



Pastoral Council Minutes

Date: September 26, 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	
Mary Makhlof		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: Dawn Smith, TFS Principal and Heidi Hobler, Director of Preschool

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

Presider: Fr. Michael Facilitator: Mae Recorder: AnnA

MINUTES:

1. **Opening Prayer**
2. **Presentation on the vision for a Campus Safety and Security Director**

By Dawn Smith, Principal of TFS and Heidi Hobler, Director of Preschool

With Q&A – View Slide deck [here](#)

- a. The Bishop has approved the move forward with a Safety and Security Director at each of the Catholic Schools across the diocese to get all the schools on the same page as far as safety. An environment of safety for all is at the forefront of this vision. In the Diocese so far, 3 schools have already hired someone to this position and 6 schools are currently in the process of doing so.
- b. The role of the Campus Safety and Security Director would be to assist staff with any safety issue that arises, including school events, an angry parent interaction, student emergencies and carpooling. This person would provide another layer of safety across our entire campus.
- c. The Safety and Security Director would; be retired law enforcement, would stay up to date with security training, help develop emergency plans and site safety improvements, coordinate with the Diocese and be an involved member of both the TFS and Preschool communities.
- d. This person would NOT be in uniform and work on a full-time schedule 11 months out of the year. They would carry a concealed weapon.
- e. Concerns were raised about the Safety and Security Director carrying a concealed weapon. This position's concealed carry ability on campus would come with restrictions. Someone in this position would be highly trained to deescalate a situation and use force only as a last resort in a matter of life or death.

- f. Unfortunately, the need for the Safety and Security Director position is a reality in our society. Mental health issues are escalating, and many teens are at risk of committing violent acts.
- g. The Safety and Security Director position would have an extensive vetting process. TFS and the Preschool already have stringent hiring processes. We are looking for someone not merely to fill a job but someone who will be an integral part of our community.
- h. The Safety and Security Director would also allow our teachers to be teachers again. The Director would empower them to better use their skills to educate.
- i. The question was raised as to whether the Safety and Security Director would also be responsible for Parish events. Currently the main need is for a Safety and Security Director for both TFS and the Preschool. Given that churches are a target in our present society, a position for Safety and Security for the Parish is likely to be needed in the future. This will be taken under advisement as things in our world continue to evolve.

3. Approval of Minutes

Minutes were approved – view [here](#)

4. General Updates

- a. **Staff Updates** - There are no staff updates. We currently have 6 open positions and are actively recruiting. The pool of available candidates is shrinking. There is a decline in young people discerning their call to ministry. It is also challenging to find candidates whose Church view is in sync with our unique Parish. Current salaries for the positions are not a stumbling block to hiring. Other churches like ours are facing the same situation.
- b. **Finance Q&A** view slides [here](#). Offertory is up 5% from September a year ago. School enrollment is up. Endowments are robust. Columbarium sales are outpacing expectations, so a decision about an additional Columbarium may need to be addressed sooner than expected.
- c. **Livestream Survey** – A meeting is needed with Msgr. Clay to get his input regarding the questions for the Livestream survey. There is an increased urgency regarding this matter since we are about to resume the Children’s Mass format. Suggestions were made to stream a Mass other than the 9 am. There are challenges with this solution. First, it is difficult for staff needed to stream one Mass, adding an additional streaming would be a burden. Also, for those unable to attend Mass, knowing that they are participating in a live Mass gives them a sense of still being part of our community.
- d. **Website Analytics** - Q&A with Ashley Watson, Coordinator of Community Programs. There is a large portion of our Parishioners who have not set up a Realm account. Some parishioners are not aware that they have become “inactive”. Many have forgotten their login password. Several reasons for lack of participation in Realm were discussed. First, Realm was rolled out during Covid lockdowns so we were not able to reach people as we would have liked. In the beginning, the Parish sent out invites to get parishioners to sign up. We are no longer doing that. Signing

someone up for Realm or resetting their password must have staff involvement. A volunteer could not do it, so a help desk at Mass would not be as productive. St. Francis Serves adds another layer to our online communication as well as a compilation. A parishioner can volunteer for an event using St. Francis Serves without logging in to Realm. There is a great deal of frustration in the Parish about the usability of both Realm and St. Francis Serves. This frustration is felt by old and young parishioners alike. Many people participate in Parish events without using Realm. Realm has de-siloed registration for different events, allowed ministry groups to communicate with each other and allowed for cross communication. St. Francis Serves has consolidated volunteering. Questions remain about how to engage parishioners in both systems. There is also longing for one spot to do it all. Our parish size restricts the software solutions available to us. As a Parish, we are still in the exploratory phase as to our online systems. This matter needs further discussion. We need a software solution that serves a population that does not have the same computer skill set. After discussion of several ideas that included an after-Mass help desk, a dedicated Hospitality committee and a physical pen and paper sign-up sheet, it was agreed to form a committee to further explore this issue. The committee will meet and then report back to the whole Parish Council.

5. Ongoing Business

a. Pastoral / Strategic Planning Update

Jacob has made a video detailing Strategic Planning Updates. View here. (Will update as soon as available.)

b. Malware Attack Update

We lost a lot of drives with a lot of documents during the malware attack. Thanks to the hard work of talented people and intervention from the Holy Spirit we have recovered 95% of what was lost. Our firewalls have been updated. Security is now stronger and more vibrant.

6. New Business – None.

7. Close

a. Action Items and Owners

- 1. Committee to discuss Realm and St. Francis Serves Usability – Mae Villanueva**
- 2. Follow up on Livestream Survey – Mike Wrzesien**
- 3. Video containing Strategic Planning Update – Jacob House**

8. Next PC Meetings: Nov 14, Jan 16, Feb 13, Apr 9, and Jun 4th