St. Francis of Assisi Pastoral Council
Meeting Minutes – Wednesday November 10, 2021

Notation: This meeting was held in person**.**

Members Present - Pastoral Council: Brian Cvetezar, Amy Dose, Judy Denor (Virtual), Beverly Brandt, Anne King (Virtual), John Iannitello, Scott Karbon, Hillary Adelman
Excused Members Mike Snell, Michael Townsend
Non-voting Members Present: Fr. Doug LeCaptain, Fr. George Daniel, Dcn Mark LeGreve, Randy Miller (Virtual),
Mtg called to order at 6:00 by Brian Cvetezar: – Meeting for Pastoral Council members, no Finance Council joint session.
Prayer: Group Prayer

- First Order of Business, Accepting of Minutes from October 13, 2021 meeting
    - Pastoral Council Minutes - Motion made and seconded to approve minutes as presented Motion approved -Unanimous voice vote

- Second Order of Business, St. Boniface
    - Fr. LaCaptain and Dcn. LeGreve met with Fr. Girotti and Lee Kummer plus one to continue discussion of memorandum of understanding on November 4th.
    - Significant funds need to be in MOU for operational expenses/purposes.
    - Questions regarding what happens with funds if it ends, exit strategy.
    - How long, in years, will SBS be able to keep/maintain St Boniface church.
    - Next Goal: Draft of MOU in December for next meeting.
    - Legal representation for SFA to protect both parties? Suggestion to get MOU drafted then legal representation, if needed, for final draft. Fr John Girotti will continue to advise as well.
        - SBS will be part of SFA.

- Third Order of Business, Pastoral Plan/CCS Fundraising
    - Bishop Ricken has been briefed on the campaign and is very inspired by our initiative. The quiet, first phase will continue for a few months.
    - Campaign is off to a good start.
    - Quote Groth Design Group to add gathering spaces to 2 current sites- Grand & Waldo. With Marshall- no changes until the new school is built and we understand how that impacts the parish.
    - Plans for new church not in the near future, potentially decades away.
    - If anyone wants to give a donation, connect them to John Stelzer.

- Fourth Order of Business, Discussion of Deacon Keith Strohm's Book, Ablaze, Input on Chapters 3 thru 8.
    - Vision Discussion on paradigms.
        - Institutional to Intentional- Transaction mentality (what do I get out of church).

        - Engagement vs Encounter
        - Maintenance to Mission
        - Programs to People
        - Putting people in the right positions, according to their gifts
        - Intentional disciple
        - Avoidance to Accountability
    - Take survey- will help parish to understand current reality within each of these paradigms

- Fifth Order of Business, Facility Updates
    - Purchasing a truck for maintenance at a price of $23,000.
    - Dcn. LeGreve to meet with Groth Design regarding prospective Waldo & Grand future state. From the future state, we determine what initial steps are. (File forthcoming from Dcn. LeGreve)
    - Movement of statues at Marshall site, Fr. LaCaptain to send document.
    - Quotes in process for Waldo media in church. Hopeful for Christmas. Initial donation of $20,000 received. We anticipate another $10,000 expense.
    - Waldo rectory Adoration Chapel soundproofing delayed, but not forgotten.
    - Minor renovations for room across from Xavier room at Grand (St. Joseph room - to be used for meetings/spiritual needs).
    - New confidence monitor (back screen in church) at Grand (donation). Old monitor going to the new St. Joseph Grand meeting room.
    - Cemetery update - more details to come at next meeting.

- Sixth Order of Business, Coming out of COVID
    - Any recommendations? COVID fatigue. This is normal, yet some remain very concerned or are grieving the loss of family.

- Seventh Order of Business, Acts XXIX
    - Leadership meeting is scheduled for December 7th- Taking leadership team to deepen their faith.

- Eighth Order of Business, Human Resources- FYI
    - Part-time accounting/HR administrative assistant - finalizing job description
    - Considering hiring a full-time discipleship/hospitality coordinator.
    - Director of Evangelization position description as an example (see file attached).
        - Program to people orientated

- Ninth Order of Business, Roncalli Catholic Schools Connection
    - International Food Fair – Great Event, Update provided by file submitted by John Stelzer

- Tenth Order of Business, Loans Update (FYI)
    - Working on Forgiveness for second loan
    - CARES Act: Exploring Employee Retention Credit Qualification (new)

        - Qualify for this also. Potential extra funding (since SFA retained staff).
    - PPS forgiveness needs to be coordinated with employee retention credit qualification.

- Eleventh Order of Business, Audit completion rescheduled this month
    - The plan is for the auditors to present findings at the Finance Council on 11/17/21.
    - Had another person look at balance sheet prior to auditors
    - Plan to present to Pastoral Council at the next meeting.

- Twelfth Order of Business, Website redesign/software change
    - eCatholic to integrate with Gabriel Soft and online giving platform.
    - Goes live on Dec 1, 2021, should have preview of it soon.

- Fourteenth Order of Business, Upcoming Annual Meeting
    - January 12, 2022 (virtual and in-person)
    - Working with Knights of Columbus & St Clare to provide drinks & desserts

Next Meeting:
Combine December meetings for Christmas social, December 15th.

Other Topics:
Fr George moving to Antigo, WI & Fr. Jason returning- first Sunday of Advent

Closing Prayer

Meeting Adjourned at 7:11 p.m.

Respectfully Submitted: Michael Townsend