St. Francis of Assisi Pastoral Council
Meeting Minutes – Wednesday April 21, 2022

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

Members Present - Pastoral Council: Brian Cvetezar, Judy Denor (Virtual), Beverly Brandt (Virtual), Scott Karbon, Michael Townsend Amy Dose, Anne King
Excused Members John Iannitello, Hillary Adelman
Non-voting Members Present: Fr. Doug LeCaptain, Fr. Jason Blahnik, Dcn Mark LeGreve, Deanne Kuenzi Dcn Mark Knipp (Virtual), Dcn Al Boeldt,
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 December 2021 meeting
    - Pastoral Council Minutes - Motion made and seconded to approve minutes as presented Motion approved -Unanimous voice vote

- Second Order of Business, Pastoral Plan/CCS Fundraising
    - One by One Presentation by Fr. Doug (distribution of campaign materials to council). Fr. Doug discussed the Parish Mission Plan (Priority A) as it relates to the new catholic school. Current Roncalli enrollment is over 700 students.
    - Continuing discussions with Groth Design. Next step: Preliminary costs of alternative options. See layout of suggested change at Grand (files attached).
    - Quiet phase continues. One on one appointments and group gatherings happening.

- Third Order of Business, Draft design for gathering space/office/meeting space at Grand site. (Priority D) (Dcn. Mark L.)

- Fourth Order of Business, Budgeting for Next Year
    - Vision Continuing Additions of: Discipleship/Hospitality, Hispanic Ministry,
    - Budget for $150,000 Grand church boiler replacement. look like budget loss, comes out of “designated short term or long term” noted on the bottom line of the budget.
    - Discipleship/Hospitality expenses. Estimated $150,000. Dcn Mark LeGreve talking with Josh Diedrich about withdrawal from Campaign Funds. (Budget $100,000 a year for 5 years from 1X1 campaign as income into yearly budget)
    - Diocese is committed to $5,000 for Hispanic ministry
    - Budgeting total salary increase of 5%, dispersed across individuals as determined by various factors. Anticipated range per employee from 2%-7%, depending on the situation. (5% average based on Social Security increase of 5.9%.)
    - Estimate to take from wills and bequests to balance the budget. (Estimate to be provided by the Finance committee.)

- Fifth Order of Business, Gabriel Update
    - Preparing the background to support online religious education registration and direct input into Gabriel. This will update family data for them as well, as it is part of the registration.
    - Member portal access invitations sent. Council Member invites sent this month. Lessons learned discussion before parishioner rollout. Parishioners go in and edit their basic contact information and see/print their own giving record.

- Sixth Order of Business, Website Redesign/Software Change
    - Online Giving
        - Transitioning to eCatholic online giving platform.
        - Updating current online users to set up a profile in eCatholic.
        - New QR code bookmark in pew. (file attached) actively in parish
    - Online Forms to Gather Initial Information (i.e. Baptism, How Can We Help?)
    - Online Payments for Cemetery, Faith Formation, and Other Events
        - Cost is 3.5% of the transaction amount.

      B. Cvetezar gave info on use of billboards and yard signs, recommending a cost to give finance council for approval.

- Seventh Order of Business, "Ablaze" Book Study
    - Parish staff attending Entrust Retreat in May & June
    - Chapter 10: Aligning Mission & Vision, Hospitality & Discipleship
        - We are not aligned
        - What strategies can we implement now to drive alignment/action.
        - Bottom line: ACTION, not excuses. This time I'm doing it.
        - Proposed Parish Mission Plan - Update (Dcn. Mark L.)
            - In silent phase of campaign
            - Budgeting for personnel
            - ABlaze study, Gabriel member portal (testing on council members), Planning to utilize for RE registration. Hospitality (new approach with after-Mass sign up)
            - Working with Groth Design
    - B. Cvetezar outlined what the goal is of PC, the message and fulfillment, projects and the direction we want to lead the parish. Additional ideas PC came up with include childcare at a certain mass, one on one campaign with discipleship coordinator, council membership picture and general email for parish members to reach PC at, and family mass with social afterwards

- Eighth Order of Business, Staff Utilization Study (ongoing)

- Ninth Order of Business, St. Boniface - St. Boniface - Fr. Doug and Dcn. Mark to meet with Fr. Girotti on April 7th.

- Tenth Order of Business, Calvary Cemetery
    - Hired two assistants
    - Purchased lawn equipment
    - Reviewing cemetery Xavier Foundation earnings available. (perpetual care fund)

- Eleventh Order of Business, Roncalli Catholic Schools Connection

- Twelfth Order of Business, Loans Update - Auditors completed. PPP2 Loans next.

- Thirteenth Order of Business, Trustee Election, Seeking Nominations

Next Meeting:
Wednesday, May 11th

Other Topics:

Closing Prayer

Meeting Adjourned at 7:45

Respectfully Submitted: Michael Townsend