



SAC 55th Anniversary Planning Meeting Minutes |Thursday, 05 June 2025 August 19 – 28, 2025

Action Plans:

The PPC members focused on organization and strategy committees for the 55th Anniversary of St. Augustine Parish. A special mass to commemorate this event discussed logistics like seating arrangements, food service, and entertainment while emphasizing the need for proper planning and coordination. The conversation ended with discussions about future meetings and the 55th anniversary celebration, including potential guest speakers and communication strategies with other parishes.

August 19-27: Nine-day joint novena before the 9:00 AM mass

August 23: Saint Augustine Feast Day Fiesta Celebration

August 28: Saint Augustine actual feast day

Name of Committee	Spearheads	Action Plans
Fiesta Committee	John/PPC	<ul style="list-style-type: none"> To oversee the overall planning of each committee. Coordinate with Deacon Nes about novena participants with Para liturgy Ministry, c/o Vilma.
Liturgy Committee	Fr. Ray/ Deacon Nes/ Charity	<ul style="list-style-type: none"> Coordinate with the Music Ministry head on choir selection for the mass. Father Henry to collaborate with Deacon Nes about integration of African traditional elements on the liturgical mass for 08/28. Ren Luna to coordinate with honor guards.
Knights Patrol	Chris /Oliver	<ul style="list-style-type: none"> KOC to reserve parking spot for Archbishop and block off the front parking space for procession lead by Glen Ramos (Knights Patrol) and Oliver Berber (Procession Lead).
Set-up Committee	Greg/ KOC	<ul style="list-style-type: none"> Fr. Ray to share suggested courtyard layout set-up from Architect Greg Roja. Greg Cruz (<i>incoming KOC Grand Knight elect beginning 07/01</i>) to coordinate with the office/Patricia. KOC to set-up chairs and tables in the courtyard/hall including clergy tables for guest priests. Bert to measure and create diagrams of the courtyard space/layout and upper parking lot for backup plan. Patricia to provide information about the tent used during the renovation. (<i>Fr. Ray has confirmed the rental of the tent for the courtyard to be installed on Aug 22nd and taken down on August 29th; he also suggested we plan/coordinate parish activities during those days to bring parishioners and neighboring parishes to SAC and take part in the 55th & Jubilee celebration.</i>) Oliver/HM to assist with seating (first come first served basis/no seat reservations).
Food Committee	Patricia	<ul style="list-style-type: none"> Father Ray to coordinate with the Finance Council on budget. Rita to coordinate with all ministries and prepare volunteer sign-ups for logistical needs and including set-up/clean-up. Denise to coordinate with the Ecology Committee for sorting recycle, compost, and landfill.
Outdoor Decoration Committee	Tess /Manny (Landscape Ministry)	<ul style="list-style-type: none"> Coordinate outdoor fiesta decoration.
Entertainment Committee	Rita	<ul style="list-style-type: none"> Rita to reach out to all ministries and organizations for participation. <ul style="list-style-type: none"> Rita to work with Fr. Ifeanyi/ Sanjay - Youth performance Rita/Vivian/Rosabel to coordinate the Fiesta Program during the reception from 12:30pm to 3:30pm. Search for a sound system provider. Appointment of Emcee for the program event. Rita/Mila/Bert to present proposals for FREE Raffle/games for event attendees.
Communications Committee (CM)	Vivian/ Estelle/Rita	<ul style="list-style-type: none"> Communications team to coordinate promotional announcements Work with Patricia to invite and honor Founder parishioners.
Parish Hall Memorabilia/ Exhibit Committee	Nerissa/Khay & Deo	<ul style="list-style-type: none"> Organize planning for exhibits and memorabilia. To decorate the parish hall. To collaborate hall set-up with Patricia (Exhibit and food set-up area).



St. Augustine Catholic Church

Parish Pastoral Council (PPC)

3700 Callan Boulevard South San Francisco, CA 94080

Tel. No.: (650) 873-2282 | Fax No.: (650) 873-1356

e-Mail: staugustineppc.ssf@gmail.com

Website: <https://www.staugustinessf.org/>

Safety Committee	SAC ICS	<ul style="list-style-type: none">• John to coordinate with the ICS team on event risk assessment and develop emergency & safety plans.• Rita to coordinate with Patricia on ordering emergency and first aid supplies and coordinate with RN parishioners for assistance in planning and preparations for medical emergencies.
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Summary of Discussions:

55th Anniversary Mass Planning Meeting

(Planning to hold a special mass to commemorate the 55th Anniversary, e.g. parking arrangements, honor guard participation, and procession details.)

- Father Ray emphasized the importance of practicing the procession to maintain order and suggested limiting music to two hymns during the Eucharistic procession.
- Vivian Ramos highlighted the need for better sound equipment and positioning of the choir to ensure attendees can hear the music. The Worship Committee was tasked with finalizing the choir selection for the special mass.

Event Logistics Planning Meeting

(Coordination logistical arrangements, e.g. food preparation, and space utilization).

- John suggested asking parishioners not to block seats off and proposed working with Oliver/Hospitality Ministry. The group also discussed the need for a light lunch after the 10:30 AM mass, with Father Ray suggesting a museum-like display of St. Augustine's history inside the hall.
- Vivian Ramos and others deliberated the number of tables versus chairs, and advocating for more chairs to accommodate more people.
- The committee agreed to form a subcommittee to further plan the physical arrangement and food service, with Father Ray offering to provide a diagram of the space.

Event Planning and Entertainment Coordination

(Discussion about the setup, entertainment, and participation of various groups/ministries.)

- John and Vivian discussed involving Greg and the Knights of Columbus in setting up tables and chairs, while Fr. Ray suggested positioning a stage like the church size in the courtyard for entertainment.
- Rita agreed to lead the entertainment committee, collaborate with Father Ifeanyi to organize YOUTH performances; potential skits or plays, etc.
- Sanjay proposed involving the youth in a performance act.
- Fr. Ifeanyi mentioned incorporating traditional African elements into the liturgy.

Event Planning for Large Gathering

(Discussion of venue layout options for this occasion of 400-500 guests and ensuring adequate food service/cleanup.)

- Rita proposed offering rotating volunteer shifts for ministry volunteers, with Gloria offering to help serve.
- John emphasized the importance of having a cleanup crew and suggested involving all ministries.
- Per John, Denise mentioned she would manage the ecological aspect, including proper garbage disposal and training Knights to assist.
- The group agreed to communicate plans effectively with ministry leaders and encourage their involvement.

Church Event Planning and Activities

(Discussion centered on entertainment activities.)

- The group considered whether to hold a raffle, with some suggesting it should be free to attendees as part of the celebration rather than a fundraiser. They discussed potential prizes, e.g., including a round-trip ticket to the Philippines or other minor prizes for attendees.
- The group also addressed logistics for the event, including tent setup, with Father Ray suggesting they use a larger tent than previously considered and Bert offering to measure the courtyard for space planning.

Follow-up discussion on SAC Anniversary Planning + PPC Meeting:

When: Thursday, 26 June 2025 | Time: 7:00PM



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Celebrating the 55th Anniversary of St. Augustine Church August 19-28, 2025

Joint Novena: August 19-27th

Feast Day: August 28th

DATE	PRESIDER
Tuesday, August 19 th at 9:00AM	Fr. Raymund Reyes St. Augustine Church, SSF
Wednesday, August 20 th at 9:00AM	Fr. Eric Velandria, SJ Society of Jesus, Rome
Thursday, August 21 st at 9:00AM	Fr. Andrew Ibegbulem, OSA St. Paul of the Shipwreck Church, SF
Friday, August 22 nd at 9:00AM	Fr. Leandro Calingasan St. Francis of Assisi, Palo Alto, CA
Saturday, August 23 rd at 10:30AM - Procession of the Blessed Sacrament - Reception - Festival	Most Reverend Salvatore Cordileone Archbishop of San Francisco
Sunday, August 24 th at 9:00AM	Fr. Barnaby Johns, OSA Provincial of the OSA California Province
Monday, August 25 th at 9:00AM	Fr. Ronnie Custorio, OSA Notre Dame de Victoires, SF
Tuesday, August 26 th at 9:00AM	Fr. Maurice Tokay
Wednesday, August 27 th at 9:00AM	Fr. Philip Yang, OSA Vocation Director, OSA CA Province
Thursday, August 28 th at 9:00AM	Fr. Greg Heidenblut, OSA Notre Dame de Victoires. SF