

March 8, 2018 – Parish Councils Minutes

All Council Minutes

Opening Prayer: Prayer of St. Francis

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

Welcome's

We welcome...

- ...Nikki Fischer to our Pastoral Council as the new head of the Respect Life/Social Justice committee.
- ...although she cannot be with us tonight due to illness, we welcome JoAn Holmes to the Pastoral Council as the new head of Evangelization
- ...Winston Kenton to our Stewardship Council.

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.

A Grateful Response to God's Abundant Gifts

I would like to share my thesis with you. I used a self-publishing company to produce a print that can eventually be distributed. I am excited for you to have this publication so that you can know more my thoughts and understanding of stewardship. It can also serve as a basis for future dialogue.

The Relationship of Stewardship to Fundraising at St. Francis

On March 1st I hosted a presentation and dialogue on the relationship of stewardship and fundraising. We had roughly 25 people in attendance. This presentation was both audio and video recorded. You are able to find the audio of that presentation on our website under Pastor's Corner / Homilies on its respective date. I have placed the notes from my presentation on the table for those persons who were unable to attend. I strongly encourage you to listen to that presentation as I will be referring to it as the source of my discernment for future conversations on this topic. I personally felt as though the evening went very well. There was open communication and dialogue. Several people were able to add important comments to the dialogue. The preparation for this presentation was essential for me to grapple with such an important and timely topic. Among the greatest fruits that came from this dialogue was, first, a summary of the historical dialogue and issues at stake in considering fundraising. Second, a greater awareness of the difference from direct fundraising (such as development, planned giving, capital campaigns, and endowments) and indirect fundraising that, at times, can compromise the

stewardship message. Third, this help to pastorally discern that “mid-major” fundraisers such as galas or auctions are not needful for our parish. While diocesan guidelines are not absolutely closed to the possibility of such events under specific parameters, these events are not resonant with the stewardship way of life as we practice here at St. Francis. There are two important pastoral requests that I ask in response to this question. First, that we put efforts towards our already existing parish events (esp. Fun Night, Parish Dinner, Parish Picnic, CYM Bingo, Mardis Gras Dance, and Parish Mission) that increase the success and participation of these events. Second, that we direct our energies and hours of work (that would be involved in mid-major fundraising efforts) to be directed to evangelization. Our parish exists to proclaim the Gospel of Jesus Christ within our boundaries by inviting people to become disciples of Jesus Christ and gratefully responding to the Father’s gifts bestowed upon us in the Holy Spirit.

Google Drive

Google Drives have been updated with a form for secretaries to use to take notes.

Electronic Stewardship Forms

Joe Shobe and I met to discuss the reality and work of digitizing our stewardship forms. The ultimate goal of such a project would be to have a form that would be able to be uploaded into our current parish data base. Such a project is a huge undertaking and would not be completed in time for the 2018 Stewardship Renewal. There are some key questions to ask concerning this project as well. Among these questions is: how would such a database be maintained and updated in the years and decades to come? What would happen in the future if major changes to committees and structures take place? Will the electronic form be too unwieldy to update?

New Parish Flowchart, Parish Website, New Directory, and Updated Stewardship Renewal Forms

Prior to arriving at an electronic stewardship form we first need to update our current forms. This involves several steps:

1. Finalizing which opportunities are on each of the adult forms, high school forms, and grade school forms. I have put a first draft of this document on your desks.
2. Finalizing which opportunities are possible respective to the Stewardship Council, Communications Council, Operations Council, and School Council.
3. Once all councils and committees approve of the opportunities listed on the three stewardship forms then new forms can be printed. These forms would then drive the structure of a possible future electronic form.
4. Updating the Parish Website to reflect the current opportunities which includes a short description of each opportunity listed in the parish flow chart.
5. The parish website in turn would feed the content found within the Parish Directory. The parish directory would then be a hard copy version of what is found on the parish website. The parish website then would serve as the most up-to-date information concerning committee descriptions.

Action: Could the councils look at their respective sections and see if these reflect legitimate opportunities to be include on the new parish stewardship renewal forms? Could pastoral council look at the high school and grade school sections to see if what is represented is legitimate as well?

Fr. Leon Pereira to Come to SFA on March 5th and 6th

Fr. Leon Pereira's visit was a great success. We had nearly 350 people in attendance. He also visited with our grade school students, the young priests of the diocese of Wichita, and St. Peter Schulte. All presentations went well.

41st Anniversary of Dedication of SFA Church

March 13th is the 41st 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

Will begin this Sunday in between Masses. (We will not do this on Saturday night due to First Communion.)

New Software for Liturgical ministers Scheduling

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

Winter RCIA

We will be introducing 9 adults and 14 children to the Catholic faith this Holy Saturday. Please mark your calendars to attend. As representatives of our parish your presence is valuable.

Summer RCIA

Starting with our last Vernacular Article we have begun inviting persons to our summer RCIA program. This will begin April 4th with persons entering the Church on October 4th, the Feast of St. Francis of Assisi. We will begin announcing this at all Masses.

Rosary Cards

A parishioner has updated the design of the rosary cards in the pews. He has generously donated about ¼ of the cost of the cards. Other donors have stepped forward to offset the cost of printing these which is nearly \$1900.00. Should we proceed with this? If we replace these cards should we also replace the prayer cards as well? If so, we will need donors for those cards too as they will cost the same.

Pentecost Vigil

Wichita Adore Ministries will be coming to St. Francis on the Vigil of Pentecost to put on a high powered evening of rejoicing in the Spirit. We will have the extended Vigil Mass, combined with Evening Prayer, followed by an hour of adoration. Please mark your calendars to come and participate in this awesome event.

2018 ICSC (International Catholic Stewardship Conference)

I have been invited to speak at the next ICSC. I would like to invite the members of the Stewardship Council to consider joining me for this event. The parish will pay for your registration fee and hotel if

you pay for your travel. While I know the ICSC has been losing its focus over the past years there are several presentations, collaborative support, and opportunities for us to dialogue and grow deeper in our understanding of stewardship. The link to registration can be found at:

<http://catholicstewardship.com/events/icsc-annual-conference/>

Catechesis of the Good Shepherd

On March 14th I will be meeting with all current and potential catechesits of the Catechesis of the Good Shepherd program. I consider this one of the most important venues in forming our youth as loving disciples of Jesus Christ. It is truly a formation in contemplative thinking and deep relationship with the person of Jesus. This meeting will serve to get all the players at the same table (school, home school, and public school youth) to discuss collaboration, scheduling, space requirements, as well as future hopes and dreams. I desire to see this program grow exponentially in our parish throughout the upcoming years.

Cheryl Rundle has also graciously offered to do 3 4-part sessions throughout the year. This means it would happen over four weeks in the summer, four in the fall and four in the spring, for a total of 12 classes, at an hour and a half each. This allows for the full continuum of each theme. The primary reason for offering this is the presentations are valuable to any adult in any stage of their catechetical life as well as to promote the program.

Vocations Wall

I would like to encourage plans to move forward on updating the vocations picture/wall in the Clare Hall hallway. The current suggestion is to place the pictures on the wall at the south end of the Clare Hall hallway. Who should be contacted to support in moving this project forward?

St. Francis Leadership Boards and Pamphlet Racks

We will be removing the current SFA leadership boards in the blue carpet hallway and repurposing what can be reused. Also, work is underway to update the current pamphlet racks in the same area to increase visibility and accessibility to its materials.

Upcoming Events

- March 10th - PSR First Communion – 5pm Saturday Mass
- March 11th - GS First Communion – 1pm Sunday Mass
- March 13th - 41st Anniversary of Dedication of SFA Church – Solemnity! A High Feast.
- March 13th and 14th – Grade school and PSR Penance Services
- March 15th – 11:00am, Healing Mass, in the Church
- March 16th –Living Stations, in the Church
- March 19th – 23rd – Spring Break
- March 22nd – 7:00pm Parish Penance Service in the Church
- March 24th – Project Freedom retreat
- March 29th, 30th, and 31st – Holy Triduum
- April 1st – Easter Sunday

- April 4th – 1st day of Summer RCIA, Clare Hall
- April 19th & 20th – Grade School play – Shrek Jr., school gym
 - April 19th 1:00pm and 7:00pm
 - April 20th 7:00pm
- May 19th – Pentecost Vigil Service and Adoration with Wichita Adore Ministries

Pastoral Council

Parish Picnic June 3rd

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

Lector and Commentator Training

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

Operations Council

Contributions

We are currently bringing in \$3,251 more per each weekend in 2018 than we did in 2017. We have also received over \$137K with \$50k in bequests this year. These are a huge help but cannot be expected from year to year as they are gifts. We need to keep our savings in mind as we continue to receive gifts. All bills are current; but without the gifts we are living paycheck to paycheck.

Facilities Committee

The facilities committee met last Friday. The initial report included updates on plumbing, electrical, and mechanical. Structural and architectural evaluations remain. The school roof was also inspected by Buckley Roofing whom we have worked with over the years. Initial reports came back positive. We look forward to the final reports within the next couple of months.

Students from other parishes

When another parish sends students to SFA that parish pays for the student at \$4300 per student. These numbers continue to lessen with a subsequent lessening of income.

Matching Gifts to the School

Matching gifts are lagging behind budget by \$25K.

Dave Ramsey's Financial Peace workshop

A highly motivated parishioner has stepped forward to serve as a facilitator for the Dave Ramsey's Financial Peace workshop. He was spiritually motivated by both Fr. Larry Richard's as well as Doug Took and inspired to take leadership in this valuable opportunity.

A. xtraordinary Stewardship Committee Report:

Spring Workday

Preparations have begun for the Spring Workday on April 14th. We have arrived at a preliminary list of needs. The plan is to publicize these needs in the bulletin to inspire more volunteers to step forward.

Budget Conversations

Pat, Mary, and myself are beginning discussions on budgeting for the 2018-2019 fiscal year. Please keep us in your prayers as many challenging discussions are being discerned.

Communications Council Minutes

Pew Art Cards

The Pew Art Cards have been updated with language for St. Francis. Could the council please suggest any edits and I will complete the card.

Do the councils approved the use of this card?

Parish Core Values

Work has been done on gaining input to arrive at four core values for SFA. We will put these questions in a bulletin soon to gain this feedback. With that feedback we will then choose which values most describe St. Francis of Assisi Parish

YouTube Video

Steve Cless was researching details about using YouTube for SFA video posts.

Create Space

Steve Cless has been working with me to publicize videos that aid in Stewardship formation. He is currently working on producing videos from my first public presentation of my thesis. These videos can be uploaded to Amazon.com through create space. All funds raised from the purchase of these videos and other videos in the future will go directly to St. Francis.

Vernacular Costs

I would like to revisit the costs associated to the vernacular. We discussed this at the beginning of the year. We discussed the value of mailing the vernacular to every household and decided to continue to do this. The cost associated to this is significant. Can we reduce vernacular costs by printing on a different medium? Do we still need to mail the vernacular to every household?

Bulletin

Thank you to Alyssa Standridge for the beautiful updates to the parish bulletin and the use of colorful pictures and sections. Alyssa will be working with Catherine Bitting who will proof the bulletin each week prior to sending it to the printers. Due to this bulletin entries are now due Monday morning.

Stewardship Council

Welcoming Committee, Mass Greeter, and Ushers

Plans continue to move forward in arriving at an agenda for training, especially with ushers.

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.

School Council

Accountability

Pat and I have been holding meetings with parents concerning stewardship accountability and required paperwork. This year we have had 10 conversations with families who are “on probation” and are being encouraged to deepen their stewardship way of life. These conversations are ongoing. Another 70 families, now approaching 25 (or so) families, have been delinquent on stewardship paperwork. These requirements:

1. Talent Form
2. Treasure Form
3. PFA's from BCCHS
4. Parish Stewardship Commitment Form
5. Attendance at Pastoral Address on Stewardship
6. Contract Payments for School Fees.

Parents are unable to pre-register their children in our catholic schools until these requirements are fulfilled.

All-Day Preschool

This year we added All-Day Preschool as an option at SFA. This has proven to be beneficial. We are planning on seeing an increase in pre-school enrollment. This increase also represents an increase in income to the parish.

Kindergarten Enrollment

We are currently expecting roughly 60 children in next year's kindergarten class.

Individual Council Minutes

Pastoral Council Meeting Minutes

Present

Nikki Fisher, Roger Kerschen, Leslie Logsdon, Lisa Martin, Mitch Miller, Emily Savage, Marie Shobe, Fr. Jarrod

Approval of Agenda

The agenda was unanimously approved as distributed.

Open Issues

Mitch welcomed new member Nikki Fischer to the council. She will be the Coordinator for Respect Life & Social Justice. Chairman gave her a brief summation of the procedure of her new position.

Overview of organizational flow chart was discussed. Fr. Jarrod confirmed that Family Finance and Marriage Preparation should be under Marriage & Family Life. Any additional suggestions for revisions should be communicated to the chairman directly.

The Pastoral Council will be spearheading the Stewardship Renewal Process in 2018 working with the Stewardship Committee. It is unknown if all members of the council will be involved or a small group of 4-5 members. Much more on this will be discussed at the April meeting due to time constraints.

Our council was asked to assist in meal preparation for Dinners with Father held at the rectory for 2018. Dates for the Pastoral Council are April 7th and May 5th. Everyone's participation is encouraged.

New council openings. Current members shall work on developing a process to post new openings and make suggestions to Fr. Jarrod in the early fall. These positions will be filled by end of year so new members may attend leadership meetings to start the new year.

Reporting Outline is still work in progress. This is outline to have all ministry chairs fill out to report on their ministries events and newsworthy items.

Minutes submitted by: Roger Kerschen

SFA Stewardship Council Minutes

Opening prayer

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

Introduction of New Members: Wes welcomed Winston to our council

Review of the All Council's meeting:

Fr. Jarrod requested that all who were not able to attend his presentation on March 1st regarding the relationship of stewardship and fundraising to please listen to the audio recording of the talk on the website under the Pastor's Corner, Online Homilies, March 1st. Slides from this talk were also available at the All Councils meeting.

The Marriage Prep presentation team headed by Dave and Dianne Carter will meet with Fr Jarrod on March 13th and begin an outline. The members of this presentation group will be decided by Fr. Jarrod after looking over a list put together by Dave and Dianne and comparing it to a short list of trained marriage presenters known by Fr. Jarrod.

Review of Stewardship Council Teams:

A spreadsheet with the new presentation teams, leads over committees, liaison for communications and our renewal duties was looked over and discussed. Members volunteered for areas as desired. We agreed to continue to build on these areas as the presentations are developed with Fr. Jarrod.

1. Marriage Prep- Dave and Dianne will give an update after they meet with Fr. Jarrod on March 13th.
2. Ushers- Sandi gave us an update on the possible training that will take place. Jim will be meeting with Pat and Jeff Cerre next week.
3. Welcoming and Mass Greeters- Stan Zienkewicz discussed the new relationship with these committees to our council. Names and contact information for stewards who volunteered for these committees after regular renewal time were given to Stan to pass on to the committee heads. We all discussed how being under our Council now would provide the ability to educate these committees on the importance of hospitality and its part in stewardship. We are planning to discuss further with Fr. Jarrod on how to begin this education process.
4. Fr. Jarrod explained the Promotion of Treasure to our council. 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.
5. The next Team outline to be developed will be determined in the coming weeks. Fr. Jarrod reminded us this is not a hurried process.

Conference for Disciples, Stewards, Evangelists and Catechists:

April 21, 2018 - 9 AM - 3:30 PM - Church of the Magdalen - Please notify Sandi if you would like to attend this conference. It includes lunch and those who have attended in the past said it is very good.

Around the Table:

1. Pew Art- We discussed the Pew Art that Fr. Jarrod shared at the All Councils meeting. Overall thought was that it was not necessary and maybe a distraction to some parents. A suggestion of instead having *Magnifikid* available for children or at least parents made aware of this subscription for children to bring to Mass. Another idea was to bring back the children's bulletins that used to be in the racks.
2. If ever a building fund is necessary, it was brought up to try and use wording that stays in line with the stewardship message such as "strengthening the pillars that support the parish community".

Next Stewardship Council Meeting:

March 15th at 7:00 pm in Bonaventure

Presentation Team Leads and Committee Leads will give updates

Food and Fellowship

Closing prayer

March 8, 2018 - Communications Council Minutes

Members in Attendance

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

Meeting Called to Order

Brad called the meeting to order at 7:20 p.m. after the All Councils meeting and welcomed our newest member, Steve Cless. Joe recorded the meeting minutes.

Welcome Cards / Pew Art

After further discussion, our position is to not proceed with pew art for reasons such as cost, effort for upkeep/maintenance between Masses, and sending a mixed message to parents (some may welcome it while others may feel it is inappropriate in the Sanctuary).

Charter

Ann finalized the changes to the charter. Joe has deleted all previous versions and renamed the finalized version to "Charter - Communications." He also changed the level of access to both the charter and venues of publication such that Ann is the owner and all other members are limited to preview-only access. As a result, Ann will need to grant access (relax permissions) to allow changes in the future. We discussed the service terms for the vice chair and chair and agreed the vice chair will serve a one-year term, then serve another year as the chair, and finally serve one more year in an advisory role to the incoming chair. Thus, a single member will serve three consecutive years.

Communications Audit/Brand Guide

Ann will work with Alyssa to create a half-page form for the March edition of the *Vernacular* explaining how parishioners can submit their ideas and suggestions for a revised church and school logo. Submissions must be received by the end of April. Alyssa will also include an announcement in the bulletin during that time, referencing the form in the *Vernacular*, to encourage parishioner involvement. Bryan met with Special Pubs to move the branding project forward. In his discussion, the Special Pubs members are interested in changing their group to a Creative Resources group instead of Special Publications. Bryan is waiting for feedback from the parish before taking any further action on the new logo and branding guide, with the goal of debuting both at the Parish Dinner, first part of November.

Parish Mission Statement & Core Values

Also included in the half-page form for the March edition of the *Vernacular* will be a request for parishioners to submit four words they believe best describe our values. Examples will be provided so parishioners know what is meant/needed. Some examples Fr. Jarrod gave included: formation, adoration/worship, spiritual, community/hospitality, and inclusion.

Fr. Jarrod's Videos and Visibility To All

Steve has produced several hours worth of various videos. Fr. Jarrod is planning to move forward with using Create Space (an Amazon product; see www.createspace.com) to host those

videos that could be marketed and sold as a revenue stream for the parish. Alyssa will proceed with creating a parish YouTube channel (using SFA's social media Google account) to host other videos.

Parish Calendar

Alyssa is working on providing the Vernacular staff with upcoming event dates and on figuring out the system Nikki put in place for keeping track of meetings and events. There are some problems with the Parish Calendar online. More discussion needed on this in future.

Vernacular Cost

As discussed during the All Council portion of the meeting, Ann will add a note in the *Vernacular* allowing people to opt out of the mailed copy and choose to receive an emailed PDF instead. As to the question of the cost of the paper, Ann informed everyone that the glossy paper is less expensive than the previous matte paper used for the newsletter.

Meeting Adjourned

Adjourned the meeting at 8:30 p.m.

Approval of Minutes (type member's name below)

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

School Council Agenda

School Mission Statement: St. Francis of Assisi Catholic School exists to form, inform, and transform students as members of Christ's Mystical Body.

Council Mission: To advise and assist the Pastor and school administration in fulfilling the mission of the school.

Opening prayer

Pastor Report-

- Stewardship and fundraising presentations
- Check it out online if you haven't seen it.
- Fun Night is our big fundraiser for the year
- New Leaders to run Fun Night this year. Trying to make this a bigger fundraiser than it has been.

Principal's Report

- Went over next year's school calendar.
- 171 contact days and 184 work days for teachers
- 3 new teachers next year. 1- Preschool, 1- Music/Band, 1- 6th grade
- School Uniforms new company is School Belles.
 - No changes to the school uniform next year
- KESA Year 1 update
 - April 10 the Outside Visiting Team will be on campus to observe.
- Pay to Play for school athletics.
 - Meeting with Pastor will happen before next school council meeting.

Facilities Update

- Parish Work day 4-14-18
- We need to look at the school to come up with the items that need touched up from this workday.
- New Roof- 5-10-year fix will cost \$15K
- Bleacher quote

Adjournment and Closing Prayer. Next Meeting April 12th

3/8 Operations Council Minutes

Attendees: Ryan Farley, Pat Burns, Mike Hybl, Cherly Koch, Tina Lee, Adam Hein, Fr. Labenz, Brian Pascal

A suggestion had been passed around about providing large donors a place to be recognized for example a brick or the like, since most donors request their donations to be anonymous this will not be taken further.

Pat went through the finance highlights with some clarity questions but no actions

Ryan brought up a conversation on if we should look at ways to speak to our weekly contributions are getting back to the levels when St. Catherine opened. Meaning would this messaging be appropriate to show we are improving and help with the stigma that we will not get back to the stewardships levels prior to these changes. One recommended was to add family numbers comparison and/or inflation comparisons. We tabled this for now but may consider a message down the road.

Pat mentioned that next year's budget he is working to have a first draft presented next month.

Ryan asked if we should start a more detailed line item budget review, three members on the team had offered to do this. Fr. Jarrod left this to us to discuss. Pat mentioned for us to pick a line item that has an opportunity to be reduced and come in an interview Pat. Ryan asked Mike Hybl to take the lead on this to with Kristen and Adam to identify the first line items of interest.

Pat asked if the committee had any input on the teachings of the Dave Ramsey classes, we all agreed these teachings align with stewardship and feel many young families could benefit from this from the church.

Facilities updates:

Pat spoke to the \$15K estimate we have been presented to do some basic roof repairs that should buy us more time on the roof. However, he did caution us that this is still pending further reviews. Pat also mentioned that the full roof repairs remains in the \$500K range which is consistent with previous estimates.

Pat asked our thoughts on providing the full 70-page facilities report to the church. We recommended to start with executive summary, some reasons for this were security related items we would not want disclosed.

Next month's meeting follow-up/agenda:

- Re-read Faith Forward document for further discussions
- Review of next year's financials
- Facilities assessment review

