



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – October 16, 2018

The meeting commenced at 8:00 pm.

Attendees: Father Brian Phelps, Deacon Chris Rauch, Fred Wootan

PAC Members Present: Ruth Addison, Louise Carter, Andy DeVito, Dan Driskell, Cathy Frank, Deb Franz, Skip Fromm, Chris Gardner, Tom Kwest, Ann Moell, Anna Monnett, Jill Raison, Delaney Smith

- **Review Previous Meeting Minutes (Louise Carter):** PAC members approved the Meeting Minutes from September 18, 2018.
- **New Members (Louise Carter):** Louise welcomed new PAC member Deb Franz.
- **Staff Report (additions):**
 - Father Brian
 - Heard confessions for Alter high, Kairos
 - New Processional cross for mass
 - Question raised two months ago during PAC meeting regarding need for a new cross
 - Search commenced; St. Mary's in Urbana responded; We acquired a beautiful crucifix valued at \$3200 for \$400

Reports:

- **Social Action Commission (Dan Driskell):**
 - There was no formal meeting; informal meeting occurred with Dan & Andy supporting Chuck (commission chair) by talking through goals
 - Chuck, Skip and Andy will meet in early November to further discuss goals and planning for the commission; primary goal is to grow membership
- **Faith Formation Commission:**
 - Staff not present.
 - XLT going well with slow growth
 - Goal to get the Parish Mission statement in all classrooms
 - How to get volunteers: solutions (i.e. personal invitation; several other ideas discussed)
 - Recommendation: when marketing events (i.e. Generations of Faith), share what the event will cover and what age group it is geared toward
- **Worship Commission (Ann Moell):**
 - Ministry Fair October 27th/28th
 - They are currently tabling the plan to complete the Commission charter while they align on what commitment will be expected of members; members are reluctant to commit to 3 year term, so they may consider limiting it to a 1 year commitment
 - Invited several new members, no commitments yet

- Chair of the Commission is committed through June; no vice chair currently; like Social Action & Faith Formation, Worship Commission has a focus on membership/leadership of the Commission
 - Several ideas discussed to increase engagement with/on the commission
 - Fr. Brian looking into more confession time (Saturday morning not ideal for everyone)
 - How to cover all the times that people would be able to go
 - Several options: Lunch, CCD, after dinner, etc.; weekdays and weekend
 - Concern: big commitment for Father, what if called away (i.e. funeral); lots of volunteers for funeral, so this shouldn't be an issue
 - Father Gaeke leaving; Fr. Brian will be doing all masses for the next month
 - Liturgical Planning Team; to help plan out the liturgical year (holidays, environment, music, etc.)
 - They will meet quarterly
 - If interested in joining, talk to Michelle Nehrbass
 - 2 main purposes of team:
 - Assist Michelle & Deacon Chris
 - Empower parishioners to be involved in planning liturgies, etc.
 - We need to identify where stations should be placed; Deacon Chris to work with the Commission
- **Finance Council (Fred Wootan):**
 - Roof repair cost offset by donation from one family
 - End of year report discussed
 - Someone in the gathering space from finance after mass on previous weekends
 - One question from parishioner: How to automatic withdrawal donate to parish; this is possible
 - Feedback: place financial reports in bulletin and then be available for questions the next weekend so that people have the opportunity to digest it before asking questions
 - Finance Council rotates every year; 5 year maximum number of years to be on council
 - **Youth (Delaney Smith):**
 - Focus changed name to Ignite
 - XLT adoration 11/11 at 7pm
 - Ignite will participate in Generations of Faith service project next week
 - Delaney will be on the Committee for the proposal for the John Paul II Room
 - Looking for good cross section of representatives (youth, young adult, etc.)
 - Ensure that Virtus is a consideration since high school/youth will need adult volunteers while utilizing the room
 - **Business (Deacon Chris Rauch):**
 - Looking into pavers; gathering more info from vendors and what approach to take
 - Emergency Response Plan; still a draft, looking to get it finalized
 - Stations of the Cross Plaque; explains how we obtained them (background info, etc.); looking for feedback
 - A few cases of people coming to our parish soliciting money on parish grounds
 - We need to communicate our Policy on this to the parish
 - We can give them gift cards or refer them to St. Vincent DePaul
 - Send them to the police department (transient that needs gas money)
 - **Open Forum/Concerns:**
 - PAC representatives in gathering space scheduled same weekend as Worship Ministry Fair

- Decision made to skip this month
 - Feedback provided to PAC regarding excessive noise made during mass
 - Various perspectives shared; aligned that whatever action is taken, we do not want it to make anyone not feel welcome
 - What is a respectful noise level during and prior to mass
 - Children making noise; when is it respectful to go to the gathering space or nursery
 - Adults having discussions in pews prior to mass; discussions can happen in gathering space so that those who would like quiet prayer time can have it
 - Slat wall for flyers in gathering space; when will this be in place? Where can Thanksgiving boxes be placed? They will need to be placed somewhere else going forward.

• **Action Items: Review next steps captured during meeting discussion**

Action Item	Who Owns It	Completion
Tom's request to get sink fixed	Parish Staff	100%
Share the list of PAC nominees w/ Commission chairs	Louise	100%
Get official response from Archdiocese on what words or prayerful gesture should be made with non-Catholics in communion line	Fr. Brian	100%
Work with Michelle Nehrbass and Donna Learned on stations placement	Deacon Chris	100%
Finalize draft of Emergency Response Plan	Deacon Chris	50%
Review Stations of the Cross Plaque draft and provide Deacon Chris w/ feedback	PAC Members	100%
Communicate to parish our policy on giving money to Solicitors	Fr. Brian	100%
Determine the right approach in addressing a parishoners concerns regarding noise during mass	Fr. Brian	100%

• **Pastor's Final Comments (Father Brian):**

- Father Brian shared his report on his first 100 days at the parish
 - Things have been going well; progressing in getting to know the parish

The meeting concluded at 9:15 pm.