

November 9, 2017 – Parish Councils Minutes

Opening Prayer: Prayer of St. Francis

Councils in Attendance: Pastoral Council, Stewardship Council, Operations Council, Communications Council, School Council

Part 1 –Weights and Measures

Fr. Jarrod presented an abbreviated form of his upcoming Pastoral Address on Stewardship called *Weights and Measures*. The purpose of this presentation was for the council members to give feedback on its content and style. Such feedback was received. As such, the presentation will be somewhat amended when it is publicly given on Dec. 3rd and Dec. 5th but the main lines of the presentation will remain the same.

Part 2 - All Councils General Session: 6:30 – 7:05 p.m. by Fr. Jarrod

Minutes and Secretaries

Fr. Jarrod encouraged all councils to select a secretary for the council to take accurate notes for a timely publication of minutes. Since the October 12th all councils meeting some discussion took place as to the formal approval of minutes according to Roberts Rules of Order. The determination was made that all minutes from the monthly meeting be submitted by the 3rd Wednesday of the month. This will give Fr. Jarrod one week to combine the minutes into a public format to be posted on the website. The minutes will be publicly posted by the 4th Thursday of the month.

Google Docs

Thanks goes to Joe Shobe who has established a Google Docs structure for all councils. This structure includes a folder for all councils and will eventually serve for increase collaboration in producing, storing, and amending documents pertinent to all councils. A future date for training will need to be established to inaugurate the use of this feature.

Terms of Service

Fr. Jarrod encouraged all councils to produce a list of current council members with the date of entry onto the council. This document will then aid in the timely rotation of new council members according to the terms of service agreed upon in each council's charter. In discerning new members for each Council, Fr. Jarrod encouraged the councils to consider members from the Faith Forward Strategic Plan leadership teams.

Finalizing Charters

The purpose of charter documents are to clarify and articulation the key responsibilities, tasks, and identity of each council. These documents are intended to be a source of dialogue. As such, Fr. Jarrod

asked that each council continue to review the document, supply feedback, and offer suggestions for their final approval.

Finalizing Pastoral Council Flowchart

Fr. Jarrod asked the Pastoral Council to continue making progress on the updated flowchart presented at the October 12th meeting. This flowchart will serve as a source document for updating the current parish time and talent forms for November of 2018.

October Mass Counts

An update on October Mass counts was presented:

2015 Mass Count: 3,524 average or 14,095 souls in 4 weeks

2016 Mass Count: 3,579 * average or 14,317 souls in 4 weeks * (120 at special mass)

2017 Mass Count: 3,432 average or 13,728 souls in 4 weeks

2017 shows a 3.4% decline in Mass attendance. This drop is concerning though not overly alarming. New possibilities for Mass times have surfaced over the last year in West Wichita and may contribute to the approximately 100 person decline per weekend. However, discerning methods of encouraging fidelity to Sunday Mass participation are necessary. Average Mass attendance is 47% at St. Francis and close to 49% throughout the diocese of Wichita.

Promoting the Strategic Plan

A new parishioner to St. Francis of Assisi shared with Fr. Jarrod a video promotion that his former parish produced. This video can be found at <http://stjohnparish.org/the-process/>. Such a video could be a good possibility for St. Francis to promote its new vision as outlined in the Faith Forward Strategic Plan. Such a video could also be produced to fulfill the action “Develop a cohesive, parish-wide adult formation program” found under Goal 1 – Strategy “Expand proclamation efforts.”

Dinners with Father

Approximately once every other month or so Fr. Jarrod invites a few parishioners to the rectory for a “Dinner with Father.” This dinner brings parishioners from the parish together to discuss their experience of the parish, share their life of stewardship, and to bring awareness of legacy giving opportunities such as Bequests. Our next dinner is November 15th. 14 guests have RSVP’d. More dinners will be offered in the future.

CYM Bingo and Fun Night

An attempt was made to combine CYM Bingo with Fun Night this year. While the effort yielded some fruit it also bore its own challenges. This will not serve as an adequate substitute for the traditional format for CYM bingo. CYM bingo, as it has been traditionally held, was more conducive to families and its reinstatement will be revisited next year.

Welcoming Committee, Usher, and Greeter Training

Following Christmas the welcoming committee, ushers, and greeters will be offered training for updated procedures and identity. These groups have been delegated to the Stewardship Council under the

aspect of hospitality and the training will reflect the stewardship overtone. Ushers will be specifically trained in active shooter and health emergency response procedures.

Pew Cards

New welcome and information cards have been produced by the Communications Council. These cards will be placed in the pew in wooden card slots that have been anonymously produced by a parishioner. These card slots will include a pen holder as well. These cards will increase the atmosphere of welcome as well as offer a new avenue of contact with the parish office.

Master Facilities Plan

The Operations Council has begun the process of developing a Master Facilities plan. The deadline for this plan will be June of 2018. This plan will take into account all information concerning facilities acquired through the Faith Forward Strategic Planning process.

Mission, Identity, Branding

The Communications Council has noted inconsistencies in the current use of our Parish logo as well as the use of a different logo by the school. The Council has posed solutions to these inconsistencies by offering suggestions for new and modified logos and unified branding. Fr. Jarrod met with Bryan Malone to discuss options. The question of a new logo is closely tied to the parish's current mission statement as well as its self-understanding in its core values. The discussion of branding and public identity, as signified by a logo, is an opportunity for the parish to revisit its own mission and articulate its core values. This also responds to the actions within the Faith Forward Strategic Plan under Goal 3: Parish Operation, Strategy: "Articulate the Parish Mission and Identity" – (1) Evaluate the effectiveness of the parish mission statement and (2) Articulate our core values. Since this is an opportunity to employ a strategy and accomplish two actions of the Faith Forward Process Fr. Jarrod suggested that the Communications Council arrive at a "Master Plan for Mission, Identity, and Branding" in the same way that the operations council is arriving at a Master Plan for Facilities. June 2018 was suggested for the completion of three tasks:

1. Review the current mission statement.
2. Articulate the parishes core values.
3. Arrive at a comprehensive branding guide for St. Francis Parish inclusive of the School.

School Strategic Plan

All Councils were made aware of the School's strategic plan that has been in place in the school prior to the Faith Forward Process. Mary Carter, Mary Bird, and the school council have already applied the findings of the Faith Forward data with the School's strategic plan. The School Council used this all councils meeting as an opportunity to foster collaboration on the two plans. The School's strategic plan has five goals: Catholicity, Facilities, Communication, Academics and Enrollment, and Technology. Members of the school council joined the Operation Council or the Communications Council to further collaboration.

January 20th, 2018 Leadership Training

Leadership training for all Committee Heads under the Pastoral Council takes place annually in January. This year Fr. Jarrod has asked for the Pastoral Council and the Stewardship Council to collaborate in turning this training into a formal breakfast that bespeaks the gratitude this parish has for all the efforts each committee leader undertakes. Stewardship Council was asked to provide set-up, hospitality, and breakfast for the morning. Pastoral Council was asked to develop formal invitation, formal training, and prepared packets for each leader. The planning committee will consist of Fr. Jarrod, Pat Burns, 2 Pastoral Council representatives, and 2 Stewardship Council representatives.

Our Lady of Lavang

The Vietnamese parishioners of St. Francis have requested to place a statue of Our Lady of Lavang within the Church. The statue would be placed in front of the North Marian window in the Church to the right of the window. Fr. Jarrod asked for any objections to this proposal. No objections have been shared at this time.



Past Events

Parish Workday, Pastor's Day at BCCHS, Met with Lay Witness Presenters, Parish Dinner, YAG/Friends of Francis, Novena for the Deceased

Upcoming Events

- Healing Mass – Nov. 16th
- Ignite Retreat – Nov. 17th and 18th
- Lay Witness Talks on Nov. 18th and 19th
- Commitment Sunday Nov. 19th
- First Confession – Gaudete Sunday – Dec. 17th
- Clergy Conference: Nov. 27th – Nov. 30th
- Annual Pastoral Address – Dec. 3rd and Dec. 5th.
- Parish Penance Service – Dec. 14th at 7:00 p.m.
- Christmas is on a Monday
- Mother of God is not a Holy Day of Obligation
- All Councils Retreat - Canceled
- January 20th – Leadership Training
- Parish Mission – Doug Took – Feb 11-13
- Spring's Kapaun's Men – Fridays, Jan. 26th – March 23rd
- Discovering Christ – Tuesdays, Feb 6th – March 20th
- God Squad – February 14th – March 31st
- First Communion – Laetarea Sunday
- PSR First Communion – 5pm Saturday Mass March 10th
- GS First Communion – 1pm Sunday Mass March 11th

N.B. – First Communion will take place prior to Easter on Laetarae Sunday so that the children can receive communion on Easter Sunday. Also First Communion will take place during normal Sunday Masses at the Saturday Vigil for PSR and the Sunday 1 p.m. Mass for St. Francis Grade School.

Next Meeting

Christmas Party December 11th – 6:30pm – 9:00pm in Clair Hall. N.B. This is the same night as the Kindergarten Christmas Program.

Fr. Jarrod will be absent for the January Meeting will be communicating to all-councils through Pat Burns.

December and January could be valuable times for councils to meet individually to make progress on responsibilities and tasks.

SFA Parish Pastoral Council

Meeting Minutes Nov. 9, 2017

Pastoral Council In attendance:

Fr. Lies, Tara Falconio, Lisa Martin, Roger Kerschen, Joan Hampton, Johanna Foreshee , Mitch Miller

Mitch Miller called the Meeting to Order at 7:46 PM.

The committee was lead in prayer by Mitch

Pastoral Address

The members briefly discussed the Pastoral Address, Fr. Lies will be presenting and all agree it is well laid out and communicates the message and importance of Financial Stewardship for everyone in the Parish.

Council Charters / Final Review

We discussed our Pastoral Council Charter and reviewed the content with closer reflection on areas like Discernment and how we can provide more support to the priests in the 3 Key Responsibilities. All members were in agreement with the charter and look forward to providing the necessary support.

Term Limits

We discussed the current term limits structure and time periods and all agreed they were sufficient, however we believe the process for on boarding new members can be improved, particularly to ensure sufficient time for selecting new members and the steps for training new members as well as the timing of members and the transition in and out of their roles.

Many suggestions were brought up like inviting potential members to “audit” a meeting prior to accepting a role and spending time with the exiting member to ensure a smooth handoff. Everyone agreed that identifying new members through recommendations or expressed interest from individuals or a potential pool of possible participants would be best and having Fr. Lies invite or contact the potential candidate to reflect the importance of the role.

All members believe the Secretary role is important and should be filled, as an independent role within the Council, until then the Chair & Vice Chair persons will share the role.

Besides the open Secretary position we’ll also have Education, Family Life, Liturgy & Respect Life & Social Justice as open positions as the current terms come due at the end of the year.

Ministries Reporting

We explored the options and alternatives that could be utilized to encourage the ministry leaders to report each month, in some fashion, and the potential to utilize technology to support the ease of reporting. Provide a common form that is easy to use and submit

We also discussed the potential benefit of reviewing current ministries and their effectiveness to ensure they are indexed (common form) similar to information submitted supporting new ministries, so all ministries are indexed and understand the importance of being accountable for reporting some type of status each month.

We’ll continue to explore ways to motivate groups to report with a regular cadence.

Next Meeting

All Council Meeting Dec 11, 2017

Closing Prayer – led by Roger K.

Meeting was adjourned at 8:50 PM

*** Pastoral Council – Will meet again in a separate meeting at 8:30am, on Dec 9, to wrap up & finalize discussions regarding ideas for Ministry Reporting & potential replacements for open positions.

SFA Stewardship Council Minutes

Opening prayer

Members In Attendance:

Wes Hawk, Becky Hawk, Marcia McAnarney, Mike and Phyllis Kuckelman, Jessica Schippers, Nick and Mary Nguyen, Stan Zienkewicz, Sandy Ranney, Sandi Baalman, Dave and Dianne Carter

Lay Witness Presenters:

Presentations are taking place the weekend of Nov 18-19th this year. The gathering with presenters went very well and the discussion was very good. All were in attendance at the gathering.

Commitment Sunday Nov 19th Planning

1. **Thank You Cards:** Sandi found a large enough supply of post cards for our hand written Thank You's for returning renewal forms this year. They were distributed at the end of the meeting to get a head start on writing them. We will address them on Nov. 19th.
2. **Potluck on Nov 19th:** Bonaventure at Noon

New Council Members for Jan 2018

A list was provided by Fr. Jarrod for consideration. We are to look it over and choose couples or singles. We have one member rolling off by choice in January. Therefore, we need at least 4 new members by January, possibly 5. Please provide suggestions to Wes by Nov. 15th so that he may submit to Fr. Jarrod by Nov. 17th.

Review of New Council Structure and Duties:

1. **Structure of Stewardship Council:** Fr. Jarrod reported that he likes this structure. Members are to discern where they may be able to lead/participate in the new structure and let Wes know by Nov. 15th. It was discussed that possibly the Vice-Chair would be the lead for Renewal each year. It is hoped to have most of this in place by January.
 - a. Stewardship Council Chair
 - b. Stewardship Council Vice-Chair
 - c. Stewardship Council Secretary
 - d. Lead for Formation of Council Members in Stewardship
 - e. Lead for Welcoming, Mass Greeters and Ushers- Not to take the place of current committee heads, but to educate members on their role as ministers of hospitality
 - f. Lead for Parish Group Presentations
 - g. Lead for Stewardship Communications
 - h. Lead for Stewardship Renewal
2. **Term Limits:** Fr. Jarrod reported that he likes the proposed term limits and plan for on-boarding new members. As we are to provide the new terms and roll off schedule to Pat per Fr. Jarrod at the All Council's meeting, there was some discussion as to how this would work.
3. **Mass Greeters/Ushers/Welcoming training:** Fr. Jarrod informed us during the All Councils meeting that there will potentially be training on active shooter/disaster as well as medical emergency situations. This will fall under our Council's training plan for these groups. Fr. Jarrod provided the following information in print to our Council and Wes summarized it for the group.
 - a. Information concerning one Church's move toward active shooter training:
<http://www.kwch.com/content/news/Wichita-church-takes-extra-security-measures-455469223.html>
 - b. From Rick Sheelenbarger:
Sedgwick County Emergency Management is involved with the whole community through preparing for and responding to emergencies and disasters that affects

everyone in Sedgwick County, along with working to minimize or eliminate natural, technological and civil threats and hazards. In an effort to help our community partners better prepare for the unthinkable, like the recent church shooting in Texas, we are letting you know that there is a new free self-paced Federal Emergency Management Agency (FEMA) course available for you and your staff called “[IS-360: Preparing for Mass Casualty Incidents A Guide for Schools, Higher Education, and Houses of Worship](#)”

- c. In addition, there are many other courses available for free that are self-paced and ideal for anyone wanting to understand more about their community and the community partners involved in protecting the public. The entire list can be viewed [HERE](#). Many faith-based organizations are part of the Voluntary Organizations Active in Disaster (VOAD) and there is a course for that as well and may prove valuable to understand how public and private partners work together before, during and after a disaster.
- d. If you have any questions or would like to have our office review or assist in creating an emergency plan for your facility at no cost, to include a site walk through and providing feedback on the threats and hazards facing your facility and recommendations to improve any found vulnerabilities, please contact us.
- e. **Ricky L Shellenbarger, MPA, CEM, ATO | Planner | Sedgwick County Emergency Management**
p: (316) 660-5971 | f: (316) 660-4966 | Rick.Shellenbarger@sedgwick.gov
714 N Main Street | Wichita, KS 67203 | www.sedgwickcounty.org
- f. [Facebook](#) | [Twitter](#)

Leadership Meeting January 20th

Fr. Jarrod had shared at the All Council’s meeting that this would be a more formal meal in appreciation to stewards. Therefore, a full breakfast will be provided. Our Council is taking care of the food. Phyllis Kuckelman, Sandi Baalman, and Dianne Carter volunteered to coordinate the breakfast for this meeting.

Google docs

Concerns regarding this form of sharing information may not be efficient for our Council. We agreed to continue using email at this time.

Christmas Party:

All Councils will be together in Clare Hall 6:30-9:00 PM on Dec. 11th. Bring a side dish or dessert to share.

Closing prayer

Next meeting:

Commitment Sunday pot-luck in Bonaventure Nov. 19th at Noon

St. Francis of Assisi Operations (Finance and Facilities) Council Meeting Minutes

Members present:

Chuck Mies, Chair; John Sanburn, Facilities Committee Chair

Joined by School Council Members: Mary Carter, Crystal Robinson, Fey Barles, Billy Lubbers, Sean Hudspeth

Reaction and thoughts on Father's presentation.

Pat led a conversation gathering first thought and reaction to Father's presentation. Those specific comments are not recorded here.

Presentation of School Council Master plan to finance council

The members of the School Council presented the master plan that they have been working on. They have addressed some "large bucket" facilities items that are crucial to the Council. These would be:

- New Roof's for the School
- Sound System for the Gym
- Renovate the restrooms by the main entrance

Chuck provided the School Council with an overview of the Facilities Condition Assessment plans and thoughts, and that the goal is to have this completed by June 30, 2018

Update on Master Plan and Facilities sub-committee

Chuck provided the school council with details. All agreed that there is significant alignment between the school and parish efforts, and the School council like the plan that was being put in place. It was decided the School Council would assign a member to be a part of the Facilities Committee, and act as a liaison between those groups. Billy Lubbers was selected to fill that spot.

Guilds

Chuck presented some thoughts on guilds. There are (2) functions for guild members.

- 1) To provide an advisory capacity for the facilities committee
- 2) To actually perform work for the parish
- 3)

The short term list of guild members to support the facilities committee would be in the following areas: Plumbers, Electricians, HVAC, Painters, Trim Carpenters, Concrete Specialists

Review October Financials

Collections continue to be above last year, but below budget. No specific clarifications were needed.

Review and discuss charter documents

Tabled due to lack of Quorum

Council Structure

Tabled due to lack of Quorum

Action Items

- Chuck - Continue coordinating facilities assessment review and plan proposal.
- John – Work with Mary Carter to get the list of potential guild members
- John – Notify Facilities committee members of November 20th meeting
- Chuck – Work to find a November date for the council to meet.

Agenda:

- Finalize Approval of Charter documents
- Finalize council structure
- Recommend replacement for Noah
- Review council members terms

November 9, 2017 – Communications Council Minutes

Members in Attendance

Student Council Communications Group: Mary Bird, Megan Davis, Jamie Fouquet

Parish Communications Council: Brad Shelton, Alyssa Standridge, Bryan Malone, Lanette Belton, Rick Riggs

Meeting Called to Order

Brad called the meeting to order at 7:40 p.m. after the All Councils meeting.

Rick Riggs recorded the meeting minutes.

Library Council Representation

Brad brought up the topic that Fr. Jarrod would like to add the Library Committee to the Communications Council. Fran Cook will be invited to represent them at our meetings. We should invite her to serve as our secretary.

Google Docs

Joe Shobe set up the online service for our council to use for minutes and other shared documents. Joe is not here to discuss. Lanette does not have access yet. We will need to develop a process to vote on approval of minutes electronically. Minutes need to be approved and submitted to Fr. Jarrod by the Wednesday after our meeting.

Logo Conversation

Bryan Malone met with Fr. Jarrod to discuss branding and the parish logo. Fr. Jarrod has asked us to develop a master plan for brand identity and have it completed by June 2018. We would like to create a unified brand style for both the school and parish. Producing wearables are put on hold until the new brand identity is created. We are wondering if this means we are in charge of revising the parish mission statement along with the brand identity. We discussed the concern of whether the June 2018 deadline is realistic.

Discussion with Fr. Jarrod

Fr. Jarrod joined our meeting. We asked him about our role in the Mission Statement revision. He said he would like us to work on simplifying the mission statement to something concise that can be easily remembered. He referenced the school mission statement as a good example of being short and meaningful. We also want to engage the parishioners to develop the core values of our parish. We can possibly put questionnaires in the pews to ask parishioners opinions of what is most important to our parish. The Communications Council can be in charge of streamlining the parish mission statement and we should engage the parish to determine or core values and parish identity. There was a question about using the Faith Forward information to glean that information. Fr. Jarrod said that specific question was not asked so we don't want to guess from the other answers in the survey. A new questionnaire will also give parishioners more buy in to the process. The council generally feels better about the June 2018 timeline after this discussion. Possible goals are mission statement revisions before Lent, parish questionnaires during Lent, and then complete the logo/branding decisions.

Pastoral Address Promotion

Alyssa is working on this project. School Messenger system will be used. There will be an email, then a text, and last a phone message sent to promote the pastoral address. We will not send a postcard for this but we discussed that option for future promotion.

Welcome Cards

We will use the old logo for the welcome cards. Bryan will get a good version with approved font to Rick. We will be using the font style that is on the main parish sign. Rick will get an estimate on printing 2,000 cards. We discussed the pen to go in the card holder. There is concern about the clicking noise of the pen during Mass. Bryan will research pen options and look for quieter pens. He will also design the branding on the pen to match the welcome cards.

Library Committee Addition

Fr. Jarrod discussed why the library committee is a good fit. He is asking them to do three things that fits with our council. First, he wants them to promote FORMED. Next, he has asked them to police the postings and take down out of date or unauthorized promotional material. Third, he is asking them to take care of keeping the pamphlet rack updated. There is a new pamphlet rack being built for them to manage.

Audio/Video

Fr. Jarrod recommends we add Steve Cless to our council. Cless does video recording for many events at our parish. He will create video recording of the Pastoral Address. We discussed other A/V needs such as a better projector, and an audio input to our sound system when we play video presentations in the church.

Meeting Adjourned

Adjourned the meeting at 8:45 p.m.