

# January 11, 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

A warm welcome to members of all five councils here with us today: Pastoral, Stewardship, Operations, Communications, and School councils.

We welcome Brian and Cecilia Aruskevcius and **Steve and Julia Hermann** to the Stewardship Council.

We welcome Fran Cooke and Steve Cless to the Communications council.

We welcome **Adam Hein** and **Mike Hybl** to the Operations Council.

### Thank you's

A word of thank you to Janet Dash and the Filipino parishioners of St. Francis who provided today's food for us. The Filipino parishioners of our parish have desired to share their stewardship and their culture with us and found this a good opportunity to do so. We appreciate their generous gift of time, effort, and food. It is delicious.

Thank you also to Chuck Mies who has transitioned off the Operations council. Chuck has served on the council for **a couple of years**. He will however continue to work with the facilities committee as they work to arrive at a Master Facilities plan by June 2018.

### Transitions

As many of you know Nikki Meyer has decided to begin a new job. We thank Nikki for her 13 years of service to the parish and want her to know that she will be missed as the front face of the Parish Office.

We welcome Alyssa Standridge to the front office to take Nikki's place. Alyssa was working as Mary Carter's administrative assistant. Alyssa's skills in graphic arts, digital technology, social media, and warm personality will be a welcome addition to the parish's front office.

As a result, Mary Carter is currently looking for a new administrative assistant. Let us all keep her in prayer as she continues her search.

We welcome Ray Frangenberg as our new Director of Maintenance and Facilities at SFA. Ray is a long time member of St. Francis and his children are graduates of both St. Francis school and Bishop Carroll. Ray brings 30 years of experience working with Rutherford and Sons with him.

### **Our Third “All Councils” meeting**

This is the third all councils meeting and perhaps the first experience of what it should truly look like, with the exception of Fr. Jarrod’s absence from this meeting. The first meeting was a startup meeting, in which the context, flow, and expectations of the night were all new. The second meeting was particularly unique as Fr. Jarrod gave an abbreviated presentation of the *Weights and Measures* talk while also giving a brief state of the parish rundown. Also unique to that meeting was collaboration of the School Council members with the Communications and Operations council. This third meeting, however, is the normal and expected format. Fr. Jarrod will give the State of the Parish address within the first thirty minutes (no more than 45 minutes) allowing each individual council an hour and a half to do their business. If you have experienced frustrations from the first two meetings, please know that the primary period of adjustment and newness is behind us and we look forward to more normal and expected meetings from here on out.

### **SFA Parish Council Charter Documents**

All Charter Documents are in and have been finally approved. The final version of these documents will be included in combined minutes of this meeting and will be found on the website within the next couple of weeks. We will annually revisit our charters to review their accuracy and ensure our councils activity in light of them.

### **New Council Members and Term Limits**

Several councils currently have open positions to fill or will be looking to fill positions in which term limits are soon up. Fr. Jarrod has received name suggestions from some of the councils and looks forward to receiving name suggestions from other councils. He will continue to approach persons to invite them to fill positions as he receives names.

### **Council Secretaries**

Fr. Jarrod wants to continue to encourage us to find a stable Secretary for each council. The secretary position can either be a current member who fills that role or a new person invited onto a council who is specifically task with minutes.

### **SFA Pastoral Council Flow Chart**

The Pastoral Council has finalized the new flow chart in accordance with the feedback from the Faith Forward Parish Strategic Plan.

The new structure is:

1. Youth Formation
2. Social Activities
3. Adult Formation
4. Marriage and Family Life

5. Evangelization
6. Single Adults
7. Pastoral Care/Special Needs
8. Prayer
9. Respect Life/Social Justice
10. Liturgical Ministries
11. Affiliated Groups

The Pastoral Council will now gradually begin filling the open committee heads.

The next step is to update the old flowchart on the website with a new flowchart.

### **2018 Stewardship Renewal Forms**

With the new Pastoral Council Flowchart structure finalized we will need to begin creating new Renewal Forms for 2018. These renewal forms will include: The Adult Renewal Forms, High School Renewal Form, and the Middle School Renewal Form.

It would seem that a committee should be formed to develop these forms.

A part of this process might consider avenues of on-line renewal which could influence the format of the new forms.

This form could then affect our current data base as well as next years renewal process. Joe Shobe has offered his knowledge and experience to help discern database possibilities.

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

Preparations for the January 20<sup>th</sup> are still underway. All members of the committee heads will be invited to attend to receive their updated stewardship lists. This breakfast will also serve as an act of gratitude on the part of the parish councils for all they have done. The committee heads are the “feet on the ground” when it comes to parish activity. Our support and gratitude for their work are essential in encouraging their generosity of time and talent.

### **Google Drive**

Joe Shobe has created a simple template for each of the councils in their respective Minutes folder on Google Drive. Some councils have concerns this form of sharing information may not be efficient for their Council.

This purpose of this Google drive would be to regularize our location and templates for purposes of communication. The next steps necessary for the Google Drive to be useful would include:

- i. introduce the documents to the councils,
- ii. have the person responsible for the minutes provide a google account so they can be granted access to them
- iii. provide some type of user experience showing them how to maintain them

- iv. create a usage document (Joe Shobe can write one up) that explains how to use them will add value too

Joe is aware that the pastoral council is currently using a Google doc. Perhaps that doc can be moved to this new google drive. Joe can help migrate files from one location to the other to make it rather seamless.

Joe Shobe is with us today and will do a quick run through using the communications council as an example to show its benefits.

## **SFA Logo and Branding**

The communications council is continuing to explore new possibilities for the SFA Logo and Branding. Our current Logo's meaning is interesting:

- The logo was designed and developed by parishioner Dan Blick. The lines of the logo – a diamond shape – are reflective of the angles of the church structure. The interlocking of the three diagonals in the design represents the Blessed Trinity and takes on the shape of a crown, Christ our King. The three diamond shapes in the logo also relate to St. Francis of Assisi in his preaching to the people about peace. Peace with God, peace with one's neighbor and peace with one's self.

## **SFA Mission and Core Values**

The discussion of branding and public identity, as signified by a logo, is an opportunity for the parish to revisit its own mission and articulate its core values. This also responds to the actions within the Faith Forward Strategic Plan under Goal 3: Parish Operation, Strategy: "Articulate the Parish Mission and Identity" – (1) Evaluate the effectiveness of the parish mission statement and (2) Articulate our core values. Since this is an opportunity to employ a strategy and accomplish two actions of the Faith Forward Process.

Fr. Jarrod suggested that the Communications Council arrive at a "Master Plan for Mission, Identity, and Branding" in the same way that the operations council is arriving at a Master Plan for Facilities. June 2018 was suggested for the completion of three tasks:

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

Fr. Jarrod would like to work on simplifying the mission statement to something concise that can be easily remembered. The school mission statement is a good example of being short and meaningful.

We also want to engage the parishioners to develop the core values of our parish. We can possibly put questionnaires in the pews to ask parishioners opinions of what is most important to our parish. The Communications Council can be in charge of streamlining the parish mission statement and can engage the parish to determine or core values and parish identity.

## Library Committee Addition to Communications Council

The library committee has been invited to collaborate with the Communications council in three areas:

- to promote FORMED.
- to maintain wall postings and take down out of date or unauthorized promotional material.
- care for the pamphlet racks and update their material.

A new pamphlet rack is being built for the foyer of the church.

## School Strategic Plan and Updates

The School's strategic plan has five goals: Catholicity, Facilities, Communication, Academics and Enrollment, and Technology. Some members of the school council have joined the Facilities Committee to foster collaboration as we develop a Master Facilities Plan. The School Council will make completing items on the Strategic Plan a priority over the next 6 months and is looking forward to working with the selected architect firm to complete the architectural analysis for the parish.

Pre-enrollment for the 18-19 school year will happen in February. Our goal is to increase enrollment, so please share the benefits of our Catholic school with family, friends and parishioners.

The Wichita Business Journal awarded SFA as the Top Private & Parochial Elementary School in November.

Catholic Schools Week begins the last week of January with an Eucharistic Procession after 8:00 mass. All are welcome to join us for the procession and for adoration throughout the day in the gym.

## Communicating Upcoming Lenten Faith Formation Opportunities

Alyssa Standridge and Amy Pavlaka will update the Communications councils on current strategies for promoting five upcoming opportunities for faith formation. On January 20<sup>th</sup> Fr. Jarrod will be preaching on these opportunities to give parishioners a heads up on discerning which one's might be best for them to have the "Best Lent Ever." These five opportunities are:

1. **2018 Parish Mission with Doug Tooke entitled: A Desert Fire.** This will be a three night mission. Doug Tooke is the Director of Partnership Outreach with ODB films as well as an adjunct staff member with Lifeteen International. He has over twenty years of professional ministry experience including traveling to over 100 Diocese in the past 15 years teaching, keynoting conventions, and training youth ministers.
2. **Kapaun's Men:** The Beatitude's – Kapaun's men will meet early Friday mornings, includes breakfast, fellowship, and a teaching on the Beatitude's as reflected through Fr. Kapaun's life.
3. **Discovering Christ** is a seven week program designed for people who have very little or even no knowledge about the basic message of the Gospel. Persons who are



unchurched will find this a good introduction to who Jesus Christ is. Cradle Catholics will find this to be an enlightening experience of the basic message of the Gospel called the kerygma.

4. **2018 God Squad: Catholic to the Core** – This will be the second year for SFA Adult God Squad. 200 people participated in this program in some fashion last year. This year we will be increasing leadership by including past God Squad members in new ways.
5. **FORMED** home based small groups. On January 20<sup>th</sup> Fr. Jarrod will be proposing to the parishioners to form their own Lenten small groups in their own home. By using FORMED content parishioners can lead their own groups in their homes to grow in their faith with whomever they wish to invite.

### **Summer RCIA**

Believe it or not, we will begin making preparations for our next Summer RCIA program. That program will start sometime late March or Early April. This topic will be the main focus of the February Vernacular in an effort to give people time to invite and/or consider joining the Catholic Church

### **Fire Safety Inspection:**

In Late November SFA was inspected for fire safety compliance. We have since updated all emergency lighting systems and several emergency signs around the campus both on the Church and the School sides.

### **Pew Welcome Cards:**

The new pew cards have been introduced to the pews. The word “Welcome” at the end of each pew creates an atmosphere of warmth and inclusion. Fr. Jarrod has received four cards that have requested contact or further information. The pens in the pews are a “first run.” The communications council is working on another form a pen with a thinner shaft and would not be a “clicky pen.”

### **Possible “Pew Art” Cards:**

Fr. Jarrod has recently seen a “Pew Art” card that may be a possibility for SFA. The purpose of the Pew Art card is to give toddlers and small children a piece of paper they can scribble on during Mass. The main side of the card contains words of welcome and support to parents children so they know they are always welcome. Could the communications council please discern whether or not such Pew Art cards would be useful for SFA?

(Show example of pew Card)

### **Pastor’s Welcome Video**

Check out the new Pastor’s welcome video on the parish website under “Pastor’s Corner and Welcome.”

### **Weights and Measures talk and video.**

The Weights and Measures talk was well received. Well there is no immediate measure of success Fr. Jarrod and I saw an increase in giving this December over last Decemeber. The final week of December saw \$200,000 in giving!

60 pledge parents were absent from the meeting. Three make up sessions have been offered to them. This is a mandatory make-up so if you know anyone who was not there encourage them to make it to the meeting.

The talk itself (is / will be) uploaded to the parish website under “Pastor’s corner and welcome.”

### **Spring Workday**

Now would be a good time to find a specific date for the Spring work day. The Fall work day was successful and we learned several things to improve participation in the next work day. Once the date is found then we can start creating a list and preparing materials.

### **Promoting the Strategic Plan**

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

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

Stewardship Council will be moving forward on creating a new collaboration and training sessions with the Welcoming Committee, Mass Greeter, and Ushers. These groups have been delegated to the Stewardship Council under the aspect of hospitality and the training will reflect the stewardship overtone. Ushers will be specifically trained in active shooter and health emergency response procedures. Fr. Jarrod offers the idea to train the welcome committee separate from the Ushers and Greeters. But the ushers and greeters can be trained together. Sandi can find a time on his schedule to collaborate with the council in the training.

### **Master Facilities Plan**

The Operations Council continues with the process of developing a Master Facilities plan. The deadline for this plan will be June 30, 2018. This plan will take into account all information concerning facilities acquired through the Faith Forward Strategic Planning process. This report should include all deferred and anticipated maintenance and facilities expenses, with an effort made to prioritize.

### **Facilities Committee**

In order to achieve the Master’s Facilities Plan a Facilities sub-committee has been formed. The goal of the committee is to provide the operations council with specific input and feedback regarding facilities. Each member was presented with a copy of the ten pages of facilities related notes from Faith Forward and asked to begin the process of studying and understanding these notes for inclusion in the recommendations to the parish.

### **Guilds**

The Facilities Committee hopes to move forward on developing guilds appropriate for assessment campus needs. There are (2) functions for guild members: (1) To provide an advisory capacity for the facilities committee; (2) To actually perform work for the parish.

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

Fr. Jarrod will be happy to collaborate with the Operations Council in promoting these Guilds to the parish.

## **Our Lady of Lavang**

The statue of Our Lady of Lavang has been placed in front of the North Marian window in the Church to the right of the window.

## **Frist Communion on Laetarea Sunday**

PSR First Communion will take place at 5pm Saturday Mass on March 10<sup>th</sup>.

Grade School First Communion will take place at 1pm Sunday Mass on March 11<sup>th</sup>.

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

## **Stations of the Cross during Lent**

Last year we moved Stations of the Cross during Lent to immediately following the 5:30pm Friday Mass. We will continue this schedule this year.

## **Theologians Guild**

The newly formed theologians guild has been successful. We currently have 20 members who meet once a month to put their gifts in theological study and articulation at the service of the parish. One member of the Guild has been writing an article each month for the Vernacular.

## **Upcoming Events**

- All Councils Retreat - Canceled
- January 20<sup>th</sup> – Leadership Training
- 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 11-13<sup>th</sup> -
- February 14<sup>th</sup> – March 31<sup>st</sup> - God Squad
- February 28<sup>th</sup> – Confirmation Mass
- March 10<sup>th</sup> - PSR First Communion – 5pm Saturday Mass
- March 11<sup>th</sup> - GS First Communion – 1pm Sunday Mass
- Summer RCIA to start end of March beginning of April
- April 1<sup>st</sup> – Easter Sunday



# Pastoral Council Minutes

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## Pastoral Council Members In attendance:

Pat Burns, Johanna Foreshee , Marie Shobe, Jeff McAnarney, Mitch Miller

## Agenda Items Covered

The group discussed the presentation from Pat, there were no questions about the subject matter or content.

We focused our time on the carry over topics from our Dec. meeting and making sure everyone had the same understanding and the opportunity to ask questions.

We focused particularly on the upcoming Jan 20, Leadership “Gratitude” Meeting to be sure all plans or concerns were discussed. Everything is ready, and a very special Thank You to Johanna for getting together so many of the details to host the event.

We discussed the use of Google docs as the reporting and communications device for the Pastoral Council and how it could possibly be used or implemented into other areas within the parish.

We spent the most time discussing the open positions with in the PC, and the process of finding people that are willing to support the roles. Jeff M. shared his introduction, limited training and development into his role, as well as what was expected of him and how to communicate and/or participate with the ministries he is supporting.

We each discussed how we became involved and it was apparent there several methods and processes being used and we all agreed that there’s certainly opportunities to improve in all the areas and beyond recruitment, it includes a consistent message of the role, expectations, and how to support the ministries, but also how to support the Priests with our activities.

Ryan Farley from the Finance Council presented their current situation with supporting Dinners With Father, and asked us to consider how perhaps any members or groups within the Pastoral Council may be able to help support them and relieve some of the burden created due to the lower members at this time.

Immediately our members began discussing and developing possible options or solutions and we’ll continue to discuss this between this meeting and Feb. To see what can be done to help support the needs.

*Open Positions on the Pastoral Council: Secretary, Adult Formation, Marriage & Family Life, Respect Life, Liturgical Ministries, Evangelization (New), Single Adults (New), Affiliated Groups (New)*

# Operations Council Minutes

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**Members present:** Ryan Farley - Chair, Extraordinary Stewardship Chair; Brian Pascal; Cheryl Koch; Adam Hein; Ex officio: Fr. Andy; Pat Burns

Introduction of Adam Hein to the Council and announcement of new member Mike Hybl.  
Discuss role of council, typical meeting structure.

## Review December 2017 Financials

- Remain above year over year donations per week by approximately \$3,000. However, remain below weekly budget.
- Christmas collections were significant this year, and the parish met its diocesan goal of \$55,000 for Call to Share.
- Christmas and end of year gifting significantly higher this year, potentially impacted by changes in federal tax code related to itemized deductions beginning in 2018
- All bills paid [current with BC].
- Waterline repair completed

## Facilities Committee Report - Pat Burns

- Ray Frakenberg hired as new Director of Maintenance.
- Facilities assessment to begin soon - [week of January 22, delayed due to cold weather].

A. xtraordinary Stewardship Committee Report:

## Summary of Dinners with Father event, history and successes.

### Action items:

- Need to identify Vice Chair and Secretary. Ryan to talk with Father and Pat regarding Vice Chair.
- Ryan to solicit volunteer for Secretary/Scribe position.
- Secretary to meet with Joe to get necessary information to begin using googledocs.

## Preliminary Agenda for February meeting:

- Review Finances

- Committee Reports
- Review Faith Forward tasks / documents
  - Faith Forward Strategic Plan
  - Stewardship - Living life the way God intended
  - Charter
  - Other documents
- Continue Guilds development - guidelines and solicitation of participants
- Review committee assignments and interest areas with new members

# January 11, 2018 - Communications Council Minutes

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## Members in Attendance

Rick Riggs, Alyssa Standridge, Ann Walden, Fran Cook, Joe Shobe

## Meeting Called to Order

Rick called the meeting to order at 7:25 p.m. after the All Councils meeting. Joe recorded the meeting minutes.

## Library Council Representation

Welcomed Fran to the council.

## Welcome Cards

Wondering how many are being turned in. No official number, but Alyssa noted approximately 10 had been turned in requesting registration details (how to become a member). Fr. Jarrod's idea of a Pew Art card - partially to answer the problem of kids writing/drawing on the Welcome cards - seems like a good one, but we thought there could be possible changes to the text in the example provided to make it less "wordy." Also discussed it needing to be geared towards "little" kids (i.e., toddlers, not school age). Issue might be the only writing instrument in the pew is a pen, and whether that is a good choice for that age. Discussed idea of placing crayons) in the same box as the bulletins, but quickly backed away from that idea, realizing the ushers would likely object to the post-Mass cleanup. (We returned to this subject later in the meeting. Cons: Distract from the Welcome cards, more clutter. We questioned how much of a problem it is that kids are drawing on some of the Welcome cards. Is this happening a lot? Pros: Nice welcoming message to parents of young children. Decision was made to continue to discern this suggestion at a future meeting when other committee members were present. Ann will scan the example and provide to entire committee.)

## Charter

We discussed and are looking forward to Brad and Fr. Jarrod's feedback. We also questioned whether "Venues of Publication" should be included in the charter as it seems more of a brainstorming list, than part of a formal charter.

## Charter - Terms of Service (for Officers)

Need some verbiage stating the terms of service in our charter for officer positions within the council. Suggested a 1-year term for chair, vice-chair, and secretary, but postponed further discussion to next meeting when more of our council is present.

## **Council Secretary Position**

Joe volunteered to serve as communication council secretary. (Fran later stated that she may be willing to help with this role after a few more meetings and getting to know the team.)

## **Communications Audit/Brand Guide**

Felt there were not enough members present to discuss this item, so postponed this discussion to next meeting when more of our council is present.

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

We have ideas for simplifying the existing mission statement, as requested of us by Fr. Jarrod, but the direction to incorporate core values is challenging us, and we need further guidance from Fr. Jarrod. Further, we're not sure what is expected of us regarding the identification of core values.

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

The Stewardship Renewal Video (under the Stewardship menu) is currently linked to the 2016 renewal video. Suggest we change the link to reference the latest 2017 renewal video *Weights & Measures*. The renewal videos on the Pastor's Corner reference those from 2016 and 2015. Joe will discuss with Fr. Jarrod as to whether the 2017 renewal video should appear as well (in addition to) or replace one of them or something else.

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

Discussed Fr. Jarrod's desire 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. Ann mentioned her company has several videos on their YouTube channel, as well as on the company website, which allows them to reach a broader audience than just placing them in one location. 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. Joe said there is a risk-vs-reward with what appears, i.e., some ads that appear near our videos may be objectionable to us. That is why SFA has not used YouTube up until now.. Ann said that 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. If we decide to create a YouTube channel for SFA, we would need to establish procedures and responsibilities, perhaps starting with Amy, and monitor the results to decide if the rewards outweigh the risks. Will Father make the decision on proceeding with this or is he wanting our committee to do so?

## **School-Related**

Alyssa indicated a search for her replacement at the school is ongoing, but they would likely remain an ad-hoc member of this council.

## **Alyssa's New Role**

Alyssa indicated she is Nikki's replacement and may have some short-term responsibilities that linger with the school until her replacement is hired. She and Joe discussed using a different Google account for uploading images to Vimeo, one that is unrelated to the school's Google account, perhaps the same account used for social media.

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

Joe Shobe

Fran Cook

Ann Walden

Alyssa Standridge

# Parish Stewardship Council Charter

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Revised 2017.11.22

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.” The council is 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.” 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.

## The parish Stewardship Council Has Two Key Responsibilities:

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 new and future council members who have a clear understanding of the stewardship way of life.
  - b. The Stewardship council will be composed of the following sub-groups that will be led by individuals chosen as a lead. The lead will be responsible for communications within their sub-group and also reporting to the full council for approval of activities.
    - i. Welcoming, Mass Greeters, and Ushers – This lead will coordinate with these three ministry heads, and will help in formation of these ministries in stewardship, especially hospitality.
      1. Welcoming -Work with appropriate parish committees to develop programs for new parishioners,
      2. Mass Greeters – Coordinate with committee head on hospitality opportunities
      3. Ushers – Coordinate with committee head on safety training and medical emergency training and opportunities for hospitality.
    - ii. Parish Group Presentations – will develop presentations to be given to various parish groups throughout the year to increase awareness of the gift of time, talent, and treasure:
      1. Marriage preparation: “Stewardship and Marriage”
      2. Parent Meetings: Beginning of the year, orientations, sports meetings, etc.
      3. Visiting parish organizations and small groups.
      4. Adult education groups.
      5. Leadership formation.

6. New Parishioner Formation:
    - a. Including discussion on stewardship: this would consist of 1-3 sessions that would be mandatory before registering children within school (consider the use of church tours, home visits, sponsor families)
  7. Promotion of treasure.
  - iii. Stewardship Communications - 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.
    1. Publicize stewardship reflections throughout the year in the parish bulletin or newsletter (Pillars).
    2. 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), etc.
  - b. Annual Stewardship Renewal;
  - c. Recruit individuals and/or couples to share their personal testimonies about stewardship with the parish;
  - d. Evaluate the annual stewardship renewal feedback. 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.
  - e. Evaluate the annual renewal process.

### Members:

1. Chair: Wes Hawk
2. Vice-Chair: -----
3. Secretary: Becky Hawk
4. Mike and Phyllis Kuckelman
5. Sandi Baalman
6. Marcia McAnarney
7. Dave and Dianne Carter
8. Jeff and Sandy Ranney
9. Pat and Barbie Walden
10. Stan and Connie Zienkewicz
11. Jessica Shippers
12. Jim and Cheryl Scott

### 13. Nick and Mary Nguyen

#### **Terms of Service:**

1. Members of the Stewardship Council will serve for a term of 5 years. The pastor, at his discretion may ask members to serve a second 5 year term.
2. The Chair of the council will serve in that capacity for a two year term.
3. The Vice-Chair will serve in that capacity for a two year term.
4. Two members of the Stewardship Council will be ad-hoc members to assist both the council chair and more importantly the pastor in daily stewardship council activities. The two ad-hoc positions are as follows:
  - a. The parish Director of Stewardship
  - b. The pastor's secretary

# Parish Operation (Finance and Facility) Council

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Revised 2017.12.27

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.”<sup>1</sup> 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.<sup>2</sup>

## The Parish Operations Council Has Three Key Responsibilities:

1. **Budget:** to review and evaluate the annual budget and to provide prudential advice to the pastor.<sup>3</sup> 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.<sup>4</sup> 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.

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<sup>1</sup> *Code of Canon Law: New English Translation*. (1998). (p. 178). Washington, DC: Canon Law Society of America.

<sup>2</sup> CDOWK, *Guidelines for Parish Finance Councils*, p. 2.

<sup>3</sup> CDOWK, *Guidelines for Parish Pastoral Councils*, p. 10.

<sup>4</sup> CDOWK, *Guidelines for Parish Finance Councils*, p. 2.

- 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 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
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 <ul style="list-style-type: none"> <li>1. John Sanburn</li> <li>2. Chuck Mies</li> </ul>

## Terms of Service:

Members of the Operations Council will serve for a 3 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 October 9<sup>th</sup>, 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 August 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 October 9<sup>th</sup>, 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.

## Parish Operations Council Flowchart

1. Pastor
  - a. Director of Stewardship and Finance
2. Chairperson
3. Vice-Chairperson/Secretary
4. Finance
  - a. Finances
  - b. Capital Outlay
  - c. Budget Approval
5. Facilities
  - a. Facilities
  - b. Interior Design
  - c. Landscaping
  - d. Guilds
6. Planned Giving
  - a. Planned Giving
  - b. Extraordinary Stewardship
7. Budget Evaluation
  - a. GL Review