



## ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

### PASTORAL ADVISORY COUNCIL (PAC) MINUTES – May 21, 2019

**The meeting commenced at 8:00 pm.**

**Attendees:** Father Brian Phelps, Mary Ellen Singer, Lori Everitt, Kim Avery

**PAC Members Present:** Ruth Addison, Louise Carter, Andy DeVito, Cathy Frank, Skip Fromm, Chris Gardner, Tom Kwest, Ann Moell, Anna Monnett

**Meeting Facilitator:** Louise Carter

#### **Review Minutes & Staff Reports:**

- **Previous Meeting Minutes:** PAC members approved the Meeting Minutes from April.
- **Staff Report (additions):**
  - No additions, just a question about the amazing parish project

#### **Meeting Agenda:**

- **PAC Member Selection Timeline**
  - Gifted and called July 23<sup>rd</sup> & 24<sup>th</sup>
  - Voting August 10<sup>th</sup> & 11<sup>th</sup>
  - Notify new PAC selections in early September and they will attend the September meeting
- **Finance: Budget Draft Discussion**
  - Questions about grade school tuition reimbursement
  - Question about seeing actual amounts vs budget amounts
  - Several other questions came up; agreed to share any others directly with Deacon Chris and come prepared to approve at next meeting
- **SWOT Analysis Activity:**
  - Voted on personal opinions
  - Discussed trends of each category
  - Louise to provide an output from the results

**Reports:** No Commission reports discussed during meeting due to full agenda; notes for some were submitted after the meeting.

- **Social Action Commission (Andy):**
  - Meghann facilitated the meeting discussion around what we have done so far as a commission this year & identifying top priorities for the remainder of 2019 and into 2020

- Meghann broke down current and SAC and Ministry activities into whether they involved the following:
  - Education
  - Advocacy
  - Service
- Discussed how to increase education within the parish while also increasing parishioner involvement
- Identified that there would be benefit in educating the parish on Catholic Social Teaching through Flock Notes, Bulletin, etc.
- Jim shared his experience of the local event for Ramadan
- **Faith Formation Commission (Chris):**
  - HYM: Marty and others on staff attended the Amazing Parish seminar and he gave us a high level overview. He is working out a summer schedule for high schoolers. He is also meeting with the Confirmation Team to discuss this year & plans for next.
  - Youngsters: Sylvia had an appreciation dinner for her volunteers, and is getting ready for VBC. As always, she can use more volunteers.
  - Jr High: Phyllis is getting prepared for a June introduction for incoming 6<sup>th</sup> graders, including a video made by Core Team members on their experiences.
  - Adult: May Ellen continues to maintain a schedule of many activities and presentations to allow adults to learn and grow in the Faith.
- **Action Items: Review next steps captured during meeting discussion**

Previous Month Action Item	Who Owns It	Completion
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	100%
Email all documents for PAC leadership election process to Cathy and Deb	Andy	100%
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	100%
Review Budget and send any questions to Deacon Chris; be prepared to approve budget next meeting	PAC Members	100%
New Action Items and Those Carried Forward from Previous Month(s)	Who Owns It	Completion
Send PAC selection info to Vicki to add to Flock Notes and monitor	Cathy	100%
3 <sup>rd</sup> Sunday – ask PAC	PAC Members	100%
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 3<sup>rd</sup> Sunday of the month.
  - Cathy to provide names for PAC members to reach out to after nominations are in.
- **Pastor's Final Comments (Father Brian):**
  - Father Brian closed the meeting and thanked everyone for their input and contributions.

**The meeting concluded at 9:25 pm.**