



Pastoral Council Minutes

Date: 08/01/2023 7:00PM

Attendance:

Member	Present	Member	Present	Member	Present
Mae Villanueva	X	Anna Fowler	X	Michelle Kaiser	X
Benjamin Pappas	X	Heather Curran	X	Quyen Le	X
Mary Makhlof	X	Jacob House	X	Steve Vebber	X
Mike Wrzesien	X	Robert McKinney		Kathy Sales	X
Shailesh Maingi	X	Ferrel Guillory	X	Fr. James Singarayar	X
Tricia Henry	X	Marie Bagin	X	Msgr. Michael Clay	X

Guests: Jenny Hammond (Web site Presentation)

AGENDA:

Location: [Zoom](#) and Anthony Conference Room

Presider: Fr. Michael Facilitator: Mae Recorder: AnnA

1. **Opening Prayer**
2. **Approval of Minutes**
3. **Presentation by Jenny Hammond and brief Q&A**
4. **General Updates**
 - a. Pastoral Council Introductions of current and new members.
 - b. Staff Updates
 - c. Finance Q&A
 - d. Action Item Review
5. **Ongoing Business**
 - a. Communications Review
 - b. Outreach to Youth
 - c. Pastoral / Strategic Planning Update
6. **New Business**
 - a. None
7. **Close**
 - a. Agree Actions and Owners
 - b. Closing Prayer
8. **Next PC Meetings:** Sept 26, Nov 14, Jan 16, Feb 13, Apr 9, Jun 4th

MINUTES

1. **Opening Prayer**
2. **Approval of Minutes**
Minutes were approved – view [here](#)
3. **Presentation by Jenny Hammond and brief Q&A - [View Slide deck here](#)**
 - a. Goals of Web Site – Evangelization, simplify navigation, drive more people of all ages to the site and increase utilization of social media platforms.
 - b. Analytics of previous Web site - Too many pages, underutilized, hard to navigate.
 - c. New Web site MUST be maintained and updated frequently to keep people engaged. We want to tell the stories of St. Francis.
 - d. New Web site analytics are being tracked frequently to understand usage.

- e. Working to improve quality of photography and video.
- f. Seamless experience between Bulletin and Web sites.
- g. Educate ministry leaders to better promote their ministries through the Web site.
- h. Improve searching and hit rate of organic and direct searches. (Considering paid searches)
- i. Better sharing between Church and School sites in order to break down silos.

4. Introductions

5. General Updates

- a. Pastoral Council Introductions of current and new members.
- b. Staff Updates – No new staff updates.
- c. Finance Q&A
 - i. Effort to de-silo Pastoral and Finance Councils. The Strategic Planning Committee will enable this.
 - ii. The Strategic Planning Committee focus is the entire Catholic Community of St. Francis for the next few years

6. Ongoing Business

- a. Communications Review
 - i. Plans to get input from marginalized groups in the Synodal process will now be incorporated into the feedback by the Strategic Planning Committee.
- b. Livestream survey has been delayed until mid-September due to computer issues. Mike, Kathy and Diogenes to coordinate this.
 - i. Msgr. Clay suggested revisions to the survey that can be reviewed here.
 - ii. Increased sense of urgency to get survey out and receive feedback, especially regarding the Children’s Mass question.
- c. Upcoming Web training and Ministry Fair planned to help Ministry leaders to promote their ministries.
 - i. Working to improve and promote St. Francis Serves. Fun videos to help people learn to use it have been posted.
- d. Pat Kowite to update Parish History.
- e. Ransomware Attack
 - i. Work is being done around the clock to continue to recover Parish computer systems. New authentication strategies and additional fire walls are planned.
 - ii. Data in the cloud, Faith Direct and Realm, were not affected.
- f. Outreach to Youth
 - i. Tim is setting up a Youth Advisory Board. Invitations have been sent.
- g. Pastoral / Strategic Planning Update
 - i. Committee is up and running. Progress is being made towards identifying an overall goal. Msgr. Clay shared “[Models of the Church](#)” information.
 - ii. Goal of a high-level picture by September 2023.

7. New Business

- a. None

8. Action Items

- a. Mike, Kathy and Diogenes to coordinate the Live Stream Survey
 - b. Kathy to email Web site analytics. – available [here](#)
 - c. Please continue to pray for Joseph Francis, the infant son of PC member Robert McKinney.
- 9. Next PC Meetings:** Sept 26, Nov 14, Jan 16, Feb 13, Apr 9, Jun 4th