



## ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

### PASTORAL ADVISORY COUNCIL (PAC) MINUTES – May 17, 2016

**The meeting commenced at 8:02 pm.**

**Attendees:** Father Tom Schmidt, Joe Schmidt, Roger Dunlap, Deacon Chris Rauch, Mary Ellen Singer, Robin Chew, Jim Baumann, Louise Carter, Shanna Romeo, Amanda Roddy, and John Tesar.

**Opening Remarks:** Joe Schmidt welcomed everyone to the meeting.

#### **Reports:**

- Social Action Commission (Louise Carter):
  - The Commission successfully oversaw grants totaling over \$28,000 to sixteen parish ‘Outreach’ projects. Funds were provided from individual parishioner donations and the parish’s rebate from the 2014 Catholic Ministries Appeal.
  - The Commission discussed challenges relating to recruitment of new members and communications with other ministries. After discussion PAC recommended inviting the Social Actions lead (Tom Moore) to the next PAC meeting to voice the Commission’s issues and concerns. See new Action Item #16-12 below.
- Faith Formation Commission (Shanna Romeo):
  - The Commission has a plan to evaluate the Faith Formation education classes.
  - Senior High Youth Ministry reported to Faith Formation Commission that it will be incorporating a new faith formation component, YDisciple, into its existing youth ministry over the summer and leading into the next school year. YDisciple is a small group based discipleship model which is mentor lead and parent driven.
- Worship Commission (Robin Chew):
  - The Commission plans to create a sub-committee focused on getting parishioners more involved in the Liturgy. There is a disturbing 30% drop in Mass attendance from March 2015 to March 2016. Length of homilies is still a concern.
  - The Commission recommended that weekly Mass announcements be moved to the 2<sup>nd</sup> bell; Father requested a written policy change (in work).
  - The Commission will recruit 3 new members to get a total of 9 personnel for the upcoming fiscal year.
- Finance Council (John Tesar):
  - The Council discussed various facility/capital improvement projects. The number one priority is to fix the Church roof which is leaking. The evaluation of the roof (approved by PAC, see last month’s meeting minutes) will be accomplished by the end of May.

- The 'Hearing Loop' project will complete its install in the church during the last week in June. This project was previously funded (approved by PAC on March 15, 2016).
- The Council is preparing the Parish's upcoming year budget (FY16/17) which will be presented for approval at next month's PAC meeting. PAC requested the Finance Council provide the budget one week before the PAC meeting for review. (see new Action Item #16-13 below).

**Old Business/Action Items:**

- The PAC approved the Meeting Minutes from April 19, 2016 with three administrative changes.
- PAC New Membership Plan Implementation (Roger Dunlap):
  - The "advertisement" portion has been completed.
  - Member nominations will be solicited at all Masses this weekend (May 21/22). PAC reviewed specific preparatory assignments and procedures. Father Tom had previously approved the solicitation announcement to be made before all Masses.
  - PAC will next gather nominees, then contact and invite nominees to a Parish "Gifted and Called" discernment scheduled toward the end of June. Roger will coordinate details via e-mail.
- Use of 2015 Catholic Ministry Appeal Funds (Joe Schmidt): PAC discussed proposed projects considered at the last PAC meeting and unanimously recommended to Father Tom that all 2015 Catholic Ministry Appeal rebate funds (\$13,151) be designated to the Parish 'Outreach' programs. Father accepted and approved the recommendation.
- Business Manager Update (Deacon Chris Rauch): Deacon Chris briefly discussed the Parish building upgrade/maintenance priority list. PAC will make recommendations in the upcoming year to Father based upon prioritization and reviews provided by the Parish Building and Maintenance Committee and the Finance Council.

**New Business:** Father Tom briefly discussed the "Parish Vision Statement" initiative being discussed within the Worship Commission. He welcomed the initiative but insisted it must have support and commitment from across the entire Parish. No further action was recommended.

**Action Item Review (Amanda Roddy):**

- Previous Open Action Items
  - Action Item #16-7: Father Tom will discuss with the Bereavement Committee about posting parishioner deaths/funerals on the Parish website to improve death/funeral notification within the Parish. Update: Action pending. Status: OPEN.
  - Action Item #16-8: Roger Dunlap will work specific PAC new membership implementation details with a small sub-committee (with Louise Carter and Robin Chew) and provide an update at the next PAC meeting. Update: See 'PAC New Membership Plan Implementation' (above). Activity and updates will continue. Status: OPEN.
  - Action Item #16-9: Deacon Chris will request George Petrosky provide PAC a summary of church space usage study and recommendations at the next month's PAC meeting. Update: Activity and updates will continue. Status: OPEN.

- Action Item #16-10: PAC will determine specific dates within the upcoming year to conduct the 'Gifted & Called' discernment program. These dates should align with the new annual PAC membership process and the annual Parish Ministry Fair. Update: See 'PAC New Membership Plan Implementation' (above). Status: OPEN.
- Action Item #16-11: PAC will recommend to Father Tom on how to use approximately \$13,000 of 2015 Catholic Ministry Appeal funds. Update: See 'Use of 2015 Catholic Ministry Appeal Funds' (above). All funds (\$13,151) are designated to the Parish Outreach programs Status: CLOSED.
- New Action Items:
  - Action Item #16-12: Joe Schmidt will invite the lead of the Social Commission to the next PAC meeting to voice the Commission's issues and concerns. Status: OPEN.
  - Action Item #16-13: Finance Council will send draft 2016-2017 budget to PAC Chairman (Joe Schmidt) one week before the next PAC meeting. Status: OPEN.

**Pastor's Comments (Fr. Tom Schmidt):** Father Tom asked PAC members to finish the book, 'Redeeming Administration' on their own time; PAC will not review the remaining sections during future meetings.

**Closing Remarks:** Joe Schmidt thanked everyone and closed the meeting. The next PAC meeting is scheduled for Tuesday, June 21<sup>st</sup>, 2016.

**The meeting concluded at 9:22 pm.**