



## Pastoral Council Minutes

Date: March 3, 2025 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		Robert McKinney	x	Fr. James Singarayar	x
Mae Villanueva	x	Sawyer Lisk	x	Fr. Chris Koehn	x
Marie Bagin	x	Shailesh Maingi	x		

Guests: Pat and Paul Kelly, Care for Creation Team; Diogenes Ruiz, Communications Coordinator

### AGENDA:

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

Presider: Fr. Chris Facilitator: Mae Secretary: Heather

#### 1. Opening Prayer – Tina Subasic

#### 2. Approval of Minutes

- Jacob House requested addition to 5.b.ii.6. stating “Fr. Chris assures that new tenant understands and intends to embrace the St. Francis parish culture and values of welcoming all with the joyful love of Christ.”
- Motion to approve minutes with revision by Tina Subasic
- 2<sup>nd</sup> motion to approve minutes by Will Lundrigan
- Minutes approved with proposed revision by council

#### 3. Laudato Si Plan Presentation – Tina Subasic, Pat & Paul Kelly

- In celebration of the 10<sup>th</sup> anniversary of the Papal encyclical “Laudato Si” the Laudato Si Action Plan planning team is requesting endorsement from the parish pastoral council of a Laudato Si Week Celebratio, May 18<sup>th</sup>-25<sup>th</sup>. [See attached presentation](#)
- Background:
  - “Si: Care of our common home” was written by Pope Frances in 2015
  - In 2021 Catholics asked to develop a plan addressing each of the 7 goals by the 7 entities.
    - The encyclical is a call to reconnect to creation itself. Creation is integral to our faith and relationship to our God.
  - 2022 St Francis forms a Laudato Si Action Plan (LSAP) committee and plan develops
  - 2024 SFA creates a 5 year pastoral plan that incorporates the LSAP in vision statement and within objective 3.2.1
    - “To educate/inform/invite parishioners into understanding & living Catholic Social Teaching in the areas of liturgy, formation, TFS, and the preschool through engagement, involvement, and communication. Review and execute our current LSAP on parish wide scale”

- v. SFA also engaged in North Carolina Catholics Caring for our Common Home diocesan ministry. This group is overseen by Bishop Ruiz and provides a framework for parish development of Laudato Si Action Plans
- c. Laudato Si Week Celebration ideas include Laudato Si student presentations at TFS, banners through the parish campus illustrating the 7 LS goals, LS article publication, Welcome Center table and large wall graphic with help from TFS art teacher, Julian Leanoard, animations for the Welcome Center screens, and a plant based potluck in the Franciscan Community Garden.
- d. Motion to endorse the Laudato Si Week celebration by Heather Curran
  - i. 2<sup>nd</sup> motion to endorse by Mike Wrzesien
  - ii. Laudato Si Week celebration endorsement approved by the Pastoral Council
- e. Council members are asked to send ideas for Laudato Si action plan and examples of ways parish ministries are already meeting the goals of the plan to Tina Subasic, Pat and Paul Kelly by the end of March.
  - i. Council member did recommend a reassessment of expanded solar use in light of increasing energy costs.

**4. St. Francis Social Network Presentation – Diogenes Ruiz**

- a. Diogenes has been working to develop a “safe digital community for parishioners” and is asking the council if this is an endeavor worth continuing and if so what should be considered in the continued development
- b. The idea is inspired by desire for safe space or “digital sanctuary” in light of toxic culture in current social media spaces
  - i. Provides opportunity for parishioners to interact outside of weekend services
  - ii. Ability to create interest groups
  - iii. Different then Realm/St Francis serves are those are parish centric and this site would be parishioner focused
- c. Objective is to maintain positive environment and privacy
  - i. Moderators enabled to proactively manage and keep positive
  - ii. Members must be invited to participate
  - iii. Content of site not available on search engine
  - iv. Piloted as a community for adults 18yrs
- d. Concerns identified
  - i. Any platform has limitations
  - ii. Robert expressed concerns for ownership and if the views expressed by members may impact individual impressions of the St. Francis community
  - iii. Continued costs of maintaining site
  - iv. Long term -who maintains?
    - 1. The site itself is not technically time-consuming endeavor
    - 2. Would require attentive moderators
      - a. New members of site require approval
      - b. Active participation require active moderators aligned
    - 3. Would require to participants to abide by community guidelines
- e. Motion to endorse continued development of St. Francis Social Network site by Marie Bagin

- i. 2<sup>nd</sup> motion to endorse continued development of St. Francis Social Network site Michelle Kaiser
  - ii. Continued development of the St. Francis Social Network site approved by council
- f. Diogenes has asked the council to consider being beta members of the site to engage it and provide feedback. He has also asked for volunteers to moderate the site environment

## **5. General Updates**

- a. Staff Updates – Fr. Chris
  - i. An administrative assistant role will be posted soon intended to assist liturgy and OCIA scheduling
  - ii. Deacon Phil Rzewnicki, local community member and retired Holy Cross deacon will be assisting our OCIA team. He has a heart and passion for OCIA and will assist specifically with vetting participants. He will also be serving as a Eucharistic minister
- b. Finance Update – Steve Vebber
  - i. Finance Council, FC, has not met since PC meeting in January
  - ii. FC is open to Pastoral Council members, next meetings are 4/28 & 6/2
    - 1. Please email Steve if interested to they can adequately accommodate all meeting participants
    - 2. Will be working on approving budgets within these meetings
  - iii. FC is working on plans for Open Parish Finance Council meetings
    - 1. FC has created a framework for the content included in these sessions and in the process of developing plan for how to get the word out to parishioners
    - 2. This will serve as education and transparency for parishioners as well as a potential recruitment tool for the council. “A strategy for building bench strength”
      - a. FC members serve 3yr terms and require parish involvement and a related skill set.

## **6. Ongoing Business**

- a. Updating the Parish Roster – Fr. Chris
  - a. Initial emails sent to identified parishioners
    - i. 400 emails bounced back
    - ii. Letters sent to those who didn’t respond to initial emails, including bounce backs
    - iii. Currently working to update information of respondents and making individual calls to respond to concerns
    - iv. Stacy Shine expects this process to take several months
- b. Mass Experience Survey – Mae
  - a. Mae is working with Jim Wahl and Jenn Fiduccia to utilize available access to Catholic Leadership Institute materials in the development of liturgical experience survey
  - b. Plan is to administer the survey through the Easter season
  - c. Goal is to use gathered data to incorporate into Strategic Plan initiatives

- d. Revised survey tool will be shared with council at next Pastoral Council meeting, April 7<sup>th</sup>
- c. Laverna
  - a. Diocesan Vocations Director and seminarians will be moving in beginning in July
  - b. The hope is to offer the seminarians an experience of where “lay people have been empowered and lay people are empowered”

## **7. Pastoral / Strategic Planning Update – Mae**

- a. Accountability committee (Mae Villanueva, Jacob House, and Kate Shiring) have been meeting with objective owners
  - i. Owners are not ready to include action items in budget requests
  - ii. Staff would like more data for the creation of action items – hoping to provide some data from results from the liturgical experience survey
- b. Implementation of strategic plan will not be delayed rather extended
  - i. Will begin addressing low hanging fruit
- c. Next meeting of the accountability committee is March 4<sup>th</sup>.

## **8. New Business**

- a. Pastoral Council Email
  - i. [pastoral.council@stfrancisraleigh.org](mailto:pastoral.council@stfrancisraleigh.org)
  - ii. E-mail has been created for parishioners to send inquiries and concerns directly to the council. Email currently forwards to council chair, Mae Villanueva and secretary, Heather Curran
  - iii. Proposed process for managing response to emails submitted is as follows (See meeting notes for more details):
    - 1. Heather and Mae will review email and send to appropriate council member labeled “Action Needed” in the subject line
    - 2. Expectation for time frame to respond is 72hrs with the goal of engagement and resolution
    - 3. Items need to be added to the Pastoral Council agenda may be forwarded to Mae >10days prior to the next PC meeting
    - 4. Emails and the follow up to be logged in Dropbox spreadsheet
  - iv. Email to be published in digital bulletin and on the Parish Council page of the parish website
  - v. Mae and Heather to send council members a brief bio form for completion and return in order to best identify how to delegate email responses

## **9. Fr. Chris’s Comments – Fr. Chris**

- a. Career Network Ministry
  - i. Parish is highlighting a diocesan Career Network Ministry focused on helping individuals discern and find job opportunities. Slides are being featured on the sanctuary screens
- b. Lent
  - i. Fr. Chris encourages everyone to embrace simplicity. Avoid the temptation of over scheduling and allow people to do the inner work
- c. Palm Sunday

- i. Jesus is coming into Jerusalem and St. Francis will be celebrating with a live donkey at all Sunday masses on Palm Sunday
- ii. The donkey will be in the courtyard before and after each of the masses
- iii. Bring the kids!

**10. Close**

- a. Agree Actions and Owners
  - a. Send ideas to Laudato Si Action Plan committee through Tina Subasic, Paul and Pat Kelly
  - b. Mae and Heather to create Bio Form to send to council members for completion and return
  - c. Watch for Pastoral Council “Action Needed” emails
  - d. Notify Steve Vebber if interested in attending upcoming Finance Council meetings on 4/28 and 6/2
- b. Closing Prayer

**Next PC Meetings:** April 7, May 5, June 9