



## Parish Advisory Committee Meeting Minutes

### Parish Advisory Committee (PAC)

January 8, 2020 at 7 p.m.

St. Joan of Arc– Rooms 11 and 12

---

#### Attendees

Fr. James Black, Pastor

Fr. Stephen Smith, Parochial Vicar

Deacon Steve Petrill

Frank Voegele, Parish Steering Committee  
Chairperson

Andrea Fuchs, Parish Steering Committee  
Communications Officer—absent

Paul Davis, Mission Director

Nate Cloeter, Parish Life Chair

Kim Tolnar, Liturgy Committee Chair

Patrick McCarthy, Stewardship

Dan Davis, Business Manager

Bill and Ann Bielek, Missionary Discipleship  
Committee Chairpersons

Shana Leonard, Youth Faith Formation Director

Martha Rindfleisch, Marketing and Communications  
Director

Lee Ann Weer, Communications Committee Chair

Charlie Bush, Adult Faith Formation Chairperson

Jason Risser, NW Deanery Representative

Sabrina Bentley – Expanding the Foundation

Campaign Co-Chair

1. Opening Prayer by Frank Voegele.
2. Expanding the Foundation update: Last weekend (Jan 4-5) started official parishwide kickoff ; volunteer weekend this weekend (January 11-12); invites were sent today to registered parishioners for February receptions; phone team will follow up with volunteers and encourage people to attend the receptions; teams will continue to meet in homes; a video has been prepared; some receptions are at St. Peter which illustrates the point of needing space
3. PSC Chairman's Report
  - a) Subcommittee on PSC Mission Outreach: Missionary Discipleship will make some decisions regarding its mission before goals for this subcommittee are established
  - b) Goals: wanted to reiterate goals and #4 is a theme for the year
  - c) Fish fry volunteering as a committee. Need two shifts of 14 per night. AFF members would like to assist – would there be advertisement of their ministry? Campaign needs to be advertised primarily. We have mostly non parishioners onsite during the Fish Fries.
4. Pastor's Corner
  - a) Change title of Parish Steering Committee to Parish Advisory Committee (PAC). Idea came out of the Chancery. "Steering" may be confusing to people. Use a term more readily used by other parishes. The title of this committee will be changed to PAC in all documents.
  - b) Ministry Fair: working on dates, probably after Easter. After all Masses during a weekend. The stewardship committee will need directors and chairs to assist once the date is established. Ministry

leaders need to be involved. Questions for ministry leaders: What does that look like? What do ministries hope to gain from the fair? What do you want and need? Do you want signup sheets, a takeaway, educate or share what the ministry does? Directors will have at least one month lead time to prepare. Would there be a small stipend for small ministries?

- c) Adult Faith Formation: Fr. Black and Paul met with AFF committee to continue executing ministries moving forward through this ministry calendar year. Angelita Salyers will increase her role to support AFF: Ministries Coordinator. Paul Davis will monitor bigger picture and work with Angelita.
- d) Church Lighting: Trying to correct dark spots within the sanctuary. We are replacing bulbs and fixtures to LED lighting (which needs to be approved by diocese because of the cost of \$80,000) which is to be taken out of reserves and monies replaced during next 4 years. This change to LED saves money because cost of replacing bulbs will diminish. Current lighting fixtures are antiquated and need to be retrofitted to accommodate LED lights.

#### 5. Missionary Discipleship Update

- a) Dcn. Steve: St. Vincent de Paul ceased operations Dec 1 and Kathleen Walsh retired Dec 15. St. Teresa's Outreach was formed to honor the good work that our parishioners already provide such as supporting Help My Neighbor and JOIN food pantries and provide monetary support for those who need more support
- b) During the past month, we are trying to continue services provided under Missionary Discipleship such as sandwich making plus making sure the financial resources were in place to continue the ministries.
- c) Talking to Catholic Social Services to be an umbrella for people who have greater needs than we can meet. CSS has resources such as social workers and counselors, focus on housing, elder care, etc. We should be providing pastoral care.
- d) Reach out to Dcn. Steve or Jim Elchert with any questions
- e) Upcoming events:
  - i. Jan 15 Surviving Divorce
  - ii. Jan 23 March for Life bus leaves; children must be accompanied by parent or guardian; encourage people to attend this important event; working to increase interest for next year.
  - iii. March 14 after Mass Anthony's Garden Spring Fling
- f) CRS Rice bowl project
  - i. Working with YFF (meeting with Fr. Nick Ventura) to partner with Vinton County in a service project that may pair with PAC
  - ii. Feeding our Community at home – continue to provide these resources by encouraging increased donations and support to feed the hungry locally
  - iii. 25% CRS rice bowl donations remain in the diocese and that may be something like helping: St. Francis Center in McArthur, which always seeks food and maybe we can provide food for them (new)

- iv. Easter food box drive continue but wrap into CRS
- v. STO may man a food collection during one fish fry. STO would do all the work for this. Would the Fish Fry provide something in return?
- vi. When we sit down during Lent to eat, we want to collect food for others
- vii. Creating a visual for the narthex: Provide a line drawing for the item to be built in the narthex for the Knights to build it.

g) "Go bags" are now provided at the welcome desk for people who may enter our doors in need

## 6. Group Discussion

- a) NW Deanery – Evangelization, Bishop is asking for feedback before Tuesday, Jan 14, on the following questions: What is working/not working in your parish for evangelization? Share best practices. How can we measure what is working here? How can we as a parish think about evangelizing through our current offerings?
- b) WWP numbers plus survey that asks how has the participant grown in Christ.
- c) Bereavement team has several members who have participated after bereaving a loved one.
- d) Flocknote 38% of 3,684 open rate for biweekly emails; St. Teresa's Outreach flocknote 80% open rate (specific groups have a higher open rate)
- e) GIFT group: men's shoebox with toiletry items in it and a note card of encouragement
- f) Digital signage available for events, maybe in narthex, that is scrolling
- g) Fish fry lines are long and people could see what we do while they are in line
- h) Engaging on Sundays – need to have someone at the Welcome Desk during all Masses ?
- i) Eucharistic Adoration – launching a new program soon

7. The meeting adjourned at 8:30 p.m. with a closing prayer by Fr. Black.