catholic education is to teach the students to look up.

“You help our students to look up when you teach them the truth of the gospel not only in theology but in all the courses. You help them to look up when you bring them the faith without compromise in all of its beauty. You help them to look up when you pray with them. You help them to look up when you remind them that Jesus gave Mary to us as mother and queen of heaven and earth [...] Dear catholic educators, it is also important for you to look up

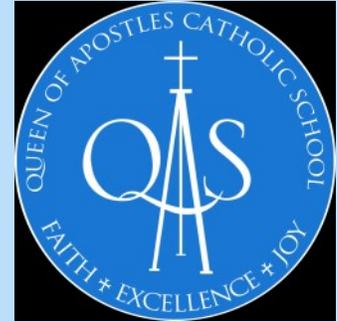
[...] If your eyes are only fixed on what is right in front of you, you will forget why you first chose to respond to God’s call to be a teacher, and why you are doing it [...] So make a commitment as you begin this academic year. Promise to look up at the beginning of every day, throughout the day and at the end of the day.”

Bishop’s words have been for the Disciples an encouragement and

affirmation for our work in the school. As you know, the Disciples are strongly invested in education. We bring a vision and an educational project in which Jesus Christ is the keystone. We work to instill in the student’s heart a love of wisdom and inquisitiveness in the nobility and greatness of life by pursuing beauty, goodness and truth. We invite our students to take ownership of their own stories through the great literary and historic narrations. We want our students to grow in virtue as we strive for excellence.



As Bishop Burbidge said, Jesus is not only present in religion class. We look up to Jesus when we pursue goodness, truth and beauty. This is the vision that the Disciples bring to the school, to make it better, to enrich it, and finally fulfill our mission of educating Catholics rich in virtue, humanity and holiness. Vibrant Catholics ready to live out the faith and to pass it onto the coming generations. Catholics who look up.



Upcoming School Events in 2017-18

Oktoberfest

Friday, October 27

PTO Pancake Breakfast I

Sunday, November 12

Christmas Concert

Friday, December 15

PTO Pancake Breakfast II

Sunday, January 28

To kick off Catholic Schools
Week, Jan. 28–Feb. 3

Spaghetti Dinner

Saturday, February 10

Annual Dinner & Auction

Saturday, April 14

International Festival (IFEST)

Saturday, May 5

5k and Fun Run

Saturday, June 2



Follow school events
on Facebook!
@QoASchool

PARISH AT A GLANCE 2016-17



By the Numbers

1,389 Registered parish households <i>1,076 households contributed financially to the parish in 2016-17</i>	191 Religious Education Students
5,553 Total parishioners	18 Catechists <i>7 Master Catechists</i>
114 Baptisms	192 Students in Queen of Apostles School <i>3% increase from previous year</i>
23 Weddings and Validations	28 QofA School Faculty and Staff
23 Funerals	8 Youth from Spain Participating in QofA/DCJM Exchange Program
38 Confirmations	7 Youth Pilgrims to Rome for Holy Week 2017
77 First Communions	14 Youth Missionaries to Banica, Dominican Republic
23 RCIA Catechumens and Candidates	

Celebration of the Sacraments

900+ Masses offered	6,000+ Hours of Eucharistic Adoration
375+ Hours of Confession Offered	50 Holy Hours

2016-17 Finance and Pastoral Councils

Finance Council

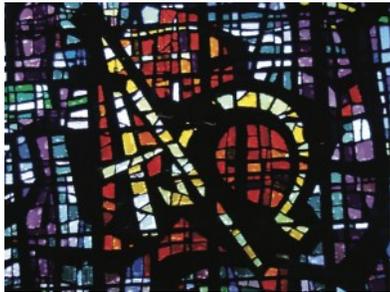
Mike Kirby (Chair)
Mauricio DiBenigno
Raul Fernandez
John Glista

Pastoral Council

Chip (Chair) & Anne Souser
Dan & Mary O'Donohue
Nikol Hoover
Laura Cayrampoma
Hilario & Edna Mercado
Ann Reid
Mike Kirby

CHURCH LIGHTING AND FACILITIES

Facilities planning is a continual effort at the parish, being an integral aspect of good stewardship. With this in mind, in the Spring of 2017, the parish began taking deliberate action on the church lighting. Minor improvements had been made to the lighting in 2015, when the 336 chandelier bulbs were replaced with LED bulbs. As for the lighting over the altar, most of the fixtures (controlled wirelessly) have worked only sporadically with no simple fix.



The question of how to fix the lighting was not a simple one: How can we improve the lighting, and also make it easier to maintain over time?

What structural and electrical implications will there be with installing potentially a new lighting system? Could new audio speakers be installed alongside new light fixtures, in order to improve the sound system as well?

It was determined that these and other related questions would be answered most effectively within the context of a comprehensive study of the church. Thus, with the assistance of the Diocese, an architecture firm was hired during this past summer to lead such a study, with hopes to take action on the lighting by early 2018.

The study will examine the lighting and sound of the church, and also make recommendations for other

possible improvements such as renovations to the confessionals and to the side door entrances.

Lighting is one of many needs being carefully reviewed at the present time, including some urgent projects: The church heating and cooling system is eight years past its maturity date and has been showing signs of age. The same can be said of the church organ, also past its maturity. There is also the ongoing question of how we can further improve ease of access for the handicapped and disabled, with minor improvements being made on a year-to-year basis, including to walkways and bathrooms. We hope as well that ongoing preventative maintenance measures will extend the life of our buildings and systems, while saving on future costs.

We thank our Finance and Pastoral Council members for guiding these discussions and helping us to be good stewards of the gifts of the parish.



Did You Know?

Earn a masters-level education in theology right next door!



The Christendom Graduate School, located on Queen of Apostles' campus, offers masters-level programs with a comprehensive grasp of the Catholic faith, preparing students for advanced graduate studies and for various ministries in the Catholic Church. Its flexible and accommodating program allows students of all ages and from all over the world to attend either part-time or full-time, year-round,

summers-only, or winters-only, and also to study at a distance through our online program.

Committed to educating in accord with the Vicar of Christ, the Christendom Graduate School enjoys the full support of the Holy See. In light of this special relationship, the Holy See has authorized Christendom to grant the Apostolic Catechetical Diploma, the highest ecclesial award in catechetics.

Visit graduate.christendom.edu for more information.

Queen of Apostles Parish

Fiscal Year Ended June 30, 2017

INCOME STATEMENT

Account Title	Church	School	TOTAL
OPERATING INCOME			
Collection Income	978,429	-	978,429
Liturgical & Sacramental Income	60,187	-	60,187
Other Operating Income	84,358	-	84,358
School Tuition Related Income	-	1,138,907	1,138,907
Other School Income	-	176,600	176,600
Parish Subsidy to School Income	-	96,662	96,662
Religious Ed & Youth Ministry Income	47,685	-	47,685
Other Ministry & Program Income	54,174	-	54,174
Other Income	181,189	84,451	265,640
TOTAL INCOME	\$ 1,406,022	\$ 1,496,619	\$ 2,902,642
OPERATING EXPENSES			
Salary & Benefits	620,202	1,120,995	1,741,197
Facilities Expense	182,106	117,985	300,091
General Operating Expense	120,614	68,357	188,971
Liturgical and Sacramental Expense	46,007	-	46,007
School Expense	-	94,650	94,650
Parish Subsidy to School Expense	96,662	-	96,662
Religious Ed and Youth Ministry Expense	40,381	-	40,381
Other Ministry and Program Expense	56,216	-	56,216
Other Expense	156,070	34,783	190,853
TOTAL OPERATING EXPENSE	\$ 1,318,257	\$ 1,436,770	\$ 2,755,027
NET OPERATING SURPLUS/(DEFICIT)	\$ 87,765	\$ 59,849	\$ 147,615
OTHER INCOME & EXPENSE			
Extraordinary Income	-	-	-
Extraordinary Expense	183,262	4,967	188,229
NET OTHER INCOME & EXPENSE	\$ (183,262)	\$ (4,967)	\$ (188,229)
NET SURPLUS/(DEFICIT)	\$ (95,496)	\$ 54,882	\$ (40,614)

As of June 30, 2017

BALANCE SHEET

ASSETS			
Operating Accounts	41,760	133,991	175,751
DIAL Savings	1,644,537	382,168	2,026,705
Fixed Assets	-	-	-
Other Assets	-	19,881	19,881
TOTAL ASSETS	\$ 1,686,296	\$ 536,040	\$ 2,222,337
LIABILITIES			
Accounts Payable	-	-	-
Loans Payable	-	-	-
Deferred Income	-	49,450	49,450
Other Liabilities	154,068	478	154,546
TOTAL LIABILITIES	\$ 154,068	\$ 49,928	\$ 203,996
NET ASSETS			
Unrestricted	1,238,747	311,706	1,550,452
Temporarily Restricted	293,481	124,407	417,888
Permanently Restricted	-	50,000	50,000
TOTAL NET ASSETS	\$ 1,532,228	\$ 486,113	\$ 2,018,341
Total Liabilities & Net Assets	\$ 1,686,296	\$ 536,040	\$ 2,222,337

SUMMARY OF FINANCIAL REPORT

Queen of Apostles’ mission is to form disciples of Christ. Discipleship and financial stewardship go hand in hand, which is why as part of our mission we report annually and in detail the financial activity of the parish.

The next few pages provide analysis of the income, expenses, and savings of the parish. Overall, both church and school exhibited growth during the July 2016–June 2017 fiscal year. Greater sacramental and ministry activity at the church, and greater enrollment at the school, resulted in both income and expenses increasing relative to the prior year.

Positive net operating surplus helped to fund critical projects, such as the recent repaving of the church parking lot. However, there was still the need to draw from savings to complete these projects. The historical generosity of parishioners – resulting in accumulated



savings over a number of years – has allowed us to take action on these projects without the need for a capital campaign. Nonetheless, future anticipated projects, some with significant cost, may require a change of approach.

The parish rejoices also in the growth of the Ghana Catholic Community (GCC), the “parish within our parish.” The GCC is now in its fourth year of calling Queen of Apostles their home. In terms of management of GCC funds, the Diocese has arranged that Queen of Apostles hold the savings of the GCC within the parish operating accounts, even though the funds are distinctly the GCC’s own. The parish also acts as a conduit for the GCC to process their income and expenses.

Fr. Leopoldo and the Parish Finance Council thank parishioners for your generosity and support of our parish ministries. †

BALANCE SHEET

The Balance Sheet presented on the opposite page contains three sections: Assets, Liabilities, and Net Assets. (Assets equals Liabilities minus Net Assets.)

Assets is the parish savings. Total parish savings (church and school) as of June 30, 2017 amounted to \$1,996,947, not including the savings of the Ghana Catholic Community (GCC). Of this amount, \$1,821,135 is held in interest-bearing savings accounts with the Diocese of Arlington, where the funds earn a 2.5% annual rate of return. The rest of the funds are held in church and school operating accounts with BB&T.

In terms of Liabilities, the parish has no Accounts Payable or Loans Payable (i.e. there is no parish debt). Deferred Income includes school tuition receipts carrying over between school years. The category Other Liabilities includes funds belonging to the GCC, among other exchange accounts such as second collection funds in the process of being forwarded to intended recipients.

Total Parish Savings* (Total Assets)

as of June 30, 2017

\$1,996,947 *Church plus School Savings*

Change in Total Assets*

June 30, 2016 to June 30, 2017

↓ \$51,212 *2.5% decrease from June 30, 2016 balance of \$2,048,186*

Even though Net Operating Income was plus \$147,615 for the year, parish savings decreased because Extraordinary Expenses exceeded Net Operating Income. Included in the \$188,229 of Extraordinary Expense activity for the year was the repaving of the parish parking lot in August 2016, and fulfilling the third and final installment of a parish pledge to the Bishop’s Leadership Initiative (BLI). More information on the BLI can be found at: arlingtondiocese.org/leadership-gift-program

*Amounts do not include Ghana Catholic Community savings.

INCOME ANALYSIS

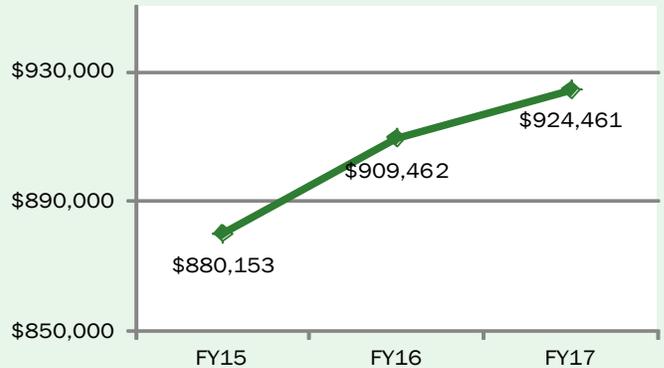
Parish income grew by 1.8% from FY16 to FY17. Total income (church plus school) for the year was \$2,902,642. Notable income activity is as follows:

- Offertory giving increased while Holy Day giving decreased.** Offertory giving increased by 2% in FY17. However, there was a 14% drop in Holy Day giving, owing to the fact that Christmas and New Year’s Day fell on Sundays during FY17 (see chart to the right).
- School tuition related income (tuition plus financial aid) increased by 14%.** Gains in student enrollment, coupled with scheduled tuition fee increases, and expanding Diocesan financial aid distributions, led to a near \$140,000 increase in tuition related income.
- Rental income is a new source of parish revenue.** New procedures allow parishioners and groups to now rent parish facilities, which has created rental income from \$0 in FY15 to nearly \$5,000 in FY17.
- The parish received a bequest during the year, the third in two years.** We are incredibly grateful to parish families who have named Queen of Apostles in their estates. The bequest received in FY17 provided scholarship money for the school and helped fund various capital improvement projects.
- Increased giving will help us to grow our parish youth and social outreach ministries.** Conservative budgeting practices have ensured that we are always operating within our means. If every parish family increased their giving by 5% this year (for example, a \$20 weekly gift becoming \$21), it would allow us to hire a Youth Director and to expand our social outreach ministries. Enrolling in Faith Direct (www.faithdirect.net) also saves staff and volunteer time and reduces parish expenses.

What is meant by “FY”?

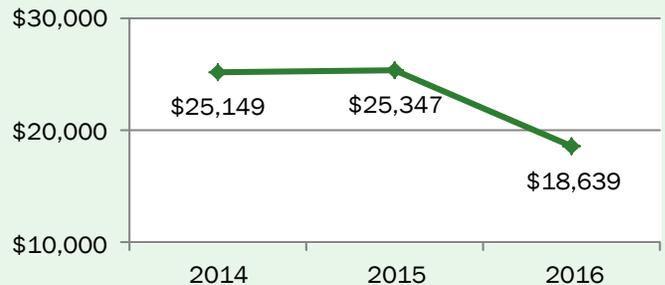
FY stands for “fiscal” or “financial” year, which for the Diocese of Arlington is July 1 through June 30. Organizations often choose fiscal years different from the calendar year (January 1 through December 31) so that years do not begin and end during busy times. The term “FY17”, therefore, stands for July 1, 2016 through June 30, 2017. (The “17” denotes the end of the fiscal year.) FY16 is July 1, 2015 to June 30, 2016, and so on.

Parish Offertory Growth, FY15 to FY17



Parish offertory income includes the first collections during Sunday Masses plus contributions made through Faith Direct, the parish electronic giving program.

Christmas Collections, 2014 to 2016



The graph shows the giving impact of Christmas falling on a Sunday in 2016. (In 2017, Christmas falls on a Monday.)

Diocesan Financial Aid to School, FY16 to FY17



Diocesan financial aid includes funds from the Virginia Education Improvement Scholarship Tax Credit Program, which offers a 65% tax credit to donors and directly benefits low income families. Learn how you can contribute to this program by visiting arlingtondiocese.org/scholarship-foundation

EXPENSE ANALYSIS

Comparing Queen of Apostles to Similarly Sized Parishes Percent of Total Church Expenditures

Expense Category	Queen of Apostles	Similar Parishes*
Staff	47%	47%
Programs & Ministries	18%	25%
Buildings	14%	11%
Other	21%	17%

*Information provided by the Diocese of Arlington. "Similarly sized" is based on annual parish offertory. There are six other parishes in the Diocese that have schools and whose annual parish offertory is between \$500,000 and \$1 million.

Itemized Extraordinary Expenses for Church, FY17

Parking Lot Repaving & Resealing.....	\$74,120
Consulting Fees.....	\$2,224
Hannan Hall & Choir Room Renovations.....	\$19,717
Rectory Gutter & Roof Repairs.....	\$8,324
Other Capital Improvements.....	\$11,377
3 of 3 Installment to Bishop's Leadership Initiative*.....	\$67,500
Total	\$183,262

*Queen of Apostles pledged \$150,000 to Bishop Emeritus Loverde's Bishop's Leadership Initiative (BLI) in 2014 and completed the final installment in FY17.

Church Cash Contribution to School, FY15 to FY17



The parish annually makes a cash contribution to the school based on current needs. This contribution is in addition to the approximately \$42,000 that parishioners donate to the school through the monthly school second collections.

Expenses grew by 3.5% from FY16 to FY17 to a total of \$2,755,027 for FY17. Notable expense activity is as follows:

- **Expenses grew at a higher rate during FY17 than did income.** Income grew by approximately \$50,000 (1.8% growth) for the year while expenses grew by approximately \$94,000 (3.5% growth). The largest “driver” of expense growth was in salaries and benefits (8.2% growth), led by new hires and by cost increases. Expenses in all other areas – i.e. other than salaries and benefits – actually declined year-over-year by nearly \$40,000 (3.7% decrease).

- **Increase school tuition related income for the year reduced the parish investment in the school.** Each year, the parish makes a cash contribution to the school. In FY17, the cash contribution was \$55,000, down from \$105,000 the year before. This contribution is in addition to the approximately \$42,000 that parishioners donate directly to the school through monthly school second collections.

The parish also was able to give approximately \$27,000 in direct tuition assistance to parish families in need, thanks to a fund created from recently received parishioner bequests.

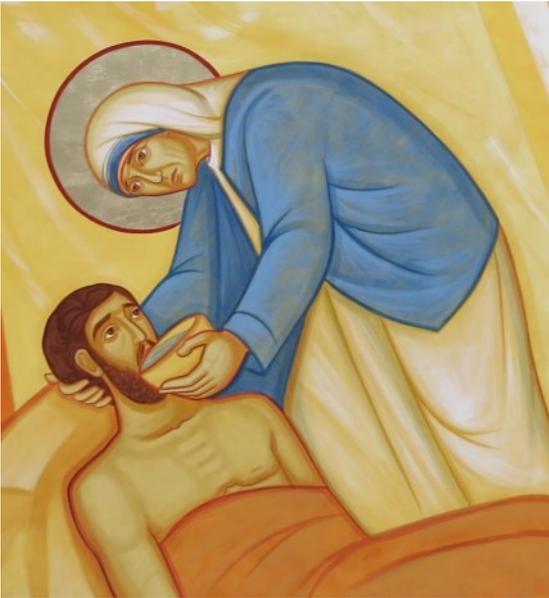
- **Diocesan assessments comprise about 9% of church expenses.** In the Financial Report, the last line under Operating Expenses is “Other Expenses”. For FY17, Other Expenses was \$156,070. Of this amount, approximately \$116,000 were Diocesan assessments to support the Offices of the Bishop, the Arlington Catholic Herald, and other Diocesan activities. These assessments do not include the contributions that parishioners make directly to the Diocese through the annual Bishop’s Lenten Appeal.

Your Gifts to the Poor Box

Parishioners give approximately \$40,000 per year to the parish Poor Box. Your gifts to the Poor Box support the Poor Sisters of St. Joseph, Christ House, ACCA, Missionaries of Charity, Catholic Charities, and other groups who are directly serving the poor and marginalized in our community and across the globe. These are “restricted” funds, which means the parish can never (and will never) use Poor Box contributions to subsidize the general needs of the parish.

2017-18 PARISH PROGRAM

Towards a Missionary Family



The family is the way of the Church.

Two years ago we started the program “Towards a Family Friendly Parish.” This program and its second year “Towards a Family Fully Alive” helped us to understand in a deeper way what does it mean to be a “Family of Families.” This year’s “Toward a Missionary Family” program is aimed to help us to take the next step as missionary disciples.

St. John Paul II said, “The true missionary is the saint. The call to mission derives, of its nature, from the call to holiness. A missionary is really such only if he commits himself to the way of holiness” (*Redemptoris Missio*, 90). Thus, as a part of this program, we will propose practices to help us to be more aware of the gift received in the sacraments and how they transform us and others.

I: The Sacraments Transform Us

October: Baptism - Transformed by the Spirit

Remember the best gift of your life.

Parish Event: Diocesan Pilgrimage, October 14

November: Confirmation - Sent by the Spirit

Receive the Strength of the Spirit.

Parish Event: Morning of Recollection, November 18

December: Reconciliation - Renewed by God’s Mercy

Let the Father embrace you.

Parish Event: Morning of Recollection, December 16

January: Eucharist - Strengthened by Christ

Rediscover the Mass.

Parish Event: Overnight Ignatian Retreat, January 12-13

II: Through Us, God Transforms Others

February: Mercy Starts at Home

Be a Missionary with your extended family.

Parish Event: Morning of Recollection, February 17

March: Lent - A Mission of Joy

Invite someone to the Easter Vigil with you.

Parish Event: Morning of Recollection, March 17

April: Easter - Work as a Mission

Bring Christ to your workplace.

Parish Event: Morning of Recollection, April 21

May: Mary - The First Missionary

Rediscover the Rosary.

Parish Event: Marian Pilgrimage, May 19

June: Priests and Religious - The Missionaries

Vocations: Hands, feet, mouth, ears of Christ today.

Parish Event: Morning of Recollection, June 16

*Mornings of Recollection take place on
Saturdays, 8 a.m. to 12 noon.*