



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – 14 Oct 2014

The meeting commenced at 8:01pm.

Attendees: Father Tom Schmidt, Deacon Chris Rauch, Jim Franz, Joe Schmidt, Amanda Roddy, Shanna Romeo, Michael Freil, Mary Ellen Singer, Marty McClain, Christine Gallagher, and Kevin Hazenfield.

Opening Remarks: Jim Franz welcomed everyone; Marty McClain introduced Kevin Hazenfield, a member of the Parish and high school student, who proposed an Eagle Scout project to benefit the Parish (see “New Business” below).

Reports:

- Social Action Commission (Joe Schmidt): No report; the Commission meeting was cancelled.
- Faith Formation Commission (Michael Freil):
 - Lynda Middleton will conduct a Parish “Discernment” on 11 and 13 November (see Old Business below).
 - Father Tom and some staff members attended the “Proclaim Summit” with the Archbishop the previous week which emphasized evangelization, spiritual growth, and parish engagement. After group discussion Father emphasized that there has been an influx of new members at St. Francis, and that the Parish is indeed growing.
 - The Commission is reviewing individual roles/job descriptions in their charter to assimilate new members and to develop a path forward.
- Worship Commission (Jim Franz):
 - The Commission reviewed a video, “Celebrating the Eucharist”
 - Father Tom discussed a few of the remaining changes being implemented as recommended by the 2013 Parish Worship Study. He noted the use of the Worship Aids, the previous lack of quiet time after Communion, and announcements now being made before Mass.
 - The Commission will evaluate Masses to ensure effectiveness/standardization of the changes.
 - The Commission discussed the need/feasibility of providing childcare during Masses, and will continue to evaluate.
- Finance Committee (Christine Gallagher):
 - The Finance Committee will present annual financial results to the Parish during Masses the weekend of 8-9 November 2014.
 - Deacon Chris is working on making the budget more user-friendly.
 - St. Charles Borromeo has formally asked (via letter to Father Tom) whether the Parish can assist with

student tuition. Approximately 17 students from the Parish attend St. Charles school; the request is for \$35,000 (roughly \$2000 per student). The Committee is reviewing this request and will develop a recommended course of action.

- o The Committee has one member resigning, and needs to recruit more members.

Old Business/Action Items:

- The PAC reviewed/approved the September 2014 Meeting Minutes.
- Discernment: Lynda Middleton will lead a Parish “Discernment” process on 11 and 13 November. This process is designed to recruit and properly place volunteers to serve within the various Church ministries and programs. This will coincide with Father’s Homily theme for that week. The PAC recommended re-naming this process for better marketability. It also recommended combining this event with a Ministry Fair, which was previously very successful and organized by Bob and Sue Merland. Jim Franz took an action item to invite Bob and Sue Merland to organize a Ministry Fair in the spring (in April) in which they would train a replacement(s) for future Fairs (see New Action Items below).
- PAC Membership/Changes: The PAC briefly discussed the need for more PAC members. Marty McClain recommended a Parish member/high school student who he will invite to the November meeting.

New Business:

- Kevin Hazenfield enthusiastically proposed building a permanent fire pit on the grounds of St. Francis of Assisi. Kevin described the need and vision for the project which, if approved, qualifies as his Eagle Scout project. He proposed building the fire pit with materials funded by the Parish. The PAC unanimously approved the idea and asked Kevin to provide follow-on information concerning applicable civil ordinances/permits, safety, construction, and budget estimates.
- The PAC discussed the timing of future PAC meetings and the Parish strategic calendar. The Financial Committee requested meeting dates later in the month for optimum review of the past month’s finances. Deacon Chris will review strategic calendar timing.
- The PAC briefly discussed communication flow with Jim Franz receiving e-mail notification of Parish events from the Parish staff and forwarding to PAC membership, as required.
- Father Tom asked for a face-face meeting to discuss future PAC agendas before final publication. Jim Franz will set up future PAC agenda discussions with Father, as required.
- Joe Schmidt volunteered to send the PAC Charter to each of the members before the next PAC meeting. He also briefly discussed the website, “amazingparish.org” which lists 7 traits of a good parish and has tools which could be useful to the Parish.

- Father Tom suggested devoting the first 10 minutes of future PAC meetings to Faith Formation, focusing on specific topics which could assist the staff. This will be considered when building future PAC agendas.

New Action Items:

- Jim Franz will invite Bob and Sue Merlin to organize a Ministry Fair in the spring (in April) in which they would train a replacement(s) for future Fairs; the Ministry Fair would be coordinated with Lynda Middleton's discernment process.
- Kevin Hazenfield will provide the PAC follow-on information concerning the building of permanent fire pit, to include applicable civil ordinances/permits, safety, construction, and budget estimates.

Closing Remarks: Jim Franz thanked everyone and made closed the meeting. The next PAC meeting is scheduled for Tuesday, 4 November 2014. Jim will be unable to attend; Joe Schmidt will lead.

The meeting concluded at 8:59pm.