



## Pastoral Council Minutes

Date: April 9, 2024 7:00PM

### Attendance:

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

**Guests:** Rob Neppel, Director of Finance

### AGENDA:

Location: [Zoom](#) and Anthony Conference Room- All participants physically present

President: Fr. Michael Facilitator: Mae Recorder: Heather

#### 1. Opening Prayer

- a. Reflection on John 3:7b-15 presented by Tricia Henry

#### 2. Approval of Minutes for 2/13/24

- a. Motion for approval by Marie Bagin
- b. Motion 2nd by Steve Vebber
- c. Approved as submitted by council

#### 3. Financial Structure and State of the Parish (Steve, 30 min)

- a. Steve Vebber, Finance Council chair, presented an over-arching review of Parish financial structure and current state. Council advises in concern of all 4 parish entities of the church, St. Francis Preschool, the Franciscan School and the columbarium. [Presentation slides attached.](#)
- b. Highlights of discussion include:
  - i. Parish Finance Council is an *advisory* council only and the only council mandated by Canon Law. All parish financial decisions require pastoral approval.
  - ii. Focus of council is to ensure financial stability and well-being, as well as to evaluate strategy funding and expense options. Parish strategy provides roadmap for Parish priorities and pastor responsible for implementation
  - iii. Giles-Flythe Study completed of parish assets to identify and create comprehensive list of Parish capital assets and their life expectancies to be monitored for budgetary planning of maintenance/repair and replacements.
  - iv. Parish has a number of endowments that support Parish events, services, and continuing education. (These cannot be used for salary.) We can only access 4% of the balance for the prior 3 years.
  - v. Offertory is currently 2.4-2.5% behind the budget plan. Approximately 32.5% of the offertory collection goes to tithes and assessments.

#### 4. Ongoing Business

- a. Columbarium Planning – Future potential expansion is no longer a pressing concern, so the item has been removed from consideration until such time as a need arises.

- b. By-Laws Amendment for Preschool Representative term – The by-laws were amended to include the following language: *The Preschool Councilor shall serve a term of two years. At the conclusion of the second year and upon the recommendation of the Preschool Director, the Councilor may be reappointed for an additional year if the Councilor still has a child in the Preschool.*
- a. Pastoral / Strategic Planning Update – The plan will begin implementation in FY 25-26 to allow for one year of preparation and budget allocation.

**5. General Updates**

- a. Staff Updates – Kathy Sales, Director of Liturgy and Worship; Jay Landry, Director of Faith Formation; Fr. Chris Koehn, incoming pastor. We will have an additional priest PT beginning in late August. At this time, we will not hire a new Director of Pastoral Ministries.
- b. Calendar for next year – delayed due to Fr. Chris discerning his day off. We may need to change day the councils meet.
- c. Terms & representatives for next year – Council members with terms ending who are completing their service: Tricia Henry, Mary Makhoulouf, Benjamin Pappas. Council members with terms ending who will be reappointed: Quyen Le (1 yr); Shalesh Maingi (3 yrs); and Mike Wrzesien (3 yrs). Fr. Michael will appoint 2 new adult representatives and one teen representative.

**6. New Business**

- a. Welcome for New Pastor committee – Mae, Robert, Heather.

**7. Close**

- a. Agree Actions and Owners
  - a. Distribute new copy of the by-laws to Diogenes for publication on the website **(Fr. Michael)** and to the council **(Mae)**
  - b. Meet with Fr. Chris and plan 24-25 calendar **(Mae)**
  - c. Review and edit report for the incoming pastor **(Robert, Heather, Mae)**
- b. Closing Prayer

**8. Next PC Meetings:** Jun 4th