



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – November 27, 2018

The meeting commenced at 8:00 pm.

Attendees: Father Brian Phelps, Deacon Chris Rauch, Mary Ellen Singer, Lori Everitt, Connie Tschantz

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, Delaney Smith

- **Review Previous Meeting Minutes (Louise Carter):** PAC members approved the Meeting Minutes from October 16, 2018.
- **Staff Report (additions):**
 - Father Brian answered a few questions from PAC members related to staff reports

Reports:

- **Social Action Commission (Andy/Skip):**
 - Commission planning and direction
 - Chuck, Skip and Andy had a meeting earlier in November to discuss goals of the commission and to develop objectives of subsequent Commission meetings
 - A top objective of this Commission meeting was to align on and develop the Commission mission statement, which the group did
 - 2 new members attended the commission meeting and both provided beneficial input
 - Mary Ellen shared a few past successful events and upcoming events to prepare for:
 - Thrive Together occurred in Oct. at Fairhaven with 10 St. Francis volunteers; great initiative to support skills for those from families that have experienced generational poverty
 - Muslim Catholic Dialogue had a positive response; interest in further interaction
 - New Years Resolution idea to support children in crisis; 3 ways to commit support
 - Ethical Fair Trade Sale December 1st
 - Peace Mass on January 1st at St. Charles w/ Bishop Binzer, 11am
- **Faith Formation Commission (Chris):**
 - A theme of all staff that reported was the importance of word of mouth sharing in order to get more parishioners involved
 - Looking for help for liturgy of the word for Children
 - A few had interest
 - Best way to solicit help; invite volunteers and get them in touch with Silvia
 - Middle School
 - Phyllis very pleased with Eucharistic adoration with Father and discussion of vocations
 - High School
 - Go back to the basics (see staff report)
 - Mary Ellen
 - There is a lot going on (see staff report)
 - Father Brian

- SWOT analysis conducted with the group
- **Worship Commission (Ruth):**
 - Ministry Fair results
 - The Commission stated that rarely will they get someone from Ministry Fair to attend Commission; they did get one new member to attend the meeting this time
 - In preparation for the 50th Anniversary, Bishop Binzer will say the mass & we will have a nice reception
 - October 4th, 2019, 7pm mass
 - Parishioners concerns about being able to see the tabernacle (not behind the wall)
 - They are bringing the concern to Father Brian; staying where it is now, but there is a discussion
 - Tabernacle light sleeve was removed for cleaning to ensure that the light can be seen
 - Further discussion of concerns with people talking in the worship space before mass; how to encourage this in the gathering space but to keep the worship space prayerful before mass
- **Finance Council (Lori):**
 - Giving is down slightly; but still on track
 - Grant that was received was discussed
- **Youth (Delaney):**
 - Ignite will be attending a special worship event in the community on Sunday: it will include adoration, confession and accompaniment
 - Some of the Ignite members will attend the Right to Life March in Washington DC in January
 - Planning of summer events will happen in January
 - Abide leadership conference
 - Summer mission trip to Cincinnati
 - Steubenville youth conference
- **Community Room Update (Skip/Connie):**
 - Connie shared her skill and experience with interior design to develop a floor plan from the input of the community room committee
 - Shared the current draft of the design plan for the room with PAC; the approach is very flexible, attractive and functional
 - Furniture options that are currently selected are very good options to meet our needs
 - Spoken with DRE, Phyllis and Sylvia regarding their needs; they are all excited about the current plan's layout
 - Next Steps
 - to get feedback from other members of parish staff as various groups (including the high school group that provided the initial proposal)
 - to identify and work through the budget
 - Each vignette can fit 11 people, so multiple groups could utilize the room at any given time; could fit 20+ people together if all furniture is put together for the meeting
- **Business (Deacon Chris):**
 - Received a \$4k grant for parish use; plan is to utilize the funds for outreach (see new business below)
 - Active shooter training coming
 - Salt is in low supply this year (snow/ice removal) ; concern with whether there will be enough for the season

- Panic hardware for doors is wearing out and our model is obsolete; unable to reorder and cost to replace is high

- **New Business (Father Brian):**

- Approval requested for the PAC to approve the \$4k grant to be utilized for social outreach; approved
 - Louise reminded the group that it is the role of Social Action Commission to vet groups that will actually receive the grants/donations and to make these final decisions
- Daily mass; email will be sent out to flock notes the day before a snow storm to inform parishioners that it will be streamed online the next day

- **Open Forum/Concerns:**

- Concern shared regarding how to measure the value/return on Ministry Fairs; no action taken, but the concern is that perhaps there was more return when PAC more actively supported the Fairs
- How to address the lights that are out in the parking lot; contractor already contacted regarding repairs
- How to address concerns regarding outside doors; they have already been refinished – anything more would require replacement
- Concern shared regarding concrete work; need to wait until warmer weather
- How to ensure all are welcomed when entering gathering space at mass (comparison to other churches, non-denominational, etc.); the concern will be shared with head usher so that ushers can keep this front of mind

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

Action Item	Who Owns It	Completion
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	Father 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	Father Brian	100%
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	
Share concern with Michael Freel regarding how to ensure that ushers are greeting all entering gathering space in a friendly manner	Father Brian	
Work with contractors to get remaining outdoor lights fixed	Deacon Chris	
Get feedback from remaining staff and key parish groups regarding current plan for Community Room; and identify/develop budget required for plan	Skip/Connie	
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	

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

- After discussing open forum concerns and new business, Father Brian closed the meeting

The meeting concluded at 9:15 pm.