



St. Francis Parish Council  
**Tuesday, May 14, 2008**  
Brunsmann Hall, 7:00 p.m.

1. Gathering
2. Gospel Reflection - led by ??
3. Welcome & Review of Agenda and any New Items
4. Approval of Minutes of the April 2008 meeting
5. Pastor's Report - Father Anthony Garibaldi (to be read prior to meeting)
  - a. Council Response to Pastor's Report Questions
    1. Summer Retreat
      1. What would be helpful to you?
      2. Spiritual Component?
      3. Day and Location?
      4. Would you be willing to help on the planning of it?
    2. Building & Grounds Liaison
    3. 2008-2009 Budget
6. Follow-Up to Old Business
  - a. Centennial Committee Report
  - b. Financial Assistance Ad-Hoc Committee
  - c. Parish Council Election
  - d. Parish Council Resignations
  - e. Parish Facilities Use Fee for Self-Help Groups
7. New Business
  - a. Sign on automatic door (Friar side door)
8. Evaluation of meeting, Announcements, Requests & Closing Prayer
  - a. Feedback from Council
  - b. Dates to Remember
    1. May 18 & 19 -- SFP 101
    2. May 31 & June 1 Parish Council Elections
    3. August 3 & 4 — SFP 101
    4. September 13 & 17 -- Safe Environment Training
    5. October 4 –Opening of the 2008-2009 Centennial Celebration
    6. November 1 – Women's Day Retreat
  - c. Volunteer reader of next month's Gospel reflection
  - d. Closing Prayer – by ??



**St. Francis of Assisi Parish**  
**Pastor's Report**  
**May 13, 2008 Parish Council Meeting**

I would like to thank you all for the work that you are doing—especially for your help with planning the budget for the coming year. It is wonderful to have your sound advice and caring support for the parish!

**I. Input Sought**

**Transitus of St. Clare**

- Do we want to have a potluck on Sunday evening prior to the *transitus* of St. Clare (Sunday, August 10, 8:00pm). Who should host it?

**Council and Staff Collaboration**

- **Summer Retreat:** I would like the parish staff and council to meet together, as we have done for the past several years, in late July or August for an all-day retreat, and I would like to ask for your input about the content/format for the day:
  - What would be helpful to you?
  - Spiritual component?
  - Weekday gathering at the Sierra Health Foundation site (free) or Saturday gathering at the parish? Other option?
  - Facilitator to work with us on collaboration?
  - Review last year and get geared up for coming year?
  - Would you be willing to serve on an ad hoc planning committee for the day?
- **Buildings & Grounds Liaison:** I would like to ask for a volunteer to serve as a liaison from the council to Joe Prassa for buildings and grounds projects– to serve as an advisor/sounding board, especially on large/costly projects; and to report to and get feedback from the council. An example would be the current work underway on the lighting controller in the church (see Updates below).
- **Budget:** To increase collaboration and communication regarding the parish budget, it has been suggested that the staff, Finance Council and Parish Council meet together annually for budget planning and for a mid-year assessment as well. What do you think of this idea?

**III. Updates**

**Volunteer Appreciation Dinner**

- Approximately 200 volunteers/guests attended and had a great time. Photos will be available on the website soon.

- Many thanks to:
  - Rosalie Rashid for referring us to Ron Hermann of Code 3 Catering; he is the son-in-law of (now deceased) parishioner Etta Bennett. The food was excellent, plentiful, and his sons were on time, efficient, pleasant and respectful in setting up and serving. The cost was reasonable: \$12.50/ person plus tax--\$2,700 total.
  - The school, for the loan of decorations from their annual BBQ supply. Patty Sanchez from the Extension Program, who is also a parishioner, was especially helpful in searching out the decorations for us.
  - Parishioner Ken Policky, for teaching the staff the Electric Slide between seatings.

### **Capital Campaign**

- Requesting permission for October 2008

### **Security Company**

- Issues: Guards haven't been showing up on time, have left early, yet written in the log that they were there for their full shift; didn't make their rounds; and were generally unreliable and even untrained.
- We've contracted with a new security company, Austin Security Patrol, headed by Mike Boswell. ASP is local, family owned, and has been in business in Sacramento since the early 1970's. ASP provides security to a number of downtown businesses and churches, including car patrols around downtown as backup (a service that we did not have previously). Additional cost to the parish is about 2%. The contract is month-to-month, depending on their performance.

### **Lighting Controller in the Church**

(This is the big, blue box in the sacristy—it's shocking!!! LOL)

- Thank you Linda Panattoni for finding Don Lofing at Lofing's Lightings, and to Don for finding the electrician who installed the lighting controller initially. It's made the job much easier and less costly for us.
- Current problem: A number of lights and lighting zones in the church don't function (lights for the stations, most of the shrine lighting; two weeks ago we lost the light to the choir loft area, and last week, the light to the Reconciliation room).
- The electrician has been asked to:
  - Identify the condition of the controller and to assess whether it can be preserved and modified or whether we need a new controller. Over the years, a good portion has been disconnected and gutted, so majority of functions not working.
  - Identify and log the circuitry (which circuits go to which lights and sections of the church), and test the loads on these circuits, to make sure that we don't have circuits with inappropriate loads on them.
- The assessment will be completed this week, and a report prepared for us.

## **School**

### ***Feria***

- Mrs. Power reports that the Feria was as successful (perhaps more so) as last year's fundraiser. They are still tabulating proceeds/expenses.

### ***Inappropriate Use of YouTube***

- A Jr. High student videotaped inappropriate behavior on a field trip and in Extension and then posted it on YouTube. The student was asked to withdraw from the school (and has withdrawn); the other students involved were suspended for two days; Mrs. Power and I addressed the inappropriateness of this behavior with the entire class.

## **Sunburst Project**

### ***Background:***

- St. Francis Parish has hosted a support group for women with HIV and their children for over a decade. The women have met weekly in the Assisi Room at noon for many years and used the kitchen to prepare a hot lunch for the women.
- More recently, the group has extended into Brunsman Hall, where the children of the women play (supervised) and eat.
- Additionally, Sunburst Project has begun hosting a large meeting each month in Brunsman Hall.

### ***Issues:***

- The school and the parish need Brunsman Hall during the week for various activities (especially funeral receptions).
- Since the schoolyard is now secured during the day, the group is coming in through the main entrance to the school, which is causing problems for the school staff, since they must answer the door, and all visitors must register at the office and be given a badge.
- Joe Prassa, Kay Skonieczny and I have met with the group leader to discuss the issues, but the group is unwilling to compromise (e.g., to provide someone at the school door to check people in or to find another venue for their monthly meeting).

### ***Resolution:***

- At my request and the request of Laurie Power, Joe has asked Sunburst Project to find another home by the end of summer. This decision was not made lightly, given the importance of their ministry and their long history with the parish.

## **IV. Pending**

- Christmas Eve Schedule

## Appendix A

### DRAFT - Budget Information, Considerations and Reflection by the Staff

The budget is a financial tool that reflects our mission and provides a guide for responsible stewardship. We are a community of stewards committed to gospel living and the nurturing and care of one another, our faith, the alienated and vulnerable, and our beautiful, century old church. It takes each of us sharing our talents and financial resources to ensure that the gift that is our St. Francis parish continue to thrive.

We have some challenges to the '08-'09 budget that need our thoughtful consideration. Our God is a God of abundance and invites us to share in that abundance. Seeing with that lens and working together out of that framework, all things are possible.

Budget expense increases over 2007/08 budget:

- property & liability insurance increase of \$7,000
- business district special assessment of \$2,000
- Harrington Fund interest decreased by \$14,000 due to transfer of funds to pay back Cathedral capital campaign assessment
- Hiring of part-time youth minister - \$20,000 (salary plus benefits)
- COLA of 3% - \$7,000
- \$9,278 estimated increase in lay employee benefits
  - Total (\$59,278)

These expenses coupled with no increase anticipated in the plate collection to help offset leaves us with a shortfall to balance the budget. The budget is a living document for the staff hired to manage and carry out with hundreds of volunteers the mission and programs of the parish. The staff offers the following suggestions to help close the budget gap:

Increasing Income:

- All fees & stipends be reviewed for possible increase
- Charge a nominal fee for program books and activities rather than no charge. Cultivate the idea of contributing towards expenses and running of programs.
- Plan an appeal weekend when Fr. Anthony would speak directly to our budget challenges this year and the need for everyone to increase their contributions and/or to begin contributing. When we asked for a 5% increase two years ago we got it.

Decreasing Expenses:

- Omit the staff COLA for this year. - \$7,000
- Reduce the volunteer appreciation dinner expense by ½ - \$2,000
- Reduce the staff "away" retreat expense by staying local - \$2,000
- Ask staff to trim budgets further.
  - Total \$11,000
  - Difference (\$48,278)