



Meeting Minutes

Saint Francis de Sales Parish Council

Meeting Title:	Parish Council Meeting	Date & Time:	Feb 13 th 5:00.
Location:	SFDS School Library	Organizer:	Jacque Annarino
Meeting Purpose:	Monthly Meeting		
Attendees:	Father David Sizemore, Jacque Annarino, Agnes Reed-Windholtz, Linda Baldeschweiler, Katherine Kraft, Diane Reef, Eric Wright, Maria McDermott, Andrea Gebhart, Lianna Capretta, Joanne Breitmayer, Casey Stone		
Absent:	Jack Mueller, Rick Gummer, Deb Shelly (excused)		

Summary

- 1) **Call to order** – Jacque Annarino
- 2) **Opening prayer** – Father Dave
- 3) **Attendance** – Casey Stone
- 4) **Old Business**- Minutes of the January 9th meeting was motioned for acceptance by Linda Baldeschwiler and seconded by Maria McDermott. Unanimously accepted.
 - 4.1 Proposed revisions to the Parish Council Constitution. Lianna Capretta moved to accept proposed changes to the Parish Council Constitution. It was seconded by Katherine Kraft. The vote was to unanimously accept the changes as follows:

Proposed addition to Parish Council Secretary responsibilities (Page 11):

The secretary is responsible for distributing minutes following each meeting to members for approval. The approved minutes will be forwarded by the Parish Council Secretary to the Office Manager for inclusion on the Parish shared drive and website. **If confidential matters are discussed, an abridged version of the minutes will be distributed to the Parish Council and forwarded to the Office Manager for inclusion on the Parish website. The unabridged version of the minutes will be shared only with the Parish Council Executive committee.**

Proposed addition to Guests (Page 15):

All Parish Council meetings are open to active, registered parishioners, or invited guests of the committee. If a guest wishes to bring an issue before the Parish council, they must submit the issue as an agenda item. All agenda items must be submitted to the Executive Committee one week prior to any regularly scheduled committee meeting before the proposed item will be considered for the agenda. No guest may obtain the "floor" at the meeting until recognized by the Chairperson. All guests will be given 3 minutes to give their statement. At the end of 3 minutes, speakers will be asked to conclude their statement. Matters may be taken under advisement and a decision rendered later. **The Parish Council will enter Executive Session to discuss confidential matters. Executive Session will be closed to guests. If the Parish Council discerns that a guest(s) may be disruptive and potentially prevent the Parish council from conducting the business of the Parish, the guest(s) will be excused, and the Parish Council will continue.**

Revisions to Liturgy and Sacraments Committee (Page 18)

Removed Baptism and added Confirmation.

4.2- Discussion about the Parish photo and non-photo Directories. Fr. asked that we table the photo directory until after the Capital Campaign is completed. We discussed looking at a timeline beginning Jan. 2020. There was also discussion about using a parishioner to do the pictures instead of a professional company to save costs. Pictures would be kept on the database and would be able to be updated quarterly. A directory would be created with those photos and there would be no selling of pictures.

The non-photo directory would include parishioner information, ministries information and advertisements. For privacy reasons, parishioners would be able to opt out of being included in the directory. Joanne will find out about the cost and commitment for the advertisers. Lianna Capretta volunteered to head up this project.

4.3- Volunteer Hours- Maggie Wright explained that volunteer hours for Faith Formation began January 1st. They are not retroactive. Volunteers can get hours for donations to the food ministry for high school and confirmation. It is one half hour for each hot dish. They can apply to Soup Suppers, but not to potlucks or parish picnics. Those are family events in which the family contributes a dish to share. The hours earned from Jan 1st to May 30th (and any coverage from 1st semester) apply towards the first semester of the next school year. Summer hours to Dec. 30th would apply towards the 2nd semester. We try to keep our policies in line with Blessed Sacrament.

4.4- Catholic Times- The Parish Office will again be submitting obits and information from our Parish. With the changing of office personnel, this was overlooked. It will be taken care of right away.

4.5- Capital Campaign- The Town Hall meetings were very well attended. There were very positive discussions. People offered suggestions and asked thoughtful questions leading to a very productive presentation. Fr. also felt the pulpit presentations went well and will put information/pictures/drawings about the project on the Parish website so that parishioners who missed the meetings or pulpit presentations can check things out. Parishioners will also be able to donate online to the campaign on the Parish website. Fr.

has begun working on the **Leadership Phase** of the campaign, meeting 1 on1 with prospective donors. The next phase is the **Major Donation Phase** where trained parishioners will meet with small groups to discuss the project and answer any questions or concerns. After this will be the **General Phase** of the campaign. It will include sending out letters and giving pulpit appeals. This phase will continue to the end of the summer.

5) **New Business**

5.1- New Evangelization Summit will be on May 4th from 8:30 am to 4:45 pm. This will be live streamed to our parish for members of the parish leadership. It is an all-day event.

This Summit will include presenters speaking on engaging individuals in the new evangelization of the church and Divine Renovation.

Fr. would like all Parish Council members to attend so that everyone is on the same page for the mission of our parish.

5.2- Nancy Buchanan has volunteered to help Matt Munhall and Diane Reef on the Liturgy and Sacraments Committee. Matt reported that the organ is up and running as of today and they are preparing for Lent and Holy Week. They have completed the first draft of the Liturgical Minister Guidelines.

5.3- Eric Wright has started his Deacon Residency at Church of the Resurrection in New Albany. He will be there one to two weekends a month, and sometimes during the week.

5.4- New cassocks and surplices have been approved and ordered for the servers. There was money earmarked in the budget for these items. They are badly needed.

5.5- There was a need for a new Head Usher around the end of March but since we now have a scheduler to schedule lectors, EM's, servers and ushers there may not be a need to fill this position any longer. The LWG is working on recruiting additional ushers.

5.6- There is need of more individuals/teams to count the Offertory collection. This is a great way to get double volunteer hours.

5.7- Lenten Soup Suppers will be at 5:30 and Stations of the Cross at 7:00 p.m. on Thursdays beginning March 14. Different groups will lead Stations of the Cross each week. Joanne will connect with Jack Mueller to see what he needs. Agnes also offered to help.

6) **Pastor's Report**- Fr. Dave

6.1- Father asked for discussion about additions to the Parish Council Constitution that would include leadership individuals and teams to:

- a) attend Alpha
- b) read the book and understand "Divine Renovation"
- c) attend yearly Leadership Summits

He would like to be sure that leaders intentionally are trying to grow in their faith. He

wants to make sure that individuals are “checking in” with their faith development. He needs all parish leaders to “be on board about creating a culture in our parish. Fathers wants us to begin thinking of wording of this for our Constitution. This could also be used by other groups in their charters. Jacque suggested that council members think about what Fr. is requesting and it will be discussed at the March Parish Council meeting.

6.2- Father shared that a doctor and nurse in our parish have volunteered to take the training to teach the FEM model of natural family planning. The Diocesan Office of Marriage and Family Life will pay for one of these individuals to be trained, and our parish will pay for the other.

This NFP program will be offered:

1st. Engaged couples will get an intro to this when they do their Fully Engaged program with Linda Wagner and Father Dave.

2nd. This training will be offered to married couples in our parish.

3rd The training will be opened to couples in other parishes around the county.

7) **Closing Prayer**- Katherine Kraft

8) The next Parish Council meeting will be March 13th @ 5:00 in the SFDS School Library.

No.	Action Plan	Due Date	Responsibility
1	Find out the information for advertisers in the Parish directory. (non-picture)	3/13/19	Joanne Breitmayer
2	Think about and begin to formulate wording for an addition to the Parish Council Constitution. It will be concerning Father’s proposed Leadership requirements. (6.1)	3/13/19	All Committee Members
3	Submit committee report to Casey Stone	3/8/19	Standing Committee Members
4	Invite 3 people to serve as usher for the various mass times.	3/13/19	All Committee Members