

**St. Francis of Assisi Joint Pastoral Council/Finance Council
Meeting Minutes – Wednesday May 20-2020**

Notation: This meeting was held as a Zoom Video Conference meeting due to Covid 19 concerns.

Members Present - Pastoral Council: Wendy Nett, Joe Holzinger, Michael Snell, Taylor Geiger, Judy Denor, Steve Sanders, Barb Jenkins, Brian Cvetezar, Bev Brandt, Bob Fricke, Secretary Trustee

Members Present - Finance Council: Bill Censky, Hank Sturm, Jerilynn Gill, Kate Reynolds, Denise Kitzerow, Michael Salutz, Randy Miller Treasurer Trustee

Non-voting Members Present: Fr. Doug LeCaptain, Fr. José Lopez, Dcn. Mark LeGreve, Pat Brandel, Deanne Kuenz, Fr. Bill Evans, Ruthann Ross, Dcn. Mark Knipp

Mtg called to order at 6:35 by Wendy Nett – Initial meeting Pastoral Council with members of Finance Council subsequently joining to make a joint session.

Opening Prayer – Led by Wendy Nett – Honoring Memorial Day and those who have sacrificed for our Freedoms.

- **First order of business – Acceptance of Minutes of March 18, 2020 Meeting**
 - Pastoral Council Minutes - Motion made and seconded to approve minutes as presented – Motion approved -Unanimous voice vote

- **Second Order of Business – Ecumenical Centralized Outreach – CARELink Covenant Partnership**
 - Ruthann Ross and Dcn Mark Knipp gave a presentation on the proposed Ecumenical Cooperative to provide financial assistance to persons in need being proposed for the various Manitowoc Religious affiliations throughout the area.
 - This centralized outreach would be administered by the Salvation Army which has the staff and resources to accommodate a more effective means of serving those requesting help. The Salvation Army would be subsidized 10% of the contributions received for their Administration Fee.
 - SFA's financial contribution would come from the current Good Shepard Fund. Not all of the Good Shepard fund will be allocated to this Cooperative. A certain amount of the fund, as established by the Pastor and support staff, will be set aside for Parish use and distribution.
 - This opportunity would allow SFA Staff to focus time and attention on serving prioritized parish requirements.
 - Motion made and seconded to agree to the Covenant of Partnership with CARELink. **Voting in Favor:** Wendy Nett, Joe Holzinger, Michael Snell, Judy Denor, Barb Jenkins, Brian Cvetezar, Bev Brandt, and Bob Fricke. **Voting Opposed:** Steve Sanders

- **Third Order of Business – New Pastoral Council Members**
 - Terms of Wendy Nett and Barb Jenkins expire June 2020.
 - The new members drawn as replacements are:
 - Dan Wagner
 - Michael Townsend
 - Pastor Fr. Doug LeCaptain requested that Wendy Nett consider staying on an additional year to provide stability and help transition during this time of significant change. Wendy has accepted.

- **Given the current climate as a result of the Covid 19 – Stay-at-Home order there were no Committee Reports.**

- **FOLLOWING ARE TOPICS DISCUSSED AS JOINT PASTORIAL AND FINANCE COUNCILS**

- **Fourth Order of Business – Diocesan plan for reopening mass sites**
 - Fr. Doug provided documents outlining the planned procedures as prescribed by the Diocese for reopening of churches. The information will be provided to parishioners in the Sunday bulletin.
 - **Sunday Worship – Streaming Communion** – Beginning May 30/31 there will be a procedure and logistical plan to provide parishioners an opportunity to receive the Holy Eucharist.
 - There will be four designated times at various worship sites where parishioners will be directed to be able to receive Holy Communion.
 - We will follow these procedures until such time as we get direction from the Diocese that other means of worship are appropriate given the health and safety of all concerned.
 - **Weekday Mass Options – Limiting attendance to nine (9) persons**
 - Beginning in June there will be three Mass times available during the week.
 - Office staff will establish a sign up procedure to allow up to nine (9) persons to sign up to attend per Mass.
 - Procedures on what participants are required to do will be provided.
 - **Adoration Chapel – Diocese still discussing the opening of Adoration Chapels.**
 - There are ongoing concerns regarding the opening of the Adoration Chapels
 - Social distancing in a small space
 - Proper Air ventilation
 - Cleaning and maintaining the furniture and environment.
- **Fifth Order of Business – Reassignments of Priests, Deacons**
 - Fr. Doug reiterated the information that had been shared regarding the reassignments of Fr. Jose Lopez and Fr. Bill Evans effective August 3.
 - There will be two priests assigned to SFA to fill the roles being vacated by Fr. Jose and Fr. Bill.
 - Rev. Jason Blahnik
 - A newly ordained Priest
 - Dcn Mark LeGreve shared that he has accepted an administrative position with a parish in Kaukauna. This will not affect his pastoral duties with SFA, his assignment as Deacon for SFA remains unchanged, he intends to continue his work as a Deacon for SFA parish.
- **Sixth Order of Business – Survey Insights – Lessons/Changes from Safer at Home**
 - Following were the highlights as reflected in the returned surveys regarding lessons/changes from the safer at home experience. Survey was provided to SFA leadership and staff.
 1. Eucharist is most important and most missed
 2. Family time with family prayers and meals is great and needs to continue
 3. Liked online Mass and want it to continue. Look for ways to encourage those who have been on hiatus to attend Mass in person once we can safely resume worship as a community
 4. Don't rush to return to normal
 5. Missed lack of community
 6. Concerned about large crowds in the future
- **Seventh Order of Business – Ministry Opportunities**
 - There was a great deal of discussion regarding the various ministries that were and are being provided during the stay at home order and how to proceed going forward.
 - The general consensus appeared to be that continuation of virtual mass and online streaming would be a beneficial thing. Utilizing social media and technology expands the opportunity to reach a larger audience including those who for various reasons are able to attend in person.
 - Programs such as Café with Priests and Family Prayer Hour along with the availability of video Mass were encouraged to be kept provided those involved with these ministries can allocate the time necessary once we return to full operation and new personnel are in place.

- **Eight Order of Business – St. Boniface Proposal**
 - At the March 18th meeting it had been decided to delay the St. Boniface proposal for 60 days to allow for outside parties to provide a plan counter to what SFA has proposed. The start date for the delay was 3-21-2020.
 - Fr. Doug confirmed that no plan or proposal has been forthcoming in the 60 days provided.
 - The consensus is to move forward with the proposed SFA plan and submit said proposal to the Diocese to get the process started.
- **Ninth Order of Business – Other Updates – RCS/SFA Memorandum of Understanding, Michigan Ave Property, Tuck Pointing, Holy Family College**
 - Pat Brandel gave an overview of the Memorandum of Understanding between Roncalli Catholic Schools and St. Francis of Assisi. This provides an outline of how things are to be handled in the transition of the schools and facilities effective at the end of the SFA fiscal year June 30.
 - Michigan Ave Site - Pat Brandel advised that SFA renewed the annual agreement with the tenant farmer allowing use of the Michigan Ave property. The agreement includes stipulation for recourse should Roncalli Catholic Schools require need or access to the property prior to the harvest.
 - Tuck pointing project – the project needed to be suspended due to weather conditions but will resume as appropriate. It appears that the areas that were addressed have held up and there was no further damage even given the significant amount of rain recently received.
 - HFC - Pat Brandel conveyed that with the closing of Holy Family College that there is the **possibility** of conversation between Roncalli Catholic Schools and HFC to explore potential use of facilities. In deference to the faculty, staff and students of HFC nothing is presently being discussed to allow appropriate time for closure and moving forward.

Next meeting date is to be determined. Parish staff will keep members informed as to date, time and how the meeting will be conducted.

Closing Prayer – Led by Wendy Nett

Meeting Adjourned at 8:00 p.m.

Respectfully Submitted: Steve Sanders