



Parish Steering Committee Meeting Minutes

Parish Steering Committee (PSC)

May 8, 2019 at 7 p.m.

St. Joan of Arc– Rooms 1 and 2

Attendees

Fr. James Black, Pastor

Fr. Steve Smith, Parochial Vicar - ABSENT

Deacon Steve Petrill - ABSENT

Frank Voegele, Parish Steering Committee
Chairperson

Andrea Fuchs, Parish Steering Committee
Communications Officer

Paul Davis, Mission Director

Christine Cloeter, Parish Life Chair

Kim Tolnar, Liturgy Committee Chair

Kim VanHuffel, Adult Faith Formation

Patrick McCarthy, Stewardship - ABSENT

Dan Davis, Business Manager

Jim Simonton, Finance Council

Kathleen Walsh, Missionary Discipleship Director -
ABSENT

Kit Yannone, Missionary Discipleship Committee
Chairperson

Shana Leonard, Youth Faith Formation Director

Martha Rindfleisch, Marketing and Communications
Director

Charlie Bush, Adult Faith Formation Chairperson

Jason Risser, NW Deanery Representative - ABSENT

Lee Ann Weer, Communications Committee Chair -
ABSENT

1. Opening Prayer by Frank Voegele

2. Minutes from last meeting approved

3. PSC Chairman's Report

- a) New Music Director - Thanks have been extended to Bob Wisniewski, who graciously helped and extended his work with the choir until the new music director arrives. Stephen Smith will begin with the music ministry on Pentecost weekend.

4. Mission Director Report

a) Master Planning/Campaign update

- i. Paul passed around handouts of new renderings. On May 21, after the 6:15 mass, there is a scheduled conversation about the latest drawings with the architect, which is an extension of the meeting held in February. The conversation will include discussions with the architect and how to keep moving forward. The conversation on 5/21 will be the soft-spoken kick-off of the campaign. The silent phase of the campaign will most likely start in June.
- ii. There were not a lot of changes on this iteration of the drawings – primarily just a 90-degree turn of the new faith formation building. The new structure will be the primary

focus of the initial phase. Details regarding the interior items will not take place until construction is close to being started. A parish-wide rollout of the campaign will likely take place in mid-August. The Diocese has approved the campaign for \$6.5 million, which includes the new structure as well as renovations to the existing structure. If the initial phases of the campaign indicate that we cannot reach the \$6.5 million goal, the campaign can be paired down to \$4 million in order to cover the new structure only, then the additional \$2.5 million and renovations could be broken out into other projects. The current renderings will be made public on May 16th in a Flocknote message.

5. Opioid subcommittee update from 4/30/19

- a) There were 28 attendees at the event, 9 of which were staff. Attendance may have been impacted by it being a playoff game night for the Blue Jackets. The speaker was very well received, knowledgeable and genuine. There were 18 survey responses after the program, all of which were positive and rated the speaker very highly with the lowest score being 4.7 out of 5. Prayer intentions were also done and have been included in a book which is now in the chapel.

6. Pastor's Corner

- a) PSC Meeting Minutes – Fr. Black noted the updated approach to minutes, with details included. He would like the PSC to have the option of going into executive session inside of meetings. Executive session would be a point in a meeting where confidential topics could be discussed without being captured in the minutes. The minutes would reflect when Executive session is invoked.
- b) Mass Announcements – Cantors are doing announcements at the start of mass for any groups who have a sign-up table in the narthex. The order at the beginning of mass is announcements, angelus, quiet time, and bell.
- c) Ministry Fair – There will be a festival meeting on Wednesday, 5/15. It is possible for this year's festival (with the same layout as previous years) that there may be a spot for each director to have a table to present their ministries because the fire department smoke house won't be on site. That will free up some space. It was noted that any groups who already had booths at the festival in the past will be allowed to continue. This will be an evaluation year to see what may work going forward. Discussion and planning of what types of materials the directors can have at their tables will need to take place so that there is consistency and protection of the St. Joan of Arc brand.

7. Group Topics

- a) AFF – Christ Life Program Update: After careful and thorough review of materials, members of AFF felt that this program does not meet the standards that have come to be expected at our Parish and they are recommending not to proceed with this program at this time. They will look at other options for doing a large group program next year - Formed and Word on

Fire are already available and paid for and will be explored. Bishop Barron resources will also be explored. AFF will continue to discuss and research options.

- b) AFF – Activated Discipleship Card – Cards were passed out. The Activated Discipleship Card is a list of Parish ministries and programs on one side with the opposite side of the card providing an area for contact information. These cards came about from discussions regarding how to keep people involved after completing a program. Distribution methods, follow through, capture of information, and collection were all discussed. The current version of the card will be used in a test situation with the RCIA group which just completed their program for the year.
 - c) Liturgy – Offertory Gifts Sign Ups – It was noted that ushers sometimes have difficulty in finding families to bring up the offertory gifts, so the committee has been asked to help in brainstorming ideas. One solution proposed was to work with the First Communicant candidates each year and offer a sign-up genius option for all families of First Communicants to sign up to participate with offertory gifts at least once during their Sacrament year. Other suggestions included using the existing Ministry Scheduler Pro, having ministries with tables in the narthex provide volunteers, confirmation student families, and pre-school families. Liturgy and Youth Faith Formation will work together to try the First Communicant option first to see how that might work out.
8. The PSC meeting schedule for next year was handed out and thanks given to everyone for a good year. Fr. Black hopes to continue to foster conversations in the PSC meetings going forward to provide input and guidance to all of our ministries.
9. Closing Prayer by Fr. Black

Meeting closed at 8:35 pm