

April 12, 2018 – Parish Councils Minutes

All Council Minutes

Opening Prayer: Prayer of St. Francis

Lord, make me an instrument of your peace. Where there is hatred, let me sow love; Where there is injury, pardon; Where there is doubt, faith; Where there is despair, hope; Where there is darkness, light; and Where there is sadness, joy. O' Divine Master, grant that I may not so much seek to be consoled as to console; To be understood as to understand; To be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life.

Welcome's

We welcome...

- ...Jim Carney to our Pastoral Council as the new head of the Affiliated Groups committee.

Thank you's

A word of thank you, again, to Janet Dash and the Filipino parishioners of St. Francis who provided today's food for us.

Transitions

A huge thank you goes to both Vanessa Condraey and Kelly Brandt. Both Vanessa and Kelly will be transitioning to other employment over the next few weeks. Kelly has been with us for 11 years as the Director of the Parish School of Religion. She has also helped in many other venues including Theology of the Body for Teens and Generations of Faith. Vanessa has been with us for 17 and served in several capacities including Confirmation coordinator, Generations of Faith, Night Fever, Living Stations, and Ignite retreat not to mention all of the prayer services and music she has shared with our parish. Both of these women have been a true blessing to St. Francis of Assisi parish. They will be missed.

Joan Hampton will now serve as the director of Parish School of Religion while also continuing part time in her duties at school. Emily Savage will be the new director of the Confirmation program. I will be overseeing the other events and programs and begin working with volunteer leadership.

A Grateful Response to God's Abundant Gifts

If you did not get a copy of my thesis on stewardship please feel free to pick one up today. With joy I can announce that I have completed my course of studies and will receive my diploma at the end of April. I traveled to Detroit last week and successfully completed my last requirement. Seraphina traveled with me and kept me company.

Electronic Stewardship Forms

Joe Shobe and I met to discuss the reality and work of digitizing our stewardship forms. The ultimate goal of such a project would be to have a form that would be able to be uploaded into our current parish data base. Such a project is a huge undertaking and would not be completed in time for the 2018

Stewardship Renewal. There are some key questions to ask concerning this project as well. Among these questions is: how would such a database be maintained and updated in the years and decades to come? What would happen in the future if major changes to committees and structures take place? Will the electronic form be too unwieldy to update?

New Software for Liturgical ministers Scheduling

We will look into this possibility in the near future, most likely after school is out.

Summer RCIA

Summer RCIA has begun. We have had a surprising response: over 20 people are currently showing interest.

Rosary Cards

Rosary Cards have been purchased and will be placed in the pews when they arrive.

Pentecost Vigil

Wichita Adore Ministries will be coming to St. Francis on the Vigil of Pentecost to put on a high powered evening of rejoicing in the Spirit. We will have the extended Vigil Mass, combined with Evening Prayer, followed by an hour of adoration. Can the Communications council please begin “blasting” this event in every way possible?

Catechesis of the Good Shepherd

The March 14th meeting went very well. We have begun brainstorming and will soon be forming a leadership team to coordinate efforts in all its possible venues. Much brainstorming occurred concerning collaboration, scheduling, space requirements, as well as future hopes and dreams

Vocations Wall

Has progress been made on the vocations wall?

April 14th Workday

Parish Workday is this Saturday. I hope as many of you can arrive as possible to help out in various ways.

1. **Painting:** Outside of Bonaventure hall, stairs to 6th grade classroom, touch up in Clare hall and vestibule, railing in entrance to the church
2. **Grounds and Landscape:** Rake and clean bushes around property, mulching, fill divots in yard, landscaping around cooler, Pick up trash, limbs, and leaves on property
3. **Church Cleaning:** pews, windows, scuff marks, vacuum bricks, clean planters in church, lemon oil all woodwork, power wash outside of Church
4. **Convent:** back fence repair; back screen door; clean up leaves
5. **Ministry House:** Deep clean and clean out the basement and garage
6. **Stewardship hall:** Clean gutters
7. **Adoration chapel:** Deep clean

Some of these tasks require skilled laborers such as:

1. Remove leadership board form walkway
2. Remove bricks from foundation around school
3. Change ceiling tiles in Clare hall
4. Work bleacher repair
5. Frame and pour concrete slab for trash bins
6. Level cracks in sidewalks
7. Repair rod iron fence
8. Clean water heater in 8th grade level

Upcoming Events

- April 19th & 20th – Grade School play – Shrek Jr., school gym
 - April 19th 1:00pm and 7:00pm
 - April 20th 7:00pm
- May 19th – Pentecost Vigil Service and Adoration with Wichita Adore Ministries

Pastoral Council

Parish Picnic June 3rd

What needs to be done to start plans for the parish picnic?

Lector and Commentator Training

Randy Phelps has volunteered to offer training for lectors and commentators. Plans are in the works.

Family Finance

Family Finance is under Pastoral Council and will include a new initiative to offer Dave Ramsey's financial peace seminar here at SFA. Another volunteer has stepped forward to aid in this endeavor.

Marriage Preparation and Marriage Stewardship Formation

I am seeking to establish two groups to aid with marriage preparation. One group falls under the stewardship council and is called the "Marriage Prep Team." This is headed by Dave Carter. This team will present a one hour presentation to engaged couples introducing to the concepts of stewardship.

The other group is Marriage Preparation Couples with the Pastoral Council. This group has not yet been formed but they will aid the priests in discussing other factors of marriage not covered by the stewardship council. Both groups will offer concrete connections to the SFA community for new couples to feel welcome.

Thank you

Thank you to the Pastoral Council for providing the meal for our last Dinner with Father. The next Dinner with Father will be on May 5th.

Reporting Outline.

Has progress been made on establishing new reporting procedures?

Terms of Service

Please add "Affiliated Groups" with Jim Carney to the terms of service document.

Totus Tuus

After 11 years of leadership Maria Stewart, Therese Elpers, and Dianne Carter have asked for new leadership to be found for the summer program. Some names suggested have been Deb Burns, Jackie Burns, Dolhia Patterson, Mary Sauber, Stacy Bennett, or Devonna Lies.

Operations Council

Facilities Committee

The facilities committee met this afternoon.

The roof repairs have happily been determined to need only about \$15,000 dollars of maintenance to allow it to last for another 5 years. The estimated cost for eventual replacement still remains around \$500,000

Communications Council Minutes

Athletic Fee

School council discussed the possibility of adding an athletic fee. This was seen as a good action by the council. This has been added to the budget and will add approximately \$15,000 to the budget.

Pew Art Cards

Pew art cards are not going to be used at SFA

Parish Core Values and Logo

A minimal amount of feedback has been given concerning core values or logo. We will proceed with this feedback and take the next steps.

Vernacular Costs

We have received 78 requests to receive the vernacular electronically. Can we look into using school reach to make and email blast that will facilitate a greater response?

Stewardship Council

Ushers Meeting

Usher meeting went very well. Many thanks go to Pat and Jeff Cerre who had to come up with a training within 12 hours. The man who was supposed to come had an issue at work that kept him from coming.

Marriage Preparation Presenting Couples

Dave and Dianne Carter have agreed to be the lead to the Stewardship Councils marriage preparation team. We will be meeting early next week to discuss the content of these meetings. A PowerPoint presentation will be provided to all couples open to teaching for the sake of uniformity.

Promotion of Treasure

A team on the stewardship council is called the "Promotion of Treasure" team. It is formation in tithing, like being a development director for tithing. More effort is needed to promote the reasons behind tithing and the importance of it, as 90% of our support is from tithing.

School Council

Fun Night

Fun Night has undergone a transition in leadership. Following upon our discussion concerning the relationship of stewardship to fundraising, the new leadership will look to take capitalize on this opportunity to increase both participation and revenue.

3 New Teachers

Rob Tierney – Chris Dean and Cailtyn Marrero

Joe Dockers – Ali Ekeler

Lisa Chandler – Shawna Edwards

Capturing Kids Hearts

Program is going well. Has currently undergone a check up/review. We will report more next meeting.

Pastoral Council Meeting Minutes

Opening

The regular meeting of the St. Francis Pastoral Council was called to order at 7:01 pm on [date] in St. Francis Computer Room by Chairman, Mitch Miller.

Present

Johanna Forshee, JoAn Holmes, Mitch Miller, Emily Savage, Marie Shobe,

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

There were no minutes from previous meeting presented for approval.

Open Issues

Mitch introduced and welcomed new member JoAn Holmes – Evangelization Ministries. We discussed the actions and activities within the Coordinators Role, and the expectations for the Coordinators in supporting their respective groups. We discussed the quarterly reporting cadence and the importance of reaching out to each of the leaders to communicate the importance of reporting and work to inspire their participation.

Jim Carney has accepted the role of Coordinator for Associated Diocese Groups.

We discussed the plan and timing for our support of the Time & Talent forms and the Stewardship Renewal Process in 2018 working with the Stewardship Committee. We have scheduled a special meeting to complete the process by the end of April.

Our council will support the May 5th, Dinners With Father and the Menu was planned during this meeting, Mitch will submit via Sign Up Genius. We also noted the benefit of each Council being involved in this activity, to share in it and better understand its importance to the parish.

We will a special task team to work with Joe Shobe and the Communications Council along with Fr. Jarrod, for the reporting format with Google Docs. Marie & Johanna have developed a Report Outline to support our leaders and provide continuity for the reporting.

New Business

No new business was presented.

Agenda for Next Meeting

This will be provided prior to the next meeting.

Adjournment

Meeting was adjourned at 8:40 pm by Mitch Miller. Johanna led in the Hail Mary.

The next general meeting will be at after the All Councils Meeting on May 10, 2018, in St. Francis Computer Room

Minutes submitted by: Mitch Miller

Approved by: [Name]

4/12 Operations Council Notes

Present: Ryan Farley, Pat Burns, Mike Hybl, Cherly Koch, Tina Lee, Adam Hein, Brian Pascal

Reviewed of first draft of 2019 School and Parish proposed budgets

Estimated roof repair of \$15K to add 5 years of life to roof (does not include Claire Hall) presented to the committee. Pat mentioned the plan is see if we can use part of the current church repairs maintenance under budget run for 2018 to help with the expense. The committee agreed to move forward with this plan.

Facilities assessment review

Law Kingdoms review is complete Pat spoke to the format of data they will present to us in Mid-May, meaning book for each building both in hardcopy and electronic copies, plus we will get an overall executive summary. Separate security plan will be provided including a recommendation for a security additions suggested. Goal is to have the final draft by June 1 and then prepare the information we share with the Parish.

Action items

Go through faith forward documents for Capital Projects and get to John or Pat so they can present to Law Kingdom at the Mid-May meeting.

Stewardship Council Minutes

Members in Attendance: Steve Hermann, Winston Kenton, Jim and Cheryl Scott, Dave and Dianne Carter, Wes and Becky Hawk, Brian and Cecilia Aruskevicius, Nick Nguyen, Sandy Ranney, Stan and Connie Zienkewicz, Sandi Baalman, Marcia McAnarney

Review of Stewardship Council Teams:

Presentations to Parents- Wes let us know that this will be the next area to be developed with the help of Fr. Jarrod. As of now, we will wait and hear from Mary Carter as to the schedule of different parent meetings that will take place next school year. They are completed for this year. At our next meeting, we will begin to develop a draft of what will be discussed from the stewardship education perspective at these parent meetings then get it sent to Fr. Jarrod for evaluation.

Promotion of Treasure- The definition was given again at our All Councils Meeting. It is formation in tithing, like being a development director for tithing. More effort is needed to promote the reasons behind tithing and the importance of it, as 90% of our support is from tithing. We will work on this in pieces during the coming year.

Marriage Stewardship Formation Team- Dave and Dianne gave an update. They have 15 prospective couples from outside of Stewardship Council to be part of this team, ideally they will end up with 5-6 to help. They have completed their power point presentation for this formation.

Ushers- Pat gave an update on the training that took place with the ushers recently. Fr. Jarrod had discussed this during the All Councils meeting, so Pat gave a brief addition to what had already been discussed. It covered the safety and practicality of ushering; also, the importance of hospitality for established and new parishioners as well as those visiting our parish each weekend. The training also covered potential threats and possible ways to handle them. They discussed weather and environmental threats, medical needs, and physical disturbances. Pat said we need a written plan.

Greeters/Welcoming- Connie and Stan let us know that the heads of Greeters and Welcoming both had requests for the renewal forms. Greeters would like to add an option to choose a Mass time, specifically the needed Masses to cover. They have plenty of coverage for 10 AM and 11:30 AM, but need more for Saturday Masses and for 7 AM and 1 PM. Welcoming would like to add an option to notify which Mass times the parishioner is available to help at the welcoming table.

Renewals- We discussed where we were in the renewal process and the due dates for items. We discussed potentially sending a scan of the mission and activities for each ministry to leaders by email for approval if they had not yet turned in an update for this year. We discussed whether the new items from the Faith Forward process had all been added to the forms? We decided to continue the

handwritten post cards to thank stewards for returning their renewal forms. There was discussion as to whether Pastoral Council had taken over some of the renewal process this year.

April 12, 2018 - Communications Council Minutes

Members in Attendance

Bryan Malone, Alyssa Standridge, Fran Cook, Rick Riggs, Ann Walden, Brad Shelton, Steve Cless, Joe Shobe, Lanette Belton

Absent: None

Meeting Called to Order

Brad called the meeting to order at 7:07 p.m. after the All Councils meeting. Joe recorded the meeting minutes. Fr. Andy led us in opening prayer.

Communications Audit/Brand Guide

The March edition included the half-page form for submitting a new logo idea. Submissions must be received by the end of April. Bryan is waiting for feedback from the parish before taking any further action on the new logo and branding guide, with the goal of debuting both at the Parish Dinner, first part of November. Mary Carter had asked about ordering the embroidered crest for the quarter zip uniforms, and it was brought to her attention to consider limiting how many to order given we are in the midst of a change to the logo that we plan to debut in November, but she indicated she was unaware of this change.

Parish Mission Statement & Core Values

Also included in the half-page form for the March edition of the *Vernacular* was a request for parishioners to submit four words they believe best describe our values. Alyssa shared the three submissions submitted thus far. Thus far, no suggestions for a new logo have been received.

Parish Bulletin

Discussed allowing parishioners to opt-in to receiving an optional free email notification providing a link to a PDF version on LPI's website (LPI is same company responsible for printing the bulletin) to reduce the number of printed copies, thus a weekly savings. Joe mentioned that we should consider providing a link to the bulletin web page on our website to promote its usage instead of LPI's. According to Alyssa there is no opportunity for customizing the email notification from LPI. The consensus of this council is to recommend using LPI as a delivery mechanism to make the bulletin available as a link to a PDF on their website via weekly email to those parishioners opting-in. Each edition of the bulletin will include verbiage on how to opt-in.

Parish Website Calendar

Alyssa is working on providing the Vernacular staff with upcoming event dates and on figuring out the system Nikki put in place for keeping track of meetings and events. There are some problems with the Parish Calendar online due to lack of correct information available, limits to the type of allowable information to be posted online, need for ongoing regular upkeep, and the perception that nothing is going on in the parish due to the lack of timely information. More discussion needed on this in future. The consensus is to eliminate the parish calendar from the website until a future time when more resources can be dedicated to its upkeep as it is preferable to have no calendar instead of an incorrect, outdated or incomplete one.

Vernacular Printed Copy Opt-Out

As discussed during the All Council portion of the meeting, Ann added a note in the *Vernacular*, and it was also mentioned in the bulletin, allowing people to opt out of the mailed copy and choose to receive an emailed link to the PDF on the parish website instead. Suggest using School Reach to further notify parishioners of the opportunity to opt-out of the mailed copy. . For those opting-out of the mailed copy, Alyssa will send an email (using BCC) with a link to the Vernacular on the parish website. Each edition of the Vernacular will also include verbiage on how to opt to receive the electronic link instead of the printed copy. Also recommended some verbiage be included in the new parishioner registration card.

Parish Reach (similar to School Reach)

The council discussed exploring possible options for a comprehensive system for mass emails, phone messages, etc., for the parish as a whole similar to the School Reach system. Discussed that currently the cost is based on the number of contacts in the database and/or per message sent. The council will investigate several options such as Constant Contact, Mail Chimp, Flock Note, etc.; may reach out to Diocesan Communications staff for information on what they recommend; Fran will explore costs of the current School Reach program.

Meeting Adjourned

Adjourned the meeting at 8:30 p.m. Fr. Andy led us in closing prayer.

Approval of Minutes (type member's name below)

Fran Cook
Bryan Malone
Alyssa Standridge
Brad Shelton
Ann Walden
Steve Cless
Joe Shobe
Lanette Belton