

October 12, 2017 – Parish Council Minutes

All Councils General Session: 6:30-7:30 p.m. by Fr. Jarrod

Opening Prayer: Luke 10:1-12

Pastoral Presentation on New Council Structures

Fr. Jarrod announced New Parish Councils: Pastoral Council, Stewardship Council, Operations Council, Communications Council, School Council. All councils were presented charters explaining their key responsibilities and tasks and asked to review these with their individual councils. A charter document is a source document that arrives at consensus between the council and pastor as well as councils with one another on the identity and scope of activity pertinent to each council. The draft of the charter documents is found at the end of these minutes. This is only a draft; the final documents will be agreed upon at the November meeting (see document for details).

Items highlighted from the document:

1. Purposes of Council
2. Members
3. Purpose of Combined Council Meeting
4. Schedule of Monthly Meeting
5. Meeting Procedures
6. Key Responsibilities of Each Council
7. Parish Pastoral Council: Discernment, Leadership Accountability, Support
8. Parish Stewardship Council: Formation, Renewal
9. Parish Operations Council: Budget, Maintenance, Evaluate Parish Operations
10. Parish Communications Council: Publications, Advertising, Parish Promotion
11. Parish School Council: As outlined by bylaws
12. Terms of Service of Each Council
13. Guilds

Pastoral Council Flowchart and Time/Talent Form

In response to the *Faith Forward Strategic Plan*, the councils are discerning new structure to the Pastoral Council Committees. The table can be found below. This table represents old and new committees as well as committee leaders. All councils, but especially the Pastoral Council, are asked to review this table for accuracy and awareness. Once this table is approved, the Pastoral Council will reorganize accordingly and find new leadership to fill empty committee chairs.

Pastoral Address on Stewardship

Fr. Jarrod gave a brief introduction to his Annual Pastoral Address on Stewardship entitled *Weights and Measures*. This address will be given to all parish staff and faculty on Nov. 8 and to all councils on Nov. 9. This will ensure feedback and preparedness for the public address on Dec. 3 and 5. The Communications Council was asked to publicize this through all available means.

Topics per Council

1. Pastoral Council
 - a. Seek replacement for Caring Hands Committee Chair.
 - b. Seek replacement for Prayer Chain Committee Chair.
 - c. Fr. Jarrod will lead pro-life rosary in front of abortion clinic on Oct. 21 at 9 a.m.
 - d. CYM Bingo has been combined with Fun Night.
 - e. FYI – Summer RCIA received 19 men and women into the Church on Oct. 4.
 - f. FYI – Winter RCIA currently has six adults and 16 children.
 - g. Future Topic: Within a reasonable amount of time, Fr. Jarrod hopes to begin discussion on Mass and Confession schedules in the parish. This is in response to request given through the *Faith Forward Strategic Plan*.
2. Stewardship Council
 - a. Fr. Jarrod suggested moving forward on training Welcoming Committee members, greeters, and ushers. At that time, they will be given an explanation of their role in stewardship in the parish as ministers of hospitality. Ushers will be trained in their understanding as first responders to health issues during Mass.
 - b. Welcoming packet has been revamped.
 - c. Pew cards that say “Welcome” and invite people to get information about the parish were discussed. Communications Council will finalize the format of the card. The Councils voted to have the card put into the pews, not at the doors by the Holy Water fonts. NB: A parishioner is considering the possibility of making the pew holders himself. More information on this will be forthcoming.
 - d. New stewardship mailings were explained briefly.
3. Operations Council was asked to begin to move forward on discussing a Master Facilities Plan. It is hoped that such a plan will be arrived at before June 2018.
4. Communications Council was reminded to work with the parish’s Google calendar to keep it updated accordingly. NB: Amy Pavlacka will meet with Fr. Jarrod weekly to ensure this.

Upcoming Dates and Events

Fr. Jarrod briefly outlined upcoming parish events to give the councils a heads-up on collaboration.

- Parish Workday
- Theologians Guild
- Pastor’s Day at BCCHS
- Parish Dinner – Nov. 5
- Young Adult Group
- Friends of Francis
- Novena for the Deceased – Oct. 31-Nov. 8
- Healing Mass – Nov. 16
- November Ignite Retreat – Nov. 17 & 18
- Parish Mission with Doug Took – Feb. 11-13 (This was not mentioned at the meeting.)
- Spring Kapaun’s Men – Fridays, Jan. 26-March 23, 2018
- Discovering Christ – Tuesdays, Feb. 6-March 20, 2018
- God Squad – March 14-31, 2018

Prior to Next Meeting

Fr. Jarrod requested that all councils give input on their charters (see document following the minutes) before the next meeting. Any feedback on the summary of the Pastoral Address on Stewardship is welcome.

Once the charters are approved, the next step is to delegate the data received from the parish survey to the appropriate councils or committees. This information will be provided by Fr. Jarrod according to the Pastoral Councils Flowchart found at the end of this document.

Individual Council Breakout Sessions: 7:30-8:45 p.m.

SFA Parish Pastoral Council Meeting Minutes

Pastoral Council Members in Attendance

Fr. Jarrod Lies, Fr. Andrew Walsh, Tara Falconio, Leslie Logsdon, Marie Shobe, Lisa Martin, Jeff McAnarney, Roger Kerschen, Joan Hampton, Johanna Foreshee, Mitch Miller.

Mitch Miller called the meeting to order at 7:40 p.m. The committee was lead in prayer by Fr. Jarrod.

New Format for Meetings

The members briefly discussed the plans Fr. Lies presented during the All Council Meeting, particularly the format of all councils together and then breaking out into the five individual councils. All members were supportive and complimentary of this change and focused on the many benefits it will bring to everyone involved, especially as we continue to grow in group collaboration and communication, strong and more cohesive relationships will develop among all members.

Council Charters

We discussed the charter format and purpose along with the key responsibilities for our council. All members agreed Fr. Lies had done an excellent job of pulling together all the details from multiple sources and summarizing into a Charter Outline that makes sense and can be easily communicated and followed. We didn't go through it in detail but agreed to read it within the next two weeks and forward any comments to Mitch pro or con to be sure we've provided feedback to Father.

We discussed the importance for members to participate and be involved in their specific responsibilities and to be willing to invest the time necessary to support it correctly.

We also discussed the importance of meeting minutes and especially having them made available to the parish. Without a secretary, we explored the option of rotating the "note-taking" role and all members said they would but felt they would not be participating in the meetings the same way as they be if they were busy taking complete notes and not focused on contributing to the meeting as they normally would. All members felt the secretary role is important and should be filled; until then it'll be with the chair & vice chair persons. We discussed the format of the minutes taken; should there be a common format for all councils?

Members were particularly interested in the time of service for each council and agreed there should be limits, with some specific exceptions. There was some concern on the timing of members and the transition in and out of the roles. We discussed the importance of having a pool of would-be participants and preparing them in advance for the purpose and expectations, so no one is surprised or disappointed.

Ministries

We discussed the functionality of using Google Docs to report and record our ministry updates. All members agree it is sufficient, but could be improved to be more useful/complete and archival, so records are retained from month to month. We're exploring the possibilities and will report results at the next meeting

Ministry Reports

We discussed the reporting in Google Docs and how members communicate with the ministries, and how some groups are more active and communicate regularly and others are not. We'll continue to explore ways to motivate groups to report with a regular cadence.

Upcoming Events

All Council Meeting Nov. 9

Closing

Hail Mary led by Fr. Walsh. Meeting was adjourned at 8:40 p.m.

SFA Parish Stewardship Council Meeting Minutes

Stewardship Council Members in Attendance

Wes Hawk, Becky Hawk, Nick Nguyen, Mary Nguyen, Mike Kuckelman, Phyllis Kuckelman, Jim Scott, Dave Carter, Dianne Carter, Sandi Baalman, Sandy Ranney, Stan Zienkewicz, Connie Zienkewicz

Parish Dinner:

Gift cards provided by members of the Stewardship Council for the drawing during the Parish dinner are due in the church office by November 2nd. Marcia will put them together for the prize to be given at the dinner.

Renewal

The list of this year's Lay Witness presenters was approved by Fr. Jarrod. Wes Hawk will contact each of the presenters and invite them to a meeting at the rectory. Wes will also provide the presenters with helpful documents to aid the presenters in putting together their presentation. The presentations will take place during the Masses on the weekend of November 18th and 19th.

Structure of the Stewardship Council:

Discussion to meet the additional responsibilities following the Faith Forward process took place.

- The council had open discussion of how best to set up the Council to support the additional responsibilities of overseeing the Welcoming Committee, Sunday Greeters, and Ushers.
- The agreed rough draft of the Council structure is as follows:
 - Stewardship Council Chair
 - Stewardship Council Vice-Chair
 - Stewardship Council Secretary
 - Lead for Formation of Council Members in Stewardship
 - 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
 - Lead for Parish Group Presentations
 - Lead for Stewardship Communications
- Lead for Stewardship Renewal

Stewardship Council Term Limits:

Discussed and the agreement was reached as follows

- Stewardship council term limits are 5 years (which is unchanged) with one renewal at the Pastor's discretion.
- The Chair of the committee will serve for a two (2) year term. (unchanged)
- The Vice Chair will serve for a two (2) year term, then will transition to Chair for a two (2) year term. (unchanged)
- In support of the results of the Faith Forward process, 2 new couples will be added to the Stewardship council in January 2018. They will be mentored by two couples that will be dropping off of the council in July 2018.
- Starting in January 2019, 2 new couples will be added each year and two couples will drop off.
- The council envisions that the members that will be asked to serve a second term are the ones serving as Chair or Vice-Chair. This will allow them to understand the duties better as they step into the position as well as to allow mentoring after their term.
- The Stewardship Council also discussed the need for ad-hoc members of the Stewardship Council to best serve both the Pastor and the Chair of the Council. The ad-hoc members are as follows:
 - The parish Director of Stewardship
 - A parish office staff member

A closing prayer was held and the meeting was adjourned followed by snacks and fellowship provided by the Nguyens and Hawks.

SFA Parish Operations (Finance and Facilities) Council Meeting Minutes

Operations Council Members Present

Present: Chuck Mies (chair), Ryan Farley (vice chair / extraordinary stewardship chair), John Sanburn (Facilities Committee chair), Cheryl Koch, Tina Lee, Brian Pascal, Kirsten Sponsel.

Review September Financials

Discussion of Use of Extraordinary Gifts / Bequests

We made this decision / recommendation to the pastor: Unrestricted gifts are to be included in general fund for unrestricted use. If the parish is operating at or above budgeted receipts, we will discuss options for alternative use (long-term savings, specific project, etc.). Restricted gifts continue to be limited to specified use, if feasible.

Review and Discuss Charter Documents

Secretary – For time being, vice chair to serve as secretary.

Membership term limits: The Finance Council membership has operated by term limits. Current term is three years with an optional second term at the pastor's discretion. Pat keeps list of current members, term start and end dates. Noah's second term ends Dec. 31, 2017.

Pat, can you provide us the list of terms, etc. for reference?

Facilities Assessment

Chuck provided report on conversations on the process of coordinating a facilities assessment. Chuck to continue coordinating facilities assessment review and plan proposal.

Structure Planning

Discussed the need to develop a robust facilities council consisting of licensed professionals and tradespersons to assist the director of maintenance in identifying issues and solutions for the parish facilities. Due to the priority of the needs for the Facilities Assessment, and to help develop options to complete the assessment to meet the June 2018 deadline, it was decided to move forward on developing the guilds, with respect to specific areas this year, rather than waiting until next year.

Proposed Guilds: Civil engineers, electrical engineers, mechanical engineers, plumbers, electricians, HVAC, general contractors, technology infrastructure, architects, commercial roofers

Action Items

- Chuck – Continue coordinating facilities assessment review and plan proposal.
- John – Work with Pat to recruit licensed professionals / trades for Facilities Committee.
- Not assigned – Work with Stewardship and Communications Councils to develop language for pulpit announcement soliciting volunteers for guilds.
- All – Review calendar for next several meetings and advise Chuck on anticipated absences.

November 2017 Preliminary Agenda

1. Review and approve minutes
2. Review October financials
3. Committee chair reports
4. Finalize council structure
 - a. Number of Council members
 - b. Need to replace Noah's seat on Council.

SFA Parish Communications Council Meeting Minutes

Communications Council Members Present

Brad Shelton (chair), Rick Riggs, Bryan Malone, Lanette Belton, Ann Walden, Joe Shobe, Amy Pavlacka, Alyssa Standridge.

Others Present

Fr. Andrew Labenz, Fr. Jarrod Lies (part of the time)

Will Parish Library chairman be added to our council and should they be in our email group?

New Officer Elected / Minutes Deadline

Brad opened the meeting with a prayer, then suggested we elect a vice chairman and secretary. Attendees discussed these positions, then elected Rick Riggs as vice chairman and agreed to have the secretary be a rotating position among all members. The secretary's duties consist only of taking minutes at our meetings.

Minutes from previous meeting and agenda for upcoming meeting are due to Fr. Jarrod (via email or Google doc) by the third Wednesday of each month (following the Thursday meeting). (Note that there was a typo on page 3 of Father's handout that said minutes were due the second Wednesday.) Whoever is the secretary for that meeting will send them to the chairman by Tuesday, so he can look them over before sending to Father. Joe Shobe offered to create a Google doc for us to use for the minutes, although if/until this is used, Fr. Jarrod said sending word documents by email is fine.

Length of Service on Council / Chairman

In question about the length of our service, Fr. Jarrod said there was a difference between regular members and ad-hoc members. Regular members currently are Brad and Rick, who will serve for a limited time (three years with possibility of one renewal, although this can be determined by each Council), while ad-hoc members will serve as long as they are serving in a particular communications function for the parish (e.g., *Vernacular*, Creative Resources, Website, Communications/Social Media, Bulletin, School Communications, Library). Father said the chairman of our Council can change whenever we want; it is up to us.

Logo Change

We discussed the idea that had been brought up at a past meeting to change the logo so that the church and school logos were the same (except the text), or at least coordinated better than they are now, to develop a consistent unified image. Because the school one is more recent and has been used on several new items at the school, it was suggested that if we change we go toward that logo and eliminate the older church logo. At the very least, we need to have a few fixes made to the current logo being used in several places; it is missing a period after “St.” and has a capital “O” in “of.”

Some Council members thought that now was the time to do the logo change – before we spent the money on new wearables with the church logo. Brad mentioned it to Father prior to this meeting but said Father wasn’t sure if the timing was right to take on this change. When Father Jarrod came by the meeting, we discussed the logo idea with him. He said other leaders and parishioners would need to have an opportunity to feel they were part of the decision. He said he wasn’t thrilled with our current church logo, but when he saw Bryan’s wearable mockups, he really liked them. He said he wasn’t sure if adopting the school logo was the right decision and that if we were going to change we should consider other possibilities. Is the bell tower the best image to use? Perhaps the figure of St. Francis might be something we could use in our logo. He asked if our committee could come up with a few options within the month for him to consider and share with others.

Bryan said that would probably be possible, and that Father would need to share his logo ideas with him so volunteers could start working on this. We talked about holding off on the wearables a little longer, but then it was also mentioned that perhaps we just do small quantities. It wouldn’t be terrible to have “retro” clothing with the old logo whenever the new one is unveiled.

(Immediately following the meeting, Bryan suggested that we use the same text treatment on the church logo that is currently on the school logo as a short-term compromise and way to move toward unifying the look. (See below.) Committee members agreed with this, and Brad said he’d share the idea with Father.) If Father is okay with this, Bryan said he would supply a horizontal version as well as other versions requested by Joe for the website.



Promotion of Father’s Annual Pastoral Address

Texts and/or emails: Wes Hawk came by to ask if anyone would be sending texts or emails to all parishioners to promote Father’s talk. We decided this was a good idea, and Alyssa could use the School Reach System to do it. She would need the list from the church office of names, phone numbers and/or email addresses of

those who should be contacted and what the message should be. Father said he would be responsible for developing the content of this promotional message and instigating it. Our Council is prepared to help him as needed. *Other:* We could also do a postcard mailing and a *Vernacular* article prior to Father's address.

Proofreading

Ann offered her services, and the assistance of our Vernacular proofreader volunteers, for copy editing and proofreading of miscellaneous publications and mailings, such as the new Welcome Cards that were handed out at the All Council meeting. Ann asked that apostrophes not be used in the names of the new guilds as they are created; e.g., it should be "Theologians Guild" not "Theologian's Guild."

Welcome Cards

Rick asked Father if we could provide some input before the Welcome Cards are printed and distributed, and Father said yes. Rick said he had some ideas and wanted to help the Stewardship Committee with these cards. Ann offered to help; she and Amy have some proofreading suggestions.

Mailing

Rick showed a couple examples of postcards – the Parish Work Day and the Generations of Faith event. He said we need to help them with these types of mailings to make them more professional looking and have more consistent quality and branding. Alyssa said she and Father had offered her design services to all parish leaders last year at the leadership meeting (before Amy took on her new role); not one person had taken her up on the offer. Perhaps we need to repeat this offer individually to specific groups as needed, such as Generations of Faith committee. Rick said he would follow up with GoF, but we still need to address this as an ongoing issue. These postcards are like Father's example of the handwritten sign taped to the church door.

Communications Audit / Brand Guide

We should do an audit at some point and develop a Brand Guide. Bryan said we ought to wait until the logo decision is settled before we start on the Brand Guide.

St. Francis of Assisi Parish Councils

(pages 9 – 25 are draft only)

I. Introduction

In the plan of salvation God sent his Son, Jesus Christ, into the world to free us from sin, usher us into the life of the Trinity, unite us into one body, and to open the gates of heaven to us. But in the mystery of this plan Jesus Christ did not choose to do this alone. Rather he chose 12 (Mark 3:14) and then 72 (Luke 10:1) to share in his work of ministry. After his resurrection, he sent the Holy Spirit upon the Church “to equip his holy ones for the work of ministry” (Ephesians 4:12). Parish Councils are a cooperation in this work of ministry to carry out God’s plan of salvation in Christ Jesus in a particular parish.

Parish Councils of St. Francis

1. Pastoral Council
2. Stewardship Council
3. Operations Council
4. Communications Council
5. School Council
- Ad hoc members: Pastor, Associate Pastors, Director of Stewardship and Finance

The Code of Canon law outlines a few characteristics of Parish Councils:¹

1. They should be established in each parish;
2. The pastor presides over them;
3. They serve to foster pastoral activity within the parish;
4. They possess a consultative vote only. Parish councils are not legislative councils.²

The principle purposes of the Parish Councils are to:

1. Gratefully recognize and receive the gifts of parishioners;
2. Provide opportunities for parishioners to share these gifts in love of God and neighbor;³
3. Provide an appropriate sense of hospitality, prayer, formation, and service;
4. Develop and maintain broad unity with the parish community.⁴
5. Manage and pursue priorities or implement projects as directed by the pastor.
6. Articulate the parish’s mission and vision.
7. Identify goals flowing from the parish mission and vision.
8. Define objectives/strategies to reach those goals.⁵
9. To consider, plan, and recommend ways for the parish to accomplish the mission of Christ.⁶

Quality of the Members of the Parish Councils should be:

1. Spiritually motivated individuals;
2. Actively involved in the parish;

¹ Catholic Church, *Code of Canon Law*, no. 536.

² CDOWK, *Guidelines for Parish Pastoral Councils*, p. 6.

³ Rev. Kenneth Vanhaverbeke, *“Go and See” workbook*, p. 4.

⁴ CDOWK, *Formation of Christian Stewards: A Parish Stewardship Council Handbook*, p. 4.

⁵ CDOWK, *Guidelines*, p. 3.

⁶ CDOWK, *Guidelines*, 7.

3. Knowledgeable of the mission, ministries, activities, and demographics of the parish;
4. Exemplify the qualities of leadership, relationship, discipleship, and stewardship;
5. Have the ability to envision where stewardship can take the parish;
6. Be well organized and committed to serving on the council;
7. Seek to implement accountability within the parish community;
8. Communicate that God's love (grace and giftedness) is ALL encompassing⁷
9. Reflective of the cultural, racial, gender, and age diversity of the parish.⁸
10. Formed in the Spirituality of Stewardship, witnessing to such in their own Christian way of life.⁹

Members

Each Council is to have the following positions:¹⁰

1. Chairperson: Facilitates the meeting and sets the agenda.
2. Vice chairperson: Serves in absence of the chairperson and succeeds the chairperson
3. Secretary: Maintains written records of the meetings, keeping a current membership roster inclusive of dates of service.

Meetings Schedules and Annual Dates

1. The purpose for the monthly All Council Meeting is threefold:
 - a. To facilitate shared information in a more unified and timely manner;
 - b. To increase the ease and efficiency of collaboration among the five councils;
 - c. To provide a better atmosphere for ideas to be heard;
 - d. To increase transparency of information between councils and within the parish.
2. The Parish Councils will meet the second Thursday of every month from 6:30-8:30 pm.
 - a. 6:10-6:30 – Heavy hors d'oeuvres served.
 - b. 6:30-6:35 – Opening prayer
 - c. 6:35-7:05 – “State of the Parish” address by Fr. Jarrod
 - d. 7:05-7:30 – Open discussion among all five councils
 - e. 7:30-8:30 – Individual discussions by each council implementing the information shared according to each council's key responsibilities.
3. Future Meeting Dates:

2017: Oct. 12, Nov. 9, Dec. 11 (Monday Christmas Party)

2018: Jan. 11, Feb. 8, March 8, April 12, May 10, June 14, July 12, Aug. 9, Sept. 13
4. Annual Parish Council Retreat: Jan. # ?
5. Annual Parish Leader Retreat: Jan. # ?

Procedures

1. Parish Council meetings are closed meetings, meaning that only members formally assigned to one of the five councils should be present at the meeting.
2. Each Parish Council chairperson is to provide by the third Wednesday of each month the monthly report, minutes from the previous meeting, and the agenda for the next meeting.
3. Monthly reports should include:
 - a. Information from each committee for which the council is responsible.
 - b. Updates on goals and actions plans (?).

⁷ CDOWK, *Formation*, p. 10-13.

⁸ CDOWK, *Guidelines*, p. 5.

⁹ CDOWK, *Formation*, p. 3.

¹⁰ CDOWK, *Guidelines*, p. 5.

- c. An event summary for any council/committee event that has occurred.
- d. Requests for help and additional resources or proposals for new events.
4. Any new items that may come about after the reports are mailed may be presented for discussion during the council meetings.
5. Secretaries of each council take minutes of each council meeting and submit minutes to Council chairperson and/or pastor by the following Wednesday.
6. All council minutes and agendas will be made public to the parish on the website after review.

Selection of New Members

Each council will have term limits appropriate to the nature and responsibility of the council (defined below). When a position on a council comes open new members are to be proposed to the pastor in two ways:

1. Candidates are suggested by the council itself.
2. The position is publicized in the parish bulletin for four weekends for parishioners to volunteer themselves or to suggest a name to be considered.
3. The pastor will select the new position after consultation with the Chairs, the Director of Stewardship and Finance, and the Holy Spirit.

Parish Survey Considerations for Council Leadership

Feedback from the parish survey revealed general comments that should be kept in mind for parish leadership:

1. Term Limits: Regular rotation of heads and members of councils.
2. Visibility: Leaders should be visible and available to the parishioners. Some suggestions to aid this were: pictures, contact info, and possibly having council members serve as greeters.
3. Representative Membership: Selection of new council members should be representative of parish diversity: age, ethnicity, economic status, school parents, non-school parishioners, years as parishioner, etc.
4. Transparency: Council minutes, council organization, council purpose, and council activity will be published on website.

Appendices

1. Appendix 1: Parish Leaders Guide Documentation
2. Appendix 2: Pastoral Council Parish Survey Feedback
3. Appendix 3: Stewardship Council Parish Survey Feedback
4. Appendix 4: Operations Council Parish Survey Feedback
5. Appendix 5: Facility Feedback from Parish Survey
6. Appendix 6: Communications Council Parish Survey Feedback
7. Appendix 7: Parish Directory Description with Survey Feedback Sorted by Committee

Guiding Documentation

- Catholic Diocese of Wichita. *Characteristics of a Stewardship Parish in the Catholic Diocese of Wichita*. Wichita, KS: Catholic Diocese of Wichita, 1997, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/the-four-pillars-of-parish-stewardship-1/281-characteristics-of-a-stewardship-parish-1/file>.
- Catholic Diocese of Wichita. *The History of Stewardship in the Diocese of Wichita*. Wichita, KS: Catholic Diocese of Wichita, date unknown, accessed July 14, 2017, <http://catholicdioceseofwichita.org/stewardship-resources/documents/history-of-stewardship-1/5221-history-of-stewardship-in-the-diocese-of-wichita-1/file>.
- St. Francis of Assisi Parish. *Parish Family Agreement*. Wichita, KS: Catholic Diocese of Wichita, 2016.

- St. Francis of Assisi Parish. *Stewardship: Living Life as God Intended It*. Wichita, KS: St. Francis of Assisi Parish, 2004.
- United States Conference of Catholic Bishops. *Stewardship: A Disciple's Response: A Pastoral Letter on Stewardship*. Tenth Anniversary Edition. Includes *To Be a Christian Steward: A Summary of the U.S. Bishops' Pastoral Letter on Stewardship* and *Stewardship and Development in Catholic Dioceses and Parishes: a Resource Manual*. Washington, D.C.: United States Conference of Catholic Bishops, 2002.

II. The Parish Pastoral Council

The Vatican II document Dogmatic Constitution on the Church (*Lumen Gentium*) asks parish pastors to be “willing to make use of the laity’s prudent advice. Let them confidently assign duties to the laity in the service of the Church, allowing them freedom and room for action. Further, let pastors encourage the laity so that they may undertake tasks on their own initiative.”¹¹

The Diocese of Wichita defines the Parish Pastoral Council as, “a consultative body within the parish that is convened by the pastor and from whom the pastor seeks advice and counsel in planning for the parish.”¹²

Three Key Responsibilities of Parish Pastoral Council

1. **Discernment:** To aid the pastor in discerning the needs of the parish and the proper methods to provide for those needs. This discernment includes:
 - a. Aiding the pastor in recognizing and responding to new pastoral care needs within the parish
 - b. Setting pastoral priorities.¹³
 - c. Evaluating the parish: to discuss the quality of liturgies and parish life and provide feedback to the pastor in ensure a greater pastoral effectiveness including: liturgical schedules, liturgical spaces, homilies, music, education and service opportunities, prayer life, reverence, literature, etc.
2. **Leadership Accountability:** To facilitate the effectiveness of parish ministries by providing reports to the pastor and informing ministry leaders of relevant parish business. This leadership accountability includes:
 - a. Empowering people to participate in the mission of Christ through his Church.
 - b. Sharing information and coordinate the most significant activities of the parish.
 - c. Receiving monthly reports from ministry leaders and update the shared google document prior to the next meeting date
 - d. Maintain and update Pastoral Council Flowchart and coordinate changes to the Communication Council.
3. **Support:** To provide aid and support for new or transitioning ministries through conversation and discernment of new leadership and next steps of action. This support includes:
 - a. Service as a sounding board, a point of common reference for all of the more specific groups operating under each committee.¹⁴
 - b. Review New Ministry requests for uniqueness and proper placement within parish - New Stewardship Opportunities
 - c. To communicate ministry leader needs to the pastor and inform them of decisions pertinent to their ministry
 - d. To maintain open contact with ministry leaders to answer questions and provide guidance
 - e. To respond to transitions in leadership or discern new leadership when term limits end or need arises.
 - f. To aid new leadership in understanding their roles and the purpose of the ministry for which they have volunteered.
4. **Guilds:** To promote and oversee guilds that aid in pastoral ministry, e.g., Counselors Guild, Theologians Guild

¹¹ Catholic Church, *Lumen Gentium*, no. 37.

¹² CDOWK, *Guidelines*, p. 2.

¹³ CDOWK, *Guidelines*, p. 2.

¹⁴ *Living Life as God Intended It*, p. 7.

Members

The St. Francis of Assisi Parish Pastoral Council consists of: Pastor; Associate Pastor(s); Chairperson; Vice Chairperson; Secretary; Director of Stewardship & Finance; and the committee coordinators. Each commission coordinator will be one individual. A couple or two singles may be appointed, at the Pastor's discretion. However, only one of the individuals will be appointed to the Parish Council.

- | | |
|--------------------|-------------------------------|
| 1. Mitchel Miller | Chairperson |
| 2. Johanna Forshee | Vice Chairperson |
| 3. ---- | Secretary |
| 4. Tara Falconio | Youth Formation |
| 5. Jeff McAnarney | Social Activities |
| 6. Carlos Trujillo | Adult Formation |
| 7. Lisa Martin | Marriage and Family Life |
| 8. ----- | Evangelization |
| 9. ----- | Single Adults |
| 10. Marie Shobe | Pastoral Care / Special Needs |
| 11. Roger Kerschen | Prayer |
| 12. Lesa Logsdon | Respect Life / Social Justice |
| 13. Joan Hampton | Liturgical Ministries |
| 14. ----- | Affiliated Groups |

Duties of Committee Coordinators

To assist the pastor in his ministry, coordinators are to do the following:

1. Attend all Parish Pastoral Council meetings.
2. Report any pertinent information regarding their organizations.
3. Assist organization leaders with establishing goals for the year.
4. Contact each organization leader monthly — by phone or in person
5. Monitor progress towards goals.
6. Resolve problems or answer questions.
7. Relay information from council meetings to organization chairs.
8. Link organizations, when possible, to maximize services and avoid duplication.
9. Be a connection between the organization and the Pastor, through the Parish Pastoral Council.
10. Ensure that each organization has a plan for regular rotation of leadership.
11. Inform organization leaders about resources available from the church office.

Terms of Service

Pastoral Council members will serve for three-year term with possibility of one renewal at Pastor's discretion.

Guiding Documentation

- Catholic Diocese of Wichita. *Guidelines for Parish Pastoral Councils*. Wichita, KS: Catholic Diocese of Wichita, date unknown, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/stewardship-resources/documents/council-resources-1/6225-parish-council-guidelines-booklet-for-web/file>.
- St. Francis of Assisi. *Parish Leaders Guide*. Wichita, KS: St. Francis of Assisi, January 2010.

III. The Parish Stewardship Council

The Diocese of Wichita considers the Parish Stewardship Council to be, “the single most important element in ensuring the ongoing education, nurturing and development of stewardship in a parish.”¹⁵ The council to be structured and facilitated within the parish to recognize and emphasize that stewardship is a spiritual, faith-based, way of life, a response of a Christian disciple, and a journey of conversion. Members of the stewardship council must be willing to be, “actively involved in the process of forming Christian stewards within their parish community.”¹⁶ The broad scope of responsibilities, include that of education, formation, and facilitation of the stewardship way-of-life conversion journey within the total parish community.

Two Key Responsibilities of Parish Stewardship Council

1. **Formation:** to foster the Stewardship Way of Life by providing formation and education opportunities in the various circumstances of parish life. This formation includes:
 - a. Form of new and future council members who have the intelligence and capability of forming others.
 - b. Work with appropriate parish committees to develop programs for welcoming new parishioners, including discussion on stewardship.
 - i. This would consist of three or four sessions that would be mandatory before registering children within school (consider the use of church tours, home visits, sponsor families)
 - ii. Overseeing Welcoming Committee
 - iii. Overseeing Sunday Greeters and Ushers
 - c. Develop presentations to be given to various parish groups throughout the year to increase awareness of the gift of time, talent, and treasure:
 - i. Marriage Preparation: “Stewardship and Marriage”
 - ii. Parent meetings: beginning of the year, orientations, sports meetings, etc.
 - iii. Visiting parish organizations and small groups.
 - iv. Adult Education groups.
 - v. Leadership Formation
 - vi. Promotion of Treasure
 - d. Work with the communications council in providing regular and appropriate communications to parishioners about their stewardship commitment and how those commitments are benefiting the parish community.
 - i. Publicize stewardship reflections throughout the year in the parish bulletin or newsletter (Pillars).
 - ii. Make appropriate stewardship literature available in the parish booklet rack and on the parish website.
2. **Renewal:** to plan and implement the annual stewardship renewal process. The responsibility includes:
 - a. Parish Stewardship Awareness (Stewardship Fair and/or Stewardship Tables in Foyer of Church)
 - b. Annual Stewardship Renewal;
 - c. Recruit individuals and/or couples to share their personal testimonies about stewardship with the parish;
 - d. Development of parish time and talent forms with which to solicit volunteers for the various activities, services, parish groups, ministries, etc.

¹⁵ CDOWK, *Characteristics of a Stewardship Parish*, p. 4.

¹⁶ CDOWK, *Formation*, p. 3

- e. Implement a method of cataloguing, maintaining, and distributing lists of volunteers
- f. Work with the appropriate parish committees, groups, etc., to ensure that those who commit of their time and talent are contacted and invited to become involved as volunteers
- g. Evaluate the annual stewardship renewal process. Specifically, review comments, criticisms, and questions received with the time and talent forms and determine the proper responses either by mail, phone, or personal visits.

Members

- | | |
|--------------------------------|------------------|
| 1. Wes Hawk | Chairperson |
| 2. --- | Vice Chairperson |
| 3. Becky Hawk | Secretary |
| 4. Marcia McAnarney | |
| 5. Mike and Phyllis Kuckleman | |
| 6. Jim and Cheryl Scott | |
| 7. Jessica Schippers | |
| 8. Nick and Mary Nguyen | |
| 9. Stan and Connie Zienkewiecz | |
| 10. Jeff and Sandy Ranney | |
| 11. Pat and Barbie Walden | |
| 12. Sandi Baalman | |
| 13. Dave and Dianne Carter | |

Terms of Service

Members of the Stewardship Council will serve for a five-year term with the possibility of one renewal at the Pastor's discretion.

Guiding Documentation

- Catholic Diocese of Wichita. *Characteristics of a Christian Steward*. Wichita, KS: Catholic Diocese of Wichita, 1999, accessed Aug. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/the-four-pillars-of-parish-stewardship-1/282-characteristics-of-a-christian-steward-1/file>.
- Catholic Diocese of Wichita. *Stewarding our Gifts: Annual Parish Stewardship Renewal Planning Guide 2016/2017*. Wichita, KS: Catholic Diocese of Wichita, 2016, accessed Aug. 1, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/2016-2017-annual-parish-stewardship-renewal/6556-annual-parish-stewardship-renewal-planning-guide-2016-2017/file>.
- Catholic Diocese of Wichita. *The Formation of Christian Stewards: A Parish Stewardship Council Handbook*. Wichita, KS: Catholic Diocese of Wichita, June 2009, accessed Aug. 1, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/council-resources-1/284-parish-stewardship-council-handbook-1/file>.
- Catholic Diocese of Wichita. *The Pillars of Parish Stewardship*. Wichita, KS: Catholic Diocese of Wichita, 2004, accessed Aug. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/the-four-pillars-of-parish-stewardship-1/283-pillars-of-parish-stewardship-1/file>.
- Catholic Diocese of Wichita. *Tithing: An Act of Worship, An Act of Stewardship*. Wichita, KS: Catholic Diocese of Wichita, date unknown, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/6172-tithing-booklet-2016/file>.
- St. Francis of Assisi Parish. *2017 Stewardship Time and Talent Adult Form*. Wichita, KS: Catholic Diocese of Wichita, 2017, accessed Aug. 2, 2017.

http://www.stfranciswichita.com/SFA/media/pdfs/church/stewardship/2017_stewardship_time_talent_adult.pdf.

- St. Francis of Assisi Parish. *2017 Stewardship Time and Talent Grades 6-8 in 2017-2018*. Wichita, KS: Catholic Diocese of Wichita, 2017, accessed Aug. 2, 2017.
http://www.stfranciswichita.com/SFA/media/pdfs/church/stewardship/2017_stewardship_time_talent_youth_6_8.pdf.
- St. Francis of Assisi Parish. *2017 Stewardship Time and Talent Grades 9-12 in 2017-2018*. Wichita: Catholic Diocese of Wichita, 2017, accessed Aug. 2, 2017,
http://www.stfranciswichita.com/SFA/media/pdfs/church/stewardship/2017_stewardship_time_talent_youth_9_12.pdf.

IV. Parish Operation (Finance and Facility) Council

The Code of Canon Law no. 537 states, “In each parish there is to be a finance council which is ... to assist the pastor in the administration of the goods of the parish.”¹⁷ The role of the Parish Operations Council is to assist and advise the pastor in overseeing and controlling the financial affairs of the parish. The Parish Operations Council is accountable to the pastor who has the responsibility for final decisions. It is to be understood that if the advice of the Parish Operations Council is unanimous on a given matter, the pastor will give serious consideration to the recommendation and not lightly reject it.¹⁸

Three Key Responsibilities of Parish Operations Council

1. **Budget:** to review and evaluate the annual budget and to provide prudential advice to the pastor.¹⁹

This responsibility includes:

- a. Review monthly/bi-monthly budget and expenditures: The members of the Parish Finance Council are to be provided access to all records and documents relating to financial status and operations of the parish. The pastor is to consult the Parish Finance Council concerning any major and or minor commitment of parish funds in accordance with diocesan norms.
 - b. An Annual Report of Temporal Status (Annual parish financial statement) is to be prepared in accordance with diocesan format and remitted to the Chancery on or before each July 31. It is to be carefully reviewed and signed by the pastor and members of the parish finance council.
 - c. Oversee Finance Committee
 - d. Oversee Planned Giving Committee
2. **Maintenance:** to evaluate and implement maintenance needs for the physical campus and the temporal goods of the parish.²⁰ This responsibility includes:
 - a. Review and maintain Facilities
 - b. Review and maintain Landscaping
 - c. Review and maintain Interior Decoration
 - d. Review and maintain Technology
 - e. Promote and utilize Labor Guilds to aid in needs: Carpenter’s guild, Electrician’s guild, Plumber’s Guild, Gardener’s Guild, General Laborer’s Guild, Technology Guild, Etc.
 - f. Master Planning: to formulate a master plan for on campus needs in response to the Faith Forward strategic plan.
 - i. Evaluate parish campus
 - ii. Oversee capital outlay
 - iii. Arrive at a Master Plan by June of 2018
 - iv. Familiarity with the Diocesan Blue Book
 3. **Evaluate Parish Operations:** to ensure sound business practices that meet stringent ethical, legal, and fiscal standards. This responsibility includes:
 - a. Being familiar with and ensuring compliance to *Benchmarks for Effective Parish Operations*
 - b. The United States Bishops teach, “Sound business practice is a fundamental of good stewardship, and stewardship as it relates to church finances must include the most stringent ethical, legal, and fiscal standards. That requires several things: pastors and parish staff must be open, consultative, collegial, and accountable in the conduct of affairs. And parishioners

¹⁷ *Code of Canon Law: New English Translation*. (1998). (p. 178). Washington, DC: Canon Law Society of America.

¹⁸ CDOWK, *Guidelines for Parish Finance Councils*, p. 2.

¹⁹ CDOWK, *Guidelines for Parish Pastoral Councils*, p. 10.

²⁰ CDOWK, *Guidelines for Parish Finance Councils*, p. 2.

must accept responsibility for their parishes and contribute generously—both money and personal service—to their programs and projects. The success or failure of parish programs, the vitality of parish life or its absence, the ability or inability of a parish to render needed services to its members and the community depend upon all.”

Members

Finance Council	Facilities
<ol style="list-style-type: none"> 1. Chair: Chuck Mies 2. Vice-Chair: Ryan Farley 3. Secretary: ---- 4. John Sanburn 5. Cheryl Koch 6. Tina Lee 7. Brian Pascal 8. Noah Kluge 9. Kirsten Sponsel 	Ad hoc: Richard Ollek Ad hoc: Pat Burns <ol style="list-style-type: none"> 1. John Sanburn 2. Chuck Mies

Terms of Service

Members of the Operations Council will serve for a three-year term with the possibility of one renewal at the Pastor’s discretion.

Guiding Documentation

- Catholic Diocese of Wichita. *Do’s and Don’ts of Financing Schools: Legal Considerations*. Wichita, KS: Catholic Diocese of Wichita, circa 2008, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/archives/documents/catholic-schools-1/2830-do-s-and-don-ts-of-financing-schools-may-2007-1/file>.
- Catholic Diocese of Wichita. *The Relationship between Stewardship and Development in the Catholic Diocese of Wichita*. Wichita, KS: Catholic Diocese of Wichita, 2014, accessed Aug. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/5325-the-relationship-between-stewardship-development-in-the-catholic-diocese-of-wichita-1/file>.
- Catholic Diocese of Wichita. *Tithing: An Act of Worship, An Act of Stewardship*. Wichita, KS: Catholic Diocese of Wichita, date unknown, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/office-of-stewardship/documents/6172-tithing-booklet-2016/file>.
- Catholic Diocese of Wichita. *Wichita Catholic High School Funding: A collaborative effort of Wichita area metro parishes, Wichita Catholic high schools, and the St. Katherine Drexel Catholic School Fund*. Wichita, KS: Catholic Diocese of Wichita, February 2014.

V. Parish Communications Council

Due to the importance and necessity for timely and effective communication across all media platforms, the Communications Committee has been raised to the level of a council. The Communications Council is to assume responsibility for the timely publication of a parish newsletter giving specific and repeated attention to the works of Stewardship in the parish and greater community. This council serves as a kind of clearinghouse for all communications sent to parishioners, integrating all those messages to the central theme of stewardship. The Communications Council receives information that leads to effective communication. The ultimate goal of this communication is inspiration to accept and live the Gospel message as Disciples and Stewards. The goal of the Communications Council is not to create multiple messages but to multiply one message across various platforms. It is not the responsibility of this council to produce the information/message, but to receive and distribute it to the parish through various venues.

Three Key Responsibilities of the Parish Communications Council

1. **Publications:** To oversee and produce the parish publications, particularly the bulletin, website, and Vernacular, to ensure timely communication and awareness of parish family life. This responsibility includes:
 - a. Fostering guilds to aid in production, e.g., Graphic Designers Guild; Editors Guild, Writers Guild
2. **Advertising:** To produce and oversee advertising on the parish campus to ensure its professional appearance, helpfulness, and timely rotation. This responsibility includes:
 - a. Collaborating with Library Committee which will help maintain pamphlet racks (main foyer and Clare Hall racks); lighthouse CDs and publications; formed.org advertising and promotion; parish library; adoration chapel library; bulletin board use and appearance;
 - b. Overseeing on-campus advertising of parish events through: flyers, banners, posters, etc.
3. **Parish Promotion:** To promote parishioner pride and communal awareness of St. Francis of Assisi through various avenues (signage, wearables, stickers, posters, yard signs, bumper stickers, etc.).

Committee Members

- | | |
|--------------------------------|--------------------------------|
| 1. Brad Shelton | Chairperson |
| 2. Rick Riggs | Vice Chairperson |
| 3. --- | Project Coordinator |
| 4. Ad Hoc Members | |
| a. Joe Shobe | Internet Committee Chairperson |
| b. Bryan Malone | Creative Resources Chairperson |
| c. Lanette Belton & Ann Walden | Vernacular Editors |
| d. Nikki Meyer | Bulletin Editor |
| e. Amy Pavlacka | Communications Director |
| f. Alyssa Standridge | School Communications |

Terms of Service

Members of the Parish Communications Council will serve for a three-year term with the possibility of one renewal at the Pastor's discretion, with the exception of ad hoc members.

Venues of Publication

1. Bulletin (Nikki)
2. Sunday Announcements (Nikki and Fr. Jarrod)
 - a. Pre-Mass Comments and Announcements (FJ)
 - b. Post-Mass Comments and Announcements (FJ)
3. Father's Focus (FJ)

4. Bulletin Front Panel (Nikki and Amy)
5. Vernacular (Committee)
 - a. Vernacular Graphic (Alyssa)
 - b. Vernacular Article (FJ, Pat)
6. Special Publications
7. SFA Wearables
8. Parish Website
9. School Website
10. Parish Google Calendar (Amy)
11. Social Media
 - a. Facebook (Amy)
 - b. Twitter (Amy)
 - c. Instagram (Amy)
 - d. Vimeo Account
12. Flash: School News Letter (Alyssa)
13. Signagelive (Amy)
14. Door/Window Signs (With approval from FJ)
15. Campus Signage
16. Voice Mail (FJ)
17. Catholic Advance (Specific to Group)
18. V-TV (Ashley Westcott and Ryan Alan)
19. School Messenger (Mary, Alyssa)
20. Emails: Parish/School/PSR/Conf/Ad. Ed. (???)
21. Snail Mail Letters (FJ and Pat): Quarterly Statements, Parish Dinner, Christmas Cards, Postcards
22. PowerSchool – Daily Bulletin
23. Google Classroom (Teacher level)
24. Classroom Newsletters (Teacher Level)
25. Banners
26. Welcoming center (pamphlets and handouts)
27. Possible Future Venues: App; Billboards; Electronic Street Two-sided Signs

Guiding Documentation

- Catholic Diocese of Wichita. *Benchmarks for Effective Parish Operations*. Wichita, KS: Catholic Diocese of Wichita, June 2014, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/archives/documents/finance-1/6433-benchmarks-for-effective-parish-operations/file>.
- Catholic Diocese of Wichita. Blue Book: Diocesan Guidelines for maintenance and minor improvements, major improvements, purchase, sale and leasing property. Wichita, KS: Catholic Diocese of Wichita, 2005, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/archives/documents/curia-1/2770-blue-book-1/file>.

VI. Parish School Council

Each school is to have a Catholic School Council of representative parishioners selected according to guidelines established by the local parish and school. The Catholic School Council is to be consultative in nature and is to be governed by a written set of bylaws approved by the Pastor. If a new Council member does not attend the mandatory diocesan in-service, he/she will be in-serviced by the principal. If the Council member does not attend the mandatory in-service at the beginning of the second year, he/she will not be permitted to continue to serve on the School Council.

Five Key Responsibilities of the Parish School Council

1. Assist the principal in developing and communicating the school's vision and mission in consultation with the pastor, parents, parish leadership groups and the faculty and staff;
2. Help carry out annual and strategic planning for the school in the areas of Catholicity, curriculum/personnel, enrollment, facilities, finance, and communication;
3. Monitor and enhance the school's financial status with particular attention to budget and long-term (endowment) financial needs;
4. Strengthen the image of the school through an informative and interactive public relations plan;
5. Provide input and recommend policies to the pastor and principal that are consistent with diocesan policy.

Members

1. Sean Hudspeth, chairperson
2. Fey Barles
3. Samantha Berry
4. Danny Burt
5. Megan Davis
6. Jamie Fouquet
7. Billy Lubbers
8. Kathy Mauler
9. Heather Munk
10. Patricia Pearson
11. Crystal Robinson

Terms of Service

Members of the Parish School Council will serve for a three-year term with the possibility of one renewal at the Pastor's discretion.

Guiding Documentation

- Catholic Diocese of Wichita. Suggested Talking Points for Pastors & Catholic School Families in the Parish Grade School. Wichita, KS: Catholic Diocese of Wichita, circa 2014.
- Catholic Diocese of Wichita. *2017-2018 Handbook of Policies*. Wichita, KS: Catholic Diocese of Wichita, 2017, accessed Oct. 9, 2017, <http://catholicdioceseofwichita.org/formsdownloads/6442-16-17-policy-handbook/file>.

2017.9.25 - SFA Parish Councils Flowchart Table

Youth Formation	Social Activities	Adult Formation	Council Sub-committees	Marriage and Family Life	Evangelization
<ul style="list-style-type: none"> • Boy Scouts • Catechesis of the Good Shepherd • Church School: Life, Light, and Love • Confirmation Coordinator • Cub Scouts • CYM • Girl Scouts • Home School • JCYM • Knights of St. Hubert • Little Flowers • PSR • Sunday Preschool • Totus Tuus 	<ul style="list-style-type: none"> • 50 Plus Club • Adult BB • Adult VB • Bus Trips • Coffee and Rolls • Fun Night • Game Nights • Ladies Aux. • Men's Club • Parish Picnic Volunteers • Soup and Spirituality • Square Dance • Wedding Reception • Women's Bowling 	<ul style="list-style-type: none"> • Adult Bible Study (SG) • Baptismal Prep • Catechist Formation • Formed.org (SG) • Friends of Francis • Generations of Faith • God Squad • Harvest House • Ignite Retreat • Kapaun's Men • Men's Prayer Group(SG) • RCIA – Winter/Summer • Retreats • Small Group Formation • Sunday Morning Bible Study • Tuesday Morning Bible Study (SG) • Young Adult Gathering • Women of Faith (SG) • Familia - Mothers of Young Children(SG) • Mary's Moms (SG) • Parish Mission 	<p><u>STEWARDSHIP</u></p> <ul style="list-style-type: none"> • Welcoming Committee • Ushers • Mass Greeters <p>5.</p> <p><u>COMMUNICATIONS</u></p> <ul style="list-style-type: none"> • Internet • Special Publications • Vernacular • Social Media • Parish Library Committee • Help with Mailings <p><u>OPERATIONS</u></p> <ul style="list-style-type: none"> • Finance Committee • Porter - Lock up Church • Church Cleaning • Maintenance/Repair Volunteer • Landscaping/Mowing <p><u>SCHOOL</u></p> <ul style="list-style-type: none"> • Catholic School Council • Work Concession Stand • Coach Children's BB • Coach Children's FB • Coach Children's Cheer • Coach Children's VB • Coach Children's Track • Coach Children's CC • Home and School (PTO) • School Volunteer • Resource Room • Lunch Room • Substitute Teacher • Chess Club • Elf Garden • Uniform Sale • Stewards in the Classroom • Classroom aid for students with Disabilities <ul style="list-style-type: none"> • PSR • SFA • BCCHS 	<ul style="list-style-type: none"> • Family Finance • Marriage Crisis • Marriage Prep/Marriage Enrichment • Mom's Day Out • Natural Family Planning Teacher • Nursery Coordination • Retroville 	<ul style="list-style-type: none"> • Discovering Christ • Door-to-Door • Neighborhood Outreach Programs • Re-Membering Church
<ul style="list-style-type: none"> *Boy Scout Member *Confirmation Aide *CYM *Girl Scout Member *PSR *St Therese/Honor 	<ul style="list-style-type: none"> *Fun Night Volunteer *Picnic Volunteer 	<ul style="list-style-type: none"> *Generations of Faith *RCIA Godparent/Sponsor Social Helper Team 	<p>COMMUNICATIONS:</p> <ul style="list-style-type: none"> * Vernacular Photographer/Reporter * Parish Library Committee * Mailings * Social Media 	<ul style="list-style-type: none"> *Babysitting *Family Finance Familia Parish Events RCIA 	

Guard *Sunday School *Totus Tuus Aide Aide Co-Teacher PreSchool Aide PreSchool Teacher			OPERATIONS: * Church Cleaning * Assist Maintenance Staff SCHOOL: *Coach/Assistant VB FB BB TRACK CC Cheer *Volunteer Chess Club Uniform Sales		
*Boy Scout Member *Girl Scout Member *JCYM *Knights of St. Hubert *PreSchool Sunday School Aide *St. Therese Member	*Fun Night Volunteer *Picnic Volunteer	*RCIA Volunteer	COMMUNICATIONS: * Vernacular Photographer/Reporter OPERATIONS: *Assist Maintenance Staff SCHOOL: *Chess Club		

Single Adults	Pastoral Care Special Needs	Prayer	Respect Life / Social Justice	Liturgical Ministries	Affiliated Groups
<ul style="list-style-type: none"> Adults College Divorced Care Single Parent Widowed Young Adults 	<ul style="list-style-type: none"> (Alzheimer's Support) (Blood Pressure) (Mental Health (SG)) (Respite Care) Addiction Ministry Bereavement Committee Caring Hands Charities Committee Counseling Ministry Courage / Encourage Funeral Dinners Homebound Ministry Ministry with Persons with Disabilities Mourning Light Ministries Parish Nurse Ministry Tobit's Ministry Transportation 	<ul style="list-style-type: none"> 31 Club Day-time Telephone Prayer Chain Elijah Cup E-mail Prayer Chain Families of Military Healing Mass Immaculate Heart of Mary Rosary Group (SG) Liturgy of the Hours Marian Mantel Prayer Group(SG) Night-time Telephone Prayer Chain Octave of the Deceased Parish Prayer Box Parish Prayer Committee Perpetual Adoration Religious Vocation Committee Thursday Rosary Group Write to Seminarians Vietnamese Parishioners of SFA Prayer Group(SG) 	<ul style="list-style-type: none"> Adult Prayer and Action Anthony Family Shelter Compassion w/o Borders Cultural Integration Emergency Aid Family-to-Family Lord's Diner Mission Trip Prison Ministry Respect Life Sister Parish St. Vincent De Paul Society Voter Registration 	<ul style="list-style-type: none"> Instrumentalist 10 AM Choir Cantor Extraordinary Ministers Gift Bearers Girl's Choir Guitar Choir Homebound Ministers Lectors Liturgical Vestments and Fabrics Men's Choir Offertory Gifts Organist Pre-Mass Rosary Sacred Ensemble Sacristans 	<ul style="list-style-type: none"> A Better Choice Birthline Center of Hope Gerard House Guadalupe Clinic Habitat for Humanity Knight of Columbus Lay Carmelites Legion of Mary Padre Pio Regnum Christi Serra Club Spiritual Life Center
	<ul style="list-style-type: none"> *Charities Committee *Classroom Aide for PSR Students with disabilities *Correspond with Sick, Elderly or Homebound *Ministry With Persons With Disabilities 	<ul style="list-style-type: none"> *31 Club-Attend Mass for Vocations *Bible Study and Prayer Group *Elijah Cup *Immaculate Heart of Mary Rosary Group *Parish Prayer Committee 	<ul style="list-style-type: none"> *Anthony Family Shelter *Lord's Diner *Respect Life Committee *St. Vincent De Paul 	<ul style="list-style-type: none"> *10:00 Choir *Cantors *Choir *Girls Choir *Guitar Choir *Lectors *Linens *Mass Greeters 	

		<ul style="list-style-type: none"> *Perpetual Adoration *Prayer Chain-email *Religious Vocations Committee *St Francis Traveling Statue *Write to Seminarian 		<ul style="list-style-type: none"> *Master Servers *Men's Choir *Offertory *Organist *Sacred Ensemble *Sacristans *Servers *Ushers *Welcoming Committee 	
	<ul style="list-style-type: none"> *Charities Committee *Correspond with sick, elderly or homebound 	<ul style="list-style-type: none"> *31 Club *Elijah Cup *Perpetual Adoration *St Francis Traveling Statue *Write to Seminarian 	*Respect Life	<ul style="list-style-type: none"> *Girls Choir *Guitar Choir *Instrumental *Lector *Offertory Gifts *Usher *Welcoming Committee I Greeter 	