



## ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

### PASTORAL ADVISORY COUNCIL (PAC) MINUTES – June 20, 2017

**The meeting commenced at 8:01 pm.**

**Attendees:** Deacon Chris Rauch, Mary Ellen Singer, and Fred Wootan. Council members Roger Dunlap (acting chair), Louise Carter, Andy DeVito, Michael Freil, Michael Lucisano, Ann Moell, Stephen Nehrbass, and Lauren Rau. Father Tom Schmidt and council members Joe Schmidt and Amanda Roddy were not present and excused.

**Opening Remarks:** Roger Dunlap welcomed everyone to the meeting.

#### **Reports:**

- **Social Action Commission (Andy Devito):**

- Sr. Caitlyn, a UD grad and Marianist who works for Catholic Social Services (CSS) attended the Social Action Commission meeting. She is a liaison between parishes and CSS. She was there to provide information on Dayton CSS and the services they provide, how they may be able to help parishioners in need, and how our parish might be able to serve them as well.
- They also had some discussion on Catholic Ministries Appeal
- Rice bowl collections totaled over \$2000.
- Tom Moore gave update on the Vison Committee.

- **Faith Formation Commission (Lauren Rau):**

- Reviewed the Ministry Fair that was held in May. Overall the group was disappointed at low level of traffic/attendees in Friendship Hall. Unbound Ministries had visiting priest at masses that weekend, with solicitation of support and table in gathering space. This probably drew some interest and attendance away from the ministry fair. Suggestion was made to try to avoid scheduling conflicts with overlapping events in the future. It was also recommended that the Faith Formation fair be moved to earlier in spring (March), so that people interested in volunteering as teachers for RE classes in the fall have time to be screened and trained.
- Mention was also made of 'Gifted and Called' discernment program coming in August.

- **Worship Commission (Louise Carter):**

- Planned ministry fair is scheduled for September 16-17.
- Music ministry is on summer schedule. No choir rehearsal on Wednesdays until after Labor Day.

- Knights of Columbus are sponsoring server outing to Dragon's game July 1st.
- Commission also discussed ways to improve the pace of the Mass.
- **Finance Council (Fred Wootan):**
  - Ongoing work on common procedures for all parish groups that manage their own funds. Good progress being made.
  - Fred presented the 2017-2018 Parish budget. Discussion took place about the reason for the increase in the music budget. It was explained that the choir has a need to replace old sheet music. This music is copyrighted and can require a significant investment to purchase from publishers. A motion was made by Michael Lucisano to approve the budget as presented. The motion was seconded by Michael Freil. The PAC voted and approved the budget.
- **Youth Ministry (Stephen Nehrbass):** Focus is on summer break. Senior High mission trip to Cincinnati begins Sunday June 25th.

**Old / New Business:**

- **Review Previous Meeting Minutes (Roger Dunlap):** The PAC approved the Meeting Minutes from May 16, 2017.
- **PAC New Membership Plan (Roger Dunlap):**
  - Bulletin announcements for recruitment of candidates for PAC are in the design and editing stages. This should be in bulletin the first weekend in July.
  - July 8-9: A PAC member will speak at all the masses. PAC members will be needed to be available at table in gathering space after masses to distribute nomination forms and answer questions.
  - July 15-16: Final nomination forms will be collected.
  - Phone calls to nominees will be made inviting them to Gifted and Called session. Several sessions will be offered the week of July 31-August 5.
  - August: Photos and biographies of nominees will be published in bulletin.
  - Last weekend August: Voting takes place after which Fr. Tom Schmidt will review and give final approval of new members.
- **Update on AED (Michael Freil):**
  - The AED has been ordered last month at significant discount. Anticipated deliver 6-8 weeks after order.
  - Plans are in the works for training of staff, ushers, and possibly PAC members or others on use of AED and CPR. Parishioner Erin Zehringer has volunteered to help
- **Emergency Response Plan (Michael Freil):**

- In addition to plan for medical emergencies, Michael is working on a proposal to have a formal emergency response plan for other types of situations like natural disasters/weather events, fire, threats of violence and active shooter situations. Officer Davis of Centerville Police could come to parish to do presentation/training.
  - Other proposed needs: PA system, Go-Bag, better key control/controlled access to secure areas, and security cameras.
- **Vision Committee Update (Ann Moell):**
    - Ann read a report from Marty McClain on progress of parish vision/mission committee.
    - Goal is to have process rolling before new pastor comes, but not finalized until new pastor can be brought on board and has some input as well.
    - Parish has contracted with Sean Reynolds to help facilitate this work.
- **Classroom Utilization Study (Deacon Chris):**
    - A parishioner has proposed the idea of equipping one of the classrooms with smaller tables/chairs to accommodate younger children for RE. Feasibility of this proposal is being evaluated.
    - Concern is that all classrooms are needed for multiple uses by adults and children. If one classroom is limited to use by children due to small furniture, it can no longer be available for adult use.
    - The discussion was tabled until next meeting.
- **Business Update (Deacon Chris Rauch):**
    - Water test on large upper window in church has been completed and has found 4 active leaks. This is despite the re-caulking/sealing that was done a few months ago. Formal recommendations are pending, but preliminary recommendations are 3 options: 1) Re-caulk periodically (this has already been attempted and is not working), 2) remove window and replace fascia with different type that will shed water and re-install window, or 3) add storm window over present window. Once formal recommendations and costs are available decision will be made on repair option.
    - Wood ceiling is under consideration. Samples are being obtained. Awaiting feasibility study from architect and cost analysis. Note was made that the parish has received an anonymous donation of \$50,000 to be used on the building revitalization project.
    - Office/classroom remodeling is on hold until window in church is fixed. Goal is to get bids on whole job. Chris brought up the thought that maybe we need to consider contracting the office renovation separately from the church renovation/repair. Otherwise the projects may be on hold until next spring. If office remodeling starts in late summer, there will be no space for religious education classes. This discussion was tabled until next meeting
    - Status update on three New Hire positions: 1) John Van Hook for maintenance position, 2) Nancy Warner as a part time receptionist (working Mon, Tues, Wed), and 3) Janitor position is vacant (interviews are upcoming).

**Action Item Review (Roger Dunlap):**

- **Previous Open Action Items**

- Action Item #17-5: Joe Schmidt will resend the Commission-Ministry chart to Commission Leads. Update: Joe sent the chart to Commission Leads on June 4<sup>th</sup>. Status: CLOSED.

- **New Action Items:** None.

**Closing Remarks:** Roger Dunlap closed the meeting; the next meeting is scheduled August 15, 2017.

**The meeting concluded at 9:15 pm.**