

**Saint Francis de Sales Catholic Church
Parish Council Meeting
October 13, 2021
Meeting Minutes**

Parish Council (PC) Members:

Susan Sanderson - Chair	P	Eric Chadwell - Vice Chair	P	Cheryl Henig - Secretary	P
Phillip Sanderson	P	Ed McNamee	P	Mary Flaherty	NP
Dennis Geary	P				
Gerry Kaggwa - Pastor	NP	Chuck Dawson - Church Administrator	P		

P – Present NP – Not Present T – Teleconference

Committee / Ministry Chairs in Attendance:

Helen Yacobucci, (Social Outreach), and Rita Engle (Parish Life)

Parishioners in Attendance:

Michael Henig

See Attachment A for the Agenda

I. Susan Sanderson, Parish Council Chair, called the meeting to order at 6:30 p.m.

A quorum was achieved.

Action items are indicated by **.

II. Opening Prayer

Phillip Sanderson gave the opening prayer.

III. Faith Formation Activity Please see Attachment B for the handout.

Ed McNamee discussed why Vatican Council II is important to Parish Councils and specifically what Vatican II means for our Parish Council (PC) at St. Francis de Sales (FdS).

In summary, Vatican II:

1. was a rare event (it was the 21st council in over 2000 years).
2. generated decrees which are the highest teaching documents of the Church.
3. Determined important doctrines, decrees, and corrected other council's deficiencies)

Specifically for the Parish Council of FdS:

1. The PC acts as an advisory board for Father Gerry.
2. The PC knows and applies Church policies etc.
3. The PC knows and applies Church teachings
4. The PC executes the Church mission

In other words, the PC creates opportunities for parishioners to develop and nurture their relationship with God.

IV. The minutes for the previous meeting were approved as submitted.

V. Action Items from the last meeting:

Progress on Action Items includes:

- ✓ Ed McNamee reached out to Pat Lipinski to discuss the Hospitality Committee. Although a process exists, it is unclear what the process entails. Further work needs to be done in order to codify the process and expand participation among parish leaders.
- ✓ An announcement was put in the bulletin and announcement was made from the pulpit about the new date and time for PC meetings.
- ✓ Eric Chadwell agreed to take leadership for the new Fund Raising Committee.
- ✓ Mary Flaherty will take the lead for the new Parish Visibility Committee in order to enhance FdS prominence in the greater Mathews Community.
- ✓ Rita Engle generated a survey which was completed at a Sunday Liturgy to determine the desires and expectations of the parishioners concerning the annual picnic. As a result, the picnic was cancelled for this year and will be scheduled for next year pending the wishes of parishioners at that time. A cancellation announcement was made from the pulpit and was put in the bulletin.

Processes for Identification and Implementation of Action Items/Projects

A discussion followed the Action Items concerning the process for identifying parish needs and the mechanics of getting projects completed. According to Chuck Dawson, the current process is untimely and inefficient. It needs to be defined, expanded, documented, and include participation from parish leaders.

The following actions will be taken:

- **1. Pat Lapinski will be invited to speak to the Council regarding the Welcome current Committee process and ideas for improvement. (No contact person was named). A Committee may be established for this initiative.
- **2. The committee lists/leads on the last page of the bulletin need to be updated. (Executive Committee)

This discussion was continued later in the meeting.

VI. Reports:

Administrative Report *Please see Attachment C for the report.*

Chuck Dawson shared his administrative report.

In his report, Chuck mentioned that there are two initiatives to consider: 1. creating a more accessible entrance to the church for parishioners with physical needs or challenges, and 2. Moving the choir to the rear of the church. Three options were discussed for the first initiative and the cost of the second initiative was shared.

The Approval and Completion processes for projects was further discussed. The processes need to be streamlined and need to include involvement by Father, Chuck Dawson, the Parish Council, and the Finance Council. A new Project Flow Chart should be generated to include the approval and completion processes. The Executive Committee will make changes to the "Parish Bylaws and Constitution," (Church of St. Francis de Sales Parish Pastoral Council Constitution), to reflect the new processes. Additionally, an Ad Hoc Committee may be established for each new project in order to ensure timeliness and efficiency for each project.

Financial Report *See attachment D.*

Leon Iveson shared the Financial Report.

In his report, Leon explained that our Offertory Income is exceeding budget projections and that expenses are being met. He also reported the balances in our checking and savings accounts.

Liturgy Report

No report was given.

Committee Reports:

Social Outreach *Please see Attachment E for the detailed report.*

Helen Yacobucci gave an update on all Social Outreach endeavors including budget as well as changes made for the Snack Pack Program. These changes involve the elementary and middle school levels.

She also mentioned the committee's contributions to Social Services of Mathews as well as assistance to one family for utilities and food.

Helen shared that we will again be donating Gift Boxes for seniors at Christmas. It will be set up as in previous years.

Hospitality

No report was given.

Greeters and Bulletin Sponsors

No report was given

RCIA Please see Attachment F

Cheryl Henig noted that preparations have been made to begin RCIA for adults who share an interest in joining the church. At this time, no one has come forward.

Cheryl shared that work continues with the two teens preparing for full Initiation into the Catholic Church. The Rite of Acceptance will take place early in November. The teens are expected to be initiated at the Easter Liturgy.

Eucharistic Ministers Please see Attachment G

Rick Churray submitted a report outlining the current work of the LEM and the schedule through November. He will be working on the Christmas schedule with Father Gerry.

Ushers

No report was given.

Religious Education See Attachment H.

Ed McNamee reported that Religious Education started last Sunday (10-10-21) for the children. He also noted appreciation for Michelle Haas and her work in this endeavor.

He also gave an overview of Adult Faith Formation.

Lectors See Attachment H

Ed McNamee noted that FdS has an adequate number of lectors, but would prefer two additional lectors. He cited the need for training materials.

Additionally, Ed gave an update on the website improvements.

Parish Life

Rita Engle shared more information on the parish picnic.

Continued Discussion

At the conclusion of the Committee Reports, a discussion ensued concerning the two initiatives raised in Chuck Dawson's report:

Church Access

The current access doors:

- are too far from the disability parking spaces
- do not meet Handicap Accessible
- do not provide easy ingress/egress for the church
- are not compliant with current building codes
- are emergency exits only

Several questions were raised during the discussion:

- What is the current Building Code regarding accessibility?
- Into category do churches fall under the Building Code?
- What are the diocesan rules and regulations regarding accessibility?
- What support is available through the diocese in order to update the church regarding accessibility?

Choir Location

It has been suggested that the choir be moved to the rear of the sanctuary. A brief discussion followed about the appropriateness of the placement of the choir, as well as the mechanics of moving it. It was noted that although we have a “wired” sound system, wireless microphones can be purchased. Since the location of the choir may be impacted by the placement of the door, the discussion was tabled until a future meeting.

**In order to inform the questions about the doors as well as the location of the choir, Ed McNamee will contact the diocese to generate background for the PC’s continued discussion of these issues.

Eric Chadwell said the closing prayer.

The next meeting is December 1, 2021 at 6:30 p.m.

Cheryl Henig will give the opening prayer and Mary Flaherty will give the closing prayer.

Summary of Action Items:

****Pat Lapinski will be invited to speak to the Council regarding the current Welcome Committee process as well as ideas for improvement (no contact person identified).**

**** Executive Committee**

- **1. Determine project approval and completion processes and generate a Project Flow Chart.**
- **2. Make changes in the Parish Constitution and Bylaws to reflect the new Project Approval and Project Completion processes.**
- **3. Discuss the notion of Ad Hoc committees for each new project and a possible timeline for project completion.**

- **4. Review/update the list of committees and committee leaders on the last page of the bulletin.**
- **5. Identify potential parishioners for the new Visibility and Fund Raising Committees.**
- **6. Ed McNamee will contact the diocese to generate background for the PC's continued discussion of placement of church doors and location of the choir.**

****For future consideration:**

- ★ Job descriptions for each ministry/committee**
- ★ Check in and brainstorming with committees**

Prepared by:

**Cheryl B. Henig, Secretary
Parish Council
Church of Francis de Sales**

Attachment A

Church of Francis de Sales
Parish Council Meeting Agenda
Wednesday, October 13, 2021
6:30 PM

- I. Call to Order – Susan Sanderson
- II. Opening Prayer – Phillip Sanderson
- III. Parish Council Faith Formation – Ed McNamee
- IV. Approval of Previous Minutes
- V. Action Items from Last Meeting:
 - **Ed McNamee will reach out to Pat Lapinski.
 - **An announcement about the new time will be put in the bulletin. (Cheryl Henig)
 - ** Susan will contact Eric and invite him to head this initiative.
 - **Mary Flaherty agreed to take the lead for this committee.
 - **Since the parish picnic is scheduled for September 6, Phillip Sanderson will contact Rita to inquire about plans and expectations.
 - **Make an announcement from pulpit and in the bulletin. (Rita Engle)
 - **Take the pulse of the parish to determine if we go forward. (Rita Engle)
- VI. Reports
 - A. Administrative Report – Chuck Dawson
 - B. Financial Report – Leon Iveson
 - C. Liturgy – Michelle Oliver (Father Gerry)
 - D. Committee Reports - Chair
 - a. Social Outreach – Helen Yacobucci
 - b. Funeral Receptions - Helen Yacobucci
 - c. Hospitality – Valerie Smith
 - d. Greeters – Paul Reardon
 - e. RCIA and Teen Sacramental – Cheryl Henig
 - f. Parish Life – Rita Engle
 - g. Eucharistic Ministers – Rick Churray
 - h. Ushers – Mark Sopko
 - i. K-8 Religious Education – Michele Haas/Liz Hospodar
 - j. Youth Ministry – Rachel Foss / Jon Oliver
 - k. Faith Formation – Phillip & Susan Sanderson
 - l. Confirmation - Phillip & Susan Sanderson
 - m. Lectors – Ed McNamee

- n. Fund Raising Committee – Eric Chadwell
- o. Parish Visibility Committee – Mary Flaherty
- p. Webmaster – Ed McNamee
- q. Acolytes – Jon Oliver
- r. Pastoral Care – Patti Sarosy
- s. Funeral Coordinator – Jeffrey Bohn
- t. Sacristan – Joan Dawson
- u. Evangelization Program – Christine Johnson
- v. Environment – Elaine Lynch
- w. Clean Up Receptions – Elaine Lynch
- x. Sunday Church Bulletin – Elaine Lynch

VII. Old Business

- A. New committees: Check in and brainstorming

VIII. New Business

- A. Review current committees and make sure information is correct
- B. Begin work on a document that describes each committee

IX. Closing Prayer – Eric Chadwell

Attachment B

Ecumenical Councils:

- Called by the pope to determine important doctrinal and teaching matters of the faith
- Council of Jerusalem established the standard by which future ecumenical councils were established
- Pope issues decrees from the council; Council Apostolic Constitutions are the highest teaching authority of the Church

Vatican Council II:

- The official writing of Vatican II makes up nearly a third of all ecumenical council writing
- These documents are historically conditioned--Catholics in the future will be able to retrieve and express these ideas in their own time
- The Council Fathers reaffirmed the teachings of the faith while updating their presentation and practice

Key Reasons the Second Vatican Council is important:

- It updated the Church for the first time since the Council of Trent (1565)
- Church authority over the faithful gives way to the importance of our duty to develop our conscience
- Other religions no longer “damned to Hell.” Catholicism holds all that is required for salvation, but God’s truth can also be found in other beliefs.
- To the faithful: Introduce others to the faith. More importantly, live a beatific life.
- Scripture: Read It for Yourself
- We all work together to be the Church: Lay people are essential to the Church’s work within their parish and within society as a whole. (See second handout)

Why Vatican Council II should be important to the Parish Council:

- It is unclear what Vatican Council II really intended for the establishment of Parish Councils (this requires a longer discussion)
- It did establish Pastoral Councils at the diocesan level
- The Church’s experience after the Council, paves the way for Canon Code of 1983, and resulted in Canon 536 and 537 which ensure that the Finance Council and Pastoral Council are
 - Separate
 - Both councils are advisory to the pastor.

What does this mean for us on the Parish Council?

- As advisors to our pastor, we should be familiar with what the Church teaches
- As leaders of our parish, we should take a significant role in supporting the Church’s mission and her teaching

- As a function of our baptismal priesthood, the Second Vatican Council gives the laity an expanded role in executing the Church's mission
- As the Parish Pastoral Council, our role is to create a space for our fellow parishioners to come into relationship with God.
- That relationship exists in a continuum from self, to family, to parish, to Church, and back.

GAUDIUM et SPES

A very important, historic document which speaks to the Church and to all people about the hopes and dreams of the human family. The first Church document issued at an ecumenical council addressed to the whole world.

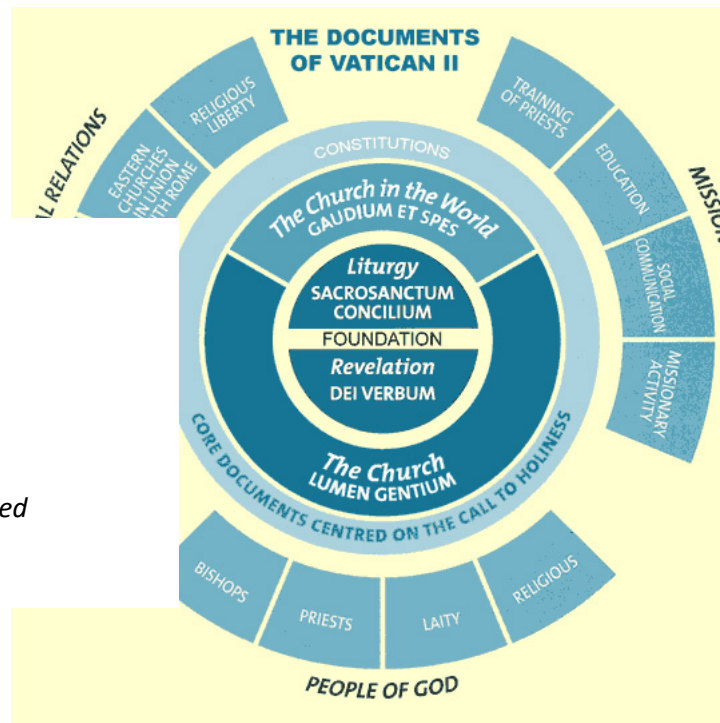
**Understanding the changes
Second Vatican Council**

SACRAMENTS
Christ is REAL AND

- In the Mass
- In the presidency
- In his Church, through the sacraments in prayer and service
- In the sacraments
- Calls for "full and active participation"

 This is the first ecumenical council
 Vote: 2147-4

- From commands to ideals
- From passivity to activity
- From ruling to serving
- From vertical to horizontal
- From exclusion to inclusion
- From hostility to friendship
- From static to changing
- From prescriptive to principled



- From retreat to evangelization
- From defensive to offensive
- From threat to dialogue
- From behavior to the heart of the human person
- From the law to the spirit of the law
- From external to internal pursuit of holiness

DEI VERBUM

A strong document which states that the Church moves forward in time, developing a deeper understanding of what is handed down about the Reign of God. Scripture and Tradition have a very close connection and flow from the same divine well. God wants us to know him fully.

A very strong document from the Second Vatican Council from the 1960s that sets a major new focus for the Church. It is a sacrament of the Church's life. The Church is the sacrament of God, among whom

Attachment C

ADMINISTRATION REPORT TO

PARISH COUNCIL

October 13, 2021

1. We have two cost items that Father and I would like to see accomplished if possible and they are: 1. Move the choir to rear of the worship space, cost \$993.64 and 2. Install an entrance / exit door at the front right side of the worship space. That door is next to the handicap parking spaces and would help with handicap access to our Church. We have two members of our Church that no longer attend as it is too far for them to walk from the handicap parking for what that is worth. With our aged population I am sure there will be others. Cost \$8500.00. The total of both projects is \$9493.64.
2. I have a few copies of the Call To Serve (Guidelines for Parish Councils). We would like for the members that are going off the council to return them to the office as they are getting hard to get.

Attachment D

Finance Report to Parish Council

October 13, 2021

Funding Snapshot as of the end of August 2021:

Offertory Income:	\$26,670
Offertory Budget:	<u>\$24,667</u>
Difference:	\$2,004
Total Income:	\$30,753
Total Expenses:	<u>\$25,936</u>
Income Minus Expenses:	\$4,818

As we reach the end of August, our Offertory Income was \$2,004 More Than our budget. That said, we were able to meet our required expenses, when you compare total income versus total expenses.

Funding Related Issues:

1. Income: As we move forward, we are counting on continued Parishioner support and generosity. The bulletin includes a note to show everyone the many ways to support our Parish, especially during these difficult times.
2. There are lots of worthwhile opportunities for parishioners to make a difference with their money, but we need to continue to encourage everyone to fund our Parish first so we can meet our budget and remain viable.
3. Fundraising: I appreciate the new council leaning forward with forming a Parish Fund Raising Committee. Cathy Schirmer will be the Finance Council rep to the new committee.
4. We've updated our Monetary Policy and a new copy has been provided to the Parish Council.

Leon Iveson
FdS Finance Chair
Email: AIRLFTR@gmail.com
Cell: (501) 749-2276

Attachment E
SOCIAL OUTREACH COMMITTEE REPORT
FOR
PARISH COUNCIL MEETING
OCTOBER 13, 2021

1. We have over 17000.00 in the Snack Pack program for this school year. We sent \$2500.00 to Macedonia Baptist for the Head Start Program and that will cover them for four months. Macedonia will cover the remaining year.

We have separated the elementary school from the middle school this year for the Snack Program. Salem will deliver to the elementary school, and we will cover the middle school. I will order the supplies and we will pack at Francis de Sales. Salem will reimburse me for any supplies I order for them. They are not included in our Grant money, but they have their own grants.

We are doing things differently for the middle school this year. We will give snack Packs to the 5th grade and have a Pantry for the 6th thru 8th grades. It seems that as the children get older, they do not want the packs (peer pressure). What has been happening is that they take out a few special items from the pack and throw away the rest, put in in the trash, under the seats of the gym at school, leave it on the busses, or leave it in the rest rooms. This has been occurring more frequently over the past couple of years. Therefore, after discussion with the guidance office and Nelda Gibbs, it has resulted in having a Pantry established so that the students can use it as needed. They just go to guidance office and request a key and take what they need no questions asked. The Pantry will be replenished as needed. We will supply all the items for the Pantry. It will, also, include school supplies and personal items, much like is included in the Pantry for the high school.

2. At the end of August, we sent \$300.00 the Social Services of Mathews for needed school supplies for our Mathews students.
 - We assisted 1 family with their electric bill and 1 family with a food gift card.
3. We, again, will be doing the Gift Boxes for the seniors for Christmas. We will set up the tree in the Commons at the end of November and collect the gifts at the beginning of December. We will receive the number seniors from Bay Aging around the middle of November.

Helen Yacobucci
(September 28, 2021)

Attachment F

Parish Council Report

RCIA

10/13/21

Our two teens continue to study and will receive the Rite of Acceptance this fall. They are still on track for complete Initiation at Easter. Once a date has been established for the Rite of Acceptance, I will let you know.

Attachment G

LEM Report

Parish Council Meeting

10/13/21

To the Parish Council:

The LEM are continuing to serve at Mass under Fr. Gerry's guidance. Our schedule has been posted! We are scheduled through November 2021. I will discuss with Fr. the needs during the Christmas Season and post a new schedule!

Attachment H

Parish Council Meeting Minutes Submission: 5 October 2021

Ed McNamee

1. Website:

- a. The new website is in final stages of development and is expected to be online by mid-November. Delays are related to diocesan workload and priorities. We are seeking some good quality photographs of the parish building, parish life, and pictures of St. Noa's school to populate our site.

2. Lectors:

- a. We have lost three lectors since the last report. We have an adequate number of lectors but would prefer to have two more. 11 are available for regular scheduling and two are occasionally available on short notice.

3. Parish Faith Formation:

- a. General comments: Per diocesan policy, all religious education will be conducted with masks as a precaution against COVID-19. We have ordered new religious education materials for children in 4th through 8th grades. Most of the books we had been using were outdated. The new material was recommended for us by the Office of Christian Formation for the diocese and the children will be able to take their own copies home. No new books are required yet for the 9th through 12th grades. Michelle Haas has worked to ensure the classrooms are cleaned out and ready for the students to return.

We will continue to look for catechists for religious education and to prepare a replacement for Michelle Haas.

- b. K-12 Religious Education (Michelle Haas): We currently have thirteen children enrolled in grades K-12 for classes which begin on 10 October:
 - i. K-1: 1 child (Being homeschooled)
 - ii. 2nd/3rd grade: None
 - iii. 4th/5th / 6th grade: 3 children. Teacher/Aide: Bitsy Riffe/Liz Hospodar
 - iv. 7th/8th grade: 3 children. Teacher/Aide: No full-time teacher identified, but we are blessed to have Mike Beavers to assist us in starting out. Kathy DeForge will serve as a Teacher Aide.
 - v. 9th/12th grade: 5 children (5 in Confirmation Preparation) Teacher/Aide: Michelle Haas/Julie Taylor.
 - vi. Please keep those children who have not returned to religious education in your prayers so that the Holy Spirit will guide them to return to us.
- c. Adult Faith Formation: While there is still no new Adult Faith Formation scheduled, we anticipate a faith knowledge and attitudes survey to be completed in the fall by a select number of parishioners to assist in developing a catechetical plan for our parish.
- d. Sacramental Preparation
 - i. Confirmation: We expect to have five candidates for the Sacrament of Confirmation. Sacramental preparation will begin on October 10th and will be taught by Michelle Haas with Julie Taylor serving as a Teacher Aide. Michelle will use the Diocese of Richmond's Confirmation Preparation syllabus.
 - ii. First Communion: None anticipated this year.
- e. Rite of Christian Initiation for Adults: (To be reported by Cheryl Haas)