

ST. FRANCIS OF ASSISI PASTORAL COUNCIL

Meeting Minutes - March 3, 2016

In Attendance: Fr. Ray McHenry, Dave Dirks, Chris Doud, Cassie Edgar, Anne Franzen, Joe Happe, Carolyn Kirchhoff, Jennifer Krzak, Ted Nahas, Jay Vogt, Laura Wenman

Absent: Fr. Adam Westphal

The meeting was called to order by Joe Happe at 6:30pm and began with prayer. The meeting agenda was reviewed and approved.

The meeting minutes from the February meeting were reviewed and motion made by Cassie Edgar to approve. The motion was seconded by Carolyn Kirchhoff.

Pastoral Update

Father Ray McHenry gave a pastoral report. Items of note:

- Annual Diocesan Appeal (ADA) – We have received our new allocation from the Diocese of approx \$303,000. Despite having fallen +/- \$18k short of our goal last year, this represents a 4% increase. ADA is calculated based off of tithing, which did increase at SFA last year.
- Staff Changes – Deacon Bill Richer will transition out of Director of Youth Ministry into the role of full Pastoral Deacon, with his last official act with the youth being the summer Mission Trip. Fr. Ray will begin working on a new Youth Ministry job description to provide (a) religious education to grades 9-12, and (b) Confirmation preparation. Discussion included whether or not we should consider one or two people to properly provide these important ministries to our youth. Fr. Ray would like to have new staff member(s) in place by mid-summer. As a side, Joe Happe requested Fr. Ray to consider Spiritual Direction as part of the job description for Deacon Bill in his role as Pastoral Deacon. Fr. Ray will consider this suggestion, but will need to look into any specific training/skills that may be a prerequisite.

Old Business

- **Pastoral Planning Process Update** - Fr. Ray feels we are +/- 30-days behind schedule at this point.
Organization Chart – Fr. Ray is currently waiting on staff input regarding “what do you DO” information (i.e. not job description, but actual duties on a daily basis) so we can determine new job descriptions for staff members, assign new job responsibilities, and finish the organizational chart. The goal is for every ministry at SFA to be monitored by a specific staff person to maintain the continuity of these important ministries.
Communications – Fr. Ray shared that Monica Lihs has established a Communications Committee. He has asked this committee to provide him with a job description for the Communications Director so he can determine if it will be a full or part time staff position. Laura Wenman has offered to share her expertise (including some example job descriptions) with Fr. Ray and Monica to help with this process.
- **25th Anniversary Planning and Programming** – Carolyn Kirchhoff is planning to meet with Dan Busher and his group within the next month to begin discussions for the 2016 Francis Fest/Anniversary celebration. Notes from the 25th Anniv Committee’s Feb 9th meeting were provided for the PC to review and comment was made there are great opportunities for parishioners to get involved.

New Business

- **2016 Discernment Process** – the office only received three Info Sheets from PC candidates by the Mar 3rd deadline. PC has agreed to extend the deadline and accept candidates up to the discernment date of March 6th.
- **Christ Renews Follow-up** – 17 men and 16 women attended the retreat weekends. Of the men, 14 have committed to formation (the women have not met yet). Anne Franzen made note women’s weekend prayer support had many open prayer times and suggested we consider ways to increase alumni support. Cassie

Edgar made mention the industrial coffee maker in the kitchen drips/leaks (steady stream). Repair of this item might want to be considered.

- **Catholics Come Home – How are we preparing/providing a welcome at SFA?** – Fr. Ray commented that Amy Doud is working on info packets for new/returning Catholics. The cards in the pews are coming back and we are reaching out to those individuals. For Catholics who may have left the church after a divorce, Joe Happe shared possibility of an annulment info packet from the diocese. Anne Franzen will contact Faye Akers regarding reaching out to non-Catholics sitting in our pews each week (i.e. married to Catholics, but may not have joined the church at that time).
- **Fr. Bob Hoefler Scholarship Committee Member** – The committee consists of 2 members of BOE, 2 members of PC, and Fr. Ray. Jennifer Krzak has done this in the past and is willing to continue. Ted Nahas volunteered to join the committee. Jay Vogt commented on having been through the process and noticing the scholarship application has a number of typos. Jennifer and Ted will work to “clean up” the form. Jay offered his help in editing the form as well.

Liaison Reports

- Reports were provided to PC regarding the 25th Anniversary Committee, Board of Education, and Buildings & Grounds. No further PC discussion on these items to be noted.

Comments for the Good of the Order

- Finance Council will have their annual budgeting meeting on Saturday, March 5th. The PC is prayerful the Finance Council will consider the goals of the Pastoral Planning Process as they consider funding new staff positions and ministries (i.e. increased evangelization and communications) for the coming year.

With no other business to be completed, the meeting concluded in prayer at 8:00 pm.