



## Pastoral Council Minutes

Date: April 7, 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		Quyen Le	x	Steve Vebber	x
Jacob House	x	Robert McKinney	x	Fr. James Singarayar	x
Mae Villanueva	x	Sawyer Lisk		Fr. Chris Koehn	x
Marie Bagin	x	Shailesh Maingi	x		

Guests:

### AGENDA:

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

Presider: Fr. Chris Facilitator: Mae Secretary: Mike (Filling in for Heather)

- **Opening Prayer – Mike Wrzesien**
- **Approval of Minutes**
  - a. Mae confirmed the minutes were distributed electronically (via email)
  - b. Motion to approve minutes by Shailesh Maingi
  - c. 2<sup>nd</sup> motion to approve minutes by Tina Subasic
  - d. Minutes approved with proposed revision by council
- **General Updates**
  - a. **Staff Updates - Fr. Chris**
    - i. Javon Hansknecht submitted his resignation - Job opening has been posted
    - ii. Tech Ministry - Jim Wahl is finalizing the job description (responsibilities include screens, create slides, live streaming services)
      - 1. Search will center on young people
      - 2. Will be a paid position (budgeted for 2025/2026 fiscal year)
        - a. Position will be filled by multiple people
  - b. **Finance Update – Steve Vebber**
    - i. Offertory Update - ahead 6.6% of last year's offertory through week 39
    - ii. Tip Tap – Total contributions in the baskets - \$2,875 (274 taps)
      - 1. Total for Kiosks and baskets - \$5,015 (426 taps)
      - 2. May consider increasing the dollar value on the tap machine
      - 3. Impact on the collection process - slower process
      - 4. Feedback from parishioners - No negative feedback
    - iii. Budget Review for the year-end forecast
    - iv. The following maintenance projects for 2025-2026 were recommended and approved by Fr. Chris at the Finance Council meeting on 3/10/25:
      - 1. Replace Windows and Leaks in the Church Lantern.
      - 2. Renovate the TFS Quad Courtyard.

3. Replace 7 Heat Pump Units.
4. Add Rain Gutters (Thea, Laverna, Columbarium)
5. Install Bollards Outside the Pre-School Natural Play Area
6. Clare Hall Security Enhancements. Adding Security Door for Preschool, (Additional Cameras & Locks)
7. Laverna Maintenance (Carpet, Exterior Sealing, Garage Door)
8. Replace Bonaventure LED Lights.
9. Paint Thea Hall Interior.
10. Dugout Fencing.
11. Refinish Church Pews.
- v. Future Finance Council Meetings: April 28th (Approve School Budgets) and June 2nd (Approve Church and Columbarium Budgets)

- **Mass Experience Survey**

- a. Will be sent to individuals - requesting each individual in the family to fill out the survey
- b. Confirm the age of the youngest parishioners who will be asked to fill out the survey.
- c. Communication to share the availability of the survey via:
  - i. eMail to registered parishioners
  - ii. Bulletin article
  - iii. Printed surveys will be available
  - iv. Link available on the SFA Website
  - v. Video of Fr. Chris to encourage parishioners to take the survey
  - vi. Included in the Welcoming Weekends activity
- d. Ensure to state the goal of the survey – how the data will be used by the parish (staff, ministries, etc.)
- e. Analysis of the data - can be exported to Excel for review, sorting of data, etc. (Build a committee within the parish with data analysis background)
  - i. Ferrell mentioned we need “to interview the data.” “What is the data trying to tell us?”
- f. Small group discussions to review the results and gather additional feedback
- g. Survey will launch April 20th or 27th. Will be available until June 8th (at the latest)
- h. Translate to Spanish

- **Pastoral Council Email**

- a. Complete the forms regarding our background (see Mae’s email from March 24)

- **Council Member Terms**

- a. Several members of the Pastoral Council will have their terms expiring on June 30th – Fr. Chris will reach out to each member to discuss if their terms will be extended.
- b. Members of the Pastoral Council are appointed by the Pastor. Therefore the Pastor will be the final arbiter of who serves and for the length of term.

- **By-Laws Update**

- a. Revision to the By-Laws to: At the Pastor’s discretion, no adult member may serve for more than two consecutive terms without a break.

- i. Marie raised the motion to accept the change to the By-Law
    - ii. Robert seconded the motion.
    - iii. The Pastoral Council approved the change.
  - b. Vice-Chair - To work with Mae and Fr. Chris
    - i. The Vice-Chair and Secretary are identified and vetted by the Chair and approved by the Pastor. Both offices are renewable indefinitely upon agreement between the Pastor and the Councilors.
      - 1. Need to add the details of the role of the Vice-Chair
        - a. The Vice-Chair facilitates meetings in absence of the Chair and performs any other duties assigned by the Chair or the Pastor.
        - b. Revision to the By-Laws for the Vice-Chair position:
          - i. Jacob raised the motion to accept the change to the By-Law
          - ii. Robert seconded the motion
          - iii. Change approved by the Pastoral Council
        - c. If interested in serving in the Vice-Chair position, please contact Mae.
        - d. The person serving as Vice-Chair is not required to ascend to the Chair of the Pastoral Council role.

- Ministry Fair - August 23-24, 2025

- Proposed dates for future Pastoral Council Meetings:

- a. August 4, 2025
- b. September 8, 2025
- c. October 13, 2025
- d. November 3, 2025
- e. December 1, 2025
- f. January 5, 2026
- g. February 2, 2026
- h. March 3, 2026
- i. April 13, 2026
- j. May 4, 2026
- k. June 22, 2026

- **Ongoing Business**

- Laverna House
  - Diocesan Vocations Director and seminarians will be moving in beginning in July
  - The kitchen is currently being remodeled (new counter tops)
- Updating the Parish Roster
  - Fr. Chris shared the work is still in progress of reaching out to parishioners.

- **New Business**

- **Fr. Chris's Comments**

- Encourage feedback via the Mass Experience survey
- Easter - Hospitality - Be identifiable and thank our parishioners for coming to Mass.
- Appreciation for Mae to serve another year as the Chairperson of the PC.
- Support for Jason – serve as Lector
- New Seminarian - will stay at St. Francis for Holy Week
- Easter Vigil - Monsignor Clay - OCIA
- Donkey will be on campus for Palm Sunday Masses
- The Vocation Director, Fr. Michael Schuetz will be moving into Laverna House by July 1st
  - TFS and The Franciscan Preschool will invite Fr. Michael Schuetz to school events next term

- **Questions for Fr. Chris**

- a. Tina - Strategic Plan - Laudato Si (Care for Creation)
  - i. Displays in the Worship Space (vs. Welcome Center)
  - ii. Two week rotating schedule - Limit any posters or signs to two weeks
  - iii. Plans for a tree sculpture to be shared with the SFA Staff
- b. Steve - Bishop's Annual Appeal
  - i. Comparison to other parishes – is an attempt to drive awareness of our progress in the BAA with other parishes in our area.
  - ii. Only 16% of families have contributed to the BAA
- c. Robert - Use of only one screen at Mass
  - i. Intentional? Makes it difficult to see the remaining screen if the parishioners sit in the left transept.

- **Close**

- a. Agree Actions and Owners
  - a. Complete the forms regarding our background / interests and send to Mae (see Mae's email from March 24)
  - b. Contact Mae if you are interested in serving as the Vice-Chair.
  - c. Notify Steve Vebber if interested in attending upcoming Finance Council Meetings (April 28th and June 2nd)
  
- b. Closing Prayer - Fr. James

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