



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – January 17, 2017

The meeting commenced at 8:08 pm.

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

Opening Remarks: Joe Schmidt welcomed everyone to the meeting.

Reports:

- **Social Action Commission (Lauren Rau):**
 - Chuck Martinson is the Commission's new Chairperson.
 - Tom Moore is the Commission's representative to the Parish Vision Committee.
 - Mary Ellen Singer provided a report on the Weaver's group.
 - Discussed the Commission's plans for the upcoming Ministry Recognition Program (March is the recruitment month for the Commission). They plan to conduct their Ministry Fair coincident with the Knights of Columbus' "Donut Sunday" scheduled 19th.

- **Faith Formation Commission (Ann Moell):**
 - Discussed the Commission's mission, vision, and goals.
 - The Commission is looking for a volunteer to conduct the children's "Liturgy of the Word" ministry (to replace Jim Gruden who is retiring).
 - Discussed the Commission's plans for the upcoming Ministry Recognition Program (May is the recruitment month for the Commission).
 - Discussed plans for upcoming Lenten season. Four small faith groups are forming.

- **Worship Commission (Robin Chew):**
 - Two new parishioners attended and two more are considering joining the Commission.
 - Reviewed the Catholic website, "Formed.org".
 - Discussed the Commission's involvement with the Parish Vision Committee.
 - Discussed the upcoming Liturgical talk by Father Ryan scheduled Saturday, January 21st.

- **Finance Council (Chris Gallagher):**
 - The Council reviewed the first 6 months of finances; the Parish is running a slight surplus.

- The Council reviewed the Building and Maintenance Committee's project list.

Old / New Business:

- **Review Previous Meeting Minutes (Joe Schmidt):** The PAC approved the Meeting Minutes from November 15, 2016.
- **Parish Vision (Father Tom Schmidt):** Father Tom discussed the ad hoc committee responsible for creating a Parish Vision statement, led by Al Fullenkamp. 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. Joe Schmidt, Ann Moell, and Michael Freil volunteered to be PAC representatives to the committee.
- **Gifted and Called Program (Marty McClain):**
 - Marty McClain described the "Gifted and Called" discernment ministry and emphasized its success is directly related to PAC involvement.
 - A ministry lead is needed to replace Linda Middleton who is now unavailable. Marty and Father Tom submitted several possible candidates who will be contacted by PAC to determine interest (see new Action Item #17-1 below).
- **Ministry Recognition Program Update (Roger Dunlap):**
 - Roger Dunlap discussed plans to advertise the new Ministry Recognition Program via the Parish bulletin, the Parish website, "Flock Notes", and other methods. Select PAC members will provide "Witness" talks at upcoming Masses in February.
 - Roger discussed Social Action Commission's preparation for March (dedicated month for that commission). Roger Dunlap will contact Commission lead, Chuck Martinson, to determine if PAC assistance is required (see new Action Item #17-2 below).
- **Business Update (Deacon Chris Rauch):** Deacon Chris reviewed the Building and Maintenance Committee's prioritized list of Parish construction projects. He also described the Parish current financial health (excellent) and ability to fund these projects. A summary of the Projects and Funding was distributed for all members to review. Deacon Chris will provide a recommendation at next PAC meeting in February to determine a way forward (see Action Item #17-3 below).

Action Item Review (Joe Schmidt):

- **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 and being used. 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: Joe

Schmidt, Ann Moell, and Michael Freil volunteered to participate in the effort. Joe Schmidt will relay names to Al Fullenkamp. Status: CLOSED.

- Action Item #16-20: Deacon Chris will provide PAC the results of the Parish's annual Mass attendance count (taken in October). Update: Results provided to Roger Dunlap on November 18, 2016. Status: CLOSED.

- **New Action Items:**

- Action Item #17-1: The following PAC members will contact assigned individuals to determine willingness to replace Linda Middleton to lead the "Gifted and Called" discernment ministry, and report status at next PAC meeting in February. Joe Schmidt contact Pat O'Christie, Marty McClain contact Deacon Mark Stasiak and Jeff Cutlip, Roger Dunlap contact Judith Dunlap, and Andy Devito contact Noelle Devito. Status: OPEN.
- Action Item #17-2: Roger Dunlap will contact Social Action Commission lead, Chuck Martinson, to determine if PAC assistance is required for Ministry Recognition Program planning. Status: OPEN.
- Action Item #17-3: Deacon Chris will present to both the PAC and Finance Council a proposed "2017 St. Francis Project Plan" and include funding options at the upcoming PAC meeting in February. All PAC members should come prepared in February to discuss the projects and associated funding. Status: OPEN.

Pastor's Final Comments (Fr. Tom Schmidt): Father Tom discussed his goals for the next year and a half: 1) creation of the Parish Vision statement, 2) installation of the San Damiano cross in the church, and 3) renovation of the church and office space. Father Tom also announced he has set a date for retirement and will announce to the Parish within the next two weeks.

Closing Remarks: Joe Schmidt closed the meeting; the next meeting is scheduled February 21, 2017.

The meeting concluded at 9:38 pm.