



Parish Steering Committee Meeting Minutes

Parish Steering Committee (PSC)

February 13, 2019 at 7 p.m.

St. Joan of Arc– Rooms 1 and 2

Attendees

Fr. James Black, Pastor	Jim Simonton, Finance Council - ABSENT
Fr. Steve Smith, Parochial Vicar	Kathleen Walsh, Missionary Discipleship Director - ABSENT
Deacon Steve Petrill	Kit Yannone, Missionary Discipleship Committee Chairperson
Frank Voegelé, Parish Steering Committee Chairperson	Shana Leonard, Youth Faith Formation Director
Andrea Fuchs, Parish Steering Committee Communications Officer	Marcy Rolph, Business Manager
Paul Davis, Mission Director	Martha Rindfleisch, Marketing and Communications Director
Christine Cloeter, Parish Life Chair	Charlie Bush, Adult Faith Formation Chairperson
Kim Tolnar, Liturgy Committee Chair - ABSENT	Jason Risser, NW Deanery Representative - ABSENT
Kim VanHuffel, Adult Faith Formation	Minh Nguyen, Liturgy - ABSENT
Patrick McCarthy, Stewardship	Lee Ann Weer, Communications Committee Chair

1. Opening Prayer by Frank Voegelé.
2. The minutes from the January meeting were approved.
3. Pastor's Corner
 - a) PSC Parishioner-at-Large request – An additional Parishioner-at-large member will not be added to the Steering Committee. We will continue to follow the membership appointments as outlined in the Charter, which serve this purpose.
 - b) Ministry tables in the Narthex seeing a drop in traffic – Fr. Black is working with the Liturgy Committee regarding an announcement policy for activities in the Parish.
 - c) Women's Retreat – Fr. Black sees this as a great opportunity to encourage women's groups to work together on something for all the women of the parish. September 6-8, 2019 has been identified as the Retreat weekend. More details to come.
 - d) Children at Mass – Fr. Black continues to support families experiencing mass together.
 - e) Bishop Campbell has given permission to go ahead with the capital campaign for \$6.5 million.
 - f) Fish Fry – the steering committee will volunteer to serve at the fish fry on 4/12/19.
 - g) Tree removal – a utilities easement issue was the cause of the recent tree removal on the property.

4. PSC Chairman's Report

- a) Parish Mission – April 8/9/10 with Bill Heyer – will include topics on church architecture and its relationship to our Catholic faith.
- b) Committee Reports submission – either minutes or a summary report, with action items highlighted, is sufficient. The naming convention for the reports and minutes is “Committee Name Month Year.” The executive committee will review the Charter for inclusion of the naming convention.
- c) Festival Proceeds – proceeds from the Festival go towards charity donations to 3 areas: Parish, local community and the broader community. The three organizations which receive those donations are St. Vincent De Paul, Help Thy Neighbor, and JOIN. Leftover proceeds go towards church operations.
- d) Committee Report deadline – Deadlines will be Fridays going forward instead of Thursdays.
- e) ECAIR (Executive Committee Action Item Report)
 - i. Copies of PSC minutes for distribution – minutes will be reviewed by the Executive Committee and the leadership team. PSC members will be notified when minutes are posted to the google drive.
 - ii. Room availability and waitlist – groups wanting to reserve a room can view the calendar of activities on the website. Additional research is being done regarding the possibility of adding functionality for booking room space online and having a waitlist and cancellation notices.
 - iii. Divorce and grief support groups on the Org chart – the divorce support group is already included; if the grief support group continues to be sustainable, it will be added as well.
 - iv. Opiate subcommittee update – the next meeting will be February 19 to plan more for the April 30 event.
 - v. Responding to questions received outside of the normal channels – PSC members are asked to answer as best they can, direct questions to someone within the appropriate group/committee that can answer, or go to the PSC Chair for direction on where to send the request. Any PSC member receiving an outside question or request is expected to follow up to make sure that there is conclusion to the request.

5. Mission Director Report

- a) Master Planning committee – met on 1/28/19. New renderings based on outcomes of feasibility study and discussions have been produced.
- b) Music Director search – a new music director, Stephen Smith, has been hired and will start in early June.

6. Group Discussion Topics

- a) There was a discussion regarding ideas for how to keep people engaged and inspired after completing programming.
- b) There was a discussion regarding a possible Ministry Fair.

7. The meeting adjourned at 8:30 pm with a closing prayer by Fr. Smith.

The next PSC Meeting is March 20, 2019; with reports due no later than February 22, 2019.