

## Parish Council – Church of Francis de Sales

### Meeting Minutes

09/13/23

Present: Eric Chadwell, Cheryl Henig, Mary Flaherty, Ed McNamee

Paul Flaherty, Leon Iveson

Rita Engle, Michael Henig, Helen Yacobucci, Michelle Oliver, John Oliver

Next meeting: 09/13/2023, 06:30pm, Church of Francis de Sales

\*\* indicates an action item

<b>Item No.</b>	
I.	Parish Council Meeting was opened at 06:32 pm by Eric Chadwell. A quorum was reached and the meeting agenda was provided.
II.	Cheryl Henig led the opening prayer.
III.	The July 17, 2023 Parish Council Meeting Minutes were approved as posted.
IV.	<b>Reports</b>
A.	<b>Admin Report:</b> Paul Flaherty Please see Appendix B  Peninsula has done an inspection of our HVAC system. They reported that all systems are in good working order and they have no recommendations at this time.  The tabernacle in New York is still unavailable, but we are still promised it when it becomes available.

E	<p><b>Financial Report:</b> Leon Iveson</p> <p>Please see Appendix C</p> <p>We are two months into the fiscal year. At the end of August, our Offertory Income was over \$6,00.00 over the budget.</p> <p>We need to encourage giving at every opportunity.</p> <p>It was noted that we have several fundraising activities in the near future. Kathy Schirmer is the Finance Council representative to the Fundraising Committee and we need to look into additional fundraising activities throughout the year. Social events help to grow the parish and get parishioners involved.</p> <p>The mortgage has been paid off and the Council is “paying back” the mortgage payment to the savings account every month.</p>
C.	<p><b>Liturgy:</b> Michelle Oliver</p> <p>Michelle met with Father Koo to discuss liturgy practices. He will meet with all the liturgy ministry leads (LEMs, Sacristans, Lectors, Ushers, Altar Servers etc.) in the near future to develop a liturgical plan for the coming year.</p>
D.	<p><b>Committee Reports - Chairs</b></p>
a.	<p><b>Social Outreach</b> – Helen Yacobucci</p> <p>No new activities to report; no activity since the last meeting.</p>
b.	<p><b>Hospitality/Funeral Receptions</b> – Mary Flaherty</p> <p>It was suggested that we do not have a complete meal each month. A meal will be served when there is an event or appropriate occasion. Or the Celebration of Life. Instead, cake and coffee will be served each third Sunday of the month.</p> <p>Planning is going forward for Mike Beavers’ funeral. The funeral will take place at 11:00 a.m. on September 29 and a Celebration of Life service at 4:00 p.m. Due to his vast community involvement, we are expecting a large crowd for the Celebration of Life, and no food or beverages will be served.. A reception will be held after the funeral Mass.</p>

c.	<p><b>Greeters/Sunday Bulletin/Ads/Ushers</b> – Mike Henig for Paul Reardon</p> <p>The Greeters have been welcoming folks before Mass. It was suggested that they also speak with folks after Mass, especially new parishioners and visitors. Bulletins or other publication will be handed out to new parishioners or visitors.</p> <p>Paul is still working to get all advertisement fees paid.</p>
d.	<p><b>RCIA:</b> Cheryl Henig</p> <p>Sessions with Mark Nichols will resume next Sunday.</p>
e	<p><b>Parish Life:</b> Rita Engle</p> <p>Planning for the parish picnic is proceeding. We will not have a “bouncy house” for children, but will have several games for them and a clown appearance at 2 p.m. Help is needed to load tables/chairs at 8:30 a.m. at the church on the day of the picnic. Howard-Dooley is the caterer.</p> <p>The first day of photography (9-24) for the parish directory is full and the second day (10-23) only has evening times available. Cheryl and Rita will make reminder phone calls.</p>
f.	<p><b>Eucharistic Ministers</b> – Mike Henig for Paul Reardon</p> <p>Father has met with the LEMs and discussed practices during liturgies.</p>
g.	<p><b>Religious Education</b> – Ed McNamee</p> <p>Please see Appendix D</p> <p>Ed summarized the report he submitted. It was noted that parents of elementary students will be given materials so they can be home-schooled. We will have one candidate for Baptism and one for Confirmation.</p> <p>Marie Walls will be Virtus trained and will help with the elementary students.</p>
h.	<p><b>Lectors</b> – Ed McNamee</p> <p>No new activities to report.</p>

i.	<p><b>Fundraising</b> – Eric Chadwell</p> <p>We have the following fundraisers planned:</p> <p>October – Oktoberfest</p> <p>November – Yard Sale</p> <p>February – Ladies’ Tea</p>
j.	<p><b>Parish Visibility</b> – Mary Flaherty</p> <p>No new activities to report.</p>
k.	<p><b>Web Master</b> – Ed McNamee</p> <p>Please see appendix D.</p> <p>Folks are looking at the web site but it is not possible to track the number.</p> <p>In terms of the sanctuary improvements, once the tabernacle is available, the sanctuary design will proceed.</p> <p>Ed took a picture of a sanctuary in NY with a similar configuration to what we are planning.</p>
l.	<p><b>Pastoral Care</b> – Mary Flaherty</p> <p>Mary is visiting 4 people in the nursing home. She will try to determine if other Catholics are in residence at the home.</p> <p>She will be taking prayer shawls to folks who may want one.</p>
<b>VII.</b>	<b>Old Business</b>
A.	<p><b>Plan of Improvement</b></p> <p>Please see IV-A and D-k above.</p>
<b>VIII.</b>	<b>New Business</b>

A.	<p><b>Meeting Time</b></p> <p>The Parish Council will now meet at 5:30 p.m.</p> <p>A discussion ensued about growing the parish. It was noted that Father Koo would like the parish to grow from 60+ families to 100 families in five years. It was suggested that a subcommittee be formed to develop a growth plan.</p> <p>There is a need for a “welcome packet” to give to new families and to have at booths at Market Days and the Farmers’ Market. A brochure can be designed with credits earned from the parish directory project.</p>
VIII.	<p style="text-align: center;"><b>Closing Prayer</b></p>
	<p>Closing Prayer – Please see Appendix E. Ed McNamee related the story of Saint John Chrysostom (the patron saint for 9-13-23) and read his prayer.</p>
	<p>Adjournment at was 7:37 pm. The next meeting is on 11/08/23 at 05:30pm.</p>

The next meeting is November 8, 2023 at 5:30 p.m.

Opening prayer – Eric Chadwell

Closing Prayer – Mary Flaherty

**SUMMARY OF ACTION ITEMS:**

1. Paul Flaherty will continue to pursue the acquisition of the tabernacle.
2. Rita needs help loading/unloading tables and chairs for the picnic.
3. Reminder phone calls will be made by Rita and Cheryl concerning photo times.
4. Mike and Sherry Henig will conduct Virtus training for new Catechists.

**Parish Council Meeting  
July 12, 2023  
Appendix A - Agenda**

- I. Call to Order – Eric Chadwell
- II. Opening Prayer – Cheryl Henig
- III. Approval of Previous Minutes
  
- IV. Reports
  - A. Administrative Report – Paul Flaherty
  - B. Financial Report – Leon Iveson
  - C. Liturgy – Michelle Oliver (Father Koo)
  - D. Committee Reports - Chair
    - a. Social Outreach – Helen Yacobucci
    - b. Hospitality/Funeral Receptions – Mary Flaherty
    - c. Greeters – Paul Reardon
    - d. RCIA and Teen Sacramental – Cheryl Henig
    - e. Parish Life – Rita Engle
    - f. Eucharistic Ministers – Paul Reardon
    - g. K-8 Religious Education – Ed McNamee
    - h. Lectors – Ed McNamee
    - i. Fund Raising Committee – Eric Chadwell
    - j. Parish Visibility Committee – Mary Flaherty
    - k. Webmaster – Ed McNamee
    - l. Pastoral Care – Mary Flaherty
  
- V. Old Business
  - A. Plan of Improvement
  
- VI. New Business

- VII. Next meeting scheduled for September 13, 2023
  - A. Opening prayer - Eric Chadwell
  - B. Closing prayer - Mary Flaherty
  
- VIII. Closing Prayer – Mary Flaherty

End.