



## Pastoral Council Minutes

**Date: September 9, 2024 - 7:00PM**

### Attendance:

Member	Present	Member	Present	Member	Present
Anna Fowler	X	Michelle Kaiser	X	Tina Subasic	X
Ferrel Guillory	X	Mike Wrzesien	X	Will Lundrigan	X
Heather Curran	X	Quyen Le	X	Steve Vebber	X
Jacob House	X	Robert McKinney	X	Fr. James Singarayar	X
Mae Villanueva	X	Sawyer Lisk	X	Fr. Chris Koehn	X
Marie Bagin	X	Shailesh Maingi	X		

### AGENDA:

Location: Zoom and Anthony Conference Room

- Presider: Fr. Chris
- Facilitator: Mae
- Secretary: Mike

#### 1 . Opening Prayer – Robert

#### 2. Approval of Minutes

- Discussion / Corrections: No changes.
- Motion to approval – Tina Subasic
- Second the motion to approve – Marie Bagin
- Approved by the Council – Unanimous, with no changes noted.

#### 3. General Updates

- Announcements
  - **Synodal Listening Sessions** – September 15<sup>th</sup>, 29<sup>th</sup> at 10:15am – Members of the Pastoral Council are encouraged to attend a session. These sessions are an opportunity for parishioners of St. Francis to share their voice in a synodal process. Shailesh noted the parish staff needs to ensure there is action taken based on the feedback received from parishioners.
    - (Action: Mae to follow up with SFA staff to discuss the communication process that will be followed to ensure planned actions are shared with parishioners.)
  - **Francis Fest** – October 6<sup>th</sup> – PC Members are encouraged to attend.
  - **Fourth Annual Spirit and Life Franciscan Convocation: Making All Things New: Francis and the Word of God!** – October 19<sup>th</sup> 9 am – 2 pm.
  - **Liturgical Ministry Training** – Kathy Sales – Current focus is on building up the number of volunteers for the EM and Hospitality ministries.

- There will be quarterly sessions for training and formation.
  - Ask Kathy to share communication with EM's that they are welcome to use the stairs, with the railing, behind the Ambo, to assist with walking up/down - to/from the Altar. (Action: Mike)
  - Ask Kathy to share with all liturgical ministers that they can serve in two roles liturgical ministries at the same Mass if there is a need at a specific Mass. (Action: Mike)
- **Action Item Review**
    - Diocese of Raleigh 100th Anniversary Celebration 8/17 – positive feedback.
    - Ministry Fair – Weekend of 8/24-8/25 – Javon and Stacey coordinated the Fair. Well attended. Positive feedback. Many opportunities to serve. What are the plans to follow-up? Commitment to respond within two weeks – by the ministry leads. (Action: Mae to follow-up with Stacey and JaVon to confirm when staff (or ministry leads) will follow up with the parishioners who expressed an interest in serving.)
    - Parish roster update letter to be sent to councilors by Fr. Chris (see discussion points below)
- **Staff Updates –**
    - Offer extended for the Middle School Faith Formation position. The person is considering the offer.
    - Fr. Joseph is on campus – working towards his PhD at Duke. Needs 2,000 clinical hours for marriage counseling.
- **Finance Council Update - Steve Vebber**
    - Summer projects included a new sound system and the installation of the screens in the sanctuary.
    - Feedback on the screens:
      - Concern over the font concern over the font size – ensure we consider the visual experience for our elderly parishioners.
      - Songs – can we include the sheet music?
      - Feels like the atmosphere of a “mega church”
      - May need some transition time to get accustomed to the presence of the screens.
      - Should there be a Mass without the screens?
    - Other campus improvements:
      - Bell system and announcements / updates at the schools,
      - Access to the sports fields have been improved – ADA compliant
      - Carpet replaced in Clare Hall

- Renovated the bathrooms in the Rectory
- Installation of new heat pumps
- Repaved the parking lot
- Drainage improvements across campus
- Spent \$1.4M on improvements – Contributed \$1.1M out of the reserve.

**New projects:**

- Replace chilling tower unit (\$470K) at the school
- Anthony Hall HVAC

Notes on Parish Finances – Maintenance Activity: The Giles-Flythe Capital Asset and Reserve Study projected expenses for maintenance for \$18M over 20 years. After Covid, with price increases, the cost may be closer to \$30M. Current level of funding of the maintenance reserve are not sufficient to meet the needs of the campus. Some discussion items from the Pastoral Council:

- Encourage parishioners to include maintenance Sunday as part of their giving plan.
- Research to see if there are government programs available for discounting options for equipment? Rebates based on selecting a higher efficiency of HVAC systems.
- Consider a capital campaign approach to raise funds.
- Ensure the messaging related to funding key maintenance items is tied to our parish mission, including a focus on educating our children, and assisting our local community (Justice and Peace initiatives).

#### **4. Ongoing Business**

- **Pastoral Plan Update** – SFA Staff has been assigned an objective and have formed a team consisting of parishioners. First meetings for each group will be in the September to November timeframe. The goal is to identify action items that will be proposed for implementation by July 1, 2025.
- **Updating the Parish Roster**
  - SFA Staff provided information to Fr. Chris to identify registered parishioners who have not contributed to the offertory, nor served in any parish service project/ministry, for the past four years.
  - Goal is to encourage these parishioners to get involved in the parish, while also making a weekly/month offertory contribution.
  - The inflated number of registered families (5,000 registered vs. approximately 3,000 active) impacts the parish finances: BAA fund raiser goal, fees for Realm, lowers the average contribution level per family, impacts the hiring decision for the number of staff members needed to support our parish population, etc.
  - Potential increase in the offertory will allow our parish to continue to sponsor ministries, while paying the monthly expenses / salaries.

- Parish initiative to focus on the youth and young families --- youth ministry will drive adult formation. Need offertory to fund these programs.
- Consider a capital campaign to raise funds – perhaps in the future
- If parishioners cannot contribute to the offertory, perhaps they need our help (due to health issues or financial concerns)
- Some parishioners may be aging, cannot attend Mass, cannot contribute, but they need our care.
- Provide input in rewriting the letter ... to have Fr. Chris' personality be present
  - Update the tone of the letter – where Fr. Chris welcomes all to participate in the church.
  - Rather than mention “check in with your family”, since the letter may be an individual, direct the message to an individual.
  - Include the link to faith direct.
  - Be factual – state why your time, talent, and treasure are needed by the parish.
- Consider a pilot program – approximately 10% of the list – to gather feedback from the recipients to see if the message needs to be adjusted.
- **Action: Pastoral Council to provide feedback on the content and tone of the letter to Mae by Sunday, September 15<sup>th</sup>**

## 5. New Business

- None

## 6. Close

- Agree Actions and Owners
  - **Action: Pastoral Council to provide feedback on the content and tone of the letter to Mae by Sunday, September 15<sup>th</sup>**
- Closing Prayer – Fr. James

Next PC Meetings: Nov. 4, Dec. 9, Feb. 3, March 3, April 7, May 5, June 9