

**St. Gabriel the Archangel Family of Parishes (SGFP)  
Pastoral Council Meeting, January 21, 2026  
Minutes**

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

Fr. Kyle Schnippel called the meeting to order at 7:05 PM, and led the group in prayer. He 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). Chris Knief, PC Chair, was unable to attend, and so Fr. Kyle presided over the PC meeting.

**2. Roll Call**

<p>Council Members Present: 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 Mary Beth Paget, HC Joel Stammen, SC</p> <p>Council Members Absent: Chris Knief, SJB (Chair) Geone Neria, SP Matt Ross, OLR John Underwood, SJB</p>	<p>Council Recorder: Marsha Loges</p> <p>Staff Present: Cameron Haller, (Incoming Chief Operating Officer) Norm Shearer, (Director of Operations)</p> <p>Guests Present: Jim Ballweg, SP Parishioner (Finance Committee) Cindy Mohn, SP Parishioner (Finance Committee) Riley Timbrook, SP Parishioner</p>
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**Old Business**

**3. Approval of Previous Minutes**

The November 19, 2025 PC Meeting Minutes were approved as submitted.

**4. Canonical Merger Petition**

Fr. Kyle introduced the Canonical Merger process and the proposed Canonical Merger Petition. *See Attachment 1.* A draft petition document had been prepared by him, and previously discussed with members of the Leadership Team and the PC Executive Committee. Selected elements of the proposed merger document were addressed briefly among the PC members. A motion to accept the Canonical Merger Petition as written was made and seconded, and the motion was approved unanimously. Principals in attendance signed the petition letter. Fr. Kyle explained that the petition, along with various supporting documents, will be sent to the archdiocese and presented to the Presbyteral Council at their March 23 meeting, for consideration and approval.

## 5. Committee Status

Fr. Kyle requested a report on the status of the various currently established PC Committees.

a. Communication - Chair: Josh Doseck; Staff Liaison: Laura Joliat. Josh reported that he has been focused on preparing a plan to tackle accomplishing the previously outlined SGFP web site updates.

- 1) He has been in discussion with Laura and with John Underwood, aimed at developing an overall strategy for improved communications throughout the Family of Parishes, via the SGFP web site.
- 2) Special attention is required to address Sam Ritze's (Director of Stewardship) need to identify details -- i.e., purpose, person in the lead position, staff liaison, contact information, location, time of meetings, etc. -- regarding the various ministries. This will be accomplished building on the information collected for the 2025 Ministry Fair. Then each ministry must be aligned under the appropriate SGFP Commission, consistent with archdiocese guidance and PC guidelines.

b. Worship - Chair: Joel Stammen; Staff Liaison: Paula Kern. Joel reported that Paula had indicated that Paula is focusing on a new ministry scheduling program, and that she is acquiring various liturgical supplies needed.

c. Facilities - Chair: Hector Guevara; Staff Liaison: Norm Shearer, Dennis McGarry. Hector reported that he previously met with Norm and Dennis, and that another meeting is scheduled this week. He said they have facilities maintenance planning "squared away."

- 1) They have developed a prioritized list of facilities updates and maintenance systems needed. Current projects include repairing the OLR church roof, caulking the SC church ceiling, refurbishing the SC Church Office, upgrading SP school plumbing, and upgrading the SP HVAC system.
- 2) They are continuing efforts to become more pro-active in their planning and to link anticipated needs to the budget process.
- 3) Their strategy is to grow a team of volunteers from all five churches, with expertise necessary to participate in building a long-term plan to better reflect the needs of all five locations.

d. Finance - currently on hold. No report.

e. Information Technology (IT) - Chair: John Underwood; Staff Liaison: Mary Beth Sheleman. John was absent and so no report was made.

## 6. Previous Discussion: Management Products

Joel Stammen and Nancy Calvelage addressed the status of the SGFP PC Management Products.

*Ed. Note: Per previous agreement at the July 21, 2025 PC meeting, the PC Guidelines will address what the PC is, how it will operate, how members will be selected, and other similar administrative matters. The PC Management Plan, which will be a living document, will address how PC Committees are established, terminology used, how communications will flow, and how to communicate and collaborate with staff liaisons and the management teams.*

- a. The Pastoral Council Guidelines were approved at the November 19, 2025 PC meeting. See SGFP web site, under *Ministries Tab, Pastoral Council*.
- b. The Pastoral Council Management Plan currently is being developed by Joel and Nancy, who will prepare a proposed draft version. This will be made available to all PC members for review and comment. Any suggested revisions will then be incorporated into the “final” draft version, as appropriate. That document will then be submitted for consideration and approval by all PC members, at the next PC meeting.
- c. An important part of the Management Plan will address the establishment of several official SGFP Commissions, and the appropriate alignment of the various ministries of the five SGFP churches, under those Commissions. As details of those ministries are gathered -- i.e., purpose, person in the lead position, staff liaison, contact information, location, time of meetings, etc. -- (see *para. 5.a.2*) above), revisions to the Management Plan may become necessary. Thus, the Management Plan will be a “living document”.

## **New Business**

### **7. Leadership Report Discussion**

- a. Fr. Kyle presented his Leadership Report. Principal topics addressed included: 1) Canonical Merger Process; 2) Leadership Team; 3) Capital Projects; 4) Faith Formation and Youth Ministry; 6) Catholic Schools; and, 7) Finances. See *the detailed Report at Attachment 2*. Brief further discussion of selected topics took place.
- b. Fr. Kyle introduced Cameron Haller, who has been selected as SGFP Chief Operating Officer effective in March. Norm Shearer, Director of Operations, is retiring effective in April.
- c. Fr. Kyle reported that he is traveling to Rome in early February, to meet with Pope Leo XIV, regarding the work of Courage International. He also said he will take a brief vacation in early March, to visit his parents.
- d. Hector Guevara stated that the Pastoral Council is hosting the SJB Coffee and Donuts on February 1, 2026. He invited all PC members to attend. This is an opportunity for PC members to meet SJB parishioners, speak about the function of the PC, and listen to any thoughts and concerns.
- e. Nancy Calvelage reminded the PC members that it is time to begin the PC Membership Discernment Process. Nancy and Jon Duren will begin this effort by contacting each current PC member to determine who wishes to complete their terms and who wishes to drop out. *Ed. Note: See PC Guidelines, page 4, regarding Membership and the Discernment Process, on the SGFP web site, under *Ministries Tab, Pastoral Council*.*
- f. No additional topics or parishioner comments were addressed.

## 8. Half-Year Finances

Norm Shearer, along with Jim Baldwin and Cindy Mohn of the Finance Committee, presented and led discussion of details of the SGFP financial statement for the first six months of the fiscal year. Norm also said that following the official SGFP merger, a new Employer Identification Number (EIN) will be established for SGFP and QuickBooks will be used for the SGFP Family of Parishes account.

## 9. Adjournment

Jim Dieli offered a prayer of thanks, asking for the continued spiritual guidance and progress of the Pastoral Council. The PC Meeting was adjourned at 8:23 PM. The next PC meeting currently is scheduled for **Wednesday, March 18, 2026, 7 PM**, at St. Peter Church, Fehrenbach Hall.

### 2 Attachments:

1. Canonical Merger Petition
2. January 2026 Leadership Report

v/r, -mjl- 😊