

**St. Francis Parish Pastoral Council**  
**Meeting Minutes Oct. 22, 2007**

Attendees: Diane Boyle, Bill Burger, Steve Cunniff, Mario Doria-Medina, Bob Doyle, John Grindstaff, Sr. Kathleen Kane, Audrey McGovern, Ron Naumann, Fr. Michael Oenbrink,  
Maureen Schaerfl, Maria Elena Salazar  
Also Attending: Fr. Salvador Cruz

The meeting was opened at 7:01 PM with a prayer led by Fr. Mike

- 1) The Minutes from the Sept. 24, 2007 PPC meeting were approved.
- 2) Sr. Kathleen report:
  - a) The Fall Bible Study program on Luke's gospel was conducted and attended by more than 60 people. The Winter Bible study on the gospel of Matthew is scheduled for Nov. 27 and Dec. 4.
  - b) Sr. Kathleen circulated a copy of the U.S. Catholic Catechism for Adults and Teaching Guide, which will be used by RCIA and Confirmation classes.
- 3) Bob Doyle presented a status report on the Capital Campaign. Bob reported that a series of parish leadership receptions and meetings with the Capital Campaign Committee resulted in the development of an aggressive action plan (attached) and he is very optimistic that it will revitalize the campaign.
- 4) Planned Giving Program Status: John Mack and Terry Conway were unable to attend to give a report. They have been asked to present at the November 26 PPC meeting.
- 5) Maureen Schaerfl presented a proposal for creating an informational brochure (and web site section) on the history and meaning of the design, artwork, building and grounds and significant items etc. of St. Francis Church for parishioners and visitors. All thought it was a great idea and Maureen accepted the assignment to drive the effort through the Communications Committee,
- 6) Old Business:
  - a) Diane Boyle will form a committee to plan and implement St. Francis Feast Week for 2008.
  - b) The Birmingham's have requested that they be replaced as Parish Ecumenical representatives. Ron Naumann will pursue this task.
  - c) There are continual complaints about cold temperatures in the church, especially in the morning Masses. I addressed this issue with Terry Conway again and he will follow up with Maintenance to see what can be done. He said that a programmable thermostat had proven to be too complex and only resulted in damage to the thermostat and was not a viable solution.
- 7) The issue of inadequate lighting in the parking lot was raised. Fr. Mike indicated that all defective lights had been repaired/replaced. Perhaps additional lighting can be considered as part of the new building construction and parking lot modifications. In the interim, Perpetual Adoration parishioners in the late night/early morning hours are urged to park under lights or in fire lanes in front of the church.
- 8) Another discussion was held regarding the introduction of Latin in the Masses (e.g. the 7:30 AM Sunday Mass). Fr. Mike indicated that the 7:30 Mass was chosen to introduce the sung

Latin due to current resource limitations, but would not be restricted to that Mass in the future. He asked every member of the Parish Council to give him their position on Latin in the Mass.

9) Ministry oversight responsibilities : Ron Naumann will switch to Evangelization and Brad Simpson will replace him in Prayer and Worship. John Grindstaff will check on replacement for Carol Mulally as Interfaith Friends ministry leader. Terry Conway will maintain master file of the Organizational charts. Bill Burger will input changes approved by the PPC to him.

10) New Business :

- a) The Women of St. Francis will sponsor an Advent day of retreat, starting with the 8:00 Mass on Dec. 1 and ending after lunch. There will be a notice in the Church Bulletin. Tickets are \$15 per person.
- b) Communications Committee – Bob Doyle  
The Committee will be reviewing the Church Bulletin and the website for changes and improvements. He also showed us bumper stickers and bookmarks with St. Francis logo (design by Ruth MacDonald).
- c) The PPC positions for the coming year will remain the same (Brad Simpson as Facilitator and Bill Burger as Convener/Recorder) but they will be backed up when not able to attend the meeting by Bob Doyle (Facilitator) and Ron Naumann (Convener/Recorder) who will assume these responsibilities next year.
- d) Stewardship Sunday and Fellowship Sunday will be held on Nov. 3 and 4<sup>th</sup>. Parish Council members are asked to be present after the Mass they attend on that weekend for receptions/ministry expositions in the Parish Hall (please wear your name tags) to greet parishioners and hand out tickets for door prizes.

Coverage:

- 5:30 PM Sat. John Grindstaff
- 7:00 PM Sat. (Hispanic) Mario Doria-Medina
- 7:30 AM Sun. Ron Naumann
- 9:00 AM Sun. Audrey McGovern/Steve Cunniff
- 10:30 AM Sun. Maureen Schaerfl/Diane Boyle/Brad Simpson
- 12:15 AM Sun. Bill Burger

The meeting was ended at 8:15 PM with a closing prayer led by Fr. Salvador Cruz.  
The next meeting will be held at 7:00 PM on Monday, Nov. 26, 2007

Bill Burger  
Recorder

# **SHARING OUR BLESSINGS, BUILDING OUR FUTURE**

## **STATUS REPORT TO PARISH COUNCIL 10/22/07**

PHASE I CAPITAL CAMPAIGN STATUS AS OF 10/21/07

TOTAL PLEDGED AMOUNT: \$2,605,850

NUMBER OF PARISHIONERS PARTICIPATING: 21%

AVERAGE AMOUNT OF PLEDGE: \$6,279

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PHASE II CAPITAL CAMPAIGN: OCTOBER 07 to JUNE 08

### 1) Background

The Phase II action plan is based upon the recommendations received from the 3 parish leadership receptions held last July and August plus input from the Capital Campaign Committee.

### 2) Phase II Objectives

- Raise necessary funds to complete construction of the Gym/Multipurpose Facility (target \$3.5M to handle any increases in costs)
- Secure 100% participation from School Families
- Identify and contact approximately 100 potential leadership givers (\$50,000 and above)
- Conduct general Parishioners Giving campaign (Jan – Jun)
- Define and implement a Gift Recognition/Memorial program
- Secure 50 parish volunteers to actively assist with the campaign (grassroots parish campaign)

### 3) Phase II Strategy

- From now until the end of the year:
  1. Identify/contact potential leadership givers
  2. Secure 100% School participation
  3. Develop General Parish Giving implementation plan
  4. Develop Gift Recognition/Memorial program
  5. Develop Marketing/Communications/Speakers program
  6. Create a Model of the Facilities for display
- January thru June 2008:
  1. Conduct General Parish Giving Campaign
  2. Implement Marketing/Communications/Speakers Program
  3. Implement Gift Recognition/Memorial program

### 4) Capital Campaign Committees

- Communications/Speakers : Cele Eck, Mitzi Weaver
- Leadership Giving: Marty Gleason
- General Parish Giving (TBD; currently being led by the Planning Committee)
- School/FSA Participation: Dr. Rockers, Sara Anderson
- Project Assessment: Tom Loosbrock
- Giving Recognition/Memorials : Mike Flint, Brad Simpson
- Planning Committee: Bob Doyle, Sara Anderson, Leigh Bullen, Marty Gleason, Brad Simpson
- Financial Reporting/Campaign Tracking: Terry Conway, Leo Roell
- General Support
  1. Telephone follow up, Mailings, Insert support: Mike Trish
  2. Receptions (if needed): Jo Tiperman, Phyllis Atkins

### 5) Capital Campaign Phase II Master Schedule (see attached)