



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – November 15, 2016

The meeting commenced at 8:03 pm.

Attendees: Father Tom Schmidt, Deacon Chris Rauch, Mary Ellen Singer, and Lori Everitt. Council members Roger Dunlap, Robin Chew, Andy DeVito, Michael Freil, Michael Lucisano, Stephen Nehrbass, Ann Moell, Lauren Rau, and Amanda Roddy. Joe Schmidt and Louise Carter were not present/excused.

Opening Remarks: Roger Dunlap welcomed everyone to the meeting, and announced that PAC will take a group photograph for the Parish Directory within the next two weeks. He will inform members via email on the exact date/time.

Reports:

- **Social Action Commission (Lauren Rau):**

- Discussed the Poverty Angus 7-9 and how charitable donations are spent.
- Discussed the Year of Mercy and various successes throughout the year.
- Chuck Martinson volunteered as the new Commission Chairperson, effective January 2017.
- Discussed the Commission's plan to recruit new members and their involvement in the annual Commission recruitment process (March is the recruitment month for the Commission). There are currently three members.
- Discussed building the Commission's vision.

- **Faith Formation Commission (Ann Moell):**

- Reviewed the Commission's constitution/charter and discussed its vision and future goals.
- Discussed plans for next year to draw all age groups to get more involved in faith formation.
- Future plans include video presentations on Poverty (scheduled November 16th) and "Imitating Christ" (scheduled December 12th).

- **Worship Commission (Robin Chew):**

- Eight members as well as the new Music Director, Michelle Nehrbass, were in attendance.
- Discussed the location and how to manage the Parish comment box.
- Discussed the Saint Damiano Cross & the need for gliders for the front church area.
- Announced the new Lector and Wedding coordinators.
- Announced that Father Ryan will give a Liturgical talk at the Parish from 9 to 11 am on Saturday, January 21st.

- **Finance Council (Lori Everitt):** The Council received positive feedback on the recent financial updates provided to the Parish during recent Masses.

Old / New Business:

- **Review Previous Meeting Minutes (Amanda Roddy):** The PAC approved the Meeting Minutes from October 18, 2016.
- **Commission Recruitment – Guidelines & Lessons Learned (Roger Dunlap):**
 - Roger stressed the need for PAC and the commissions to better communicate to the Parish and recruit new volunteers. The concept is for the Commissions to communicate via various media (bulletin, website, informative talks, etc.) followed by a “Ministry Fair” showcasing the Commission and its associated ministries. Roger suggested naming this program the Ministry Recognition Program.
 - Roger reviewed various lessons learned which will be shared with the Commission leads during a meeting with them next week.
 - Roger Dunlap will lead a sub-committee to inform the Parish about the new Ministry Recognition Program and assist commissions, as required. This sub-committee consists of Robin Chew, Andy Devito, Louise Carter, and Michael Lucisano.
- **Parish Vision (Father Tom Schmidt):** Father Tom announced the creation of an ad hoc committee responsible for creating a Parish Vision statement. The vision will be created in phases with involvement from the staff, PAC, and commissions, and inspired by the San Damiano cross. Date of completion to be determined, but expected within a year and half.
- **Business Update (Deacon Chris Rauch)**
 - Plans for the renovation of church office space are back from the architect and corrections will be made prior to sending to the city of Centerville for approval.
 - Deacon Chris provided an updated on roof repairs previously approved by PAC.
 - Building and Maintenance Committee will meet to prioritize projects and provide an update to PAC in January.
 - Kevin Hazenfield has completed the Fire Pit project (approved by PAC in August).
 - Some items were donated to the Parish to decorate the halls.
 - Roger Dunlap inquired to results of the Parish’s annual mass attendance count. Deacon Chris agreed to provide PAC the results at the next meeting (see Action Item #16-20 below).
- **Youth Update (Stephen Nehrbass):** The High School Youth group recently met at Saxby’s which was very well attended.

Action Item Review (Amanda Roddy):

- **Previous Open Action Items**

- Action Item #16-17: Robin Chew will create a document for use by PAC members at Commission meetings to facilitate accurate note taking and reporting. Update: Document has been created. Robin will send to Joe Schmidt for review. Status: OPEN.
 - Action Item #16-18: Roger Dunlap will present to PAC (in November) draft guidelines & lessons learned to assist Commissions during the annual Commission recruitment process. Update: Draft guidelines and lessons learned were provided (see above). Status: CLOSED.
 - Action Item #16-19: PAC will identify one to two members who will participate in the creation of the Parish Vision Statement (see Father Tom's remarks below). Update: Delayed until next meeting. Status: OPEN.
- **New Action Items:**
 - Action Items #16-20: Deacon Chris will provide PAC the results of the Parish's annual Mass attendance count (taken in October). Status: OPEN.

Pastor's Final Comments (Fr. Tom Schmidt): Father Tom had no further announcements.

Closing Remarks: Roger Dunlap closed the meeting; the next meeting is scheduled January 17th, 2017.

The meeting concluded at 9:08 pm.