



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – September 20, 2016

The meeting commenced at 7:55 pm.

Attendees: Father Tom Schmidt, Deacon Chris Rauch, Joe Schmidt, Roger Dunlap, Michael Freil, Robin Chew, Andy DeVito, Michael Lucisano, Ann Moell, Lauren Rau, Fred Wootan, Mary Ellen Singer, and Stephen Nehrbass. PAC members Louise Carter and Amanda Roddy were not present and excused.

Opening Remarks: Joe Schmidt welcomed everyone to the meeting and introduced new PAC members Andy DeVito, Michael Lucisano, Ann Moell, and Lauren Rau.

Reports:

- **Social Action Commission (Joe Schmidt):**
 - Discussed the clothing collection plan for the House of Bread (1-2 Oct).
 - Announced the hosting of the upcoming Archdiocese Distinguished Speaker event on 27 Sep featuring Monsignor Ray East focusing on Racism and Poverty.
 - Discussed the Commission's involvement in the annual Commission recruitment process.
 - Reminded members of the Parish Appreciation Dinner scheduled Oct 1.

- **Faith Formation Commission (Roger Dunlap):**
 - Danny Sprouse is the new Chairperson; the Commission now has 4 members
 - The Commission is in the midst of reorganization.

- **Worship Commission (Robin Chew):**
 - Sharon Christy will be leading a new Marriage Ministry.
 - The Commission discussed activities and dates of upcoming events as it plans out the upcoming liturgical year (starts with Advent).
 - The Commission is recruiting for a new Server ministry lead
 - Roberta Nehrbass is the new Youth member of the Commission.

- **Finance Council (Fred Wootan):**
 - The Council completed and sent the Parish fiscal end of year report to the Archdiocese.
 - The Council will present the past fiscal year financial results to the Parish during an upcoming Mass.
 - The Council made updates to their charter, and making other changes based upon the recent procedural review with the Archdiocese.

Old / New Business:

- **Review Previous (21 June) Meeting Minutes (Joe Schmidt):** The PAC approved the Meeting Minutes from August 16, 2016.

- **Annual PAC/Commission Recruitment (Roger Dunlap):**
 - Roger Dunlap reviewed the annual PAC/Commission recruitment plan which was developed with the Commission leads. The plan devotes a specific month each year to a particular Commission for advertisement and recruitment of new volunteers (Social Actions in March, Faith Formation in May, PAC in June/July, and Worship in September). Commissions will run their individual efforts consisting of a variety of parishioner engagement (mass and homily announcements, bulletin announcements, ministry fairs, etc.) to keep Commissions running at full strength.
 - After discussion Michael Freil motioned that PAC approve the plan and start the process in 2017, which was seconded by Michael Lucisano, and unanimously approved by PAC. Father Tom accepted the recommendation and approved the plan.

- **Project List (Deacon Chris Rauch)**
 - Deacon Chris provided a status of acquiring a contractor to make roof repairs previously approved by PAC. The cost estimate is \$21,200, to be paid through rebates from the One Faith, One Hope, One Love campaign
 - Deacon Chris approached an interior designer about placing a large St. Domiano crucifix in the Church. PAC discussed the desire to integrate/phase the crucifix (with other possible upgrades) into a broader plan to beautify the church space.
 - Deacon Chris discussed the need to repair a large pothole in the apron on the south side of the building. This repair is listed on the Building and Maintenance Committee's Project List estimated cost is \$4000, and has become urgent. After discussion PAC unanimously recommended approval. Father Tom accepted the recommendation and approved the request to immediately repair the pothole.

Action Item Review (Joe Schmidt):

- **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: Deacon Chris contacted Julie Weaver, and notifications will be made pending family approval. Status: CLOSED.
 - Action Item #16-14: Roger Dunlap will present ideas on an annual PAC/Commission recruitment process at next PAC meeting. Update: See 'Annual PAC/Commission Recruitment Status' above. PAC approved the plan. Status: CLOSED.
 - Action Item #16-15: Deacon Chris will present the Building and Maintenance Committee's prioritized Project List for PAC review. Update: After discussion, PAC will review the list as required. Status: CLOSED.

- 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. Status: OPEN.
- **New Action Items:**
 - Action Item #16-18: Roger Dunlap will present to PAC (in November) draft guidelines & lessons learned to assist Commissions during the annual Commission recruitment process. See 'Annual PAC/Commission Recruitment' discussion above. Status: OPEN.

Pastor's Final Comments/Closing (Fr. Tom Schmidt): Father Tom announced the recruitment of a new Music Director to replace Vicki Brooker who resigns October 9th. Michael Lucisano volunteered to assist the Parish staff in this effort.

Closing Remarks: Joe Schmidt closed the meeting; the next meeting is scheduled October 18th, 2016.

The meeting concluded at 9:25 pm.