



54th PPC Meeting Minutes Thursday, 30 July 2026

Parish Hall Renovation/Facility Updates: Restroom and Church Shade

☒ Key Action Items

Canopy Project: Fr. Ray / USA Shade

- Incorporate Design Review Board recommendations into final canopy design.
- Submit building permit application.
- Begin construction once permit is approved.
- Provide parish updates regarding anticipated start and completion dates.

Restroom Renovation Project

Fr. Ray:

- **Continue evaluation of the two remaining contractors.**
- **Resolve fire alarm/ERRS requirements and site logistics issues.**
- **Meeting with contractors regarding:**
 - Saturday work schedules
 - Thursday Faith Formation classes (4:00-5:00 PM)
 - Safety and traffic flow during pick-up/drop-off times.
 - Saturday construction impacts.
 - Thursday afternoon class conflicts.
 - Safety considerations for children and parents during pickup/drop-off times.
- **Provide schedule updates to Sister Ruth and Faith Formation leaders as soon as available.**

Faith Formation Construction Coordination/Noel & Sister Ruth:

- Develop contingency plans for Faith Formation during construction.
- Consider alternate classroom locations, schedules, or temporary accommodations if necessary.

Canopy Project Update

The church canopy project received unanimous approval from the Design Review Board on July 21. The estimated cost is between **\$150,000-\$200,000**. Design adjustments are being made before permit submission. Parish leaders expressed enthusiasm about the future fellowship space and its usefulness for events and funerals.

Restroom Renovation Update

Two contractors remain under consideration. Current discussion centers on fire safety compliance requirements, parking impacts, construction staging, and minimizing disruption to ongoing ministries. Construction is expected to impact portions of the Parish Hall and parking lot for approximately two to three months.

Franciscan Jubilee Year Committee

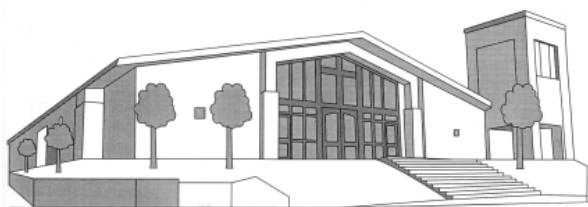
☒ Key Action Items

St. Francis 800th Jubilee Events

- Promote and support upcoming Jubilee activities:
 - Mass for Care of Creation on October 3.
 - Novena and Feast Day celebrations are from September 25 to October 4.
 - Blessing of Animals on October 4.
 - Camino Jubilee Walk on October 24.
 - Relics Pilgrimage to St. Mary's Cathedral on November 7.
- Continue planning and volunteer recruitment for Jubilee events.
- Determine transportation, traffic control, and logistical support needs for Camino Walk participants. Coordinate with Knights of Columbus and other ministries as attendance projections become clearer.

St. Francis 800th Jubilee

Peter reported on the extensive planning underway for the St. Francis 800th Jubilee. The committee has met several times and includes strong participation from younger parishioners. The goal is to deepen understanding of St. Francis' spirituality, ecology, care for the poor, and message of peace through liturgical celebrations, pilgrimages, educational talks, and parish-wide participation.



**St. Augustine Catholic Church
Parish Pastoral Council (PPC)**

3700 Callan Boulevard, South San Francisco, CA 94080

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Sustainability Initiative

Denise:

- Launch sustainability pilot during Donut Hospitality.
- Implement:
 - Cup collection stations
 - Compost bins
 - Recycling bins
 - Liquid disposal stations.
- Focus on parish education and habit-building related to proper waste disposal.

Denise & Phoenix:

- Research sustainable and compostable alternatives suitable for local waste-processing requirements.
- Develop host training materials and a sustainability "cheat sheet" for ministry leaders.

Vivian:

- Contact South San Francisco waste services to obtain a list of approved compostable materials.
- Share approved product information with parish ministries.

Rosabel:

- Educate upcoming hospitality hosts (including Knights of Columbus) on new sustainability procedures and expectations.

Sustainability Initiative

The Ecology Committee introduced a parish-wide effort to create sustainable habits during hospitality events. Rather than focusing only on special events, the goal is to establish a long-term culture of environmentally responsible practices. Initial efforts will concentrate on education, composting awareness, waste sorting, and reducing landfill waste.

Search for the 5th At-Large-Member

☒ Key Action Items

PPC Membership

- Fr. Ray to continue outreach to Matt Diaz regarding the open fifth at-large PPC position.

Church Operations and Safety Updates

☒ Key Action Items

Safety Committee

- Continue development of emergency response guidelines.
- Meet with Safety Committee, Knights of Columbus, and parish leadership to review and refine procedures.
- Expand awareness and training for Mass coordinators and ministry leaders.
- Ensure volunteers know emergency resources and response responsibilities.

Safety Planning

The Health Ministry and safety volunteers reviewed emergency protocols. Leaders emphasized that emergency response is a team effort and that Mass coordinators should play a central role in parish emergency planning. Training and guideline revisions will continue.

St. Augustine Fiesta Planning Update

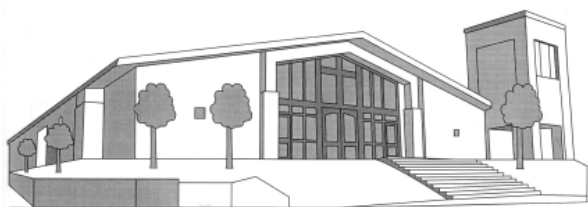
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St. Augustine & St. Monica Novena / Feast Day

- Continue preparation for Novena (08/19-27) and Feast Day (08/28)
- Liturgy and ministry teams to coordinate:
 - Eucharistic procession

Summary of Upcoming Parish Events

- **August 13** – Blessed Michael McGivney Mass
- **August 19-27** – St. Augustine & St. Monica Novena
- **August 22** – Solemn Novena Mass & Eucharistic Procession



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- Hospitality
- Novena prayers
- Livestream support
- Feast Day reception logistics (likely boxed meals due to construction)

Commemorative Coin Campaign

- Prepare parish-wide promotion campaign for commemorative coins supporting the gathering of approximately 500 Filipino priests in the U.S.
- PPC members encouraged:
 - Help market and sell coins.
 - Reach out to potential supporters and sponsors.
- Planned parish announcement and sales campaign forthcoming.

Golf Tournament Fundraiser

- Promote the September 19 Golf Tournament.
- Encourage PPC members and ministries to:
 - Recruit golfers.
 - Sell raffle tickets.
 - Seek sponsorships (hole sponsors).
 - Promote banquet participation.
- **Goal:** maximize fundraising for parish renovation projects.

- **August 28** – St. Augustine Feast Day and Free Concert
- **September 19** – Golf Tournament Fundraiser
- **September 25-October 4** – St. Francis Novena & Fiesta
- **October 3** – Mass for Care of Creation
- **October 4** – Blessing of Animals
- **October 24** – Camino Jubilee Walk
- **November 7** – St. Francis Relics Pilgrimage
- **November (TBD)** – Hosting approximately 500 Filipino priests and commemorative coin campaign activities.

Golf Tournament Fundraiser

The annual parish golf tournament will be held on **September 19**. Organizers are seeking golfers, sponsors, donors, raffle participants, and banquet attendees. All proceeds will support parish renovation efforts.

WESTY Roundtable Discussion

Young Adult Engagement Proposal / Report on Practices to increase Youth Participation:

Sanjay presented a proposal for a themed young adult candlelight Mass called "**Sanctuary in the Noise.**" The concept focuses on prayer, contemplation, meaningful fellowship, and creating an inviting entry point for young adults seeking community and spiritual connection. PPC members encouraged Sanjay to first involve the young adult community in shaping the initiative to ensure ownership and participation.

Sanjay to:

-  Present the candlelight Mass concept to Young Adult and Vespers groups first.
-  Gather feedback and secure buy-in.
-  Visit and learn from successful young-adult ministries at other parishes.
-  Consider piloting elements during existing Young Adult Holy Hours/Vespers.
-  Return to PPC with participant feedback and recommendations.