

# July, 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.

### **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.

### **Welcome's**

We welcome Fr. Isaac Coulter. Fr. Isaac is from Resurrection Parish. He has taken the bull by the horns and has thrown himself – or been thrown – into ministry.

Liz Carney

Patrick Malone

### **Transitions**

I want to express my sincere gratitude to those men and women who are transitioning off our councils. Your dedicated service has been a genuine ministry that has guided St. Francis to preach the Gospel. Thank you.

### **Parish School of Religion**

Joan Hampton, our new PSR Director, has started her preparations for the 2018-2019 school year. Her new office is located on the second floor of Bonaventure Hall. Please keep her preparations and next year's catechists in prayer so that the Holy Spirit may guide them according to the Father's providence.

### **Confirmation**

Emily Savage, our new Confirmation Coordinator, has also started her preparations for the 2018-2019 confirmation preparation year. She is currently gathering her team of teachers and disciple-makers. We will be undertaking a new format this year. Confirmation prep will meet on Wednesday nights for 10 meetings. There will be a ½ hour teaching, followed by a 15 minute interlude, ending with ½ hour of discipling (a process whereby the youth are mentored in the mission and identity of being a disciple of Jesus in the life of the Spirit). Please keep Emily and her team in your prayers as there is much movement in this area.

## Parish Vision Progress

Much progress is being made on our parish vision document. I want to bring attention to this because much of the progress has been at the level of “roots” awaiting the time for flowering.

As you will see as I go through the individual council reports there are several “shoots” and “buds” springing up in response to the vision document. Please continually return to this document.

## Bonaventure Meeting Rooms

An example of responding to the Parish Vision Document occurred this summer with the addition of four meeting rooms in Bonaventure hall. Three of the four meeting rooms were once bedrooms with individual bathrooms. Those bathrooms are operational with two of them having operational showers. This is so that those rooms can still house traveling teams of youth (such as N.E.T. or Totus Tuus if necessary). The two bedrooms that were used for guest hospitality have been closed in Bonaventure. However, at the current rectory now has an additional guest bedroom for a total of two guest bedrooms. Priest guests who used to stay in Bonaventure will now be welcomed at the new rectory. We have designated names to these five rooms with Franciscan saint names:

- St. Anthony of Padua - Main downstairs
- St. Thomas More: Downstairs kitchen side:
- St. Lawrence of Brindisi: East Wall Upstairs – capacity of 8-12 people – Vernacular storage
- St. Junipero Serra Small: North East upstairs room – capacity 10-15 people
- St. Joseph of Cupertino Biggest: Upstairs South West Room – capacity 15-25 people – Counting room

## Catechesis of the Good Shepherd (Ministry House)

One March 14<sup>th</sup> much brainstorming occurred concerning collaboration, scheduling, space requirements, as well as future hopes and dreams of the CGS program. As providence would have it the Ministry House will serve as the perfect place for this program. This program will serve youth 3-12, involve countless stewards (both catechesits and artisans), as well as SFA Grade School, SFA PSR, and home school students as well. The house itself will have 2 level-1 atria, 1 level-2 atrium, 1 level-3 atrium, a nursery for children under the age of 3, a kitchen, 3 restrooms, and (most excitingly) a chapel with the reserved Blessed Sacrament. Much work has been undertaken in the house to prepare it for next year. Many volunteers and much financial and material generosity has gone into making this dream become a reality. We have approximately 15 catechists who will begin the CGS classes in August with 10 – 15 sessions occurring weekly.

The Chapel in the CGS house may also serve for adoration for individual school classes.

## Parish Storage

When one domino falls, several are taken with it. With the repurposing of the Ministry House several ministries had their storage/offices displaced (PSR, GOF, Night Fever, Fun Night, Vernacular, Ministry with Persons with Disabilities, Confirmation classes, Mental Health Group, NFP formation, Parish Nurse Ministry, etc.) As a result of the domino effect the entire parish campus storage got purged and many rooms got repurposed. With the purging of all storage rooms we have significantly increase the amount

of storage space on campus. When have added many storage shelves and opened several rooms to maximize cubic feet. Here are a few highlights:

- Parish Nurse material is in the basement under the sacristy.
- Fun Night has dedicated space in the school basement.
- The ministry house garage is used for transitional storage (currently storing items that will eventually be garage sold).
- All Christmas materials are stored in Clare Hall Basement.
- Ladies Auxilliary storage in Cana Hall and Clare Hall has been expanded and semi-protected.
- The lawn mowing garage has been purged and update.
- The basement of Bonaventure Hall (Assisi Hall) is totally dedicated to Youth Ministry. This includes a bathroom, a storage room, the former CGS room and the normal youth ministry space. This is nearly double the size as previous.

The increase of storage space, the increase of meeting rooms, and the increase of the youth ministry space are all direct responses to Parish Vision requests.

## **Vocations Wall**

Is there a status report on the Vocations wall?

## **Upcoming Events**

### **Pastor report concerning Pastoral Council**

#### **Parish Picnic June 3<sup>rd</sup>**

Thank you to all the men and women who put on a very successful Parish Picnic – complete with our very own flyover! We had \_\_\_\_\_# of attendees.

#### **Lector and Commentator Training**

Thank you to Randy Phelps who put together a lector and commentator training.

#### **Baptismal Preparation**

Randy Phelps has also agreed to serve as the new Baptismal Formation Coordinator. This consists of a one-hour meeting with all parents having their first child baptized. Randy and I will be solidifying the content of this formation over next several weeks. This formation will include some comments on Stewardship and also some information concerning Catholic schools.

#### **Family Finance**

Thanks goes to Greg Tholstrup for facilitating Dave Ramsey's financial peace seminar here at SFA. He has 11 households taking advantage of this program.

#### **Stewardship Marriage Prep Team**

I will meet with Dave Carter soon to get a status on the formation of this team.

#### **Marriage Formation**

Sometime in the uncertain future I would like to form this team that would help in the inrelational/interpersonal aspects of marriage formation. I have spoken to one parishioner who is will to hear the idea. This group has not yet been formed but they will aid the priests in discussing factors of marriage other than stewardship.

#### **Reporting Outline.**

Progress continues to develop on new reporting procedures.

#### **Totus Tuus Leadership**

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.

I have given a couple of public requests for this position. I have had only one person respond with a desire to be on a team. I am seeking to make a team of six to currently replace the team of three. Please pray for the success of this team formation. This is a big job and people feel overwhelmed at the

thought of taking it on. We need the Holy Spirit and copious amounts of personal invitations to encourage our next team of leaders.

## **Generations of Faith**

GOF was among one of the most commented on ministries in the Parish Vision feedback. This ministry, formerly headed by Vanessa and Kelly, is now being facilitated by Fr. Jarrod. He will be reaching out, soon, to those parishioners who aided in this program to make a plan and schedule dates for 18-19 year.

## **Night Fever -> W.A.M.**

Night Fever was an adoration and healing service. This ministry will continue with the help of Jesse Elpers and the Wichita Adore Ministry with one service each semester.

Wichita Adore Ministry will also be aiding our parish for:

- 1<sup>st</sup> Confessions (with 1pm Mass) on Gaudete Sunday in Advent
- 1<sup>st</sup> Communion (with 11:30am Mass and 1pm Mass) on Latae Sunday in Lent
- Two Adoration/Healing Services
- Advent and Lenten Parish Penance Services ( 1 ½ hours w/ adoration)
- Pentecost Vigil Service.

These will be high powered and spirit-filled experiences.

## **Evangelization Committee**

Members: Joe Hein, Matt Weller, Eleanot Ewy, Kathy Parsons, Jerry Grady, JoAn Holmes

## **Wildfire Retreat: Spreading the Fire of your faith (Ignite)**

This Fall, St. Francis will be offering a 24 hour retreat (Friday night and Saturday) designed to help share the Catholic Faith with family members, friends, neighbors, and co-workers. To speak of Jesus is not to be a missionary in a foreign land, but in your own home and neighborhood. The two hard outcomes of this retreat are: to articulate the Kerygma and to articulate one's own personal testimony.

Leadership for this event is:

- JoAn Holmes: 316-721-7940, [snowcat317@yahoo.com](mailto:snowcat317@yahoo.com)
- Joe Hein: 316-573-9250, [hein757@yahoo.com](mailto:hein757@yahoo.com)
- Eleanor Ewy: 772-8426
- Jerry Grady: 214-6986

## **Summer RCIA**

Summer RCIA is going well.

## **Calendars**

Alyssa and I input all available ministry calendars into the Parishes Google calendar as the Master Calendar. I strongly encourage any ministry that can anticipate dates, times, and locations to submit their calendar from August 2018 to July 2019 to Alyssa at their earliest convenience. Alyssa and I will

then put their information into the Master Calendar. The Google calendar reflects the date, time, location, and recurrence of all parish events submitted or that Alyssa and I could anticipate. She and I went through her notes for bulletin, the parish room reservation software, my master calendar, as well as the entire ministry list in the Parish Handbook. All events found on the parish calendar include the information in its “notes” section concerning that ministry as it appears in the current handbook. This way any visitor who clicks on an event will also see the explanation as it appears in that handbook. It is hoped this is another venue to promote not only the event itself but also to increase stewards for those events.

## **Ministry Reports**

It is necessary to reach out to all ministries and to have them turn in some sort of “18-19 beginning report” so that Fr. Jarrod can have a sense of what is coming around the corner.

## **Pastor report concerning Operations Council**

### **Facilities Assessment Report**

Another response to the Parish Vision is to do a comprehensive Facilities Assessment. This was a considerable amount of work. Dennis Smith and Tony Rangel with LK Architectural firm facilitated this assessment in conjunction with Ray Frangenberg. This has resulted in 7 binders of information:

- Original School (1960)
- School Addition (1966)
- Church (1975)
- New School (1983)
- St. Clare Hall (1992)
- Stewardship Hall (2009)
- Parking Lot

Addition assessments are being prepared for:

- Ministry House
- Convent
- Rectory

These assessments are giving a comprehensive, detailed analysis of the current condition of our buildings and grounds. These assessments include

An Executive Summary (which I have provided for each of you).

- Building Description & Overview
- Site
- Building Assessment
- Electrical Assessment

- Mechanical and Plumbing Assessment

The size of the binder is due to the fact that it includes blueprints of each building as well as individual pictures of every documented issue.

With this assessment the Operations Council and the Facilities committee can begin discerning: priority, timing, and costs.

This discernment includes the hopes and dreams outlined in the Parish Vision feedback (for example a desire for more meeting rooms, larger vestibule, a dedicated adoration chapel, a better connector to Clair hall from the north parking lot, turfing the Northeast playground, etc.

I have made a detailed table of information contained in LK's binders, the 3 houses, and the PV facilities hopes and dreams. This document will serve as the basis of the dialogue to move our parish from vision -> assessment -> action. It's time for the Flintstones to put their feet to the ground and get the car rolling. This process will be one of the major priorities of the 18-19 year.

Much good news resulted of this assessment, namely, we have no serious, crisis-level issues. The roof repairs have been completed and gives us 5 more years of life till total-replacement is needed. While there are immediate issues that need to be addressed, the issues are not so urgent that we cannot act with prudence, planning, and foresight.

## **Pastor report concerning Communications Council Minutes**

### **Parish Logo**

The communications council has been tasked with updating the parish logo. The recently updated school logo seems to be the best option for the church logo, thus saving time and money as well as creating cohesion between the church and school. We would substitute the word "Church" for "School," i.e., "St. Francis of Assisi Catholic Church".

A new style guide with usage guidelines will be prepared to preserve the integrity of the logo in its various usages.

### **Parish Mission Statement**

The communications council has also been tasked to simplify the current mission statement. A sample mission statement of 26 words was provided and served as the basis for a discussion. Comments and suggestions have been collected over the past month and will foster the discernment of a new statement. It is suggested that the mission statement be no longer than 25 words.

### **Parish Website Calendar**

Fr. Jarrod has updated the parish google calendar to include a comprehensive calendar for parish events and individual ministries. It is suggested that the website be re-added to the website since it is useful.

and its maintenance will be much greater. Fr. Jarrrod and Alyssa will be maintaining the parish web-calendar as the Master Calendar for the parish.

## **Parish Reach**

The council continues exploring options for a comprehensive system for mass emails, phone messages, etc., for the parish as a whole similar to the School Reach system.

## **Ministry Scheduling Software**

Alyssa has found a software that looks promising. She will do further research to see how viable this option is.

## **Pastor report concerning Stewardship Council**

### **Stewardship Parent Formation**

The 2018-2019 school year will see several opportunities to give a short presentation to parents concerning stewardship. These dates and events are:

Mandatory Sports Parent Meeting: August 1<sup>st</sup>, time and location unknown

Parent Walk-Thru: August 29<sup>th</sup> and 30<sup>th</sup>, time and location unknown: The team could have a table setup in Cana Hall along with the specials teachers and groups. They could quickly address the group, explain the purpose of the session and be available to answer individual questions.

Track Sports Meeting: February 19<sup>th</sup>, time and location unknown

Pre-school parent meeting: May 9, 2019 @ 6:30pm – Stewardship Hall

Kindergarten Parent Meeting: April 30<sup>th</sup> @ 7:00pm - Cana Hall

### **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.

## Pastor report concerning School Council

### **Bleachers**

An anonymous donation allowed us to retool the existing bleachers. These bleachers are now electronic, have hand rails, and have wheelchair spots.

# July 2018 Individual Council Minutes

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## Stewardship Council

**Attendees:** Wes Hawk, Dave Carter, Sandi Baalman, Marcia McAnarney, Mary Nguyen, Jim Scott, Cheryl Scott, Brian Aruskevicius, Stan & Connie Szienkewicz, Pat Walden

**Opening Prayer:** St. Michael Prayer

## **Discussion of upcoming Stewardship Council Activities for the remainder of 2018**

### *July*

- Early-Bird registration for ICSC due in July (pass around the brochure)
  - The 2018 ICSC will be held in Nashville, TN Oct. 28-31
  - Please let Pat Burns know by July 27<sup>th</sup> if you are planning on attending
  - The ICSC has some excellent speakers (Fr. Jarrod will be a speaker this year) that present on the spiritual nature of Stewardship and how stewardship is the response of a grateful disciple. It allows the opportunity to see what other parishes around the country and world are doing to promote stewardship. Wes did caution the Council that the conference can have a very strong representation of companies that promote, in a professional manner, fund raising in the context of “Show me the money” and how to keep your parish engaged in giving to a need vs. SFA’s view of the need to give.
- Parish Annual Review presentation at each Mass
  - Coordinate with Finance Council Chair
    - Coordination has already started with the Finance Council Chair
  - Volunteers from the Stewardship Council will be needed to help cover each of the Masses the weekend of the Annual Review. Wes will contact the church office to find out the weekend in August and will send an email to the council for volunteers.
  - (Addendum: Pat Burns advised that the Parish report will take place the weekend of August 18-19, 2018 and the presentation will be made by the Operations Council and the Stewardship Council)

## August

- Discuss plan for a Fall ministry fair
  - The subject of a fall ministry fair was brought up and further discussion will take place during the August meeting.

## September

- The selection of Stewardship lay-witness presenters begins in September. The presentations are given in November.
- The finalization of the means to distribute the 2018 Stewardship Renewal packages is determined in September

## October

- The meeting with lay-witness presenters takes place with the selected presenters. The meeting includes suggested ways to communicate “their” stewardship story and assigns Mass times for each presenter.
- Selection of new Stewardship Council members takes place and the pastor contacts the selected prospects. The term starts in January of the coming year and is for 5 years.

## November

- The Stewardship lay-witness talks take place
- The meeting to hand write thank you notes for submitted stewardship forms is held

## December

- Tracking of the number of stewardship renewal forms submitted takes place and compares the % of submitted forms to previous year’s results to check on the effectiveness of our parishes’ stewardship efforts.

## Stewardship Sub-Teams:

### Marriage Preparation team

- The team has completed the presentation that will be given to prospective couples
- The presentation communicates the key role that stewardship plays in a couple’s relationship and their newly committed relationship to help each other to get to heaven.
- The team has trained the presenters and they are awaiting direction from Fr. Jarrod

### Promotion of Tithing team

- Jim Scot volunteered to be the “Promotion of Tithing” team lead
- The team is tasked with the promotion of tithing. The team will promote the reasons behind tithing and the importance of tithing.

### Stewardship Presentations team

- The team still needs a volunteer to be the Team lead

- The development of a general stewardship presentation was discussed during the meeting and the general consensus was that the presentation needs to be general enough to be appropriate enough for audiences as varied as possible. But, allow the ability to delve into more specifics that are applicable for the group that is being presented to. The presentation needs to be under 5 minutes, so short but heart-felt.
- The presentation needs to be ready for the following events:
  - Mandatory Sports Parent Meeting – August 1<sup>st</sup>
  - Parent walk-thru – August 29<sup>th</sup> and 30<sup>th</sup>
  - Track Sports Meeting – February 19<sup>th</sup>
  - Kindergarten Parent meeting – April 30<sup>th</sup>
  - Pre-school parent meeting – May 9<sup>th</sup>
  - Other opportunities to give a short stewardship presentation were discussed:
    - PSR parent meeting
    - RCIA

The recognition of the Stewardship Council members that are dropping off this year was discussed. We will contact Fr. Jarrod to discuss the suggestions made by the council and to then make plans to recognize the group of people that have spent a considerable amount of time and much devotion to fostering the stewardship way of life that our parish continues to be blessed with. Our job as Catholics is to get each other to heaven and that is accomplished by being a good disciple and to be a good disciple you have to be a good steward.

No comments or additional topics were mentioned going around the table.

**Closing prayer:** Prayer of St. Francis

- Update from the Marriage Prep team
- Recognition of our Council's members dropping off
  - I will discuss further with Fr. Jarrod and will send out an email
- Around the table
- Closing Prayer – Prayer of St. Francis

## Operations Council

Operations team went through the prelim June **2018 Finance report** with no major questions or concerns. The diocese will be sending our final investment information for us to include in late July. This will be added and then we will have our final review to close the books.

**Operations annual message** to the parish to be included in the 2018 Stewardship report

- We decide to stay constant with the format from last year for the most part

- For the text Ryan will draft up some high lights on how we balanced to the forecasted budget.
- [August 18](#) and 19 will be the time in which the Operations teams speaks to the report to all masses that weekend

## Facilities assessment

- We decided to allow the parish to see summarized assessment (See below)
  - Next steps is to start to gather some estimated costs in relation to Law Kingdoms “timing of repairs”
  - This will drive additional discussion on how we plan to achieve some of the milestones put forward

## Communications Council Minutes

### Members in Attendance

Bryan Malone, Alyssa Standridge, Fran Cook, Rick Riggs, Ann Walden, Steve Cless, Lanette Belton

### Meeting Called to Order

Rick called the meeting to order at 7:26pm. Fran recorded the meeting minutes. Rick led us in opening prayer. Fr. Jarrod joined us for the first part of our meeting.

### Communications Audit/Brand Guide

Bryan presented the Brand Guide; he brought several color copies that reflected the changes that the group has suggested over the past few weeks. Bryan has added more options for the logo such as putting it on the left side of the words. Bryan discussed that it was important that the logo not be flipped – a mirror image is not the same logo. Bryan shared that secondary fonts are website friendly; all fonts can be downloaded for free.

Some questions/discussion:

- Would we like a version that says “St. Francis of Assisi Catholic **Parish?**” Options are currently School or Church.
- Can we use the school crest as the parish crest too? Group likes this idea; only change would have to be the year the parish was founded.
- It was noted that copper must be used with the school crest even though is to be color for the church. Silver is the color the school uses with the sports uniform.
- Should/do we have a font type for use with school athletics? Bryan thinks we could probably institute something.

The group also discussed the pros and cons with coming up with a totally new logo; financial cost of replacing the school logo is a large consideration; it will also still seem fresh/new for the church. Father Jarrod raised a good question – would the decision be the same if we were not worried about money or practical aspects of replacing the logo? In general the consensus is that there is not an appetite for a new logo (no responses for logo ideas), we could include more history of the bell tower and architecture in the brand guide that could capture the hearts of the parish; the chevron has good energy and

meaning - shooting upward, and that the church/parishioners will likely re-adopt the school logo as uniquely St. Francis of Assisi.

The group discussed the promotional items with the logo; people will buy these items and have a sense of pride. We discussed also having a yearly shirt like the spirit shirts for the school, but for the parish, and that different images/logos could be added yearly along with the regular logo to the spirit shirts, allowing unique or creative ideas to come forth on a regular basis.

Bryan asks that the comments keep coming to him about the branding guide – and the goal is to still unveil at the parish dinner. We need to decide how many items to purchase with the logo prior and if we want to sell them, have people order them at parish dinner? Bryan is concerned about how much we may dilute the school branding when we have a lot of items in distribution.

Briefly, the group discussed the parish dinner and the design of invitations; our group provided feedback that the invitation needs to be created with multiple generations of parishioners in mind; additionally the focus of the event needs to be reflected in the invitation – a celebration of Stewardship! Group discussed continuing to promote the event so that as many parishioners as possible attend.

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

Group discussed the parish mission statements of other Catholic parishes. Very few had a very specific focus unique to their parish and few had mission statements that included a reflection or imitation of their patron saint. Lanette shared her thoughts and work on the mission statement; she presented five possibilities which were inspired by the Prayer of St. Francis, stewardship in our diocese. Father Jarrod praised the nice work and the thought that had gone into formulating the suggestions. The group discussed the inclusion of the four pillars of stewardship: hospitality, prayer, formation and service, as well as the importance of emphasizing God's love, mentioning the Trinity.

The group worked together and narrowed the proposed mission statement to the following: *United in the Eucharist we are formed as instruments of peace through the practice of stewardship imitating God's (triune) love.* (20 words)

Our group is to continue to discern around the mission statement and the intent is to also present this at the parish dinner.

### **Parish Bulletin**

Group discussed this topic very briefly, only to state that it would be helpful if we had one communication system that could push out items from the same place. For example, it would be nice to have a unified message with our (new) parish logo/branding, that could email out the Vernacular and the bulletin, and any other parish messaging.

A service like Flocknote could do this – see parish-wide communications options discussion below.

### **Parish Website Calendar**

Updated calendar is back on the website; much improved thanks to Fr. Jarrod and Alyssa's great work. The parish website calendar will need ongoing maintenance and regular promotion to encourage its use.

Fr. Jarrod stated that his goal was that in August we will have a master calendar for the parish year. Father hopes that our group can develop an intuitive / instinctive easy approach to communicating about parish events. We would like to have options for venues of publication and uniform venues for

people to check to stay up to date; we would like to train people to keep looking at certain instruments and areas for information and updates. And of course, once the system is developed, then it will be possible to just change the dates and issue regular communications that are helpful and timely.

Alyssa share more detail about the master calendar; four parish office calendars have been combined and they created an affiliated layer for parish events as well, for those groups that use our facilities and/or have meetings that would be of interest to many people in the parish (ie, Knights of Columbus meetings).

The group discussed the need for instructions to be included with the calendar on the website, to make it easier to use/view. The group is excited about Father being able to keep up with all the events that are going on throughout the parish. Alyssa's goal is to also meet with the groups listed and have them keep up with their meeting changes/reservations. The group discussed a few other questions, such as if All Councils meetings will be on the calendar (yes) and if there are rules about what goes on the calendar (No rules are currently in place in regards to what is listed on the calendar, however we do have rules as to which "layer" the calendar item(s) will be listed). The new calendar will have information that may affect a large majority of the parish are included; which priest does which Mass, when there are baptisms or weddings; adoration is constantly listed since it is perpetual.

Ann plans to write a story for the Vernacular about the updated parish calendar to encourage its use and explain the exciting helpful changes. The group feels an updated timely calendar will encourage more participation by all in events.

### **Vernacular Printed Copy Opt-Out**

No updates – no further action needed.

### **Parish-wide Communications Options (exploring systems similar to School Reach)**

Fran shared information about West Corporation; they do have a version of School Reach for parishes; the system is called "GroupCast." Fran received a quote from West – for 1250 contacts and 40,000 messages a year, the cost was \$2,250/year – initial year will also have one-time set up fee of \$300. Fran has asked for an updated quote to better reflect the 7800 individuals/2600 families noted on the diocesan website for St. Francis. Fran will also follow-up to ask about if this system could integrate with PDS. Questions were asked also about the number of administrators available.

At this time, the group believes we should check into the cost of using Flocknote and a different phone push system like "Phonevite" for the few big events a year that could benefit from a phone call notice out to parishioners. Ann is going to contact Amy about Flocknote so that we can get a parish reference for the system.

The group discussed the frustrations we have with our current system and the complexities with ministry scheduling as an example.

### **New Business**

1. Group discussed intentional work on increases to *social media* postings/notices. It is believed that the parish has had more likes on its pages although analytics have not been checked recently.
2. Alyssa asked for input on a service called Ministry Scheduler; the cost is approximately \$50/month and billed annually, no limit to the number of ministries we have; the system appears very user friendly; access is through an email; easy to select an option if you need to

swap with someone/need a sub; emails can be sent to an entire group to ask for a sub or volunteer for a particular date; and if you have multiple family members you can set an family anchor so that everyone can go to the same Mass each weekend; Alyssa will need to know who should be the anchor for the family; It can be very complex (for example, scheduling only once a month, music/choirs depending on the songs for a particular Mass. There are other programs but the cost is by number of ministries, regardless there will be a lot of work setting up the database in the beginning and also to make changes for those with very specialized requests.

Alyssa is using a 30 day trial and her hope is to launch before the end of August when the current Altar server schedule will end. A question was raised as to whether the system integrates with PDS and if an initial database can be uploaded into the system.

3. **Parish Website** – questions were raised regarding if there is a budget for the website and the cost of our current domain and server; if we have looked at other options for the website; who has full access to the website in case of an emergency or if something happens to it; any plans to sell ads to create revenue and offset the cost to the parish for the website?
  - UPDATE, post-meeting: The Internet Committee is charged with and responsible for all things parish website related. The committee is made up of volunteers from the parish through the annual Stewardship Renewal process, with volunteers having varying degrees of access privileges (some can edit, others can administrate, one is designated as the webmaster).
  - There have been two major platforms used throughout the course of our presence on the web. Most recently, the Internet Committee set a direction to use TkFast (a local company that also hosts and administrates the servers and apps used by the school) to host our website at no additional cost to the parish because of their ongoing contract with the school.
  - There are no plans to introduce ads to generate a revenue stream. In fact, the opposite (no ads) was expressed as a requirement when deciding on the platform required to host our website.
  - Our website is hosted using virtualized server(s), requires the LAMP stack, and utilizes the Joomla content management system for providing both the front-end user experience and back-end administration.

## Meeting Adjourned

Adjourned the meeting at 9:00 p.m. Rick led us in a brief closing prayer.

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

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

## **School Council**

Did not meet in July.

## **Pastoral Council**

Did not meet in July.

# St. Francis of Assisi Catholic Church

## Facilities Condition Assessment

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### **Original School (1960)**

The St Francis Parish Original School is generally in a stable condition including the exterior & interior finishes, roofing and building systems. The brick façade has aged well and should be regularly monitored and tuck pointed accordingly as part of an annual maintenance review. The built-up and membrane roofing systems are showing wear and should be scheduled for replacement in the near future. The mechanical, plumbing and power systems are serviceable, but should be scheduled for replacement as a preventive maintenance approach. A continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing, roofing as well as mechanical, plumbing and electrical systems. The south exterior courtyard has a serious drainage issue that should be addressed in the immediate future.

### **School Addition (1966)**

The St Francis Parish School Addition is generally in a stable condition including the exterior & interior finishes, roofing and building systems. The brick façade has aged well and should be regularly monitored and tuck pointed accordingly as part of an annual maintenance review. The built-up and membrane roofing (elevator) systems are showing wear and should be scheduled for replacement in the near future. The mechanical, plumbing and power systems are serviceable, but should be scheduled for replacement as a preventive maintenance approach. A continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing, roofing as well as mechanical, plumbing and electrical systems. The below grade perimeter walls at the lower level have a tendency to leak during heavy rains. The perimeter walls should be waterproofed below grade. The trench drain running in the paved courtyards on the east and south sides of the building tends to overflow in a heavy rain. The drainage issue should be addressed in the near future as part of a larger site drainage issue associated with the adjacent school structures.

### **Church (1975)**

The St Francis Parish Church is generally in a good condition including the exterior & interior finishes, roofing and building systems. The stone façade has aged well and should be regularly monitored and tuck pointed accordingly as part of an annual maintenance review. The metal roofing system was recently replaced and is in very good condition. The membrane roofing systems are serviceable, but need attention. Consideration should be given to replacement of the membrane roofing system as well as freeze and soffit assemblies all around the building. The mechanical, plumbing and power systems are serviceable, but should be scheduled for replacement as a preventive maintenance approach. A continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing, roofing as well as mechanical, plumbing and electrical systems.

## **New School (1983)**

The St Francis Parish New School is generally in a good condition including the exterior & interior finishes, roofing and building systems. The stone façade has aged well and should be regularly monitored and tuck pointed accordingly as part of an annual maintenance review. The metal roofing freeze is showing some wear, but is otherwise good condition. The membrane roofing systems are serviceable, but need attention. Recently, a roofing contractor performed general maintenance on the membrane and associated flashing. While the membrane is just more than ten years old, it would be prudent to plan for replacement in the next ten years as part of an overall roofing replacement program. Similarly, the soffits under the metal roofing freeze should be scheduled for replacement accordingly as part of the roof replacement program.

The water source heat pump mechanical system, while well maintained, is nearing the end of its' anticipated life cycle and should be scheduled for replacement in the future. Certainly, the heat pump services units should be on a revolving replacement cycle, given their anticipated life span of 15-20 years. Several are in disrepair and/or non-functioning today. The ventilation air rooftop unit should be repaired and/or replaced in the next year to provide the necessary makeup air to the building. The rooftop unit serving the kitchen exhaust hood is beyond its' anticipated life and should be scheduled for replacement within the next five years. The plumbing and plumbing fixtures are original, and while serviceable, they are nearing the end of their anticipated life of 35 years old.

The stage systems are aged and inadequate. A analysis should be performed to discover the needs and requirements for stage as it is used today and changes to the systems and equipment scheduled accordingly.

Finally, a continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing, roofing as well as mechanical, plumbing and electrical systems.

## **St. Clare Hall (1992)**

St. Clare Hall is generally in a good condition including the exterior & interior finishes, roofing and building systems. While the metal roofing system is in good shape, the membrane roofing system should receive priority attention. A continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing systems, roofing systems and mechanical, plumbing and electrical systems. Consideration should be given to replacement of carpeting in the classroom spaces as well as acoustical attenuation in the theater and lower level gathering space. The existing plumbing fixtures are original and should be monitored and replaced accordingly as warranted. Additionally, the kitchen exhaust system should be evaluated and addressed accordingly. Furthermore, the roof top units and water heater are at the end of their life cycle and should be scheduled for replacement.

## **Stewardship Hall (2009)**

Stewardship Hall is generally in a good condition including the exterior & interior finishes, roofing and building systems. The brick façade requires minor attention where there is missing mortar and micro cracks. A continuous maintenance schedule should be developed and include annual evaluation and maintenance of exterior sealants, glazing, roofing as well as mechanical, plumbing and electrical systems. Consideration should be given to replacement of the exterior windows to improve energy savings as well as reconditioning of the existing laminate millwork cabinets throughout.