



ST. FRANCIS OF ASSISI PARISH

6245 Wilmington Pike Centerville, OH 45459-7108

PASTORAL ADVISORY COUNCIL (PAC) MINUTES – April 7, 2015

The meeting commenced at 8:11 pm.

Attendees: Father Tom Schmidt, Deacon Chris Rauch, Jim Franz, Joe Schmidt, Amanda Roddy, Roger Dunlap, Shanna Romeo, Mary Ellen Singer, Bob Merland, and Jim Malas.

Opening Remarks: Jim Franz welcomed everyone to the meeting.

Reports:

- Social Action Commission (Roger Dunlap):
 - Habitat for Humanity will be present at the upcoming Ministry Fair
 - Catholic Relief Services Operation Rice Bowl campaign seems to be successful this year. All the rice bowls, designed for collecting donations, have been taken.
 - An upcoming Mental Health workshop will be announced in the bulletin.
 - The Commission reviewed its goals which include improving communications and encouraging more coordination and support from within the Parish and with other Parishes in the area.

- Faith Formation Commission (Jim Franz): The Commission discussed various ideas to improve Faith Formation including
 - Conducting surveys of other church programs to gain lessons learned and best practices for use within the Parish.
 - Conducting on-line surveys and catechism registration.
 - Posting of Parishioner testimonials on the Parish website.

- Worship Commission (Joe Schmidt):
 - Deacon Chris proposed allowing Parishioners the opportunity to draft the Parish's "General Intercessions" for weekend Masses (he currently does this); the Commission is considering the issue.
 - The Commission discussed and recommended the use of new software (Minister Schedule Pro) for the scheduling of the various Mass Ministries (Lectors, Eucharistic Ministers, Servers)
 - The Commission discussed on-line video streaming of Masses and other significant events within the chapel; the Commission will ask the Technology Committee to assess affordability.

- The Commission has formally concluded the implementation of actions resulting from the 2013 Parish Worship Study; expect an announcement in the next Parish Liturgical Ministry newsletter.
- The Commission will end the year by reviewing its charter and emphasized the need to recruit new members.
- Finance Committee (Jim Malas):
 - The Parish was \$8,000 in the black (February statement)
 - Parish has pledged more than \$48,000 in response to the Archdiocese Catholic Ministry Appeal, exceeding the goal of \$43,339. Funds returned to the Parish will be used by the Social Actions Commission.
 - The Committee reviewed a draft policy for the use and scheduling of Parish facilities. Deacon Chris distributed this draft policy to the PAC; the PAC will consider at the upcoming meeting in May (new Action Item #15-4).

Old Business/Action Items:

- The PAC approved the Meeting Minutes from 3 Feb 2014 with minor administrative corrections. It was noted that the Parish Ministry Fair date has changed to 16-17 May.
- Parish Ministry Fair: Bob Merland reviewed preparations and brought up several issues for discussion. The Fair is scheduled after Masses on 16-17 May; approximately 50 ministries are expected to participate
 - The Knights of Columbus Donut Sale will occur simultaneously on Sunday.
 - The Parish will provide coffee and lemonade while Ministries will bring food if desired; Bob will coordinate use of table cloths (and other facility issues) with Mike Manzo.
 - Bob is working physical layout & will communicate via e-mail to Commission and Ministry leads; an announcement will be in the Parish bulletin this month.
 - The PAC should, itself, be present to recruit new members.
- Schedule Change for 2015-2016 (AI # 15-2): CLOSED
 - Deacon Chris discussed the proposed schedule change for all PAC, Finance Council and Commission meetings, beginning in July 2015. Current timing does not allow timely reporting of monthly financial data, which is not available until after the second week of every month (for the previous month), and would better align Parish fiscal information with Parish activities.
 - He reviewed survey results and recommended a change from the 1st to the 3rd Tuesday of the month.
 - The PAC concurred and recommended to Father Tom the schedule change as proposed. Father Tom approved. Effective for the new fiscal year, all PAC, Finance Council and

Commission meetings will be held the 3rd Tuesday of the month (note, there are no meetings scheduled in July, August meetings are now scheduled on the 18th).

- Post PAC Meeting Minutes/Photos on Parish Website (AI #15-3): CLOSED
 - The PAC recommended to Father Tom to post all PAC meeting minutes and photos of PAC members and Committee/Commission Chairs on the Parish website to increase transparency and improve communications.
 - Father Tom approved. Joe Schmidt agreed to send photos and meeting minutes to Deacon Chris for posting.

New Business:

- 'Getting to know you' program/ talent survey (Mary Ellen Singer): The next 'Getting to know you' program will be held by Lynda Middleton on Thursday April 30th from 7-9:30pm. All PAC & Commission members are invited to attend
- 'Redeeming Administration' (Father Tom Schmidt): All PAC member received a copy of the book, 'Redeeming Administration'. Father Tom requested PAC members read and be prepared to discuss Chapter 3, 'Trust' at the next PAC meeting. Amanda Roddy took action to create a sign-up sheet so each member can choose the chapter they would like to present at future PAC meetings.

Action Item Review:

- Action Item #15-1: The Worship Commission will provide PAC a recommendation concerning Child Care during Mass by fall, 2015: Status: OPEN.
- Action Item #15-2: Deacon Chris will recommend to PAC a way forward on the proposed schedule change for all PAC, Finance Council and Commission meetings, beginning in July 2015. Status: CLOSED (see 'Old Business/Action Items' above)
- Action Item # 15-3: PAC will discuss posting all PAC and Commission meeting minutes on the Parish website and application, to include posting photos of PAC members and Committee/Commission Chairs. CLOSED (see 'Old Business/Action Items' above).
- Action Item #15-4: PAC consider the draft policy for the use and scheduling of Parish facilities as proposed by Deacon Chris (see Finance Committee report above). Status: OPEN

Closing Remarks: Jim Franz thanked everyone and closed the meeting. The next PAC meeting is scheduled for May 5th, 2015.

The meeting concluded at 9:11 pm.