

**St. Gabriel the Archangel Family of Parishes (SGFP)  
Pastoral Council Meeting  
January 15, 2025**

**1. Call to Order/Opening Prayer**

Fr. Kyle Schnippel called the meeting to order at 7:04 PM. John King led the group in prayer. Fr. Kyle welcomed all present to the meeting of the SGFP Pastoral Council (PC), which includes all five churches within the St. Gabriel the Archangel Family of Parishes: Holy Cross (HC), Our Lady of the Rosary (OLR), St. Christopher (SC), St. John the Baptist (SJB), and St. Peter (SP).

**2. Roll Call**

<b>Council Members Present:</b> Fr. Kyle Schnippel (Pastor) Tabitha Bentz, SP Nancy Calvelage, SP Jim Dieli, SC Josh Doseck, SJB Jon Duren, SC Hector Guevara, SJB Rick Jobe, OLR John King, OLR (Vice-Chair) Chris Knief, SJB (Chair) Mary Beth Paget, HC Matt Ross, OLR	<b>Council Members Absent:</b> Steve Barno, SJB Paul Beyerle, SC Geone Neria, SP Joel Stammen, SC Stacie Whetstone, SC  <b>Council Recorder:</b> Marsha Loges
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**3. Approval of Previous Minutes**

The November 20, 2024 PC Meeting Minutes were approved as submitted.

**New Business**

**4. Leadership Report Discussion**

Fr. Kyle presented his Leadership Report. Principal topics addressed include Schools, Parish Administration, Capital Processes, Pastoral Life, Leadership, and Housekeeping. Those details are not repeated here; rather, *see the detailed Report at Attachment 1*. Further discussion of selected topics took place, and following are some additional key points addressed:

a. Schools.

- 1) All three SGFP elementary schools are growing, with about 1100 students this school year. OLR School is thriving, with English Language Learners (ELL) and Title I federal funding accounting for much of its growth. Student performance of individuals shows marked improvement over the past three years.
- 2) Facilities to accommodate this growth at OLR presents challenges; this year OLR 7<sup>th</sup> and 8<sup>th</sup> Grade students were bussed and classes were held at Chaminade Julienne (CJ) High School. CJ is currently changing its charter to operate as both a middle school and a high school (Grades 6 through 12). Next year, while the OLR charter will remain K through 8, students who would have been OLR Grades 7 and 8 will be CJ students (not

OLR students). Additional changes to classroom and rectory spaces have been necessary. As a result, starting next school year, Young Adult Housing will no longer be available.

- 3) This school year, SC School introduced a Falcon Scholarship Granting Organization (SGO) program, allowing families to donate funds which are then allocated for education for a particular designated school and the families are eligible for a commensurate State Tax refund. This SGO program is being made available to all SGFP schools' families. *(Ed. Note: A January 19, 2025 email memo was sent to SGFP parishioners, providing additional information about SGO. See the text of that memo at Attachment 2).*

b. Parish Administration.

- 1) The most significant findings of the recent archdiocese audit of processes underscored specific process issues which already were known and were being addressed within the Parish Administration Office. Implementation of the DocuWare document management software is being accomplished in phases. While it provides notable improvements, it does not fully satisfy all needs, particularly regarding compatibility and linkage with other software used in the archdiocese, and further help may be needed as implementation proceeds.
- 2) Deficiencies in the Automatic Withdrawal method of on-line giving preclude automated offerings on Holy Days of Obligations (i.e., Holydays do not occur on a weekly, bi-weekly, monthly, or quarterly basis). A review of current technology, digital on-line giving services, and platforms (e.g., use of Quick Response (QR) codes, Smartphones, and mobile apps) may present opportunities for increased offertory revenue and improved stewardship.
- 3) SGFP currently contracts with Paradyn for information technology (IT) network communications support. Review of other parishes and their approaches to IT applications may suggest alternative strategies for integrated, efficient IT solutions. That analysis could extend to development of a modernized overall communications strategy and platform, as well. Currently, any critical Communications Process issues encountered may be brought to the attention of the Pastor through his Executive Assistant, via email [mshelman@sgfp.org](mailto:mshelman@sgfp.org).
- 4) The SGFP Bulletin lists the Position and Name of several parish key administrative personnel. However, the various Position Titles used are disparate (e.g., Manager, Director, Administrator, Assistant), while the alignment of staff responsibilities and the overall SGFP organizational structure remain unclear. As a result, parish ministry volunteers often cannot determine to whom particular issues and communications should be directed. These assignments and relationships should be clarified and communicated.
- 5) PC Members serve as the voice of parishioners, to the Pastor. Pro-active steps can be taken to communicate to parishioners the role of the SGFP PC, and its membership. This can be accomplished by PC Members attending SGFP functions at each church (e.g., after Mass, Fish Fry, Coffee and Donuts, Pancake Breakfast, Open House) and then introducing each PC Member and giving a brief informal presentation of the PC role. In addition, each PC Member can be issued a PC Badge identifying him/her as a member of the SGFP PC. Nancy Calvelage was tasked to contact Jan Barbour, SGFP

Administrative Assistant ([jbarbour@sgfp.org](mailto:jbarbour@sgfp.org), 937 233 1503), to arrange that PC Badges, with names, be acquired.

NEW ACTION ITEM: Acquire Individual SGFP PC Member Badges, Open.

ACTION Officer: Nancy Calvelage.

Expected Completion Date (ECD): Next PC Meeting, March 26, 2025.

6) Beginning February 1, Fr. Kyle will be working from the SC Office each Monday.

c. Capital Processes.

- 1) Fundraising for renovation at SJB church is on track, and new lighting will be operational this weekend. Kneelers will be installed during the third phase of renovation, in the Summer.
- 2) Fundraising for temperature and humidity control upgrades at SP church will begin in February, with work targeted to start in the Fall. 50% of the funds needed must be in hand before the work can begin. Funds raised normally are subject to an archdiocese assessment fee of 9 ½ %; however, this Capital Campaign is, in effect, “fee-free”. This is because it is considered the One Faith, One Hope, One Love Campaign from previous years which did not occur, and last year we used COVID-related funds to settle that debt to the archdiocese.
- 3) SC church HVAC Chiller upgrades are nearly completed, but some Controls upgrades may be needed in the future. Any capital improvement funds raised which exceed actual costs will be used as seed money for future needs.

d. Pastoral Life.

Order of Christian Initiation for Adults (OCIA) classes are underway. The 40 candidates and their sponsors are provided evening meals during the classes, which are held on Tuesday evenings at SJB church. Matt Ross ([matthew.ross102@gmail.com](mailto:matthew.ross102@gmail.com), 937 239-8247) has volunteered to provide the main course for the February 18 OCIA session, and PC Members have been asked to provide the side dishes to complete the meal, for about 60 people. In addition, there will be an opportunity to provide a brief (5 to 6 minutes) talk about the role of the Pastoral Council.

e. Leadership.

- 1) There are three legs - Pastoral, Administration, and Schools – that make up the SGFP organization, which employs 197 people across its five churches and schools. Each of those groups has its own culture, which must evolve into a single Team Culture. One suggested way to help to reinforce the SGFP Family of Parishes into a cohesive SGFP Team is to re-introduce the recitation of the Angelus Prayer at Mass, events, and meetings. The SGFP Leadership Team will attend a retreat to consider how to build a healthy culture.
- 2) Fr. Kyle called for a meeting of the Executive Committee (Chris Knief, John King, Tabitha Bentz, and Jon Duren) prior to the March 26 PC Meeting, to address various matters and to consider what future PC Committees/Sub-Committees should be formed. He requested that Nancy Calvelage attend, as well. Mary Beth Sheleman will schedule the meeting and communicate the date, time, and place via email.

- 3) Based on discussion during the PC Meeting, Chris Knief cited several PC Committees which might be formed, including Communication, Finance, IT, and Education. The make-up of Committees could include PC Members, non-PC members, and relevant Staff members. Each proposed committee should be defined, with stated objectives and an outline of what it would address. Chris will send an email to all PC members seeking their thoughts and ideas, and their areas of interest. *(Ed. Note: January 16 and January 22, 2025 email memos were sent to all PC Members, regarding proposed PC Committees. See the text of those memos at Attachment 3).*

f. Housekeeping.

Due to schedule conflicts, the PC Meeting scheduled for March 19 at SJB was rescheduled to March 26, and the PC Meeting scheduled for May 21 at SP was rescheduled to May 14. *(Ed. Note: The PC Meeting scheduled for July 16 at SJB remains unchanged).*

## 5. Adjournment

John King led a closing prayer, and the PC Meeting was adjourned at 9:00 PM. The next PC meeting is scheduled for **Wednesday, March 26, 2025, 7 PM**, at the St. John the Baptist Church Banquet Hall.

v/r, -mjl- 😊

### 3 Attachments:

1. Leadership Report, Jan 15, 2025
2. SGO Memo, Jan 19, 2025
3. Proposed PC Committees Memos (Jan 16 and Jan 22, 2025)