

**St. Francis of Assisi Parish - Pastoral Council Meeting Minutes**  
**Wednesday, May 11, 6:00 pm**  
**IN PERSON at GRAND SOCIAL HALL & Virtual via Zoom meeting**

**Present (in person):** Dcn Mark LeGreve, Fr Doug Lecaptain, Brian Cvetezar, Scott Karbon, Hillary Adelman, Anne King, John Iannitello, Beverly Brandt, Amy Dose, Fr Jason

**Present (virtual):** Michael Townsend, Judy Denor, Deanne, Randy Miller

**Absent/excused:** Mike Snell

1. Call to Order - at 6:03 pm
2. Opening Prayer and Parish Mission Statement led by Dcn Mark
3. Open Forum with Parishioners - none
4. April PC Minutes approval (file attached)
  - a. Motion to approve- Anne King, Seconded by Michael Townsend
5. Membership Review (member terms file attached)
  - a. Need to nominate three new members for next year
    - i. Beverly Brandt- term up, not returning.
    - ii. Mike Snell- term up, not returning.
    - ii. Brian Cvetezar interested in continuing as chair
    - iii. Have 3 people to fill-Send recommendations to Brian Cvetezar
  - b. Adjusted Hillary Adelman to 1st term completion- 2023
6. Follow up to "Ablaze" Book Study
  - a. FYI Parish staff attending Entrust (Diocesan-Led Retreat on Discipleship) in May & June and working priority #2 Discipleship implementation.
  - b. FYI Chapter 10: Aligning Mission & Vision, Hospitality & Discipleship
    - i. Budgeting/Investing in Change - Look for this in new budget- next meeting
    - ii. Updating Job Descriptions Being Created to Drive Towards Goals; added line about discipleship
    - iii. Developing new job descriptions for Hospitality/Discipleship and Hispanic Ministry
    - iv. Following up on last month's suggestions of (Dcn. Mark L. taking to staff and Worship commission)
      1. Childcare at a certain Mass
      2. Family Mass with social afterwards
      3. Pastoral Council membership photo and general email for parish members to reach PC (on parish website)
      4. One on One campaign funding discipleship coordinator position
    - v. State of the Diocese webinar- should some of our goals/changes be in alignment/mirror those of the diocese? SFA Parish is focusing on 4 priorities, then can look at mission/vision at a later time.
      1. Can listen to webinar using the same link (was recorded & is available)
  - c. FYI Staff Utilization Study-action happening for coming year
    - i. Working on all updating job descriptions that have discipleship in them and defining what that means.
    - ii. Fr. Doug & Dcn. Mark discussed additional logging of four staff. (completed)

- iii. Determining best fit of staffing given the mission of discipleship
- iv. Staff Discipleship Team Building, August 4th
- d. ACTION: What is the goal of the Pastoral council for next year?
  - i. Last month discussed the goal is of PC, the message and fulfillment, projects and the direction we want to lead the parish
    - a. How is it implemented? What's the next step? Had a preview of the drafted chart to work on the 4 priorities. Each project will have a goal owner, council advocate and volunteer chair. Working on getting more details finalized (Gantt chart).
  - ii. Review Pastoral council operating guidelines, pages 1-4 (file attached)
  - iii. Work our goals

#### 7. Holy Week - Input/Feedback?

- a. Virtual Mass Views (file attached)- Many people view after livestreamed.
- b. Fr. Mike S. Video on why return to mass:
  - <https://www.youtube.com/watch?v=ectOsAbxbW4>
  - i. 7-10 minute videos; one was idea that virtual mass cannot completely replace being physically present at mass (eucharist)
  - ii. Also does Bible in a Year

#### 8. Corpus Christi Sunday suggestions - Hilary and Scott working with Fr Doug.

- a. Idea of doing procession- around church 4 pm mass; or around block (weather permitting).
- b. Need enough song material if going around the block (Dan Berres)

#### 9. Facility Updates:

- a. Revising/updating Grand church boiler quotes. Estimated \$150,000 (2nd quote)
- b. Waldo sacristy roof leaking. Investigating prevention options, still working on.
- c. Livestream from Waldo Palm Sunday and Easter Vigil - completed done, worked
- d. Michigan Avenue Property Proxy (file attached) - signatures needed
  - 1. Property was gifted to church, to transfer ownership of lot over to RCS. Donor will forgive debt as donation. See proxy letter to Bishop dated 5/19/2022
  - 2. Motion to approve- John I. Seconded- Brian C.
  - 3. Voted, unanimous yes; Opposed, none. Pastoral Council chair Brian Cvetezar signed proxy.
- e. Capital Spend Adjustment from Estates Review in Progress

#### 10. FYI 2022-23 Parish Budget - to be presented in the combined June meeting

- a. Final Audit Review/Approval - Finance Council reviewing and will recommend to PC.
- b. Calvary Cemetery, FYI
  - i. Withdrawing \$120,000 from perpetual care earnings to pay for equipment purchases, thus allowing additional earnings and cemetery income to replace parish \$70,000 yearly subsidy by parish. (reduction in parish budget)
  - ii. First time since we got the cemetery from the diocese that we are looking at the parish not budgeting to subsidize the parish.

#### 11. FYI Pastoral Plan/CCS fundraising

- a. Looking at multiple contractors to bid on Grand site addition/renovation. Total cost and potential options.

#### 12. FYI Gabriel update

- a. Online religious education registration beginning soon - integrating with Gabriel.

- b. Member portal access lessons learned. Parish Mass ministers' invites are next.
- c. Developing a plan to reach out to parishioners.
- d. Lessons learned- some people's financial information/donations were missing from Gabriel (Parish Council members)

13.FYI Website Redesign/Software Change

14.FYI St. Boniface - No update.

15.FYI Loans Update - Deanne finalizing.

16.FYI Trustee election - In Progress.

- a. Taking nominations currently.
- b. Vote in June 2022

17.Next Meeting: June 8th - Meeting (combined with Finance to approve budget), Social, pictures

- a. Social - PC bring light snack/food, FC bring drinks

18.Closing Prayer

19. Meeting adjourned at 6:56 pm

**St. Francis of Assisi Parish Mission Statement:**

The Manitowoc Catholic Community exists as a sacramental body of Christ, to love as Christ loved, by boldly proclaiming our faith, teaching our youth, spreading the Good News of Jesus, and serving one another and others in an ever-changing community.

*Respectfully submitted by Amy Dose.*