



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – JUNE 18, 2019

The meeting commenced at 8:00 pm.

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

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

Meeting Facilitator: Louise Carter

Review Minutes & Staff Reports:

- **Previous Meeting Minutes:** The minutes of the May 21, 2019 meeting were approved as published.
- **Staff Report (additions):**
 - No questions or additions

Meeting Agenda:

- **Commission Reports:**
 1. Social Action (Skip Fromm)
 - Mike Hoendorf, Parish Liaison from CSSMV, visited to introduce himself and establish relationship
 - Review of tornado response including distribution of supplies by parishioners on 6/14/19
 - The Youth Mental Health First Aid Workshop is scheduled for July 20 & 27 from 9am – 1:30 pm
 - New engagement strategy includes bulletin inserts by associated ministries and a fall gathering
 - Discussion regarding communication of Catholic Social Teaching principles to parishioners
 2. Faith Formation (Chris Gardner)
 - The VBC for Adults is scheduled July 14-18 from 6:15 -7:15 pm in the All Saints Room
 - The parish will send 3 Ignite! Members to the Abide Leadership Conference
 - The Summer mission trip is July 7-12
 - Follow up from the Amazing Parish Conference includes adding intentional prayer to our culture
 3. Worship (Ruth Addison)
 - 2 prospective parishioners attended the meeting
 - Discussion of potential for candlelight/Gregorian chant experience
 - Meeting to be scheduled with Deacon Chris to transition Prayers of the faithful responsibility
- **Finance: Budget Review:**
 1. Discussion of budget allocations that PAC should deliberate early in the fiscal year in anticipation of next budget include: tuition assistance parameters and use of undispersed tuition funds, support of the John Paul II room proposals, and the potential development of an overall strategic/tactical plan for the parish campus.
 2. * The PAC moved and approved to recommend to Father that the spending plan presented be adopted*

3. An **ACTION ITEM** was assigned to the Hardscape Committee to create an overall vision for the campus to include the outdoor stations of the cross, a play area, walking paths, storage capacity, and signage.

- **SWOT Analysis Activity:**

Louise Carter provided a summary of the SWOT analysis with the meeting agenda for future reference and consideration. There was no additional discussion.

- **PAC Elections:**

Cathy Frank reported that there were 46 nominations. Each member is assigned to call 4-5 nominees using the script provided and assure that those interested provide their photo and bio to Cathy by email by 20 July. Even those not interested should be encouraged to attend “Gifted and Called”, which is optimal, but not required for PAC membership, and may lead to a home in one of our many ministries. Parish voting will take place 10/11 August, with Father finalizing selections in early September. New members will attend the 9/17/19 meeting.

- **Other Discussion Items:**

Tom Qwest mentioned that he had fielded a concern about a “perfume free” zone in church for mass attendants. The group brainstormed and could only offer that since mass can be heard in the gathering space, one could sit near a door, or move there if bothered by smells.

There is no July meeting, but “Ask PAC” will be held as scheduled July 20/21. Jill is revising the tri-fold display and will be soliciting volunteers to man the booth at all masses that weekend.

- **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%
Send PAC selection info to Vicki to add to Flock Notes and monitor	Cathy	100%
New Action Items and Those Carried Forward from Previous Month(s)	Who Owns It	Completion
Hardscape Committee to develop grounds plan	Deacon Chris	
3 rd Sunday – ask PAC – 20/21 July	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**
No meeting next month

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

- Father Brian informed PAC that there will be a mission speaker on July 13/14 and that the Little Sisters of the Poor will be at an August mass. He then closed the meeting and thanked everyone for their input and contributions.

The meeting concluded at 9:15 pm.