



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – August 16, 2016

The meeting commenced at 8:00 pm.

Attendees: Father Tom Schmidt, Deacon Chris Rauch, Roger Dunlap, Amanda Roddy, Louise Carter, Robin Chew, Michael Freil, Jim Baumann, Stephen Nehrbass, and Kevin Hazenfield.

Opening Remarks: Roger Dunlap welcomed everyone to the meeting. He introduced guest Kevin Hazenfield and welcomed Stephen Nehrbass to PAC as the youth member for the upcoming year.

Reports:

- **Social Action Commission (Louise Carter):**
 - Welcomed a new member, Paul Hicky
 - 'House of Bread' collection begins in October.
 - The Commission received thank you notes from women at Dayton's Correctional Facility for recent volunteer work with inmates.
 - The Commission will advertise with individual testimonials in the Parish bulletin.

- **Faith Formation Commission (Roger Dunlap):** No report provided; the meeting was cancelled.

- **Worship Commission (Robin Chew):**
 - 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.

- **Finance Council (Jim Baumann):**
 - The Council reviewed the new fiscal year budget, including making changes to improve financial transparency.
 - Past fiscal year financial results were reviewed and will be presented to the Parish during a Mass towards the end of September.
 - Repair of the church roof is the Parish's top repair priority. The Council recommended roof repairs (prior to winter) to extend the roof life and protect from water intrusion. Cost estimate is \$21,200, to be paid through rebates from the One Faith, One Hope, One Love campaign. After discussion PAC unanimously recommended approval. Father Tom accepted the recommendation and approved the request to immediately seek bids and repair the roof.

- The final fiscal end of year report will be prepared for PAC review at next month's meeting.
- The Council created a leadership succession plan for the council: Fred Wootan, Anne Garcia, and Lori Everitt.

Old / New Business:

- **Review Previous (21 June) Meeting Minutes (Amanda Roddy):** The PAC approved the Meeting Minutes from June 21, 2016.
- **Fire Pit Project (Kevin Hazenfield):** Kevin Hazenfield provided the PAC final plans concerning his Eagle Scout project to build a fire pit for the Parish (from May 2015 meeting). The PAC unanimously recommended the project for approval, and Father Tom concurred. The project can commence immediately.
- **PAC New Membership Update (Roger Dunlap):**
 - Roger Dunlap, Louise Carter, and Joe Schmidt will speak at this weekend masses (August 20 and 21) about the upcoming election.
 - Parish vote will be at masses the weekend of August 27 and 28.
 - After the votes are tallied, the results will be presented for Father for final approval of new PAC members (early September). Four new members will join PAC on September 20 (next PAC meeting).
- **Annual PAC/Commission Recruitment (Roger Dunlap):**
 - Roger Dunlap presented ideas on an annual PAC/Commission recruitment process (see Action Item 16-14 below). This process would devote a specific month each year to a particular Commission for advertisement and recruitment of new volunteers. 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. This process will negate the need for an annual Ministry Fair conducted in previous years. The Commission leads have expressed support to this concept. This will be presented for PAC final consideration next month.
 - PAC also discussed PAC-Commission communication. Currently a member of PAC is assigned to a particular commission for 3 months in a row to attend monthly meetings and report on activities. Robin Chew agreed to create a document to facilitate accurate note taking and reporting (see new Action Item #16-17 below).
- **Project List (Deacon Chris Rauch)**
 - Deacon Chris presented PAC a copy of the Building and Maintenance Committee's prioritized Project List. This will be reviewed at next month's meeting. (see Action Item #16-15 below).

- Deacon Chris approached an interior designer about placing a large San 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.

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: Deacon Chris will contact Julie Weaver. 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. The PAC new membership process ends with Fathers approval of candidates for membership after this month's Parish vote. Status: CLOSED.
- 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' and 'Annual PAC/Commission Recruitment' above. Discernments will be aligned to the new PAC and Commission membership process. 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 will make final determination at next month's meeting. Status: OPEN.
- Action Item #16-15: Deacon Chris will present the Building and Maintenance Committee's prioritized Project List for PAC review. Update: See 'Project List' discussion above. PAC review of the list is scheduled next month. Status: OPEN.
- Action Item #16-16: Joe Schmidt and Roger Dunlap will setup PAC member meeting to work out details of the upcoming Parish election. Update: The meeting occurred. Final parish election details were developed and put in motion. Status: CLOSED.

- **New Action Items:**

- 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.

Pastor's Final Comments/Closing (Fr. Tom Schmidt): The rebates from the One Faith, One Hope, One Love campaign have arrived and will be announced in the bulletin.

Closing Remarks: Roger Dunlap thanked everyone and closed the meeting. The next PAC meeting is scheduled for September 20th, 2016.

The meeting concluded at 9:05 pm.