

DRAFT

**St. Francis Parish Council Minutes
Regular Meeting; Brunsman Hall
Tuesday, January 9, 2018**

 x Fred Bermudez

 x Debbie Clingingsmith

 x Margaret Healey, Chair

 x Tricia Helm

 x Jose Michel

 exc Kent Meyers

 x Evelyn Fallon

 x Francine Freitas

 x Bob Knapik

 x Bob Lavelle

 x Bob Reid

 exc Penny Tafoya

 x Darrin Greer, Vice Chair

 x Dennis Mahoney

 x Richard Hernandez

 x Janet Vitt

 x Fr. Des O'Reilly

1. Welcome and Roll Call

- Meeting was called to order at 6:00 by Margaret.
- Opening prayer: Bob Reid
- Attendance was confirmed by Margaret.
- The minutes were approved with minor revisions.

5. Vacancy on Council: Procedures and Recommendation

- Margaret reminded the Council that we recently created a Bylaws, Nominating, and Structure Committee. It was explained that part of this committee's function is to identify and to recommend potential candidates for vacancies on Parish Council when they occur.
- Margaret told the full Council that the Committee recommended that parishioner Janet Vitt be appointed to fill the vacancy on the Council, and that we vote to put forward the name of parishioner Janet Vitt to fill the vacancy.
- The Council unanimously approved Janet Vitt's nomination, and Father Des accepted the recommendation of Janet Vitt to fill the vacancy on Parish Council.

4. Pastor's Remarks

- General discussion was held regarding St. Francis getting a defibrillator. Key people will be trained on how to use it.

- Father Des mentioned that Catholic Radio would be broadcasting our 9:30 Mass on January 14th, as well as another Mass at a later date.

3. Follow up Items

- **Parish Directory:** Bob Reid announced that Francine has joined the Parish Directory Planning Committee. The Committee has also selected an experienced husband and wife team to produce the Directory. They most recently produced the Parish Directories for Sacred Heart Church and St. Mary's Church. This is a big project, and the Parish Directory team will be looking for additional volunteers to help.
- **General Cleaning and Cleaning Projects:** Richard reported that a number of the items on the list have already been completed. Identifying and scheduling additional projects will be ongoing.
- **Ministry Fair:** The Ministry Fair will be held after all Masses the weekend of January 20 – 21. Each Ministry is responsible for setting up and staffing a table. This weekend is geared toward the Time and Talent part of the Covenant of Sharing.
- **Committee Reports:**
 - **Building and Grounds:** Bob presented a brief report on the upcoming facilities survey. It will be a thorough review of our buildings and grounds.
 - **Finance Council Liaison:** Dennis reported that the Finance Committee has recommended that the First Sunday Collection at the doors of the church will be earmarked for the support of the Step Ministry. The First Sunday collection began as support for Francis House when that agency was closely associated with our parish. Using the money for the support of the Steps Ministry is in keeping with the collection's original purpose of helping the parish's primary mission to the homeless.
- **End of Meeting Procedures:**
 - Volunteers for Prayer Leader next meeting
 - Closing Prayer (Francine)