**Mater Dolorosa Passionist Retreat Center  
Meeting of the Board of Directors  
October 4, 2017**

**Retreat Director’s Monitoring Report**

**Introduction**

I certify that the following information is true and correct as of October 4, 2017.

On the weekend of September 8-10, 2017 we began the new weekend retreat season with the retreat, “Going without Knowing: Pitching our Tent in Faith.” We have had four weekend retreats for men and will have our first weekend retreat for women this coming weekend.

With this Board meeting we also begin our new retreat center Policy Governance Model for the governance of the retreat center. According to this new model, the Retreat Director’s monitoring report to the Board is to be based on a selection of the policies that have been designed to govern the retreat center. Therefore this report will be formed around the following selected Global as well as all Ends policies:

* EL 1: Global Executive Constraint
* EL 2: Relationships with the Congregation of the Passion, Holy Cross Province and the Archdiocese of Los Angeles
* EL 3: Public Relations
* EL 8: Financial Conditions and Activities
* EL 10: Fund Raising and Development Policy
* EL 11: Communication and Support to the Board
* Ends Policies

**EL 1: Global Executive Constraint**

As the current retreat director I can assure the members of the Board of Directors that currently there are no policies, practices, activities, retreats, events, decisions, conditions or organizational circumstances that run counter to the “spirit, traditions and mission of Holy Cross Province…or the Magisterium of the Church…or the Code of Canon Law….”

**We report that the Retreat Center is in compliance with this policy**

**EL 2: Relationships with the Congregation of the Passion, Holy Cross Province and the Archdiocese of Los Angeles**

At this moment the Retreat Center’s identity and character as a Passionist Retreat Center is strong and has never been challenged or criticized. We teach in full accord with the Roman Catholic Church, the spirituality of St. Paul of the Cross and are consistent in preaching the Passion of Jesus Christ.

Our mission is in full accord with Holy Cross Province as described in our Articles of Incorporation, the Bylaws, and all applicable laws.

There are currently five Passionist Religious, one brother and four priests, living and ministering in the Retreat Center.

We also have an excellent relationship with the Archdiocese of Los Angeles and the local parishes we serve. We are reviewed each year by the leadership of Holy Cross Province and are regularly affirmed in our fidelity to our mission. We also keep the Chairman of the Board of Directors fully informed of any important concerns.

**We report that the Retreat Center is in compliance with this policy.**

**EL 3: Public Relations**

The public reputation of the retreat center is for the most part very positive. The lone exception to this is our effort to develop the twenty acres that are the entrance to the retreat center property. There is a small but very strong and vocal group in the city of Sierra Madre that fiercely opposes any development of that property. Thus far, the City Council is sympathetic and responsive to the concerns of this small group and has developed city ordinances and policies that make most efforts at development very difficult. We continue our efforts at development but are moving very slowly at this time.

Our public reputation in the Archdiocese, the Dioceses of Orange, San Bernardino and San Diego is very fine. Our reputation with retreatants and guests to Mater Dolorosa is very strong as indicated by the weekend retreat evaluations and our Facebook ratings.

**We report that the Retreat Center is in compliance with this policy.**

**EL 8: Financial Conditions and Activities**

The day to day activities of Mater Dolorosa continue to be guided by the current fiscal year budget and, as such, the retreat center remains in a sound financial position. Further, the staff is preparing for the annual outside audit to be conducted by the accountancy firm of CliftonLarsonAllen, Pasadena, California. This audit fieldwork will be performed on November 2-3, 2017. In support of the upcoming audit, the Mater Dolorosa Financial Report for FY17 has been prepared and a copy provided to the board members. The report of the Finance Committee will highlight the financial results for FY17.

**Accordingly, we report that the Retreat Center is in compliance with this policy.**

**EL 10: Fund Raising and Development Policy**

The Retreat Center Fundraising Plan is reviewed and edited annually to ensure that fundraising activities adhere to the professional and ethical guidelines of the National Catholic Development Conference (NCDC), the Association of Fundraising Professional (AFP) and the National Association of Charitable Gift Planners. A copy of the 2017-2018 Mater Dolorosa Fundraising Plan is being provided to the Board of Directors.

**We report that the Retreat Center is in compliance with this policy.**

**EL 11: Communication and Support to the Board**

As far as I know, the Board of Directors is fully informed about the activities of the Retreat Center. There are several personnel changes that are taking place at this time and the Board, through its committees, have been fully engaged in identifying, interviewing and recommending people for these positions. The Development Office provides fundraising events and donor events information and dates to our Board Chair for inclusion in the Board calendar of events.

**We report that the Retreat Center is in compliance with this policy.**

**ENDS POLICIES**

## ENDS 1: Umbrella Policy

## ENDS 1a: People Seeking Spiritual Transformation

## ENDS 1b: Responsive to the Signs of the Times

## ENDS 1c: Appropriate Environment

## ENDS 1d: Cost of Passionist Programming

Each component of the Ends Policies is actively incorporated in the life and work of Mater Dolorosa Passionist Retreat Center. The daily work of the center reveals that staff knows and understands why we exist and how that is reflected in our dedication to serve people seeking spiritual transformation. Our calendar is filled with Passionist weekend retreats, Catholic high school Kairos retreats, other Catholic schools’, faculties’ and parish staffs’ retreats and workshops , as well as ecumenical hosted programs. We have recognized the need to expand our Hispanic ministry program and our young adult ministry, and both are supported by staff and expanded by the Passionist priests charged with those responsibilities. Staff maintains this property with loving care and arduous attention to detail so that it remains a peaceful place of reflection and prayer.

**We report that the Retreat Center is in compliance with these policies.**

This completes the monitoring report. I will present some additional information on the activities at the retreat center at the Board meeting.