



## ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

### PASTORAL ADVISORY COUNCIL (PAC) MINUTES – June 21, 2016

**The meeting commenced at 8:23 pm.**

**Attendees:** Father Tom Schmidt, Deacon Chris Rauch, Mary Ellen Singer, Joe Schmidt, Roger Dunlap, Amanda Roddy, Louise Carter, Robin Chew, Michael Freil, Lori Everitt, and Tom Moore.

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

#### **Reports:**

- **Social Action Commission (Roger Dunlap):**

- A report was given on the 'Hispanic Movement' and recent Blood Drive.
- 'Poverty Incorporated' will be hosted at Ascension Parish and a 'Civilize the Election' dialogue will be hosted at St. Francis Parish, dates to be determined.
- There will be a 'Gather and Send' (Diocesan initiative) meeting to encourage social action ministries.
- The Commission the Catholic Ministry Appeal rebate funds which will be distributed to the Parish 'Outreach' programs.
- Commission Chairperson, Tom Moore expressed the following concerns:
  - Recruitment of new members. Several commission members have served for a number of years and are planning to leave the commission. 7-10 active members are needed throughout the year. After PAC discussion, Roger Dunlap agreed to present ideas on an annual PAC/Commission recruitment process at next PAC meeting. See new Action Item #16-14 below.
  - Lack of PAC member continuity at Commission meetings. Currently, PAC members rotate Commission meeting attendance every month resulting in little to no continuity. PAC Chairperson, Joe Schmidt, took action and will assign PAC members to a specific commission three months in a row to improve continuity.
  - Improving communication with Parishioners. What do Parishioners think about the Commissions? PAC discussed various ways the Commissions can improve communication with Parishioners to include suggestion boxes, bulletin and Mass announcements, and updates on the Parish website.
  - Recommended the Commissions hold 1 ½ hour long meetings instead of the current 1 hour, beginning at 6 pm (instead of 6:30 pm). PAC took this under advisement.

- **Faith Formation Commission (Joe Schmidt):** No report; the meeting was cancelled.

- **Worship Commission (Robin Chew):**
  - Lynda Middleton reviewed the 'Gifted and Called' program with the Commission.
  - The Commission discussed drafting a Parish Vision statement and formed a sub-committee to address it.
  - The Commission discussed developing a Mass evaluation system which would include a standardized evaluation form and a suggestion box for parishioners input on the Liturgy.
  - The Commission is in need of 3 or 4 new members for the upcoming year.
  
- **Finance Council (Lori Everitt):** The Council reviewed the new fiscal year budget, including making changes to improve financial transparency.

**Old/ New Business:**

- **Review Previous (17 May) Meeting Minutes (Amanda Roddy):** The PAC approved the Meeting Minutes from 17 May, 2016.
  
- **Parish Budget & Project List (Deacon Chris Rauch)**
  - PAC reviewed the proposed annual budget for 2016-2017. After discussion PAC unanimously recommended approval. Father Tom accepted the recommendation and approved the budget.
  - Deacon Chris discussed the progress made by the Building and Maintenance Committee on prioritizing all the Parish facility needs. After discussion Deacon Chris agreed to present the Committee's prioritized Project List for PAC review. See new Action Item #16-5 below.
  - Deacon Chris discussed the study on the roof leaks. Out of the nine roof areas the following repairs/replacements are needed: 1) In 2016 (prior to winter) various repairs to all roofs are needed to extend their the roof life and protect from water intrusion (cost estimate = \$21,200), 2) In 2017 classroom and office area roofs needs to be replaced (cost estimate = \$74,150), and 3) In 2018 to 2019 (projection) original church roof needs to be replaced (cost estimate = \$72,800). Total for all roof repairs and replacements over next 3 years (as shown above) = \$168,150. The timing and costs will be discussed by Building and Maintenance Committee this summer. Repair of the church ceiling is the Parish's top repair priority.
  - Deacon Chris discussed the Parish 'Room Usage' study and requested PAC approval to hire an architect for \$5,220 to coordinate architectural plans for the city of Centerville approval. After discussion PAC unanimously recommended approval. Father Tom accepted the recommendation and approved the request.
  
- **PAC New Membership Update (Roger Dunlap):**
  - Twelve of the 43 Parish nominees for PAC expressed interest in serving. Approximately ten plan to attend the "Gifted and Called" personal discernment meetings scheduled in June.
  - After the "Gifted and Called" meetings, members of PAC will meet in July (date and time to be announced) to work details for the upcoming Parish election in August. See Action Item #16-16 below.

## **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 Update' 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: Summary and recommendations were provided (See 'Parish Budget & Project List' above). 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' above. Status: OPEN.
- Action Item #16-12: Joe Schmidt will invite the lead of Social Commission to the next PAC meeting to voice the commission's issues and concerns. Update: Completed, see 'Social Action Commission' above. Status: CLOSED
- Action Item #16-13: Finance Council will send draft 2016-2017 budget to PAC Chairman (Joe Schmidt) one week before the next PAC meeting. Update: Completed and budget approved. See 'Parish Budget & Project List' discussion above. Status: CLOSED

- **New Action Items:**

- Action Item #16-14: Roger Dunlap will present ideas on an annual PAC/Commission recruitment process at next PAC meeting. Status: OPEN.
- Action Item #16-15: Deacon Chris will present the Building and Maintenance Committee's prioritized Project List for PAC review. 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. Status: OPEN

**Pastor's Final Comments/Closing (Fr. Tom Schmidt):** The Parish staff will host an Appreciation Spaghetti dinner this fall for all Parish volunteers. Date/time to be determined.

**Closing Remarks:** Joe Schmidt thanked everyone and closed the meeting. The next PAC meeting is scheduled for August 16<sup>th</sup>, 2016.

**The meeting concluded at 9:42 pm.**