

St. Francis of Assisi Catholic Church
Monthly Parish Pastoral Council Meeting Minutes
Wednesday, November 9, 2011



- I. Call to order – 7:02PM** Brad Grimes called to order the regular meeting of the Monthly Parish Pastoral Council Meeting at 07:02 PM on Wednesday, November 9, 2011 in San Damiano Room of St. Francis of Assisi Catholic Church.
- II. Opening Prayer – 7:02PM** Father Larry opened the meeting with prayer.
- III. Roll Call – 7:03PM** Patsy Jimenez performed roll call; Gena French, Carlos Flores, Karen Sarnacki and Steve Hulsey were not in attendance all other council members were present.

2011 Attendee List		
1	Fr. Larry	Present
2	Fr. Vincent	Present
3	Irene Baldaras	Present
4	Luis Feliciano	Present
5	Gena French	Excused
6	Carlo Flores	Excused
7	Francisco Gomez	Present
8	Brad Grimes	Present
9	Steve Hulsey	Absent
10	Patsy Jimenez	Present
11	Geralyn Kaminsky	Present
12	Rachel Lam	Present

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13	Ken LaPlante	Present
14	Elizabeth McCarthy	Present
15	Maria-Fe Sala	Present
16	Karen Sarnacki	Excused
17	Donna Schmittler	Present
18	Tony Silvestro	Present
19	Brian Steele	Present
20		

IV. Approval of minutes from last meeting

Brad Grimes request to Parish Council to approve the October minutes. Tony Silvestro motioned to approve, Donna Schmittler 2nd the motion. The minutes were approved by all members with no changes.

V. Old business – 7:03PM

1. 7:03PM - Building & Capital Campaign Update: Father Larry added Bishop is expected to sign the loan agreement and the contract for construction tomorrow 11/10/2011. GERALYN Kaminsky asked whether St Francis is still receiving pledges for the construction - Fr Larry replied St Francis is receiving from existing members as well as from newcomers.
2. 7:11PM - Retreat feedback / updates from subcommittees:
 - a. Welcoming Committee: - Tony Silvestro – No Updates.
 - b. Stewardship Update - Elizabeth McCarthy announced that she will send out an email regarding Faith and Fellowship event with Fr Vincent as guest speaker. The Faith and Fellowship event will be held in Spanish on December 1, 2011 and an English session will be held on December 10, 2011; a meal will be served and childcare will be available.

In early January, a second Stewardship Drive will take place. Communication will be sent to all Commissions to participate in Stewardship Drive. Elizabeth requested commissions to provide feedback to her by January 8th if commission is participating in Stewardship Drive. Tony Silvestro expressed concern regarding the timing of this Stewardship Drive as it is a very busy time for Liturgy and training would be very difficult.

Elizabeth continued with Follow-ups from Stewardship assignments from the Parish Council Retreat:

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1. Fundraising idea for children to contribute for the new Construction: a LEGO church modeled to function as a bank or building banks where kids can contribute their money
 2. Training to become stewards of community – educating parish on layperson role and existing ministries; additionally educate the parish using blurbs in the bulletin.
 3. Marriage counseling referrals: Licensed Professional Counseling is available at St. Marks; if the desire is Spiritual Counseling, referral can be directed to Father Larry/Fr Vincent. Add Marriage Counseling referral to FAQ.
 4. Reaching out to parishioners who have fallen away from the church: the Diocese sponsors programs such as “Come home for Christmas” and “Come home for Easter”. Stewardship to implement “5 steps to come back to church” program, where admission tickets are passed out to returning individuals who reach out to St Francis. Brian Steele offered suggestion for thoughtful action, such as card with thoughtful words “someone is praying for you” as another program. Brian mentioned the cards can be mailed or ask parishioners to provide an email of someone they know who has not been to church. Francisco Gomez suggested Promoting Catholic Radio.
 - c. FAQ list – Patsy Jimenez Parish elicited Parish Council for suggestions for FAQ ongoing process. Maria Fe suggested an annual review of the FAQs. Parish Council agreed to a semi-annual review of the FAQs to ensure FAQ information is accurate and relevant. Patsy Jimenez will speak with Nathan regarding current process used for refreshing data on Parish website providing update to Parish Council in December.
 - d. Geralyn Kaminsky –parish council was not listed in this week’s bulletin. Geralyn added it would be good idea to receive reports from commissions, all agreed.
3. 8:07PM – Pilgrimage Trip to Israel: Father Vincent announced April 20th is a planned pilgrimage to Israel, additional information is provided on Parish website.
 4. 8:10PM - Output measures: Ken LaPlante documented a process for distribution of Parish Council internal/external communications.
 5. 8:11PM – Guideline document for Parish Leaders: Elizabeth McCarthy – updates has been made to the guideline document and suggested that if the changes can be reviewed and approved at the next meeting.
 6. 8:12PM – By-Law changes: Brian Steele – Distributed the By-laws and proposed amendment. Tony Silvestro recognized inconsistency between by-laws and guideline document for parish leaders such as section 1 – paragraph 2. Elizabeth McCarthy will update the guidelines for parish leaders to be in synch with by-laws. Brian requested Parish Council to review the documents and email proposed changes to his email account before 11/23. Ken LaPlante mentioned Parish Council meetings are open to the parishioners to sit in and listen to Council meetings; however parishioners cannot participate in voting. Parishioners may request additions to parish agenda and shall be provided a limited time to speak, if requested. Elizabeth McCarthy added perhaps a little

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blurb in the bulletin to announce Parish Council will be meeting. Brad Grimes mentioned that the newly updated bylaws be published to the website and the agenda is included in the meeting minutes.

VI. New business – 8:42PM

1. 8:42PM - PC member appreciation: Ken LaPlante provided example of Parish Council appreciation letter to Father Larry for review. Father Larry approved the letter and will sign the appreciation letter and send to Ken.
2. 8:44PM - Parish Council – Staff liaison: Father Larry announced Tracy Brown will join Parish Council as a non voting member.
3. 8:45PM – Vice Chair position open – candidates needed: Brad Grimes announced At Large Member are eligible to nominate for Vice Chair position. All nominations should be sent to Brad Grimes – Rachel Lam Nominated Geralyn Kaminsky.

VII. Words from Father – 8:45PM None.

VIII. Adjournment – 08:46 PM Rachel Lam motioned to adjourn, Elizabeth McCarthy 2nd the motion.

IX. Closing Prayer 08:47 PM Fr Larry closed the meeting with prayer.

Minutes submitted by: Patsy Jimenez

Minutes approved by: Parish Council on Wednesday December 14, 2011.