**ST. FRANCIS OF ASSISI PARISH**

**6245 Wilmington Pike Centerville, OH 45459-7108**

**PASTORAL ADVISORY COUNCIL (PAC) MINUTES – Feb 16, 2016**

**The meeting commenced at 8:09 pm.**

**Attendees**: Father Tom Schmidt, Deacon Chris Rauch, Joe Schmidt, Roger Dunlap, Amanda Roddy, Michael Freil, Louise Carter, Robin Chew, Chris Brown, Fred Wootan, Mary Ellen Singer, and Marty McClain.

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

**Reports**:

* Social Action Commission (Michael Freil):
	+ Discussed the ‘Good News People’ (begins in Parish February 29th) and the Weavers programs. It also discussed other activities linked to 2016 (Year of Mercy).
	+ Easter Baskets will be delivered to St. Vincent DePaul by Senior High youth.
	+ Youth Trip to Baltimore is scheduled this summer June 25th-- July 2nd.
	+ Discussed ideas on how to increase involvement in the various Parish ministries.
* Faith Formation Commission (Roger Dunlap):
	+ Expressed appreciation to the Parish staff for progress/work done in parish faith formation.
	+ Encouraged children involvement in the liturgy of the mass.
	+ Marty McClain presented faith formation tools/ information from the ‘Formed.org’ website.
	+ The Commission now as a total of 5 members (including one new member).
* Worship Commission (Joe Schmidt):
	+ Provided an update on Baptismal classes, which include current efforts to improve on the existing program, to include parent mentoring.
	+ Promoted the Dynamic Catholic Lenten Series by Mathew Kelly which includes daily meditation videos.
	+ Discussed preparation for upcoming Lenten services including Ash Wednesday and the washing of feet on Holy Thursday.
* Finance Council (Fred Wootan):
	+ The overall January financials look good.
	+ The archdiocese issued the parish its first rebate check from the ‘One Faith, One Hope, One Love’ campaign.
	+ The archdiocese completed a review of the parish’s financial procedures in December. The Council is reviewing the archdiocese’s recommendations to ensure the parish continues to maintain excellent accountability of all funds. The goal is to do a procedural audit every three years (separate from archdiocese audit requirements).

**Old Business/Action Items:**

* The PAC approved the Meeting Minutes (with minor modification) from January 19, 2016.
* PAC Charter Final Review/Signature (Joe Schmidt): Joe Schmidt briefed minor changes to the Charter and alleviated concerns discussed during last month’s PAC meeting. PAC approved the Charter; Father Tom concurred. The Charter was formally signed at the end of the meeting. See Action Item #16-4 below.
* PAC New Membership Schedule/Milestones (Roger Dunlap): Roger Dunlap briefed a schedule (from February to September 2016) to select new PAC membership in accordance with the new PAC charter, which included: 1) Soliciting PAC members to explain PAC purpose, responsibilities, and nomination procedures to the parish, 2) Collecting parish member nominations, 3) Notifying nominees and conducting individual discernment (utilizing the ‘Gifted and Called’ program), 4) Building and holding a formal parish balloting process to select candidates, 5) Father Tom’s approval of candidates to start terms of service in September 2016. Roger will development specific implementation details with a small sub-committee (with Louise Carter and Robin Chew) and provide an update at the next PAC meeting. See Action Item # 16-8 below.
* Business Manager Update (Deacon Chris Rauch):
	+ Discussed placement and upgrade plans of signs on the east and north sides of the church.
	+ Discussed the movement of personnel positions within the parish and the ongoing review of space usage within the church facility. Deacon Chris will ask George Petrosky to provide a summary of church space usage recommendations at next month’s meeting. See Action Item #16-9 below.
	+ The Building and Maintenance Committee will review the church property and develop estimations for maintenance upkeep. The Committee is creating a maintenance priority list which will be continually reviewed and updated.
* Project ‘San Damiano Cross’ Update (Fr. Tom Schmidt): Father Tom will speak of the significance of the San Damiano Cross at the upcoming parish Vacation Bible camp. He will discuss the importance of it to the parish and advocate support for placement of the San Damiano Cross within the church. The PAC reaffirmed its support of this project.

**New Business:**

* ‘Gifted & Called’, formally ’My Life, My Gift, My Call’, Program (Marty McClain): Marty explained the purpose and significance of this discernment program to the parish and provided a draft brochure. This program is designed to facilitate individual parishioners discernment of their gifts and how they can best serve the parish. PAC affirmed support to this program and acknowledged its importance to parish. PAC advocated continued improvement and discussed future dates to align with the new PAC membership process and the Parish Ministry Fair (normally held in the fall). See Action Item #16-10 below.
* Catholic Ministries Appeal Rebate (Fr. Tom Schmidt): Father Tom announced that the Parish has received $13,144.50 in rebate from the 2015 Catholic Ministries Appeal. He solicited PAC recommendation on use of these funds. See Action Item #16-11 below.
* ‘Redeeming Administration’, Chap 9, Humor (Louise Carter): Discussion was postponed until next month.

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

* Action Item #16-4: Chairperson Joe Schmidt will send out a revised PAC charter with previous ‘new membership procedures’ included for PAC membership review prior to the next PAC meeting. Update: Joe Schmidt reviewed changes to the PAC charter. The charter was approved and signed by the PAC and Father Tom. Status: CLOSED.
* Action Item #16-5: Roger Dunlap and Michael Freil will research making of nametags to better identify PAC members during various Parish functions. Update: Louise Carter presented a draft badge design for PAC consideration. Status: CLOSED.
* Action Item #16-6: Roger Dunlap will present a draft schedule (with milestones) at the upcoming February 2016 PAC meeting to implement the new membership process in spring 2016. Update: Roger presented a draft schedule. New Action Item #16-8 created (see below). Status: CLOSED.
* 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 (new): 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. See ‘Old Business’ section above. Status: OPEN.
* Action Item #16-9 (new): Deacon Chris will request George Petrosky provide PAC a summary of church space usage study and recommendations at the next month’s PAC meeting. Status: OPEN
* Action Item #16-10 (new): 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. Status: OPEN.
* Action Item #16-11 (new): PAC will recommend to Father Tom on how to use approximately $16,000 of 2015 Catholic Ministry Appeal funds. Status: OPEN.

**Closing Remarks:** Joe Schmidt thanked everyone and closed the meeting. The next PAC meeting is scheduled for March 15th, 2016.

**The meeting concluded at 9:39 pm.**