

# St Francis of Assisi Pastoral Council Meeting Minutes

## MINUTES

16 FEBRUARY 2011 6:00 – 8:00 PM

ST. FRANCIS OF ASSISI

<b>MEETING CALLED BY</b>	Fr. Frank Maroney
<b>TYPE OF MEETING</b>	Monthly Pastoral Council Meeting
<b>FACILITATOR</b>	Fr. Frank Maroney
<b>NOTE TAKER</b>	Dennis Graham
<b>ATTENDEES</b>	Fr. Frank Maroney, Arleen Mack, Dick Mandile, Reg Valencia, Diana Wood, Dennis Graham, Jeanne Kuhn

## Agenda topics

### MEETING ORGANIZATION

<b>OPENING PRAYER</b>	Fr. Frank
<b>REVIEW/APPROVE MINUTES</b>	12 January 2011 minutes were approved with 2 minor revisions
<b>REVIEW AGENDA</b>	An informal agenda was prepared for the monthly meeting

## MEETING TOPIC 1

### ST FRANCIS WEBSITE

<b>DISCUSSION</b>	As a follow up to last month's discussion, Wayne Reed has agreed to be the "keeper" of the St. Francis website. He and Julie Medearis are already in touch and performing updates to the existing website, with the goal of creating a completely new website in the future. Dennis mentioned a time frame of approximately 6 months as a goal for the "new" website, and recommended that website construction cost (~\$1k) be added to the upcoming operating budget as a line item, and that website maintenance be included regularly in follow-on yearly budgets. Fr. Frank knows a priest from the Immaculate Heart of Mary parish who has built websites and may also have suggestions or even a "template" for a website. Fr. suggested the formation of an informal committee consisting of Julie Medearis, Wayne Reed, Dennis Graham and Arleen Mack to work this effort. Dennis suggested to the PC that we all study some of the strong parish websites to determine what does/does not work in light of the major website talking points brought up - there are some good sites we can learn from and pattern after. Julie Medearis will be instrumental in establishing the "specifications" for the new site.	
<b>CONCLUSIONS</b>	Website work continues. The website PC minutes and Building Project data need to be brought up to date ASAP.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Fr. will follow up website budgeting with Financial Council. Dennis Graham will continue working with Julie, Wayne and Arleen to push the website along.	Fr. Frank Dennis Graham	Present progress at next meeting

## MEETING TOPIC 2

### UPDATE ON BUILDING CAMPAIGN

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Fr. Frank reported that a meeting was held the previous Monday Feb. 14 with the Archdiocese Construction &amp; Finance (Fr. Frank, Ray Falce, Dan Kriche from SFofA) to review the current financial and construction plans. After some pointed questions ("trial by fire") the Arch. Agreed with the Construction plans. Financial (cash flow) is still a concern. Although currently donations equal \$1.41M, but the Arch. would like to see \$1.7M in hand. The Arch continues to investigate creative options (20 year loan, extension of repayment period for land, etc.) that would ease SFofA's eventual debt burden and also lower default risk. They noted that other local parishes have recently experienced financial difficulties in their building project that SFofA should try to avoid. On a positive note, recent matching fund drives have been effective.</li> </ul>
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<b>CONCLUSIONS</b>	The building project will be addressed regularly at Pastoral Council meetings for the near future.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Many in work.	Building Committee, Finance Committee, Fr. Frank.	

### MEETING TOPIC 3

#### STAFF RETENTION

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>In light of Mike and Abby Kilcoyne's recent departure, Dennis raised the question of staff retention. Do we need to more actively review and "measure the pulse" of St. Francis staff? Are there more formal/professional ways to assist, to provide remuneration or in other ways to maintain staff enthusiasm, contentment, and fair compensation?</li> </ul>	
<b>CONCLUSIONS</b>	Fr. Frank discussed the regular meetings he has with members of the staff both individually and in regular group staff meetings. He is comfortable with the current level of interaction and communication.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
NA		

### MEETING TOPIC 4

#### PARISH LIFE & UPCOMING EVENTS

<b>DISCUSSION</b>	<p>General discussion on Parish life and events. Some items briefly noted:</p> <ul style="list-style-type: none"> <li>Building fund pledges stand at \$1.725M, with a little over \$1.4M collected. \$515k has been collected since July 12, which is wonderful. Stewardship at SFofA is outstanding!</li> <li>Offertory growth has been increasing steadily: Nov-Dec-Jan offertories were at record levels and we have seen a 5% increase in attendance since November of 2010.</li> <li>There was discussion about care and hospitality for visiting priests (transom, meals, socials). There is currently no formal system set up for this. Brad Jolly entertained Fr. Dan when he visited recently. For future reference, the hospitality committee (CeCe Donnelly) should be notified in advance.</li> <li>Diana Wood set up the St. Francis Novena schedule and include in the announcement.</li> <li>Diana Wood commented that the adult education program is on track and popular and perhaps we should give some attention to the state of youth catechesis. Fr. promised to invite Helen Herman to the next PC meeting for a status. The question of "minimum core competencies" would be a good topic for review. Diana mentioned that a new facility might support a return to an active "Sunday school."</li> <li>Night of Assisi will be combined with Mardi Gras the Friday before Ash Wednesday</li> <li>71 women have committed to the upcoming women's retreat</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Fr. will invite Helen Herman to the next PC meeting.		16 March

*NEXT MEETING:  
March 11<sup>th</sup> at 6:00*

*CLOSE WITH PRAYER  
ADJOURN- 8:00 PM*