



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – January 15, 2019

The meeting commenced at 8:00 pm.

Attendees: Father Brian Phelps, Deacon Chris Rauch, Mary Ellen Singer, Ann Garcia, Connie Tschantz

PAC Members Present: Ruth Addison, Louise Carter, Andy DeVito, 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 November 27, 2018.
- **Staff Report (additions):**
 - N/A

Reports:

- **Social Action Commission (Andy/Skip):**
 - Finalized and agreed upon Commission Mission Statement
 - 2-3 new members of Commission; good email communication regarding Commission direction between November & January meeting
 - Several upcoming events external to the parish discussed; as Commission membership grows we would like members to attend these events
- **Faith Formation Commission (Chris):**
 - SWOT analysis conducted during meeting; a few highlights below:
 - How to achieve a family feel in faith formation (i.e. getting parents involved)
 - Support/engage those that are regularly at church to get them even more active (retreats, etc.)
 - Weakness: not enough participants; personally invite
 - Ministry participation discussed (ministries, sacraments)
 - This discussion is part of the process to continue to change the culture of our church in the direction of our vision
- **Worship Commission (Ruth):**
 - Would like 8-10 new members on the Commission
 - New attendee has committed to joining Commission
 - Exploring plans to reformat Worship Commission welcome letter
 - Updating Commission Constitution in February
 - Rotunda (scheduling for ministries); working with Vicki on inconsistencies with scheduling
 - Skip made a guest appearance related to the 'community room'
 - A member attended a Christmas Mass at another parish; it was a youth mass with all key roles conducted by youth (choir, ushers, servers, etc.); connected this idea to how to get youth more integrally involved in our parish
- **Finance Council (Ann Garcia):**

- Everything looks good; income/expenses trending as they should
- Meeting quarterly going forward; Fourth quarter they will meet monthly still
- Deacon Chris will be able to attend other meetings, commissions, etc.

- **Youth (Delaney):**
 - Group of youth attending the March for Life this weekend
 - XLT is this weekend; Sunday 7pm; Reconciliation during XLT
 - Abide leadership conference, summer mission trip and Steubenville conference being planned

- **Community Room Update (Skip/Connie):**
 - Shared updated design including side tables, lamps, artwork, etc.
 - Responses from various groups throughout the Parish so far have been very positive
 - Several questions and discussion points during the meeting:
 1. Discussed pros & cons of the phased approach
 2. Discussed how to sign-up for utilization of the space when the project is complete; will there be open time, etc.
 3. Also discussed the painting of the walls and the changing of the carpet
 4. How to fund the project discussed in depth
 - Phases:
 1. Phase 1: Start with 3 couches and center table; goal is to identify the impact of the changes and gauge the functionality of the room
 2. Phase 2: Add additional pieces and artwork in the future

- **Business (Deacon Chris):**
 - Requested feedback for Emergency Response Plan before it is published

- **New Business (Father Brian):**
 - N/A

- **Open Forum/Concerns:**
 - N/A

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

| Action Item | Who Owns It | Completion |
|--|--------------|------------|
| Finalize draft of Emergency Response Plan | Deacon Chris | 75% |
| Share flock note regarding opportunity for quiet in worship space prior to mass & socializing in gathering space (plan to share as Advent message) | Father Brian | 100% |
| Share concern with Michael Freil regarding how to ensure that ushers are greeting all entering gathering space in a friendly manner | Father Brian | 100% |
| Work with contractors to get remaining outdoor lights fixed | Deacon Chris | 100% |

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| Get feedback from remaining staff and key parish groups regarding current plan for Community Room; and identify/develop budget required for plan | Skip/Connie | 50% |
| Review staff report prior to PAC mtg & be prepared to share during PAC mtg anything of importance that you feel should be highlighted and shared w/ parish (in lieu of posting staff report in bulletin or on website) | PAC Members | |
| Revisit a SWOT analysis with the PAC group in the future | Father Brian | |
| Communicate back to Social Action Commission that they should reach out to Father Brian if they would like to meet in between monthly meetings for planning | Andy | |
| Discuss option to support funding from Men's Club regarding 'community room' | Skip | |
| Communication via flock notes, bulletin message, etc. regarding 'community room'; share at a high level: the plan, ask for thoughts/feedback, and let parish know we are exploring funding options | Deacon Chris | |
| Last weekend in January, 'community room' committee members answer questions after each of the masses | Skip | |
| Identify a weekend toward the end of February that PAC members can answer questions and receive feedback after masses; then, communicate this out to PAC members | Jill | |
| Provide Deacon Chris feedback regarding Emergency Response Plan after he emails it out | All | |

- **New Business to Discuss Next Month:**

- Cathy Frank and Deb Franz will be working together on the 2019 new PAC membership nomination process

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

- Father Brian shared that he is very appreciative of what everyone is doing and closed the meeting

The meeting concluded at 9:20 pm.