



Pastoral Council Minutes

Date: June 4, 2024 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 Makhlouf	x	Jacob House		Steve Vebber	x
Mike Wrzesien	x	Robert McKinney	x	Fr. James Singarayar	
Shailesh Maingi	x	Ferrel Guillory	x	Msgr. Michael Clay	x
Tricia Henry	x	Marie Bagin	x		

Guests: Tina Subasic, Will Lundrigan, Sawyer Lisk

AGENDA:

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

Presider: Fr. Michael Facilitator: Mae Recorder: Heather

1. **Opening Prayer** (Benjamin & Quyen)
2. **Approval of Minutes**
 - a. Motion for approval by Shailesh Maingi
 - b. Motion 2nd by Marie Bagin
 - c. Approved as submitted by council
3. **Thank you and Welcome** (20 min)
 - a. Thank you to Mary Makhlouf, Tricia Henry and Benjamin Pappas as retiring members of the PC. Thank you for your dedicated service to the parish community and individual contributions.
 - i. Reflections on service and the community shared by each retiring member.
 - b. Welcome to Tina Subasic, Will Lundrigan, and Sawyer Lisk
 - c. Acknowledged the reappointments of members Shailesh Maingi and Mike Wrzesien
4. **General Updates**
 - a. Staff Updates
 - i. Fr. Michaels last mass is June 15th-16th (Father's Day Weekend)
 - ii. Fr. Chris arrives to the parish on June 25th and 1st working day June 26th
 1. Fr. Michael reiterates that we are extremely lucky to have Fr. Chris coming to our parish. He describes him as, "Young in priesthood and wise in life".
 2. Fr. Chris worked in the hospitality industry for 25 years prior to the 6 years he's been a priest.
 3. According to Fr. Michael, Fr. Chris has expressed desire to "settle down and set some long-term roots here".
 - b. Finance Q&A
 - i. [See linked slides](#)
 - ii. There is a perception of a gap between the visions and work of the pastoral council and finance council. The hope of the chairs of each council is the strategic planning work will push the bodies together beyond the disconnect. The pastoral council

- and finance council are structured for the chairs of each group to be active members of both councils as an intentional effort to make present the voices of each group to one another.
- iii. All budget areas are on track to end with surplus. Won't determine the surplus until the end of June. Surplus is generally allocated to general savings, endowments and maintenance reserves. There is an opportunity to consider alternative uses for parish surplus
 - iv. Our parish became mortgage free in 2023. (Surplus had been used to pay off debt). The continued savings have been used to increase teacher pay to the 97% threshold of the state of NC wage scale. As the state increases the threshold the parish will also continue to meet the 97% threshold.
 - v. 10% of parish offertory is tithed for TFS tuition. 20% of TFS families receive some sort of financial assistance.
 - vi. The schools have had the smallest turnover this year in more than 5 years.
 - vii. Steve Vebber reports that Heidi Hobler and Dawn Smith both keep their eyes on the ball of the happenings and budgets within their respective schools. The Finance Council is proud to work with them.

5. Ongoing Business

- a. Report for Incoming Pastor
 - i. The pastoral plan will serve as the main report for the incoming pastor and a brief document will be created as further introduction to the community.
- b. By-laws Amendment for Strategic Planning Process
 - i. Mission updated to reflect the newly adopted mission statement created through the strategic plan initiative.
 - 1. Motion to approve by Mike Wrzesien
 - 2. Motion 2nd by Shailesh Maingi.
 - 3. Approved as submitted by council
 - ii. Names of groups related to strategic plan updated to reflect the work done as a **pastoral plan** as opposed to a strategic plan. Responsibility for communicating the progression of the plan will lay with the Steering Committee
 - 1. Motion to approve by Marie Bagin.
 - 2. Motion 2nd by Mary Makhlof.
 - 3. Approved as submitted by council
 - iii. See attached approved revision of the By-Laws
- c. Pastoral / Strategic Planning Update
 - i. The strategic plan vision has been presented to all councils
 - ii. Shared in pastor's comments in the bulletin in a series by Fr. Michael
 - iii. Working on a process for annual review

- iv. Final edits are due by June 7th
- v. Fr. Michael wants to finalize the plan to be able to promulgate the plan
- vi. Rolled out through education this year and go live in 2025
- vii. Preamble was created to communicate the spirit and heart of the intention of the Pastoral Plan- see attached

6. New Business

- a. Calendar for 24-25
 - i. Fr. Chris has chosen to reserve Tuesdays as a day off and we now need to select a new meeting day.
 - 1. Proposed to move meetings to Monday. Fr. Chris has requested to meet monthly.
 - 2. Mae has created a tentative meeting schedule working around Monday holidays and FC schedules. Waiting approval by Fr. Chris
- b. Diocese of Raleigh 100th Anniversary Celebration
 - i. All pastoral and finance council members across diocese are invited to luncheon at Cardinal Gibbons HS Aug 17th, 2024 10am-2pm

7. Close

- a. Action Item Review
 - i. New copy of By-Laws to be sent to council and uploaded to parish website by Fr. Michael
 - ii. Mae Villanueva is to meet with Fr. Chris and finalize pastoral council plan for the 24-25 calendar year.
 - iii. Review and edit report for the incoming pastor- Mae Villanueva, Heather Curran and Robert McKinney
- b. Closing Prayer & Thank you to Fr. Michael for his pastoral leadership
 - i. A few thoughts from Fr. Michael:
 - 1. "Our parish collegiality reflects our vision of church"
 - 2. Never doubted and never regretted choosing to accept the role of pastor at St. Francis
 - 3. "I leave here a richer person. A deeper person"

THANK YOU Fr. Michael!

8. Next PC Meetings – Dates TBD in collaboration with Fr. Chris