



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

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

The meeting commenced at 8:01 pm.

Attendees: Father Tom Schmidt, Joe Schmidt, Michael Freil, Roger Dunlap, Deacon Chris Rauch, Mary Ellen Singer, Shanna Romeo, Jim Baumann, and Amanda Roddy

Opening Remarks: Joe Schmidt welcomed everyone to the meeting.

Reports:

- Social Action Commission (Shanna Romeo):
 - Made recommendations for use of rebate Catholic Ministry Appeal (CMA). See table below.
 - ‘Good News People’ program is ongoing with 3 separate groups meeting weekly within the Parish.
 - Plan to update the bulletin with ongoing activities related to the Corporal and Spiritual Works of Mercy.
 - Discussed the ‘House of Bread’ ministry and the need to collect shoes and clothes for the homeless.
 - Discussed other activities such as food donations and planting of trees by ‘Precious Planet’.
- Faith Formation Commission: No meeting this month.
- Worship Commission (Roger Dunlap):
 - Made recommendations for use of rebate Catholic Ministry Appeal (CMA). See table below.
 - Discussed the washing of feet for the upcoming Holy Thursday mass.
 - Discussed improving communication between the various Worship ministries.
 - A new manager is needed for the Lector ministry.
 - The commission plans to review/evaluate parish masses every two years for continuous ministry improvements.
 - Discussed the timing of parish announcements (before or after Mass).
 - The commission plans to review the book, ‘Understanding the Liturgy’, next month.
- Finance Council (Jim Baumann):
 - Two new recruitments have been added to the Committee.
 - The Council reviewed and making process improvements based upon the recent Archdiocese Financial Procedures Review to include financial review of specific Parish ministries (i.e., Men’s Club, Keenagers, Christmas Bizarre, etc.).
 - The Council is in the midst of reviewing various Parish improvement projects.

- Made recommendations for use of rebate Catholic Ministry Appeal (CMA). See table below.

Old Business/Action Items:

- The PAC approved the Meeting Minutes from Feb 16 with minor administrative changes.
- PAC New Membership Update (Roger Dunlap):
 - Prior to Parish nominations PAC will advertise the upcoming process in April through various mediums (i.e., the Parish bulletin, Father's homilies, emails to the parish, posters, messages on Parish TV screen, etc.)
 - PAC will advertise and solicit the nomination of new members to PAC at upcoming masses during May or early June (tentatively weekend of May 21/22). Joe Schmidt, Louise Carter, and Roger Dunlap have volunteered to speak during designated masses. A table will be set up in the Gathering Space during those masses
 - Individual/nominee discernment will occur in June with Parish elections in July for Father's review/approval in August. New members will assume their office beginning in September.
- 2015 Catholic Ministry Appeal Funds (Joe Schmidt): The PAC discussed various recommendations (to include the San Damiano Cross and childcare) for use of the CMA rebate funds. PAC will review and provide recommendation to Father Tom during next month's meeting. See table below.
- Business Manager Update (Deacon Chris Rauch):
 - The Parish sign in front of the Church is paid for (\$3,280). The Clio Road sign will be improved by volunteers for minimal costs.
 - Deacon Chris discussed various church upgrade solutions for the hearing impaired. \$7,300 was privately donated to install 'Loop RF Infrared technology' in the church and requested PAC approval of an additional \$2,000 to purchase and install the systems. Michael Freil motioned to approve the purchase of the technology which was seconded by Joe Schmidt. The PAC recommended approval. Father Tom accepted the recommendation and approved the purchase.
 - Deacon Chris discussed the need for a new riding lawnmower (the old one was no longer functional) and requested approval to purchase a 2013 John Deere mower for \$7,000. Michael Freil motioned to approve the purchase of the mower which was seconded by Roger Dunlap. The PAC recommended approval. Father Tom accepted the recommendation and approved the purchase.

New Business:

- Parish Church Space Usage Study (Deacon Chris Rauch): Deacon Chris provided an overview of an ongoing study to improve the Parish Church Space. The PAC will follow-up with more discussion next month.

- Father Tom discussed the recent financial misconduct by the former pastor of St. Peter Church in Huber Heights, and the immediate archdiocese actions to deal with the problem. This type of illegal activity is not tolerated and proactive measures have been implemented to prevent fraud (within the archdiocese and parish).

Action Item Review (Amanda Roddy):

- 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 Update' (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: See 'Parish Church Space Usage Study' (above). 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 Update' (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 '2015 Catholic Ministry Appeal Funds' (above) and table (below). Status: OPEN.

Closing Remarks: Joe Schmidt thanked everyone and closed the meeting. The next PAC meeting is scheduled for April 19th, 2016.

The meeting concluded at 9:50 pm.

Table - Recommendations for Use of Parish CMA Rebate Funds (\$13,151)

Social Action	Faith Formation	Worship	Finance	PAC
Catholic Social Services for refugee/immigrant families	Recommendations were not submitted	Purchase Matthew Kelly book, 'Rediscover Jesus' for all parishioners	Out Reach Program	San Damiano Cross
Parish staff member growth & education		Extra church boards for song number posting	St. Vincent DePaul	Child care for parish activities and Mass
Out Reach Committee		Carving or plaque outside the entry to the church		
'Hearing Loop' Project		Mailings to Catholic families new to the area		
Guest guest speakers for uplifting spiritual inspiration		Literature to invite registered parishioners back to mass		
		Feasibility study for parish elementary school		
		Vacation Bible Camp (VBC) grant to purchase camp t-shirts for attendees and interactive bible scripture tags		
		Decorate Sponsorship		