

St. Vincent Ferrer Parish Pastoral Council Minutes
Wednesday, September 16, 2015, 7:00 PM

Location: Room B

Minutes: Marianne Hird

Start time: 7:00 pm

End time: 8:30 pm

Present: Kathy Abele, Susan Aloisio, Tim Carter, Denny Connor, Eimee Donbar, Jodi Kastner, Kelly Kramer, Fr. George Kunkel, Toby Matson, Alice Schneider, Jack Schwein, Tom Shoop
Not Present: Chris Homan, Bill Mountel

Opening Prayer and Approval of Minutes

Gospel reading – *S. Aloisio*

Reflection – *All*

Eimee Donbar made a motion to approve the June 2015 meeting minutes; Toby Matson seconded the motion and the minutes were approved as submitted.

New Business

1. Discussion of 2015-2016 Budget – *Kathy Abele*

A summary of the SVF 2015-2016 was provided to all PPC members for review prior to the September meeting. Some of the Budget highlights were reviewed by Kathy:

- The 2014-2015 fiscal year ended with a loss of roughly \$141,000, as projected. The money the parish will receive from the One Faith, One Hope, One Love campaign will be paid out over a 5 year period and has been earmarked to pay down the existing budget deficit.
- The Fall Festival and Athletics Commission budgets are NOT included in the overall parish budget (they have their own separate budgets)
- The potential financial loss based on decreased student enrollment for the 2015-2016 school year has been offset by the increase in the tuition voucher payments

2. Plans for Annual Stewardship Renewal on the weekends of OCT 4, 11 and 18 – *Fr. George*

Activities planned for the Annual Stewardship Renewal are as follows:

- OCT 3-4: Blessing of all ministry leaders will occur at all Masses
- OCT 10-11: A witness talk will be presented at all Masses
- OCT 17-18: Commitment cards along with a brochure detailing SVF ministries will be distributed at all Masses

3. Pope Francis's visit to the United States – *Fr. George*

A recorded message from Archbishop Schnurr regarding Pope Francis's visit to the US will be played at all Masses the weekend of SEPT 19-20. Archbishop Schnurr will speak about the Archdiocesan preparations for the Pontiff's visit which include, but are not limited to: sponsoring the construction of the Pope Francis Habit for Humanity House in Cincinnati; ringing of church bells throughout the archdiocese just prior to Pope Francis's address to the US Congress; and publication of prayers for the Pontiff's visit in parish bulletins.

4. Review of current SVF PPC Constitution – *All*

Jodi Kastner conducted a review of the current constitution with the PPC members in attendance. The below items were identified for further action or discussion:

- a. The following change was proposed for Article IV, Section 1, Item C:

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Current language – “Building and Finance Commission *will elect or nominate* new representatives to begin their terms in June of 2012, 2015 and every 3rd year thereafter.”

Proposed change – “Building and Finance Commission *will nominate* new representatives to begin their terms in June of 2012, 2015 and every 3rd year thereafter.”

- b. Inclusion of Stewardship Commission in the PPC Constitution was once again discussed but a decision was not reached. The topic was tabled for future discussion.
- c. Each parish commission should operate under its own constitution. Individual commissions’ meetings should have published agendas and a summary of the minutes or discussions at those meetings should be presented by a commission representative at the monthly PPC meetings. This information should also be provided to the PPC Recording Secretary for inclusion in the PPC meeting minutes.

Old Business

None.

Commission Updates

1. **Athletic Commission** – *Tim Carter*

- The Athletic Charter was completed and submitted to the Archdiocese prior to the end of June. No Archdiocesan feedback has been received as of this time. All requirements of the charter are now in effect. Eligibility for student athlete sport participation requires the student to be receiving religious education in school or to be a parish member enrolled in a religious education program. Non-affiliated student athletes will need approval for participation.
- Most of the scrap metal from the old soccer goals has been removed from the parish property; arrangements are in place to pick up the remaining pieces. Tim Carter recognized local celebrity Bill Cunningham for his generous donation, making the purchase of new soccer goals possible.
- Girls’ basketball and soccer seasons are under way at this time. With the switch from CYO to Greater Cincinnati Catholic Youth Sports, some schools opted to change their basketball season. Consequently, there are not as many schools playing girls basketball this season. SVF Athletics will monitor the availability of teams and athletic facilities as the season progresses and discuss whether changes will be made to the SVF schedule.
- Athletics has proposed purchasing folding chairs with the SVF logo to help improve the gym environment. Tim mentioned the overall cleanliness of the gym has been lacking and hopes that this improves in the future.
- Tim is still working on the designation of an Athletics representative to the PPC

2. **Building and Finance Commission** – *Denny Connor*

- The commission reviewed the 2015-2016 budget at their SEPT 9 meeting. They also reviewed and approved the language for a letter that will accompany the budget information that will be sent to all parishioners. The parish financial situation is a cause for concern as the “reserve fund” is very low (approximately \$11,000) and would make payment for any major repairs very difficult.
- The July financial statement was reviewed and reconciled. Income vs expenses realized a \$42,000 budget shortfall. Income was \$26,000 below budget which is related to decreased collections during the summer months and lack of tuition payments being made in July. Expenses increased related to the double payment for health insurance premiums in July. The

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August statement has not yet been reconciled but has a brighter outlook based on an annual donation of \$100,000 from a single donor and expenses coming in about \$16,000 below budget. The income vs. expense total at the end of August is about \$90,000 above budget.

- School enrollment is at 153 students: 78 parishioner family students and 75 non-parishioner family students
- At the present time there are no plans to hire the Bookkeeper position vacated by Kathy Abele. The hope is that the responsibilities of this position can be absorbed by the current staff.

3. Education Commission – Kelly Kramer

The commission recently reviewed their constitution and made amendments relative to community service projects for school and PREP students. The community service projects will be organized around 3 distinct events: food donation at Thanksgiving, Angel Tree at Christmas, and a Lenten project. The goal is to decrease the frequency of requests for donations and avoid overlap between the requests of various groups and projects.

4. Festival – Jodi Kastner

Jodi reported that 180 items have been donated to Bid n' Buy. The SVF Montgomery Rd. entrance will be closed beginning on Monday, SEPT 29 and re-open on Tuesday, SEPT 30. Setup of the stage and the festival booths will follow shortly after the entrance closure. Significant savings to the Festival budget were possible by doing away with the need for tent rental, contracting with different bands and borrowing festival games from St. Rita's (equipment is borrowed in exchange for providing volunteers for the St. Rita festival).

5. Parish Life

No updates

6. Stewardship – Susan Aloisio

- Maria Cleveland, Amy Hobler and Mark Leary have agreed to serve on the Stewardship Commission beginning in July
- The commission continues to review the Parish Survey data. The priority areas of attention are Adult Formation, Youth Ministry, Liturgy, and Communications. A status report was published in the bulletin the weekend of SEPT 5-6.
- Approximately 60 people attended the Leadership Retreat held on AUG 28-29. Participants' evaluations of the retreat were positive and recommended opening this retreat opportunity to all parishioners in the future.
- Stewardship Renewal - see New Business, item 2. A Leadership Gathering for the Stewardship Commission is scheduled for Monday, OCT 20 from 6:30 – 8:00 pm.
- Plans are underway to create a commitment card targeting SVF and PREP students to help encourage youth ministry and involvement
- The Stewardship Commission members will share the "stewardship" message with other parish commissions after the conclusion of Stewardship Renewal in October.

7. Worship – Susan Aloisio

- The Liturgical ministers Evening of Reflection will be held Monday, OCT 5 from 7:00 – 8:30 pm in church. The guest speaker is Sr. Leslie Keener, CDP. She will reflect on Pope Francis's call to Mercy, Love, and Service in the coming liturgical year.
- All Souls' Day Mass is Monday, NOV 2 at 7:00 pm
- Advent Reconciliation Service will be Wednesday, DEC 2 at 7:00 pm

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- Mary Joseph will be stepping down as Coordinator of the Art and Environment Committee next year. Mary's replacement is actively being sought.
- Additional ushers, servers and Eucharistic ministers are needed at all weekend Masses

Action Items

Item	Responsible Party	Status	Completion Date
Drafting of SVF Athletics Charter	Fr. George and T. Carter	Complete	JUN 2015
Send PPC Constitution to all PPC members prior to September meeting	M. Hird	Complete	AUG 31, 2015
Send updated 2015-2016 PPC Meeting Schedule to all members prior to September meeting	M. Hird	Complete	SEP 1, 2015
Provide SVF 2016 Budget to all members prior to September meeting	M. Hird	Complete	SEP 12, 2015
Provide the Building and Finance PPC Representative Rotation Schedule to M. Hird prior to September meeting	K. Abele	Complete	SEP 16, 2015
Ask K. Abele to confirm Article V, Section 6, Item D relative to dollar amount that requires PPC approval	D. Connor	New	
Confirm the PPC commissions that already have a written constitution in place	Fr. G. Kunkel	New	

A motion to adjourn the meeting was made by Eimee Donbar and seconded by Alice Schneider.

The business meeting was adjourned at 8:30 pm.

The next meeting will be Wednesday, October 21, 2015, 7:00 pm Room B
