

ST. FRANCIS OF ASSISI PASTORAL COUNCIL
Meeting Minutes - April 7, 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

Incoming Council Members: Garrett Hill, Larry Johnson, Molly Myers, Nikki Snyder, Gary Goodhall (not present at meeting)

Guest: Jason Kurth (Vocations Committee), Jerry Murphy (Finance Council)

Absent: Fr. Adam Westphal

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

The meeting minutes from the March meeting were reviewed and motion made by Laura Wenman to approve. The motion was seconded by Dave Dirks.

Pastoral Update

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

- Currently working with Deacon Bill on his new job description as well as the Youth Ministry job description which will need to be filled. Looking for a new hire/start date for the Youth Ministry role by July 1st.
- Working with Communications Committee to draft a job description for the new Communications Director role (draft provided for our review - would like feedback). Items under discussion include half-time vs. full-time position and the salary range. Both will be determined based upon the duties/job description deemed necessary. St. Boniface is the “gold standard” example in terms of ideal communication.
- Nursery - Faye Akers has prepared a report to get the nursery up and running. The report has been provided for council review. Fr. Ray has received feedback from parishioners saying they would not consider joining SFA if there was not a nursery available during mass.
- Pastoral Planning Process - still waiting on staff input regarding their job duties. Josh Faber is done with his contract at this time.
- Annual Diocesan Appeal - Fr. Ray has drafted a letter to SFA parishioners and is hoping to get it out next week.
- Parish Accolades - high profile funeral of Office Morales was held here at SFA. The entire staff dedicated an entire week of their time; the day school was dismissed early on Thursday and was canceled on Friday. It was a parish wide effort and we ministered in a way in which we can be proud of our faith community.

New Business

- **2016-17 Budget Discussion** - Jerry Murphy, from Finance Council, presented the draft of the budget which showed a \$220k shortfall. Increased expenses from the prior fiscal year of note included the increased annual diocesan appeal amount, the anticipated new salary positions (communications director, director of youth ministry, and volunteer coordinator), and additional debt reduction payments. After discussion, Jay Vogt made a motion to give good grace to the finance council to finalize the proposed budget with the following guidance: (1) Increase projected tithing by \$20k, (2) Reduce the total amount budgeted for new salary positions by \$50k, and (3) Reduce the debt reduction payment by \$150k. The motion was seconded by Cassie Edgars.
- **SFA Vocations Committee** - Jason Kurth, chair of Vocations Committee, addressed the Pastoral Council regarding the future vision for the Vocations Committee. The goal of the committee is to nurture vocations and those who may be considering them. Discussion among the council, led by Fr.

Ray, indicated that a parish of our size should be more focused on vocations. Due to time constraints on this evenings meeting, the council determined we would prayerfully consider the direction for SFA Vocations Committee and revisit the topic in the coming months.

- **Introduction of New Pastoral Council Members** - Introductions were made amongst present and new council members. Present at this meeting were newly discerned council members Garrett Hill, Larry Johnson, Molly Myers, and Nikki Snyder (Gary Goodhall was also discerned as a new council member but was not present at this meeting). Welcome and thank you to all new council members.
- **Four-Way Stop Discussion** - The intersection at the northwest corner of the property has been gaining traffic with the addition of the apartment units to the north. Pastoral Council was asked to consider if it would recommend to the city of West Des Moines the addition of a 4-way stop to improve safety at the intersection. After discussion, Chris Doud made a motion to make a request to the city to add a 4-way stop at 72nd and Woodland. Cassie Edgar seconded the motion.

Liaison Reports

- Buildings & Grounds - Ted Nahas reported the track is open and being used. Currently working on a schedule of estimated replacement dates. Two storage sheds will be going up and the garden is moving back into the far corner.
- Reports were provided to PC regarding the Board of Education and Worship & Spirituality. No further PC discussion on these items to be noted.

With no other business to be completed, the meeting concluded in prayer at 8:15pm.