



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike, Centerville, OH 45459-7108

Pastoral Advisory Council (PAC) Minutes—October 15, 2019

The meeting commenced at 8:00 pm following Vespers

Attendees: Fr. Brian Phelps, Deacon Chris Rauch, Jacob Lindle, Seminarian Intern, Mary Ellen Singer, Pastoral Associate

PAC Members present: Ruth Addison, Lisa Barhorst, Melissa Bennett, Dan Driscoll, Cathy Frank, Deb Franz, Skip Fromm, Tom Kwest, Anna Monnett, Jill Raison, Danny Sprouse, Mira Wilson

PAC Members absent: Chris Gardner

Commission Representatives present: Jeannette Fromm, Chuck Martinson, John Tesar, and Mira Wilson

Welcome and Introductions of all Commission representatives. A warm welcome was extended to Mira Wilson, new Youth Ministry representative. Mira is a senior at Bellbrook High School. Anna Monnett expressed appreciation to Melissa Bennett for volunteering to assume the responsibilities of secretary for PAC.

Review of Minutes & Staff Reports

- **Previous Meeting Minutes**—add Danny Sprouse to attendees and remove Tom Kwest from attendance. Minutes approved with noted changes: 1st Ruth Addison; 2nd Skip Fromm; Approval--unanimous
- **Staff Report:**
 - Fr. Brian noted eleven weddings are currently scheduled next year including five in May.
 - Deacon Chris noted a large donation from an estate was transferred to the Archdiocese that had been held on the balance sheet in preparation for transfer. Ten percent was retained at the parish to be discussed later in the meeting by Fr. Brian.
 - Danny Sprouse asked if window replacement was budgeted. Deacon Chris replied that it was not included. Danny stated the Men's Club is willing to contribute financially to window replacement.

Commission / Committee Reports

- **Social Action**—Chuck Martinson
 - Letter writing campaign supporting refugees occurred two weeks ago
 - 94 postcards and 11 letters were sent to US Senators and House of Representatives

- Currently working on wording of mission, planning bulletin announcements, planning a get together with all Social Action groups
- Catholic Social Services is only collecting families that they serve. This impacts the St. Francis giving tree. Families are being obtained from Salvation Army and Toys for Tots. Mary Ellen stated they are looking for additional organizations to identify families in need and welcomed any recommendations.
- Faith Formation—Mary Ellen Singer (representative to PAC due to two birthdays)
 - Maureen Goebel is new chairperson
 - New team members are requesting more depth in reviewing each of the four areas of faith formation. November will be an in-depth review by Sylvia Carmody.
- Worship Commission (WC)—Jeannette Fromm
 - Music was noted to be very festive and well-done for October 6.
 - WC is working through learning curve with developing weekly prayers of the faithful
 - Jacob's presence was recognized as positive for our parish as a seminarian intern.
 - WC expressed appreciation to Fr. Brian for his presence and input to WC
 - WC attended a presentation together on the Role of the Worship Commission in Sept.
 - Five new members and WC is working on understanding assessment of the liturgy
- Finance—John Tesar with input from Deacon Chris
 - Parish is doing well financially—recruiting three additional members
 - \$32k retained at parish from estate donation—Fr. Brian to discuss further
 - One Faith, One Hope Campaign—exceeded parish expectation, so 60% of current donations are returned to St. Francis at this point.
- Youth Ministry—Mira Wilson
 - National Catholic Youth Conference (NCYC) –16 students participating
 - Students participating in a Can-struction—disassembling 45k cans for food collection
 - Planning underway for January March for Life and summer Mission trip
 - Youth recently attended Christian concert in Cincinnati

Business Update--Deacon Chris Rauch

- Envelopes for donations—discussing options to reduce mailing costs but continue to allow feedback and notification to the parish for updating registrations. Considering a step-wise approach—start with moving to two month mailing, move to quarterly, and consider cost vs benefit for annual or semiannual mailing (Deacon Chris). Potential expense reduction of \$3k
- Working on method to communicate and remind electronic givers of any special collections planned a week in advance. Electronic givers may opt out of paper envelopes if desired by notifying parish office. Jill asked if the new parish app would be an option for communicating with parishioners about special collections. The new parish app will have that functionality; as well a calendar function could merge to individual's personal calendar as reminder.

- Working on tax-exempt status with Amazon. They do not recognize the nonprofit tax ID status and are requesting a letter verifying from the US Council of Bishops.
- Anna mentioned a new method of giving using 'swipe jars.' Jars are set up with a specific donation amount and donors insert credit card into jar to make donation.
- Possibly include information in end of year statements and / or tear-out in bulletin
- Cathy asked about including any special collections in the bulletin the week prior to allow parishioners to plan in advance.

Action item review -- Anna Monnett

- **Ask PAC—Jill—**3rd weekend following masses. Notebook and display are in the corner of the coat room. 5pm mass does set up; log any questions into notebook; 11 am mass removes the pages with questions and brings them to PAC, then puts items back in coat room. Anna will check on obtaining nametags for new PAC members.
- **Hardscape Subcommittee—**Deacon Chris stated all prospective members have been contacted and confirmed; now he is setting up first meeting. Potentially, Ben Cameron, will be presenting his Eagle Scout project to PAC in November.
- **Flagpole—Anna—**three parishes without schools were contacted about installation and maintenance of flagpole. All three stated their facility / maintenance person is responsible for the flag and ensuring it is maintained in good condition. The flag is lit so it is not necessary to raise / lower it daily. Discussion ensued on location of flagpole—near shelter or main entrance were primary suggestions. Also, installation of a flagpole would be an appropriate Eagle Scout or Girl Scout Gold project. Fr. Brian recommended approaching the current Scout troop leader.

New Business Topics

- Skip Fromm requested to revisit locking the church entrance closest to the parking lot due to handicapped parishioners and asked about additional handicapped parking spots. Fr. Brian suggested inviting the Centerville police officer, who reviewed the church access and made the recommendation, to present to PAC and respond to questions. Adding Greeters would help with transferring handicapped parishioners into church. Mira Wilson to discuss with youth about a potential ministry assisting handicapped parishioners into church. It was noted that all current handicapped parking spots are used at the 5pm mass.
- Tom Kwest asked about plan for the large cracks in the parking lot. Deacon Chris stated several were ground out and fixed during the recent parking lot repair while other cracks were sealed to avoid exceeding budget for repairs. The plan is to repair these at a later time.
- Working on strategies to shorten the Offertory but the bags for the collection and the number of ushers both impact the time necessary for the process.

Pastor's Final Comments/Closing --Father Brian

Prayerfully consider groups that help those in need in our parish and community. We retained \$32k to distribute from an estate donation. A portion will be given to St. Vincent, but what other organizations should we consider funding? Cathy suggested the free health clinic in Bellbrook. **Please email suggestions to Anna in preparation for next PAC meeting.**

Meeting adjourned 9:15 pm—Motion by Danny Sprouse and 2nd by Jill Raison.