



53rd PPC Meeting Minutes Thursday, 25 June 2026

Parish Hall Renovation Update: Restroom and Church Shade

Bathroom Renovation Project

- Fr. Ray announced that the appeal process has been approved by the Vicar General, allowing the parish hall bathroom renovation project to move forward.
- Greg will make final design adjustments before contractors are invited to submit bids. The next phase will include contractor bidding and site visits. The estimated project timeline is 2 to 2.5 months, with construction potentially extending into September or early fall (November if delays occur).
- Deacon Virgil confirmed that the specified fixtures are ADA-compliant, commercial-grade, and designed for easy maintenance.
- The team reviewed project details related to:
 - ADA compliance
 - Electrical work requirements
 - Facility maintenance concerns

Canopy Project

- The canopy permit application is currently under review by the city's planning committee. A decision is expected within the next one to two weeks. This is separately funded and continues to advance through the city's approval process.

Facility Maintenance

- Concerns were raised regarding door stops in the parish hall and on the north side of the church. Maintenance coordination is needed to identify and address these issues.
- Bert reported several facility needs, including:
 - Bathroom renovations
 - Canopy repairs/improvements
 - Pavement sealing and maintenance

✓ Key Action Items

✦ Bathroom Renovation

- Greg to complete revised bathroom design plans.
- Fr. Ray to convene a Building Committee meeting once updated plans are received.
- Solicit contractor bids and schedule site visits.
- Finalize project timeline and construction schedule.

✦ Canopy Project

- Monitor city planning committee review process and prepare for next project phase following permit approval.

✦ Building & Maintenance

- Bert to investigate and repair door stops in:
 - Parish hall
 - North side church doors
- Bert and David to identify affected locations and coordinate repairs.
- Evaluate and prioritize:
 - Bathroom renovation needs
 - Canopy maintenance work.
 - Pavement sealing project.
- Obtain estimates, schedules, and funding requirements for identified maintenance projects.

Franciscan Jubilee Year Committee

The parish is preparing for the Franciscan Jubilee Year centered on four themes:

- *Spirituality and life of St. Francis*
- *Ecology and care for creation*
- *Peace*
- *Care for the poor*
- Faith formation efforts will begin in July with short pulpit talks highlighting key moments in the life of St. Francis to deepen parishioners' understanding and engagement.
- The annual Mass for the Care of Creation is scheduled for September 26, combining worship with activities that promote environmental awareness.
- A parish pilgrimage to view the relics of St. Francis of Assisi is planned for November 7, providing a unique spiritual opportunity for parishioners.
- The parish is organizing an El Camino pilgrimage, a 7-mile walk from St. Augustine Church to Our Lady of Angels Church in Burlingame:
 - *Approximately 3.5 hours in length.*

✓ Key Action Items

Continue planning and promotion of Jubilee events.

✦ Faith Formation

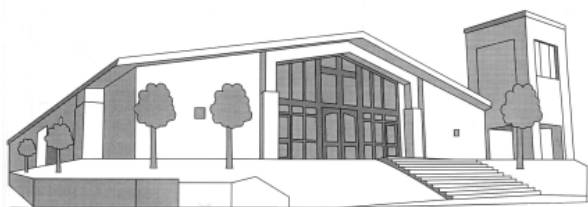
- Launch St. Francis-themed pulpit talks beginning in July.
- Develop and distribute educational materials on the four Jubilee themes.

✦ Mass for the Care of Creation (September 26)

- Finalize liturgy and event planning.
- Coordinate environmental awareness activities and ministry participation.
- Promote the event to parishioners.

✦ St. Francis Relics Pilgrimage (November 7)

- Confirm transportation and logistics.
- Open parish registration and communication plan.



St. Augustine Catholic Church Parish Pastoral Council (PPC)

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- Includes 2–3 prayer stops along the route.
- Volunteer-supported hospitality stations will provide water, snacks, and encouragement.
- Designed to include both walkers and parishioners who wish to support the event.
- Concludes with fellowship and a potential shared meal or picnic at the destination.
- The Jubilee Committee is integrating Jubilee themes into parish life through ongoing ministry participation and community-building activities.
- The Ecology Committee is developing waste management protocols for parish events in response to concerns about improper waste disposal during recent parish activities.

Commemorative Coin Fundraiser

- A new commemorative gold coin is being offered for \$100 each to support the upcoming gathering of Filipino American priests.
- Of the 2,000 coins being distributed across participating parishes, two hundred (200) coins have been allocated to St. Augustine Parish.

- Coordinate pilgrimage schedule and participant information.

✦ El Camino Pilgrimage

- Finalize walking route and prayer-stop locations. Vivian to research and confirm permit requirements for the El Camino pilgrimage walk.
- Recruit volunteers to staff hospitality stations.
- Coordinate water, snacks, and safety support.
- Arrange fellowship meal/picnic at Our Lady of Angels.
- Promote participation opportunities for both walkers and support volunteers.

✦ Community Engagement

- Encourage parish ministries and groups to adopt active roles in Jubilee events.
- Expand volunteer recruitment for Jubilee activities throughout the year.

✦ Ecology Initiatives

- Complete and implement parish waste management protocols.
- Educate ministry leaders and event organizers on proper waste disposal practices.
- Monitor compliance and improve sustainability efforts at future Parish events.

✦ Commemorative Coin Fundraiser

- Promote the sale of commemorative gold coins within the parish.
- Track sales and distribute the parish allocation of two hundred coins.
- Share information about how proceeds support the gathering of Filipino American priests.

Visiting Priest Planning

- **Healing Service Scheduled**
 - Visiting healing priest Fr. Joey Ayala Faller will lead a healing service on July 23 at 7:00 p.m.
 - Due to expected attendance, the parish hall will be used as overflow seating in addition to the church.
- **Traffic & Parking Management**
 - The church can accommodate approximately eight hundred (800) attendees, requiring advance planning for parking and traffic flow.
 - A right-turn-only exit policy onto Greendale was proposed to improve traffic management after the service.
 - Fr. Ray recommended announcing the new traffic pattern several weeks in advance so parishioners can prepare.
- **Volunteer Coordination**
 - Ministry involvement will be needed to support the healing service, including hospitality, seating, traffic management, and parking assistance.

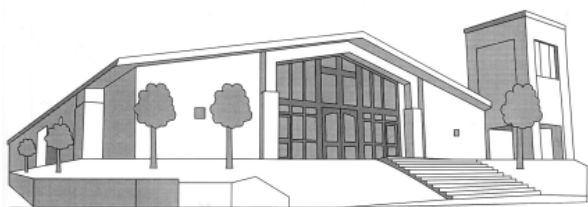
✓ Key Action Items

✦ Healing Service (July 23, 2026)

- Fr. Ray to notify all ministry heads and request volunteers for the Healing Mass.
- Recruit volunteers for:
 - Hospitality and guest assistance
 - Ushers and seating management
 - Overflow hall coordination.
 - Set-up and clean-up teams
- Coordinate with parish communications to promote the event and attendance expectations.

✦ Parking & Traffic Flow

- Knights of Columbus to assist with parking and traffic management.
- Develop and communicate the right-turn-only exit plan onto Greendale.



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- Traffic control measures around parish property will require coordination with the Knights of Columbus.



- Make announcements several weeks prior to the event regarding parking and traffic procedures.
- Assign volunteers to direct vehicles before and after the service.

✦ Event Logistics

- Prepare the parish hall for overflow seating.
- Ensure sound and video systems accommodate overflow attendees.
- Confirm seating capacity, signage, and accessibility arrangements for large attendance.

Status: ☒ Completed

Church Operations and Safety Updates

The group discussed emergency response procedures following an incident where CPR was administered to someone who did not require it. The discussion emphasized the importance of proper CPR training and calling 911 when there is uncertainty about a medical emergency.

Church Operations

Fr. Ray noted that the church is locked at 5:30 PM during Mass and recommended assigning a designated individual to ensure the Knights of Columbus can access the church for their rosary meetings.

Emergency Preparedness & Safety

- Vivian presented Medical Emergency Guidelines for parish use.
- The guidelines outline:
 - When to call 911
 - Information to provide dispatchers.
 - Procedures for responding to medical emergencies at church events.
 - The distinction between EMT response services and ambulance transport fees
- Key situations requiring a 911 call include:
 - Chest pain
 - Difficulty breathing
 - Fainting or loss of consciousness
 - Stroke symptoms
 - Uncontrolled bleeding
- The guidelines emphasize that paramedics should never be turned away when responding to an emergency.

Safety Committee Review

- John recommended making critical emergency instructions more visible and easier to locate within the document.
- He also stressed the importance of being prepared to answer dispatcher questions during a 911 call.

✓ Key Action Items

✦ Church Access

- Assign a designated person to manage church access after 5:30 PM for Knights of Columbus rosary meetings.
- Review church closing procedures to ensure ministry access needs are met.

✦ Emergency Guidelines

- Revise the emergency incident guidelines to improve readability and highlight key emergency response steps.
- Include clear instructions on information to provide when calling 911.
- Ensure guidance clearly states that emergency responders should not be turned away.

✦ Safety Committee

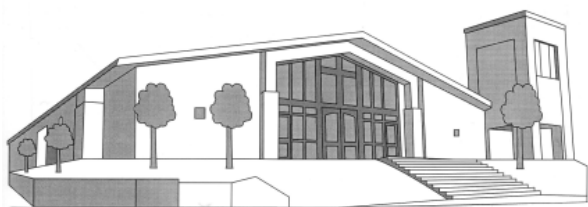
- Vivian to revive and reconvene the Safety Committee.
- Safety Committee to review, revise, and recommend approval of the emergency incident guidelines before publication.

✦ Emergency Preparedness

- Promote awareness of the finalized emergency response procedures among ministry leaders, volunteers, and parish staff.
- Consider conducting emergency response training or informational sessions for volunteers.

✦ Emergency Alerts

- Encourage staff, ministry leaders, and parishioners to sign up for SMC Alert emergency notifications.
- Include enrollment information in parish communications and announcements.



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- The council agreed that the Safety Committee should review the guidelines before publication and approval.

Emergency Notifications

- Vivian encouraged parishioners and ministry leaders to register for SMC Alert to receive emergency notifications and public safety updates.

Emergency Preparedness

- Assess current CPR and emergency response training available to parish staff and volunteers.
- Reinforce procedures for responding to medical emergencies, including when to call 911.
- Consider providing additional first-aid and CPR training sessions.

Search for the 5th At-Large Member

Fr. Ray plans to continue discussions regarding filling the youth representative position in the Parish Pastoral Council.

Key Action Items

- Fr. Ray to speak with the two recommended candidates for the at-large youth position on the Parish Pastoral Council and provide an update at the next meeting.

WESTY Roundtable Discussion

Youth Activities & Parish Updates

- A graduation Mass was held on May 31 with twenty-four (24) graduates and their families in attendance.
- Graduates received Tau Cross bracelets as a symbol of Christ's love and their faith journey.

Key Action Items

- Sanjay plans to present to Fr. Ray and the Parish Pastoral Council (PPC) on ways to celebrate youth and young adult Masses, drawing on successful practices from other parishes to increase youth participation.
- Review best practices from other parishes and identify strategies to increase youth engagement.
- Explore opportunities for future youth-focused liturgies and events.

Other Business:

Health & Community Outreach

Fr. Ray shared his recovery from kidney transplant surgery. He announced plans for a Kidney Disease Awareness Program next April 2027. Parishioners will be encouraged to support and accompany dialysis patients within the community.

Action Plans:

Kidney Disease Awareness Program

- Begin planning the Kidney Disease Awareness Program scheduled for April 2027.
- Identify community partners, speakers, and resources to support the event.
- Develop outreach opportunities for parishioners to support dialysis patients.

Third Order of Augustinians

Fr. Ray introduced the idea of establishing a Third Order of Augustinians at St. Augustine Parish. Interested parishioners are invited to assist in forming this lay spirituality group.

Action Plans:

- Gather names of interested parishioners.
- Research formation requirements and organizational structure.
- Establish an initial planning group to explore implementation.

St. Augustine Fiesta Action Plan:

Fr. Ray to meet with Deacon Nestor and Charity on 07/07/26 to finalize the Fiesta calendar and event dates.