

**SAINT FRANCIS XAVIER PASTORAL COUNCIL MINUTES**  
**Xavier Hall, Carbondale IL**  
**21 February 2005**

**Goal: “To enhance and increase the meaningful involvement of more parishioners in the spiritual and social aspects of our Parish community.”**

- 1. To improve adult religious education activities.**
- 2. To increase Mass attendance.**
- 3. To increase activities and attendance at activities.**
- 4. To improve communication between Parish leadership and the community.**

**In attendance:** Ben Balsano, Bob Bauman, Jane Boardman, Laura Butler, Mark Crimando, Leslie Ferraro, Father Bob Flannery, Chuck Grace, Jack Hagan, Toni Intravaia, Sister Rosemary Henrichs, Laura Kidd, Margie Mitchell, Steve Schauwecker, Ed Varsa, Doris Weaver

**Guests:** Leanne and Tom Furby

1. **Prayer/Reflection:** Chair B. Balsano opened the meeting at 7:06 P.M. Father Bob read the story of the ‘woman at the well’ from John’s gospel and led the reflection.

2. **Visitors: Parish Website:** B. Balsano welcomed Leanne and Tom Furby to the meeting. A discussion was held concerning the Parish website and suggestions were made for better utilization of the website to facilitate communication between the Council and parishioners. The Furbys indicated to the Council that they can add things to the website as the Council desires. Items concerning the Youth Ministry and the Germany Pilgrimage are already on the website. The Council agreed that information about the Women’s Club, the Knights of Columbus, the Parish monthly calendar, Teens in Spirit, Liturgical ministries, general announcements and minutes from the Council meetings need to be included on the website. Items to be added to the website should be sent to the Parish secretary first; she will then send them to the Furbys. After initial approval of draft Council minutes, L. Kidd will then send the draft minutes to the Furbys, and, if there are any changes, those will also be sent to the Furbys for the website.

The Council thanks Tom and Leanne for all of their great work on the website and their eagerness to help make this website a great Parish resource.

3. **Approval of January 24, 2005 Minutes:** One item concerning attendance was corrected; upon this correction, a motion to accept the January 2005 Pastoral Council minutes was made by M. Mitchell and seconded by C. Grace. The minutes were accepted by voice vote.

4. **Agenda Prioritization:** Agenda was approved as written.

5. **Old Business**

**a. Goal:** As a reminder to the Council, Chair B. Balsano read the goal and objectives. Father Bob reminded the Council that we are managing to achieve many of our objectives. He reminded the Council of the Lenten social justice programs, of the debt reduction party, and the website as just a few of the many ways that we work, as a Parish and Pastoral Council, to achieve our goal and objectives. In particular, he read a letter that was placed in the collection basket on the weekend of January 13 that noted the welcoming atmosphere of our Parish community; the letter reads as follows:

“We are visitors at St. Francis this weekend and a few other times during the year. We just wanted to let you and the members of St. Francis Church know how much we appreciate your friendly acceptance of the students of SIUC. We have two sons who attend SIUC. Every Sunday they attend St. Francis for mass and are always greeted with open arms. This means a lot to parents of children that are so far away at school. I know church should always be an accepting place for all but watching students come and go it would be easy for the parish family not to accept these students. We know as a Catholic family that our churches are strained both financially and spiritually. We thank you for your time you give the church through your ministry. Thanks again for your kindness given to our sons every week.”

**b. Stewardship Committee:** Father Bob is still in need of more members from Saint Francis to serve on the Stewardship Committee. B. Bauman, Frank Bleyer, S. Schauwecker and Gus Milipolas from our parish have attended some of the initial formation meetings. L. Ferraro volunteered to serve on this committee. The next meeting will be at Saint Andrew Parish, Tuesday, January 22, 2005. Other people interested in serving on this committee should contact Father Bob.

A brief discussion was held on how to get more people involved in various committees. C. Grace suggested that a list be generated that includes all of the people of the Parish who are involved in all of the various ministries/committees that serve the Parish. This list might generate more volunteerism. This list might be included in the bulletin and on the website.

**c. Cluster Information:** The next Cluster Council meeting will be held at Saint Francis on Wednesday, February 23, 2005, at 7:00 P.M. Father Bob announced that at the next Deanery meeting, which will be held March 16, further discussions on cluster planning will be held in light of the departure of Bishop Gregory. At this point, Father does not foresee any changes in the clustering process. An informational letter will be going out to the parishioners of Saint Andrew, Saint Francis Xavier and the Newman Center regarding the cluster process after the Deanery meeting.

**d. Church Renovation Campaign:** The Debt Reduction Party was a tremendous success. Thanks to all who helped with the party and thanks again to all who worked so hard for the church renovation campaign.

e. **Capital Campaign:** S. Schauwecker reported that no committee has been formed yet. The scope of the renovation costs is still not known. Father will contact the Diocesan engineer for estimates. Father referred the Council to the January 26 minutes of the Building and Grounds Committee meeting, which may be found as **Attachment A** to these minutes. The minutes list many of the repairs that must be done. Father also noted that, as this campaign is started, discussion on the organ and security issues should also be included. Father will also have the custodian check on the roof warranty.

Father also asked the Council to start thinking about a chair for the Capital Campaign Committee. B. Balsano volunteered to serve on the committee as a member. M. Mitchell asked if George Sheffer could come and speak to the committee after it has been formed to advise the committee on running the campaign. M. Mitchell is continuing to explore the possibility of obtaining a free energy audit of Xavier Hall to provide information for the renovation committee.

f. **School Support/Tuition Covenant:** The Tuition Covenant program will most likely be implemented next year. Financial support of the school continues to be a challenge for Saint Francis Xavier and Saint Andrew Parishes. With the support of the Pastoral Councils of Saint Francis Xavier and Saint Andrew, a letter will be sent to all parishioners indicating that support for Saint Andrew School is a main ministry of the parishes; this letter will also include information on tuition costs. S. Schauwecker reiterated his belief that the Tuition Covenant and Stewardship Program should be implemented 'sooner-rather-than-later' and will probably be the best solution for providing financial support to the school

g. **Parish Website:** Please see Item 2, above.

h. **Debt Reduction Party:** Item 5b, above.

i. **'Welcome New Visitor' Card:** B. Balsano will bring an example to this next meeting, and this item will be re-visited.

j. **Renovation Committee:** Father is meeting with Pete Pierman to discuss a few minor items that remain to be completed in the Church.

## 6. Committees and Reports

a. **Heritage Club:** J. Boardman reports that the Heritage Club had a very successful Valentine's Day gathering at Hunan's. On March 17, the Club is having a celebration for St. Patrick's Day. A suggestion was made to include information on the Heritage Club on the Parish website.

b. **Liturgy:** Father Bob reported that the Liturgy Committee is busy planning for Lenten services, as well as Easter services. He announced that Sally Varsa needs help this year with the flowers for the altar/church.

**c. Women's Club:** M. Mitchell reported that approximately 375 people were served at the February Fish Fry and approximately \$2100 was made. On March 3, the next meeting will be held and the main topic of discussion will be the selection of charities to support. M. Mitchell reminded the Council that help will be needed for the next Fish Fry; in particular, youth are needed to help.

**d. Knight of Columbus:** E. Varsa also reiterated the need for help with their Fish Fry on March 18. He also thanked Father Bob for the Mass that was celebrated in memory of the deceased Knights, as well as the prayer hour of Divine Mercy.

**e. Family Life:** Along with the Debt Reduction Party and the Fish Fry, there were Family Stations of the Cross that were held on February 18.

**f. Health Committee:** D. Weaver reported that the Health Committee met on February 7 with Pat Waters to discuss the Parish's Lifeline program. A brief discussion among the Council was held on obtaining a Parish nurse who would be willing to volunteer some time for the health ministry. This might be a cluster activity. A question of liability was also brought forward. Father expressed his thoughts that this ministry would not need to be considered as a nursing activity as much as provide information for seniors who might have various questions on obtaining services, etc. The committee will continue to explore this ministry.

**g. Finance Council:** S. Schauwecker reported that collections are slightly ahead, but expenses continue to rise. The Parish will still be running a deficit at the end of the fiscal year (approximately \$30,000, instead of the projected \$50,000). By the end of the fiscal year, Saint Francis Xavier Parish will have no money left in the saving account. The biggest expense of the parish continues to be the support of Saint Andrew School. S. Schauwecker again reminded the Council of the important of implementing the stewardship program.

**h. Faith Formation:** T. Intravaia distributed a report to the Council; this may be found as **Attachment B**. She is also nominating youth for the community Youth Volunteer and Youth Appreciation Awards.

**i. Buildings & Grounds:** A meeting was held on January 26, 2005. See **Attachment A**.

**j. Social Justice:** Father reported that the first presentation on social justice organized by Elsie Speck was very successful. Two more will be held during the Lenten season. Thanks to Elsie for organizing these events.

**k. Youth Representative:** M. Crimando reported on the following youth activities:

>DYC will be held on March 18-20; approximately four youth from the Parish have registered for the conference;

- > The annual Spaghetti Dinner fundraiser will be held Saturday, February 26.
- > There will be a game night with Scot Thorne on Sunday, February 28.
- > The youth will clean the church on Palm Sunday.
- > There will be Easter egg hunts after the Sunday Easter morning masses.
- > Approximately \$4900 is still needed for the Germany pilgrimage.

**l. Saint Andrew School:** D. Weaver reported that Catholic School Week was ‘a real hoot’; the Saint Andrew Fundraiser Trivia Night will be held on February 26; pre-registration for the school will be held in March; there will be a speech contest and science fair held at the school in February. The boiler remains a problem.

**m. Small Christian Communities:** SCC groups continue to meet. Sister has educational materials that may be used for these groups.

**n. Organ:** No report.

**7. Communications:** No report.

**9. New Business**

**a. Selection of New Bishop:** Father Bob reported that the search for a new bishop will most likely take one year. Each priest of the Diocese was asked to give needs to the Diocese to help with the appointment of a new bishop. He urges everyone to pray for a timely appointment.

**b. Pastoral Council Election:** The terms of B. Balsano, L. Butler and L. Kidd will be over in April; all of these members are eligible to serve another 3-year term. There is another term that has not been filled, so there are four adult Council terms that are up for election. A new Youth Representative will also be needed for next year; this will be selected by the youth and the Youth Ministry Planning Team. C. Grace will serve as the chair of the nomination committee; D. Weaver and L. Ferraro will serve as members. An announcement will go into the bulletin; should no nominations be made, Father reminded the Council that members may be selected by the discernment process. Father Bob urges the members whose terms are up to prayerfully consider serving another term on the Council.

**c. Easter Vigil:** There will be a reception after the Easter Vigil Mass on March 26 to celebrate the start of the Easter season as well as to welcome the new members of our Catholic faith to our Parish. Council members are asked to bring two dozen cookies by 10:00 AM on Saturday, March 26 to Xavier Hall. T. Intravaia, M. Mitchell and L. Kidd will set up the reception.

**d. Saint Andrew School Envelope:** Father Bob asked the Council their opinions on including an envelope each month specifically for the support of the school. Those donations will go into the Parish’s collection and then will be funneled to the Parish’s financial obligation for support of the school. The Council supports this plan.

Father will contact a member of the school board to help introduce this to Saint Francis Xavier Parish.

e. **Other:** C. Grace invited the Council to attend the 9:00 AM April 16 'Breakfast with the Bishop' held by Catholic Social Services at the Newman Center. Although we are currently without a bishop, Monsignor Margason, as the acting director of the Diocese, will attend. Father Joseph Brown will be the featured speaker. The purpose of the breakfast is to inform people of the work that CSS provides and to get support, volunteer and financial, to help continue their work.

**10. Pastoral Associate's Report:** Sister Rosemary reported the following:

>Germany Pilgrimage: L. Ferraro is to be commended and thanked for all of the work that she has put in to the fundraising events for this trip. There is, however, \$4900 left to raise. If the monies cannot be raised, then our youth will have to pull out of the trip by March 11 or suffer a large financial penalty. The Council agreed that the youth should go and the trip shouldn't be cancelled. Special collections should be made at masses to help with the fundraising.

>RCIA: Sister reported that the RCIA class attended the service at Belleville on February 13. This was a moving experience and made a great impression on the RCIA class.

**11. Pastor's Report:** Father Bob reminded the Council of the Lenten Penance services. The Annual Bishop's Appeal is also starting. He also informed the Council that the Easter Vigil Mass will start at 7:00 this year (instead of 8:00 P.M.).

**12. Next Meeting: Monday, March 28, 2005, 7:00 PM, Xavier Hall.**

**13. Individual Responsibilities:**

>L. Ferraro volunteered to serve on the Stewardship Committee;  
>Father will contact the Diocesan engineer for estimates;  
>Father will have the custodian check on the roof warranty;  
> B. Balsano will bring an example of the new visitor card to the next meeting;  
>C. Grace (chair), D. Weaver and L. Ferraro will meet to discuss nominations for the four Council seats that are open;  
>Sister Rosemary will ask for nominations for the next Youth Representative from the YMPT (to replace M. Crimando, who is graduating this year);  
>Each Council member is to provide two dozen cookies for the Easter Vigil reception, March 26.

**14. Prayer/Adjournment:** Chair B. Balsano asked Father Bob to close the meeting with a prayer. A motion of adjournment was made by L. Ferraro and seconded by M. Mitchell. The meeting was adjourned at 9:43 PM.

*Respectfully submitted by Laura K. Kidd*

## ATTACHMENT A

### BUILDING AND GROUNDS COMMITTEE MEETING HELD JANUARY 26, 2005 AT 5:00 P.M.

Those present: Fr. Bob, Bill Borgognoni, Jim Ewers, Laura Butler, Margie Mitchell, John Zumbahlen. The main focus of the meeting was to discuss repairs needed mainly for the parish hall:

- Needs a new roof - Need to get an approximate cost, also need to test for asbestos (Laura will check). It was suggested that the roof needs to be sloped.
- HVAC, contact diocese engineer for an idea of what is needed. (John to contact diocesan rep)
- Retaining wall on south side of hall (had an estimate of \$5,000, not real recent)
- Tile for hallway on 1st floor and lower level (Jim to check with company in Anna)
- Vinyl Curtains for bays (costs received a few years ago was about \$5,00-\$6,000 each)
- Completely redo the church parking lots.
- Lighting in hall needs updating, suggestion was to check if any grants were available.
  
- Mentioned mold on north side of church and on hall (can probably do ourselves) Bill said use low pressure and see what is recommended to use, probably at True Value.
  
- Tuck pointing and sealing brick (be careful on kind used) doesn't last too long
  
- Outlets in the church were mentioned, some are not wired.

Other issues discussed: Fr. mentioned graffiti on the brick in the carport. John removed it as best he could, another cleaner is on order from True Value.

Hall security, all kinds of people wander in and out of the hall. The south hall door is locked when John is not working. Discussed ways of having a "door bell" at the north door, especially when staff are in the hall alone. It was noted that there are a number of groups that use the hall for their meetings during the day and evenings.

John asked about removing the in-house vacuum as it hasn't been used in years. It was agreed to remove it.

The next meeting was scheduled for February 23 at 5:00 p.m.

## ATTACHMENT B

### **Pastoral Council, February 21, 2005, Report PSR, Toni' Intravaia CRE**

1. The Teens in Spirit met on February 6<sup>th</sup> with Barb and Chuck Grace. Sister Rosemary led the day sharing Reconciliation, Laura Kidd and Leslie Ferraro were in charge of food. Quatros gave us pizzas and salad. Parents gave desserts. Six were absent either due to illness or school activities. Letters have been written for makeup.
2. A ski trip was proposed by the Freshman class. Calls were made, letters written, announcements were made, but not enough students were interested. It was cancelled. This kind of trip must be planned ahead.
3. Adult ed: Dick Falat met last Tuesday with the "Jesus Today" group for discussion. He is good for adult education, as we found out. As of this moment, I am wondering if we could add him to our Tuesday meeting and invite others to join us.
4. Bill Harper and I met to firm up the Saint Francis-St Andrew Vacation Bible School for June 13-17 at St. Andrew. Parents will be charged \$25.00 per child. We are advancing from the PSR fund \$1000 as is St. Andrew to purchase the material needed from Concordia. Next summer we will gather at St. Francis. I will be making flyers, etc to advertise this. Usually we have about 20 youth.
5. The PSR Reconciliation Lenten meetings: February 13 for Grades 2,3,4 and February 20 for Grades 5,6,7,8. The groups meet in church with Father Bob.
6. Family Stations was held on Friday the 18<sup>th</sup> at 7 p.m. It was a small group but led by Father Bob and Sister Rosemary, The cross was carried by a fifth grader,
7. First Communion Retreat: We have 36 making First Communion. We made bread following the film "Grandma's Bread" and then made the squares that will become the Banner. Father Bob led a rehearsal with the youth on making First Communion.
8. The Children's Liturgy continues with Clare Mitchel at the 8 am Mass and a group of four alternating at the 10 am Mass
9. The Valentine Party for PK through 2<sup>nd</sup> grade was held on Sunday February 13 from 2 to 4 led by Gina Hill and several mothers.
10. Child Protection Training for PSR classes K thru 8 will be held in April with letters being sent out ahead of time to all parents.