



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – April 30, 2019

The meeting commenced at 8:00 pm.

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

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

Meeting Facilitator: Louise Carter

Review Minutes & Staff Reports:

- **Previous Meeting Minutes:** PAC members approved the Meeting Minutes from March.
- **Staff Report (additions):** none

Reports:

- **Social Action Commission (Skip):**
 - Meghann Naveau contacting ministries under the umbrella of the Commission to better understand how the Commission can support them
 - There was an invitation to join Ramadan next month – contact Mary Ellen if interested
 - Several events related to race and to combat racism are coming up in the community
 - Commission planning meeting was conducted prior to April's meeting
- **Faith Formation Commission (Chris):**
 - It was an open dialogue meeting; discussed wrapping up the end of the school year
 - 42 youth being confirmed in May
 - VBC needs volunteers
 - 'Before teaching it you have to do it' was a theme of some of the discussion; missionary discipleship
 - XLT was discussed; How to promote XLT beyond just high school youth
- **Worship Commission (Ruth):**
 - Liturgy training; identify more practical training outside of the training manual
 - Discussion of Holy Week and the consensus was that it was very successful
 - Prayers of the Faithful; idea is to pair up and read the readings outside of meeting time
- **Finance Council (Deacon Chris):**
 - Most of the meeting involved discussion of the budget
 - Regarding the budget, Deacon Chris flags line items that are outside of budget prior to the meeting
 - Deacon Chris is gone for May PAC meeting
 1. he will work with Lori and she will present the budget to PAC at the next meeting and PAC members can ask her questions
 2. Deacon Chris will answer any of those questions in June

3. PAC to approve budget in June

- **Youth (Marty):**
 - Furniture is being used by high school youth; very big thank you!
 - Wrapping up youth ministry year heading into summer with several big events planned (leadership conferences, mission trips) and smaller events like movie and game nights
 - Meeting the first weekend in May to finish scheduling summer plans
- **Community Room Update (Skip):**
 - Furniture in place
 - Will have a couple more meetings after feedback received about project so far
 - Based on the feedback, in the new fiscal year, the group will make decisions on further furniture as well as art
- **Business (Deacon Chris):**
 - Nothing additional (see Finance)
- **Guest Speaker (Zach Haller):**
 - Prayer Labrynth complete
 - Old pottery from Eucharist is buried at center of labyrinth; Benediction
 - Several donations within the parish and externally including material cost aided in his project
 - Completed on Saturday and available for parish use
- **Open Forum/Concerns:**
 - Drinking fountain cleaning concern
 - Drinking fountains poor water pressure
 - Restroom cleaning at the end of daily mass not best timing
 - 'For whom we remember at this mass'; should be 'who we remember at this mass'
 - Why is Cloy entrance closed again; drain issue – will be blocked up to 3 weeks (see Flock Notes)
- **Action Items: Review next steps captured during meeting discussion**

Previous Month Action Item	Who Owns It	Completion
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	100%
Finalize draft of Emergency Response Plan	Deacon Chris	100%
Email all documents for PAC leadership election process to Cathy and Deb	Andy	100%
Work with Betty Davis on setting dates for gifted & called and then set up the PAC election campaign to follow; utilize verbiage from Parish Vision in advertising	Cathy/Deb	
3 rd Sunday – ask PAC	PAC Members	
Share opinions of SWOT analysis a week prior to PAC meeting using the link in the Google doc (only submit your top 4 for each category)	PAC Members	

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	
Email Vicki the approved PAC Meeting Minutes for the previous month's meeting	Andy	

- **Any New Business to Put on Next Month's Agenda:**

- Ask PAC on 3rd Sunday of the month

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

- SWOT Analysis discussion: the idea isn't to change where the parish has come from but to keep us moving forward by building upon that
 - what can we build upon as strengths
 - how can we improve upon our weaknesses
 - how do we move ourselves forward
- Next month meeting will be primarily budget review and SWOT discussion
- Father thanked everyone and closed the meeting

The meeting concluded at 9:00 pm.