

St. Francis of Assisi Catholic Church
Monthly Parish Pastoral Council Meeting Minutes
Wednesday, September 14, 2011



- I. Call to order** - Brad Grimes called to order the regular meeting of the Monthly Parish Pastoral Council Meeting at 07:05 PM on Wednesday, September 14, 2011 in San Damiano Room of St. Francis of Assisi Catholic Church.
- II. Opening Prayer – 7:06 PM** Father Vincent opened the meeting with prayer.
- III. Roll Call – 7:07 PM** Patsy Jimenez performed roll call. Rachel Lam, Irene Baldaras, and Steve Hulsey were not in attendance all other council members were in attendance.

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

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

IV. Approval of minutes from last meeting – 7:09 PM

Brian Grimes requested to approve the August minutes, Carlos Flores motioned to approve, Geralyn Kaminsky 2nd the motion. The minutes were approved by all members.

V. Old business – 07:10 PM

1. Father Larry - Building & Capital Campaign Update. Loan documents are in process, they will need to be reviewed and signed. Thereafter, expect to see trailers brought out and staging area. Bidding process will take place for the sub contractors.

VI. New business – 07:20 PM

1. Carlos Flores provided comment that he and Patricia were please that goal was achieved. Parish Council expressed much gratitude to Carlos and Patricia for hosting the retreat.
2. Brad Grimes suggested providing a thank you gift for outgoing council members Mauricio Fryes and Chris Sulac. Ken LaPlante organizing a thank you gift on behalf of Parish Council. Gift suggestion, presenting a letter of thanks from Father Larry.
3. Brad Grimes reminded parish council members of the new name tags \$6 to Karen Sarnacki.
4. Elizabeth McCarthy began discussion on whether welcoming committee should be handled by our ushers. Tony Silvestro will speak with liturgy on whether they will handle the welcoming. Luis Feliciano spoke with Hispanic ushers and received positive feedback; the ushers already are welcoming but will work on welcoming consistently ongoing process. Maria Fe further discussed awareness, Gary Hecht added to have “you were greeted by” and the name of the welcoming group for the

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week in the bulletin. Geralyn suggested to have a table with Stewardship information and sign-up sheets for anyone who may have an interest in volunteering.

5. Elizabeth McCarthy opened discussion on commission guidelines document. The document offers descriptions of groups and commissioners, guidelines or fundraiser, and involvement of staff liaisons. Elizabeth indicated the need to update the guidelines and disseminate information to commissions to be used for guidance. Ken LaPlante suggested a review of the operational process specifically regarding fundraising, indicating the process to get approval takes a long time. Elizabeth, Geralyn and Maria Fe will look at reducing the time for approval and how to handle annual fundraising events, looking into a fast track process.
6. Gena French and Ginny Milich have been working together on Crisis Management. Gena French discussed Crisis Management Plan document she received from the archdiocese. The document includes every kind of crisis, such as information security breach, natural disasters, terrorist attack, flooding. Gena requested additional assistance as there is need to review document, identify how to deal with crisis, determine how to reduce scope and determine evacuation plans - Maria Fe, Donna and Patsy volunteered.
7. Brian Steele, Gary and Geralyn are working on updating the by laws including the amendment. The by laws include information regarding parish council members terms and rules surrounding changing by laws. Review and update process estimated to 3-4 months. Gary and Geralyn concerned that the majority of the members leaving at the same time. Suggestion from Gary is to look at staggering the terms, using a rounding up or down term method with the objective to get back to the original staggered terms. This new method will result in reducing the number of members leaving at the same time. Tracy Brown will keep the hard copy of the By Laws when update is complete. Fr Larry to check if he has soft copy of the by laws. Gary to give a copy to Brad Grimes. Brad Grimes indicated that the by laws will be available online and suggested Nathan Byers should be contacted to publish by laws online. Patsy to contact Nathan Byers to publish the parish council meeting minutes online.
8. Elizabeth McCarthy requested update on retreat. Ken LaPlante indicated he sent out a list of follow-up items from retreat; the list includes associated ministry, resource and report date. The retreat was spent organizing subcommittees for the various items. Elizabeth has received additional feedback; suggestion was to have ongoing process for addressing future questions/comments. Luis suggested a Drop Box for leaving questions/comments. There is a need to develop a follow-up process such as a Communication Plan in order to communicate to Parish outcome.

Retreat Follow-up - Luis Feliciano discussed with Hispanic Community regarding inviting the entire committee to Spanish events, ESL, and need for more volunteers for sacristy. Luis asked Fr Larry about the possibility of adding another Spanish mass. Fr Larry discussed implementing Spanish Mass on Sundays at 7:00 AM. Fr Larry mentioned that a bilingual mass are available as necessary such as on Holy Thursday, Holy Saturday.

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Marriage Encounter is not available at St. Francis; refer to Diocese program whenever St Francis does not have a program.

Geralyn suggested the need for a spiritual retreat.

Suggestion to form a separate committee to look into the reasons why parishioners leave. Gary Hecht suggested including a post card with current mailing in effort to receive reasons for leaving. Fr Larry mentioned the various sources there St. Francis finds parishioners have moved; through returned mail, Texas Catholic provides additions or subtractions, and Mark and Nathan has information regarding changes in donations. Fr Larry indicated there is no process for identifying lost parishioners. Ken suggested using data mining, the information from the various sources loaded into data base in order to pull reports or run queries that will indicate if parishioners have left. Maria Fe raised concern on data security and sensitivity, stating that data mining has to be completed by parish employees. The information will be used to invite them back to parish. Parish Council decided to table the conversation until next parish council meeting. Fr Larry will make internal decision.

9. Fr Larry mentioned Mexican Cultural dinner is coming soon, get dinner tickets.

10. Brian Steele requested removal of Monte Carlo Night from the agenda; Gary Hecht motioned to remove and Luis Feliciano 2nd the motion.

VII. Adjournment - 08:47 PM Gary Hecht motioned to adjourn, Luis Feliciano 2nd the motion.

VIII. Closing Prayer 08:50PM Fr Larry closed the meeting with prayer.

Minutes submitted by: Patsy Jimenez

Minutes approved by: Parish Council 10/12/2011