

# February 8, 2018 – Parish Councils Minutes

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## 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 Emily Savage, James Bitting, and Ryan Biedron to our Pastoral Council. Emily will lead the Youth Formation Committee, James the Adult Formation committee, and Ryan will head the Liturgical Ministries committee. Emily will be an ad hoc member.

### 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

I want to also thank Amy Pavalaka for her time with us as Director of Communications. Amy replaced Carissa Scott in August. However, due to family obligations Amy is unable to continue in this capacity at this time. There are currently no plans to replace Amy's role. I will work with the Communications council and Alyssa Standridge to discern the best steps forward in fulfilling Amy's duties.

### January 20<sup>th</sup> Leadership Training and Gratitude Breakfast

Thank you to everyone who helped set up and attended the January 20<sup>th</sup> Leadership Training. It was a successful day; excellent presentations. It was a day of gratitude, information, and formation. It is my hope next year to grow its participation. Looking to continue to find ways we can to get more people there. We estimate 50% of leaders were in attendance.

### Google Drive

I would like to have an open discussion about the Google drive. There is a folder for all but the School Council. In each folder is:

- Agendas
- Charter
- Minutes

What will it take for people to have access to their respective drives?

Having the google drive gives Father Jarrod instant, one click access. Continue to figure out ways to expand access.

## Lenten Faith Formation Opportunities Have Begun

Father Jarrod spoke to all the Masses to emphasize the most important relationship we can have is with Jesus.

1. **2018 Parish Mission with Doug Took entitled: A Desert Fire.** This will begin Sunday and will be promoted at all Masses.
2. **Kapaun's Men:** 35-40 men have been attending this event.
3. **Discovering Christ's** first night hosted 50 persons. Many of these persons are new faces.
4. **2018 God Squad: Catholic to the Core** – We currently have 125 persons showing interested.
5. **Ignite** is Feb 23<sup>rd</sup> and 24<sup>th</sup>. We currently have 15 signed up and hope to get more over the next couple of weeks.

## Weights and Measures Response

- January Collection 2017 \$327,000 for four weeks
- January Collection 2018 \$ 352,000 for four weeks
  - A 7.6% increase over last year.
- Year to date to January 31<sup>st</sup> – Fiscal Year
  - January 31, 2017 \$2,825,000
  - January 31, 2018 \$2,943,000
  - Year to date a 4.1% increase over last fiscal year to 1-31-18.

## The Relationship of Stewardship and Fundraising at SFA

I am preparing to invite people to an open forum discussion on the relationship of stewardship to fundraising on March 1<sup>st</sup> from 7:00 – 8:30. This discussion will focus on questions asked of me that concern St. Francis hosting a large FUN-raising/FUND-raising event at St. Francis. March 1<sup>st</sup> would begin with a presentation on the do's and don'ts of fundraising as presented by the diocese of Wichita and special considerations of fundraising's relationship to Stewardship. Then it would be open to discussion. The evening would help inform people on a broad scale of the various positives and negatives of fundraising at SFA as well as think through the pitfalls and benefits of such events. I will use this conversation to pastorally discern the appropriateness of such efforts at SFA. This conversation is not concerned with small fundraising activities such as those hosted by various youth groups or Knights of Columbus, ongoing historical events. I am concerned of advertising March 1<sup>st</sup> well – I do not want to muddy the waters of our success in our tithing increase. Some people have been saying "Fr. Jarrod is open to fundraising." I am open to discuss it, but I will not approve something that I discern could compromise our stewardship of treasure.

In order to facilitate this discussion Mary Carter, Pat, and myself made a link to get your initial comments. This is ONLY for members of our councils. DO NOT send this link to anyone else. This information will help me anticipate and facilitate the discussion to be had on March 1<sup>st</sup>.

- Title: Auction/Gala Information Survey
- Question 1: Do you think St. Francis should create an auction/gala for the primary purpose of raising money?
- Question 2: Do you think an auction/gala conflicts with the Stewardship Way of Life?
- Question 3: Do you think an auction/gala would be acceptable if all funds raised would go to charities and not to parish operational expenses?
- Question 4: How do you think we can communicate to parishioners that funds raised by an auction would be considered “extraordinary” gifts which are given in addition to, not in lieu of, ordinary gifts (tithes)?.

Please share this link with the members of the 5 councils: <https://goo.gl/forms/o9psIHUYBp5EYRu42>.

I will take all the information, compile into a 30-45 minute presentation to have a good discussion. Open to a discussion and the reality of what this is – it will be a dialogue.

### **Fr. Leon Pereira to Come to SFA on March 5<sup>th</sup> and 6<sup>th</sup>**

Fr. Leon Pereira, OP, is the Chaplain to English speaking pilgrims in Medjugorje and is interested in coming to speak in Wichita. He is a very good speaker: strong, concise, in perfect fidelity with the Pope -- and is extremely funny. He was a medical doctor before becoming a priest and has an amazing testimony. And he has a unique perspective from serving hundreds of thousands of pilgrims who come to visit Medjugorje. There will be no cost to the parish. He is not coming to endorse Medjugorje, but just speak about his experience and Our Lady's messages and her call to conversion.

Janet Moore is arranging the details of his visit, its communication, and may be contacting the school to discuss him.

### **Stations of the Cross**

School stations are on Wednesday at 2:45. Friday Stations are at 6:00pm. Living stations will take place on Friday the 16<sup>th</sup> at 7:00pm.

### **41st Anniversary of Dedication of SFA Church**

March 13<sup>th</sup> is the 41<sup>st</sup> Anniversary of the Dedication of SFA Church. This is a Solemnity and high feast for our parish. It is a good day to come to Mass.

### **Sunday Confessions**

In Advent the priests of SFA heard confessions in between Masses. We will do the same for the last four weeks of Lent as well. We will have a parish penance service this year. Considering whether parish penance service is necessary with Sunday Confessions.

## **New Software for Liturgical ministers Scheduling**

Alyssa Standridge is currently discerning new software to improve scheduling and communication of the hundreds (thousands?) of liturgical stewards. Ryan Biedron, head of the liturgical ministries committee will collaborate with Alyssa on this program. Many programs include cell phone apps that will exponentially increase communication and fill-in requests.

## **Steubenville Youth Conference: July 13-16**

We are taking 56 people to Steubenville Youth Conference in Springfield, MO. We are combining buses with St. Peter Schulte.

## **Upcoming Events**

- Parish Mission – Doug Took – Feb 11-13
- Spring's Kapaun's Men – Fridays, Jan. 26<sup>th</sup> – March 23<sup>rd</sup>
- Discovering Christ – Tuesdays, Feb 6<sup>th</sup> – March 20<sup>th</sup>
- February 10<sup>th</sup> – Valentine's/Mardi Gras Day Dance
- February 14<sup>th</sup> – March 31<sup>st</sup> - God Squad
- February 28<sup>th</sup> – Confirmation Mass
- March 1<sup>st</sup> –Relationship of Stewardship to Fundraising at SFA (7:00pm – 8:30pm)
- March 5<sup>th</sup> and 6<sup>th</sup> – Guest Priest Fr. Leon
- March 8<sup>th</sup> – 3<sup>rd</sup> Grade program (2:30pm and 7:00p)
- March 10<sup>th</sup> - PSR First Communion – 5pm Saturday Mass
- March 11<sup>th</sup> - GS First Communion – 1pm Sunday Mass
- March 13<sup>th</sup> - 41st Anniversary of Dedication of SFA Church – Solemnity! A High Feast.
- March 13<sup>th</sup> and 14<sup>th</sup> – Grade school and PSR Penance Services
- March 16<sup>th</sup> – Living Stations
- March 22<sup>nd</sup> – Parish Penance Service
- March 24<sup>th</sup> – Project Freedom retreat
- March 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> – Holy Triduum
- April 1<sup>st</sup> – Easter Sunday
- April 4<sup>th</sup> – 1<sup>st</sup> day of Summer RCIA- Fr. Jarrod will lead
- April 19 & 20<sup>th</sup> – GS play – Shrek Jr.

## Pastoral Council

### New Members to Pastoral Council

I encourage Pastoral Council to introduce our new members to the Charter and the individual committees. This will be a good step forward in developing a process of introducing, training, and forming new members to the Council with: a consistent message of the role, expectations, and how to support the ministries, but also how to support the Priests with our activities. I will come by and offer comments and clarifications as well.

### Dinners with Father

How can any members or groups within the Pastoral Council be able to help support them and relieve some of the burden created due to the lower members at this time?

### Future Members to Pastoral Council

Let us continue discuss future members to the Pastoral Council. Here are the current members:

- Chair: Mitch Miller
- Vice-Chair: Johanna Foreshee
- Secretary: Roger Kerschen
- Youth Formation: Emily Savage
- Social Activities: Jeff MacInarney
- Adult Formation: James Bitting
- Marriage and Family Life: Tara Falconio
- Evangelization: Open
- Single Adults: Open
- Pastoral Care/Special Needs: Marie Shobe
- Prayer: Open
- Respect Life/Social Justice: Open
- Liturgical Ministries: Ryan Biedron
- Affiliated Groups: Open

Here are possible future names

- Kristin Martin (single daughter of Lisa Martin)
- Nikki Fischer – new KG parent
- Rachel Leland – young parent – Roger Kerschen’s daughter
- Frank Woydziak
- Ann Tran

## Operations Council

**Facilities assessment is under way.**

A. extraordinary Stewardship Committee Report:

### **Action items:**

- Vice Chair

### **Water Repair complete.**

The frozen water pipe was fixed even though a couple of snow days had to be used.

### **Spring Workday**

Spring Workday is scheduled for April 14<sup>th</sup> and is on the Master Calendar. I suggest arriving at a somewhat complete project list about a month before. By advertising some of the things we will do in the bulletin people will be able to see both the scope of the projects as well as consider ways they can participate. Not knowing what to expect last time may have caused some to hesitate in showing up.

## Communications Council Minutes

### **Welcome Cards**

We average about 1 a week being turned into the office. I have personally emailed or called all persons who have turned in a card. We have had only two persons return our email or phone. We also follow up with a second attempt after a couple of weeks pass.

### **Pew Art Cards**

I agree that it would be best to make the cards less wordy and geared towards “little” kids (i.e., toddlers, not school age). I am not concerned about the pen. Plus the “clicky” part of the pen has not been a problem on Sundays or at School Masses. I agree that more clutter may not be the best; however being behind the welcome card would keep it orderly. My primary concern for such a card is not them writing on other items but it being welcoming message to parents of young children. That message is a family friendly message that a pew art card could help in forming the cultural atmosphere of Sunday Mass – i.e. everyone at Sunday Mass will get the message: infants and toddlers are very welcome here.

### **Charter**

The “Venues of Publication” does not need to be included in the charter. However, it should be saved as an ancillary document on the google drive so that it can be referred to as we develop methods of publication and communication.

### **Charter - Terms of Service (for Officers)**

I am concerned that a 1-year term for chair, vice-chair, and secretary could be too quick. This would depend on the role of such positions in fostering the work of Communications.

## **SFA Logo and Branding**

Helias Catholic High School has a PDF entitled “School Identity/Logos” under their About Us page. It is a brief example of what we hope to produce for SFA. Perhaps we can even post such a PDF on our own website when the time is right.

## **Parish Mission Statement & Core Values**

I am excited to hear about the ideas for simplifying the existing mission statement. I will answer questions concerning core values when I come by the meeting.

## **Weights & Measures Video on Website**

The weights and measures video is currently on the website.

## **Fr. Jarrod’s Videos and Visibility to All**

My hope is to move toward YouTube to extend the visibility of several videos beyond simply embedding them within a page on our website in anticipation of reaching a broader audience, possibly viewed as an asset with teaching potential. YouTube allows the videos to be found by people who would not have visited our website, with videos often suggested to viewers based on their previous viewing habits, and videos being found using keyword searches. However there is a risk that some ads that appear near our videos may be objectionable to us. Yet the opportunity to reach a wider audience with evangelization messages may outweigh the risk of someone viewing offensive material and thinking it was associated with us.

I would ask that we move forward on establishing procedures and responsibilities.

## **Amy Pavalaka’s roles and responsibilities**

I will discuss the shifts of responsibility with Communications Council in light of the vacancy of Amy’s position. I personally believe that the job description below can be covered through other venues than hiring a person. Please see Job Description below. We can discuss this in our meeting.

## **Electronic Stewardship Form**

Fr. Jarrod would like to continue this conversation with Joe Shobe to see what we can do to develop an electronic version that connects with our PDS software.

## **Stewardship Council**

### **Parish Mission Volunteers**

Thank you to the Stewardship council for helping with hospitality after the parish mission.

### **Welcoming Committee, Mass Greeter, and Ushers**

Sandi & Pat met with Rick Shellenbarger. He is a Planning Officer for Sedgwick County Emergency Management. Rick is willing to come out and do a 1 hour presentation/training session for our Ushers, Lock up Committee and other interested parties. His presentation would include Civil, Technology & Natural threats that might occur during a service or on our property. This would include Active Shooter training, a tornado or storm, medical and other threats that might need to be responded to during a

Mass. He is willing to come out for the presentation on a week night or Saturday morning at our convenience.

### **Marriage Preparation Presenting Couples**

Would it be possible to move forward on finding a Council member who can work with me to create a group of men and women willing to meet one hour with engaged couples to discuss “Stewardship and Marriage.” The idea would be to have a group of couples who would be willing to meet with 4 or 5 couples a year to discuss this topic. We would arrive at a basic outline, train couples on leading such a session, and then begin to schedule couples to meet with the presenting couple.

### **School Council**

#### **Capturing Kids Heart Program**

I have seen a discernible difference in contentment among faculty, staff, students and parents which I attribute to this program.

#### **School Council section in bulletin**

I hope this section is used well to promote our awesome Catholic education at SFA.

#### **How We Can Increase Enrollment?**

What are some ideas on how to market the school?

#### **Continued Discussion of Strategic Plan**

- I. New roof for the school
- II. Security Cameras
- III. Updated Bleacher quote
- IV. Sub Committee Ideas to focus on:
  - a. Bleachers
  - b. Locker Rooms
  - c. Technology Replacement
  - d. Increasing Enrollment
  - e. Buying Use Statues
  - f. Elf Garden Coordinator
  - g. Fun Night Sports Open
  - h. Updating the Bathrooms
  - i. Grant Writing

## **Pastoral Council Meeting Minutes**

### **Present**

Ryan Biedron, James Bitting, Johanna Forshee, Roger Kerschen, Leslie Logsdon, Lisa Martin, Mitch Miller, Emily Savage, Marie Shobe, Fr. Andy, Fr. Jarrod

### **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 welcomed new members to the council.

- Ryan Biedron-Liturgical Ministries,
- James Bitting-Adult Formation and
- Emily Savage-Youth Formation.

They were provided some guidance from both Mitch and Fr. Jarrod on their new roles and how their role will be led by the Faith Forward initiative.

Fr. Jarrod stressed a need to fill two open positions on the council, Respect Life/Social Justice and Single Adults. He will be reaching out to potential new leaders

The Pastoral Council will be involved in the Stewardship Renewal Process in 2018 working with the Stewardship Council. More information to follow in the months ahead.

Our council was asked to assist in meal preparation for the financial planning seminars held at the rectory for 2018. Our assistance could be just individuals helping or a group from the council. Dates for 2018 are not known, but we will ask for dates from the church office.

Our reporting format with Google Docs was discussed. Reporting to Fr. Jarrod likely will go to a quarterly format. Members present agreed we need one template to send to all committee members. Members of the council will meet on Monday, February 19<sup>th</sup> to draw up template. This will be sent to all members for final approval.

### **New Business**

A suggestion was made to pass on to the Operations Council for possibility of speed bumps in south parking lot outside gymnasium, for safety reasons – vehicles going too fast.

Minutes submitted by: Roger Kerschen



## Stewardship Council Meeting Minutes

**Members in Attendance:** Wes Hawk, Becky Hawk, Brian Aruskevicius, Sandy Ranney, Nick Nguyen, Mary Nguyen, Mike Kuckelman, Phyllis Kuckelman, Pat Walden, Stan Zienkewicz, Connie Zienkewicz, Marcia McAnarney, Steve Hermann, Julia Hermann, Jim Scott

**Introductions:** New council members, the Aruskevicius and Hermanns, were welcomed and acknowledged and had been introduced at the All Council meeting just prior to the Stewardship Council meeting.

**Parish Mission:** Volunteers needed for Sunday, February 11<sup>th</sup> and to help the Adoration Committee on Tuesday, February 13<sup>th</sup> of the parish mission for set up, clean up and to serve the food and drink. The mission will be from 7:00-8:30 PM.

The time for set up is 6:00 PM, but this will be confirmed and emailed as it may be different on each day.

The Sunday volunteers are Hawks, Zienkewicz, Julia H., Jim S., Brian A., Sandi B.

The Tuesday volunteers are Hawks, Aruskevicius, Mary N., Sandi B., Julia H. if able, and Jim S. will come for clean up

**Structure:** Wes informed the council on which areas members have volunteered to help.

- Carters- Present to Parents, Parish Groups, Marriage Prep talks
- Sandy Ranney- Lead Coordinator with Communications Council
- Jeff Ranney- Present to Parish groups, whatever is needed
- Stan Zienkewicz- Lead Coordinator for Mass Greeters and Welcoming Committee
- Scotts- Wherever needed except presenting to a large group
- Jim McAnarney- Lead Coordinator for the Ushers
- Marcia McAnarney- will do any needed presentations
- Nguyens- Feel they need to know more about what we do as a Council before they can say what they can do but are willing to do anything
- Hawks- anywhere needed
- Sandi Baalman- coordinate for all groups with the church office, assist Jim with Usher training
- All others- help where needed
- All will be helping with Renewal

We were informed that the church office has already begun evaluation for the Usher training.

We informed the Council that Sandi has kept 3<sup>rd</sup> Thursdays reserved in Bonaventure for Stewardship, so it is available for meeting with the presentation teams, and for the lead coordinators of ushers, greeters, and welcoming to meet. Possibly even several of our teams could meet at the same time on that day. We will just need to coordinate within our Council.

Fr. Jarrod explained that he plans for the new presentation teams to be made up of a council head (team lead) with a team of 5-7 couples, not necessarily all members of the Stewardship Council. He will meet with the team lead to put together the outline for the presentations. Then the presentation team will all go over the presentation together and be ready to share the same message to parish members. He plans to start with the Marriage Preparation process first, followed by others. Each Marriage Preparation couple will potentially present 3-5 times per year.

**Electronic Renewal Form:** We discussed the potential of an electronic form in the future that would connect and feed the renewal data into our current PDS software to increase accuracy and speed of data input.

**Council Hospitality Time:** We discussed how the new meeting time and place has created the lack of hospitality time following each meeting that was good for the members to bond and become a stronger council. Especially with new members joining, we talked about the possibility of having social gatherings at other times during the year to continue the strong relationships that help the council to thrive. We will continue this discussion and planning.

**Auction/Gala Information Survey:** We discussed this survey and stewardship. Fr. Jarrod answered some questions regarding this survey. The link will be sent to council members to answer Fr. Jarrod's survey questions to help him to facilitate the discussion of the relationship of stewardship and fundraising at SFA.

## Operations Council Minutes

**Attendees:** Ryan Farley, Brian Pascal, Pat Burns, Cheryl Koch, and Tina Lee

Brian Pascal was assigned the scribe for meeting notes

Pat Burns provided summary of finances

- Weekly contributions trending \$3K higher, reaching the levels we had back in 2009
- Pat explained the school tax incentive programs for scholarships for “failing schools”, we are watching this for opportunities to bring students into SFA
- Pre-school enrollment is trending up
- Law Kingdom has completed their field work in our campus and are pulling together their recommendation this will be presented March 2, or 3<sup>rd</sup>. Items noted structural/mechanical such as carpeting, kneelers, sound system and the like are being added to have an overall view of what type of funds we may be looking for. The “final” assessment report is tentatively scheduled to be delivered to us by June 1 so that we can finalize our presentation to the parish by our deadline of June 30
- We discussed the extraordinary gift dinners we have been holding the past few years. To date 50 families have been invited of the original 120 families identified. To allow us to continue this we are planning to have the Pastoral Council group become involved. The next dinner is planned for March 17.
- Ryan mentioned he would take a look at the web site to see if changes are needed in regards to extraordinary giving.
- Father joined us towards the end of the meeting and reminded us of the plans to better understand the views on Fundraising vs Capital campaigns
- Tentative agenda for March’s meeting
  - Review financials
  - Discuss budget review timeline
  - Committee Reports
    - Facilities
    - Extraordinary Stewardship
  - Review Faith Forward feedback and select next projects to tackle
  - Evaluate costs of implementing facilities assessment report (I think this will be where we spend most of our time)

## Communications Council Minutes

### Members in Attendance

Brad Shelton, Alyssa Standridge, Fran Cook, Bryan Malone, Joe Shobe, Ann Walden

**Absent:** Lanette Belton, Rick Riggs, Steve Cless

### Meeting Called to Order

Brad called the meeting to order at 7:00 p.m. after the All Councils meeting.

Joe recorded the meeting minutes.

### Welcome Cards / Pew Art

The welcome cards will remain as-is with no further action required by our council. A sample of the pew art was uploaded by Ann with any further changes/discussion to be between Fr. Jarrod and Alyssa, thus no further action required by our council, other than Ann will proofread before they are printed.

### Charter

Fr. Jarrod has approved the removal of the venues of publication and flowchart table within our charter. He also indicated Ann's additions can be included as we deem necessary, so Ann is planning to go through the charter one more time to clean it up. He also expressed his concern for limiting the chair's term to only one year, thinking it might be too quick, given our council is ad-hoc member heavy. We discussed this further and suggested having the vice-chair serve one term followed by another term as chair to mitigate his concern. This would allow the chair's position to be occupied by a member who's already familiar with our council. We also talked about the possibility of ex-officio chair, whereby the outgoing chair continues in an advisory role for a set period after the official term is complete. **We need to revisit this at the next meeting since Rick (our current vice-chair) was absent.**

### Communications Audit/Brand Guide

Fr. Jarrod likes the logo and branding idea of a single unification document (PDF) identifying the "rules" for branding similar to those used by companies. (He also referenced a document in use by Helias Catholic school (<http://www.heliashighschool.com/aboutus.php>) as another example to consider). He suggested asking the parish at-large for logo ideas that represent SFA, via a bulletin announcement, to promote tapping into talent that might otherwise get overlooked and to create parish buy-in / engagement. We also discussed the need to explain the purpose of the exercise to parishioners as separate from the strategic plan, arising from it, not in lieu of it. If we move forward with this approach, he would like to include an announcement during Lent (March 18 time frame). In regard to different logos for the church and school, Fr. Jarrod indicated that while both logos could be impacted by a branding unification, there is no requirement for a single logo shared by both. However, a single logo could be a viable outcome, and Mary Carter has agreed with Fr. Jarrod that a possible result could be a new logo for the school. Bryan plans to meet with Special Pubs in a couple of weeks with the goal of setting the stage for moving this project forward.

### Parish Mission Statement & Core Values

Fr. Jarrod is looking for parish buy-in to articulate in a few words our parish core values. He would like to include an announcement in the bulletin during Lent (March 18 time frame), asking parishioners to

identify possible core values that represent SFA. Ask “What are four words that define SFA as a parish?” and give examples so parishioners know what is meant/needed. Some examples Fr. Jarrod gave included: formation, adoration/worship, spiritual, community/hospitality, and inclusion. Bryan and Alyssa will be discussing the announcement content in more detail. Bryan then plans to meet with Special Pubs in a couple of weeks with the goal of setting the stage for moving this project forward.

### **Location of Weights & Measures Video on Website**

Joe has updated the website per recommendations from Fr. Jarrod, thus no further action required by our council.

### **Fr. Jarrod’s Videos and Visibility To All**

Fr. Jarrod is on-board with using YouTube and wants us to move forward. Bryan and Ann have some experience in this arena and will look into it more and provide feedback at the next meeting. In recognizing Steve Cless’ role in creating the videos, Ann suggested he have more direct access to YouTube for the parish to relieve Alyssa of that responsibility.

### **Alyssa’s New Role / Social Media**

Since the departure of our Director of Communications, Amy Pavlacka, Alyssa will be assuming some of her responsibilities as well. Again, Ann suggested that if there were tasks members of our council could do, these would further relieve Alyssa. Ann offered to assist Alyssa with Facebook posts so Alyssa added Ann as an Editor on the SFA Facebook page, so she has the ability to create events and other posts. No further action required by our council. Alyssa said the Instagram account for parish is “broken,” and Ann offered to help her with this if needed.

### **Scheduling Software**

Alyssa mentioned she is evaluating some software for scheduling members across several groups to reduce the number of scheduling conflicts. The existing software, *SmartRoster*, used for scheduling members of single groups (Altar Servers, Eucharistic Ministers) does not take into account members belonging to multiple groups. This topic was mostly informational and requires no further action by our council.

### **Parish Calendar**

Ann said the Vernacular staff is in need of upcoming event dates from parish office every month, and Alyssa said she’s working on that 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. More discussion needed on this in future. Fr. Jarrod will be including “Upcoming Events” in every All-Council meeting minutes. These will begin to include times and locations so that they can then inform the online calendar.

### **Approval of Minutes (type member’s name below)**

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

## School Council Minutes

Present: Mary Carter, Mary Bird, Sean Hudspeth, Danny Burt, Heather Munk, Billy Lubbers, Fey Barles, Megan Davis, .....

### Opening prayer and approval of the January meeting

#### Principal's Report

- I. Enrollment update – pre-enrollment has yet to begin
  - a. Pre-enrollment starts on Monday.
    - i. 51 preschool applications and 60 Kindergarten applications have already been received vs 54 Kindergarten applications at this time last year
    - ii. 8 students for 1<sup>st</sup>-8<sup>th</sup> grade have applied so far
  - b. About 75% of kids baptized at St. Francis attend SFA. Baptism numbers have been lower lately. Most other schools get 45-50% of baptisms
- II. Marketing
  - a. Business Journal list – largest parochial school in Wichita area
  - b. Neighbors article about chess team – have previously put an ad in but did not see any impact
  - c. 60 second video
    - i. accolades, still shots, Mary, teacher, parent, student, testimonial
    - ii. Maybe Shawn Stuckey with Jajo would help? Jajo is representing the diocese in possible marketing work.
  - d. Car stickers – They have been requested by a couple parents.
  - e. Reaching newly baptized kids: Holy water at baptism, St. Francis book at 1<sup>st</sup> birthday, Rosary at 2<sup>nd</sup> birthday
  - f. Tom Raucus – our diversity is in our academics
- III. 3 classes vs 2 classes per grade
  - a. Stewardship has increased
  - b. St. Francis is eliminating the boundaries for school/parish
- IV. Catholic Schools Week
  - a. Penny wars raised over \$4,000 for Walk in Sister's Shoes (compared to \$1,400 last year)
  - b. Mrs. Carter encouraged everyone to check out the video on Facebook chronicling the week
- V. Architectural Walk-thru update was given by Billy Lubbers
  - a. Buckley Roofing thinks roof can be repaired instead of replaced, but cost has not been determined. How long would the fix last? Roof was last replaced in the 90s and was a 20-year roof.
  - b. Drainage issues are known. They will work to fix drainage to go away from the problem issues.
  - c. Discussion of giving land outside the 5' easement back to the city
  - d. List of other items discussed
    - i. Replacing blue carpet
    - ii. Bathrooms in school
    - iii. Church security

- iv. Security cameras for school – some blind spots
- v. St. Clare Hall ceiling
- vi. Bleachers – railings, smaller steps
- vii. Netting for the gym – Unsure of capability with roof
- e. Did not talk about Bonaventure Center or kitchen
- f. Next meeting is March 2<sup>nd</sup> and should include discussion of pricing

### **New Business:**

- I. Discussion of Grant Writing – Fey Barles has agreed to write grants with the help of others.
- II. A grant has been submitted that would allow the hiring of 3 part-time paras
- III. WSU has grant writing class.
- IV. CUA offers grants to teachers. Heather to get name to Mary Bird.
- V. Catholic Credit Union used to do grants for Catholic school teachers but haven't done so for 4 years.
- VI. Mary Carter has some pages with a list of grants for Catholic schools. Review the list of grants by next meeting.

### **Pastor's Report**

- I. As we work on marketing the school and increasing enrollment, Father encouraged us to listen to his 3 talks he recently gave at Helias Catholic H.S., but especially the Humility and Magnanimity talks. They can be found at Pastor's Corner on the St. Francis website.

### **Closing comments**

- a. Mary Carter asked everyone to take the survey for the fundraising discussion Father will be hosting on March 1
- b. Adjournment. Next meeting March 8. There is a conflict with the 3<sup>rd</sup> grade program, but Mary Carter and Mary Bird will tag-team between afternoon program and evening program.