



## ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

### PASTORAL ADVISORY COUNCIL (PAC) MINUTES – April 19, 2016

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

**Attendees:** Father Tom Schmidt, Roger Dunlap, Deacon Chris Rauch, Mary Ellen Singer, Michael Freil, Ann Garcia, Robin Chew, Shanna Romeo, Jim Baumann, Louise Carter, George Petrosky, Amanda Roddy

**Opening Remarks:** Roger Dunlap welcomed everyone to the meeting. Robin Chew will be taking photos for future PAC publicity. Deacon Chris introduced George Petrosky.

#### **Reports:**

- Social Action Commission (Robin Chew):
  - Good News People program was discussed; the first phase of the program is complete.
  - Seven applications have been received for 'Outreach' recipients and expecting more.
  - 'Works of Mercy' advertisements have been placed in the parish bulletin; next focus is on 'Precious Planet'.
  - Discussed planning for an Adult Bible Study
  
- Faith Formation Commission (Michael Freil):
  - The Commission is planning to visit and evaluate the various education classes.
  - Vacation Bible School "Cave Quest" is scheduled July 17 -21<sup>st</sup>.
  - There's a Senior High School planning meeting with parents scheduled May 16<sup>th</sup> and 17<sup>th</sup>.
  - Student attendance for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades is up.
  - Confirmation will take place Saturday, May 14<sup>th</sup> at the 5:00 pm Mass.
  - The Commission plans to focus on one ministry/program at a time during each meeting.
  
- Worship Commission (Roger Dunlap):
  - Discussed the Junior High ministry and religious education program.
  - Discussed the timing for the Mass announcements.
  
- Finance Council (Ann Garcia):
  - Discussed the various parish building projects for consideration of funds.
  - The Council is reviewing action items from the recent Archdiocese's Audit. The Parish will undergo continuous process improvement to ensure proper accountability of all funds.

#### **Old Business/Action Items:**

- The PAC approved the Meeting Minutes from March 15, 2016.
- PAC New Membership Plan Implementation (Roger Dunlap):
  - PAC will begin to promote the upcoming process through various mediums (i.e., the Parish bulletin, Father's homilies, posters, messages on Parish TV screen) in May.
  - PAC will advertise and solicit the nomination of new members (Witness Talks) at upcoming masses during May 21/22. Joe Schmidt, Louise Carter, and Roger Dunlap will speak at 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.
- Use of 2015 Catholic Ministry Appeal Funds (Roger Dunlap): PAC reviewed the recommendations gathered last month. PAC members individually prioritized the recommendations (see 'Tallied Recommendations for CMA Rebate Funds' below).

#### **New Business:**

- Parish Church Space Usage Study Update (Deacon Chris Rauch and George Petrosky): PAC reviewed and discussed the Church Space Usage Study presented last month. This included a review of proposed construction times, costs, and phasing options.
  - The Knights of Columbus and Men's club have volunteered their services to the project.
  - Deacon Chris is creating a proposal for studying the interior decoration of the Church.
- Business Manager Update (Deacon Chris Rauch):
  - Deacon Chris reviewed the maintenance priority list as recommended by the Parish Building and Maintenance Committee, and focused on the maintenance projects that need to be completed as soon as possible.
  - The church's roof is leaking. Deacon Chris recommended hiring an engineer (and provided an estimate) to evaluate the roof. After discussion the PAC recommended approval of funds to conduct the evaluation. Father Tom accepted the recommendation and approved the expenditure.
- Pastor's Comments (Father Tom Schmidt):
  - Father is considering the timing of Mass announcements (either before or at the end of Mass).
  - Father Tom briefly discussed the recent financial misconduct by the former pastor of St. Peter Church in Huber Heights, and the immediate archdiocese actions to deal with it.

### **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: 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 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) and table (below). Status: OPEN.
  
- There were no new Action Items.

**Closing Remarks:** Roger Dunlap thanked everyone and closed the meeting. The next PAC meeting is scheduled for Tuesday, May 17<sup>th</sup>, 2016.

**The meeting concluded at 9:11 pm.**

**Tallied Recommendations for CMA Rebate Funds**

Four PAC members prioritized (Note, one individual voted for only two items)

- 1** – A PAC member’s First Choice
- 2** – A PAC member’s Second Choice
- 3** – A PAC member’s Third Choice

<b>Social Action</b>	<b>Faith Formation</b>	<b>Worship</b>	<b>Finance</b>	<b>PAC</b>
Catholic Social Services for refugee/immigrant families <b>3</b>	Recommendations were not submitted.	Purchase Matthew Kelly book, ‘Rediscover Jesus’ for all parishioners	Out Reach Program  <b>1</b>	San Damiano Cross  <b>1 2 3</b>
Parish staff member growth & education <b>1</b>		Extra church boards for song number posting	St. Vincent DePaul	Child care for parish activities and Mass <b>1</b>
Out Reach Committee		Carving or plaque outside the entry to the church <b>3</b>		
‘Hearing Loop’ Project <b>1 2</b>		Mailings to Catholic families new to the area		
Guest guest speakers for uplifting spiritual inspiration <b>2</b>		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		