

**St. Francis Parish Council Minutes**  
**Regular Meeting; Brunsman Hall**  
**Tuesday, February 11, 2020**

Fred Bermudez, excused  
Ed Condon, excused  
Francine Freitas, present  
Jo Gonsalves, present  
Darrin Greer, vice chair, present  
Margaret Healy, excused  
Linda Hill, present  
Melba Hinojosa, present  
Sue Kenney, present

Patrick Mahan, present  
Emer McKenna, present  
Kent Meyers, present  
Gary Myrick, present  
Bob Reid, chair, present  
Janet Vitt, secretary, present

Also attending were J.D. Warrick of the parish staff and parish member Michelle Fernandez. Fr. Desmond O'Reilly was absent because he was out of town.

Chair Bob Reid opened the meeting at 6:02 p.m., and Janet Vitt led the room in prayer.

The minutes of the January 14, 2020, council meeting, upon motion by Kent Meyers, seconded by Francine Freitas, were approved unanimously. They will be posted on the parish website.

**Chair's Report:** Chair Bob Reid reminded council members that they are asked to wear nametags identifying them as members of the Parish Pastoral council on Feb. 15-16 and at any Mass on the third weekend of each month.

**Staff liaison:** J.D. Warrick had the following notices for council members:

- Words of appreciation from Beth White for the adults who helped with the interviews of students preparing for the sacrament of Confirmation. The students will be confirmed at 5:15 Mass on Saturday, March 7.
- A Lenten Retreat is scheduled for the Parish evenings of March 23-25 and one daytime session on Tuesday, March 24.
- A Lenten Reconciliation service will be at 7 p.m. Thursday, March 26.
- Tax letters have been mailed out.
- The parish 6-month budget will be published in the bulletin.

**Introduction of Guest:** Chair Bob Reid introduced Michelle Florez-Fernandez who heads the parish's Steps Ministry. She said Steps guidelines were being updated and handouts were to be developed to educate newcomers and donors about the Steps Ministry's works. Her ministry team still seeks more volunteers, particularly for weekend evenings. The ministry maintains an updated knowledge base of services available in the region for homeless people. And overall goal is to minimize the number of tasks that fall to Amanda Evans and other parish staff to solve for the parish's homeless guests.

### **Council Member comments**

- **Darrin Greer:** Has the parish considered altering the requirements for the advertised staff assistant position so that it attracts interest of college students who might find the hours a good fit? J.D. Warrick took note.
- **Francine Freitas:** Is there any chance of publishing for the parish a budget as detailed and transparent as she saw from St. John's Lutheran Church in Midtown? The council would like to have further conversations with the Finance Council. Janet Vitt will convey that interest to the Finance Council in her role as liaison.
- **Bob Reid:** There are loose tiles on the flooring of the old Sanctuary that need attention by the new custodian. Janet Vitt will convey that issue to the new custodian.

### **Committees & Liaison Reports**

- **Ministries of Care** – Melba Hinojosa filled in for Ed Condon. This task force has met again and continues working on a spreadsheet that shows all the parish ministries, task forces, volunteer efforts and events. The committee hopes to have a relatively comprehensive list to turn over to Fr. Des and the parish staff in Spring so that various lists of ministries can be updated. and then plans to become a pillar of support for the Stewardship Task Force.
- **St. Francis Catholics in Community** – Patrick Mahan said the task force is scheduling a breakfast informational meeting on Saturday March 7. Later the task force will spend more time on its fundraising arm, but the team wants Stewardship to mean more than just fundraising. It also seeks to increase participation in ministries and events, especially among newer parish members.
- **Finance** -- Janet Vitt reported that the Finance Council did not formally meet in January. Through email it reviewed the monthly and semi-annual budgets, which are on track. The Finance Council meets next on Tuesday, Feb. 25.
- **Buildings & Grounds** – Janet Vitt met with Manny Dabay, the new custodian and facilities assistant for the parish. He is getting settled in and has already addressed some tasks. She also reported:
  1. Parish business administrative manager Amanda Evans said a leaky seal around one of the upper exterior windows of the church has been fixed so that water will not drip inside the

church. Manny said he is committed to keeping the areas immediately around the church free of debris.

2. The firm under contract to maintain the church boiler will fix a persistent leak in the condensation pipes.
  3. Manny will prioritize these projects, which have been mentioned to council members:
    - a) Move bike racks in the school yard
    - b) Assess the issue of water pooling under hand-dryer in men's restroom
    - c) Assess the position of the railing near the ambo
    - d) Repair garage doors at the Parish Center and the empty friary
- **School** – Fred Bermudez emailed a report, saying the Jan. 26 Pancake Breakfast was a success with more attendance than last year. It was part of the observance of Catholic Schools Week.
  - **Liturgy** – Francine Freitas said the committee has responded to requests from the Gala committee for items to be mentioned for that event's Fund-a-Need: a candle stand for tall prayer candles and a set of vestments for use by visiting priests.
  - **Membership** – Darrin Greer said a few council members who are not up for reelection will need to begin preparations for the June 2-3 elections. Two members, Ken Meyers and Margaret Healey, are termed out. A celebration of appreciation will be a part of the June Council meeting.
  - **Parish Safety** – Gary Myrick said the tri-fold is ready to be printed. The committee will convey the document to J.D. Warrick and place them around the church.
  - **Directory** – Francine Freitas said efforts continue to produce a parish directory without the input from the photography company that had been doing the project. Two letters from Fr. Des to that company have gone without response.
  - **Faith Formation** – Emer McKenna & Kent Meyers reported that there are a total of 38 children preparing for confirmation, 19 from the Parish at large and 19 from the school. They reminded the council of the following events for children:
    1. March 7 – Confirmation
    2. March 28 – First Reconciliation for children not enrolled in the school
    3. April 25 – First Communion Retreat and rehearsal
    4. May 2-3 – First Communion

The next Council meeting will be at 6 p.m., Tuesday, March 10, 2020, in Brunsman Hall. Sue Kenney and Jo Gonsalves will provide the opening and closing prayers, respectively.

There being no more business, Francine Freitas led the Council in a closing prayer. The meeting was adjourned at 7:52 p.m.

Respectfully submitted, Janet Vitt, secretary