



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – February 19, 2019

The meeting commenced at 8:00 pm.

Attendees: Father Brian Phelps, Deacon Chris Rauch, Mary Ellen Singer, Marty McClain, Connie Tschantz

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

Meeting Facilitator: Anna Monnett

Review Minutes & Staff Reports:

- **Previous Meeting Minutes:** PAC members approved the Meeting Minutes from November 27, 2018 with one update: adjust some of the wording of the report of the community room proposal/plans that were inaccurately recorded.
- **Staff Report (additions):**
 - Question for Father Brian about the potential gifting of the painting
 - Father Brian provided additional info.
 - Question for Deacon Chris about the Hardscape Committee and 'prayer labyrinth' project
 - Precious Planet ministry involved and further details provided.

Reports:

- **Social Action Commission (Andy/Skip):**
 - Shared upcoming and recent activities/meetings in the community like the Diocesan Addiction Task Force meeting that was today
 - Commission member Meghann Naveau met with several committee leaders that are under the Social Action Commission umbrella; common theme identified of need for membership or support with leadership
 - Identified the potential opportunity to use Gifted and Called to align parishioners gifts with the committees that would really benefit from them
- **Faith Formation Commission (Chris):**
 - Several faith formation activities discussed:
 - How to maximize parishioners time here on Saturday evening or Sunday; busy schedules can prevent participation, so align events, meetings, etc. with times that parishioners will already be here
 - How to align these activities to be around mass schedule so that it is easier for more to attend
 - How to develop missionary disciples; brainstorming better ways to evangelize
- **Worship Commission (Ruth):**
 - Minimal attendance at meeting tonight

- Discussed trends of more uplifting and upbeat music being played in churches (not just here)
 - Ministers of daily mass are being invited to a thank you breakfast
 - Question for Father Brian around the possibility of alternating mass times for daily mass; this would be very difficult with only one Priest at this church right now, but could be an option in the future if an additional priest could support our parish.
 - Thoughts expressed for having a 'no singing' mass on Wednesdays during Lent
 - Washing of feet during Holy week ceremonies
- **Finance Council (Deacon Chris):**
 - No Finance Council meeting tonight
 - Tracking very close to previous months and collection is up
 - A few unexpected expenses, but nothing major
 - Finance is now on the quarterly meeting cycle (other than March-June during which they will meet monthly)
- **Youth (Marty McClain):**
 - Spring Retreat in April (12-14th) with St. Charles & Incarnation
 - Registration is open for summer events:
 1. Abide Leadership Conference
 2. summer mission trip
 3. Steubenville conference being planned
- **Community Room Update (Skip/Connie):**
 - Overwhelmingly positive response regarding the general plans
 - Concerns from parishioners were minimal but those that were shared included:
 1. questions about whether the space was really necessary with couches in the library and those in the hall
 2. previously discussed options for artwork in the community room
 - ACTION:
 1. Recommendation: move forward with the purchase of the couches and miscellaneous smaller furniture; with the donations already committed, cost will be below \$5k and so this can be approved without Finance approval; during summer budget planning period, any additional costs can be built into next FY budget.
 2. Continue to evaluate: there are continued concerns raised around the choice of the art and this should continue to be evaluated
 - Donations:
 1. Women's Bazaar: \$1500 donation commitment
 2. Men's Club: tabled donation plan & will be brought up at the next meeting
 3. KFC: plan to commit to a donation
 4. Senior High Ministry: \$750 donation commitment
- **Business (Deacon Chris):**
 - Nearly complete with the Parish Emergency Response Plan; working on final few pieces
 - Discussion about letting some of our church grounds go to natural prairie
 1. Phased approach that could incorporate Hardscape committee including updating outdoor stations, building a nature path, etc.

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

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

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

| Previous Month Action Item | Who Owns It | Completion |
|--|--------------------|-------------------|
| Last weekend in January, 'community room' committee members answer questions after each of the masses | Skip | 100% |
| Get feedback from remaining staff and key parish groups regarding current plan for Community Room; and identify/develop budget required for plan | Skip/Connie | 100% |
| 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 | 100% |
| 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 | 100% |
| Discuss option to support funding from Men's Club regarding 'community room' | Skip | 100% |
| 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 | 100% |
| Provide Deacon Chris feedback regarding Emergency Response Plan after he emails it out | PAC Members | 100% |
| New Action Items and Those Carried Forward from Previous Month(s) | Who Owns It | Completion |
| Revisit a SWOT analysis with the PAC group in the future | Father Brian | |
| Finalize draft of Emergency Response Plan | Deacon Chris | 95% |
| PAC members attend the agreed upon mass time this coming weekend (2/23-2/24) and answer questions & field concerns from parishioners after mass | PAC Members | 100% |
| Communicate to Louise to add the following to March PAC meeting agenda: How to leverage Gifted and Called to support the clear need for both membership and leadership in several Parish Committees and Commissions | Andy | 100% |
| Community Room Committee work with Deacon Chris and Father Brian to move forward with the approved plan | Skip/Connie | |
| Recurring Monthly Action Items | Who Owns It | Completion |
| 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 | 100% |
| Email Vicki the approved PAC Meeting Minutes for the previous month's meeting | Andy | 100% |

- **Pastor's Final Comments (Father Brian):**
 - Please pray for Bishops in their talk with Pope Francis
 - Father Brian shared that he is very appreciative of what everyone is doing and closed the meeting

The meeting concluded at 9:00 pm.