

**St. Gabriel the Archangel Family of Parishes (SGFP)  
Pastoral Council Meeting, July 16, 2025  
Minutes**

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

Chris Knief called the meeting to order at 7:05 PM, and Fr. Kyle Schnippel led the group in prayer. Chris 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 Josh Doseck, SJB Jon Duren, SC Hector Guevara, SJB Rick Jobe, OLR John King, OLR (Vice-Chair) Chris Knief, SJB (Chair) Geone Neria, SP Matt Ross, OLR Joel Stammen, SC	<b>Council Members Absent:</b> Jim Dieli, SC Mary Beth Paget, HC  <b>Council Recorder:</b> Marsha Loges  <b>Guests Present:</b> Ann Case, OLR Jack Rivetti, SP John Underwood, SC, SJB
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A PC Roster with contact email and phone information was passed around for validation or update, as needed. Fr. Kyle stated that Steve Barno, Paul Beyerle, and Stacie Whetstone are no longer serving on the SGFP Pastoral Council. The SGFP web site will be updated with this current information. *See Attachment 1.*

### **Old Business**

### **3. Approval of Previous Minutes**

The May 14, 2025 PC Meeting Minutes were approved as submitted.

### **4. PC Management Progress**

Chris led a discussion of a standardized flow of PC agenda items, and addressed the status of the Draft PC administrative documents (the PC Guidelines and Charter, and PC Management Plan), and the PC Committees.

- a. Each PC Member was asked to review those Draft documents using MS Teams, and to provide suggestions for improvement. Once finalized, those administrative documents will define the framework for PC objectives, roles, and operations.

- 1) The PC Guidance and Charter, which was developed based on existing SC and SJB documents, addresses 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, addresses how PC Committees are established, terminology used, how communications will flow, and how to communicate and collaborate with staff liaisons and the management teams.
  - 2) John King will review the comments provided by PC members, and develop a final Draft of the PC Guidance and Charter, within the next two weeks. The Executive Committee, along with the PC Committees POCs, will convene in mid-August to consider all thoughts, concerns, and proposed revisions.
  - 3) The PC Committees POCs will meet with their staff liaisons to begin to become familiar with the existing processes, strengths, and weaknesses. When a Draft PC Management Plan becomes available, they will prepare initial Draft PC Committee Charters expressing the make-up, roles, responsibilities, and objectives of those Committees.
- b. As discussed, the current identified PC Committees include the following:
- 1) Communication.
    - Attributes: Website/Facebook/Bulletins/Town Halls/Other media.
    - POC: Josh Doseck
    - PC member assignments: TBD
    - Staff Liaison: Laura Joliat
  - 2) Worship.
    - Attributes: Lectors/Music/Extraordinary Ministers/Sacristans/Servers/Ushers/Bereavement.
    - POC: Joel Stammen
    - PC member assignments: TBD
    - Staff Liaison: Paula Kern
  - 3) Facilities.
    - Attributes: Ongoing major facilities improvements at SJB and SP.
    - POC: Hector Guevara
    - PC member assignments: TBD
    - Staff Liaison: Norm Shearer, Dennis McGarry
  - 4) Finance.

*Note:* This Committee is on hold. There is an existing SGFP Finance Commission required by Canon Law, separate from the Pastoral Council, which operates as a global finance committee and which has responsibility for the overall financial management of all SGFP assets and expenditures. There will be PC interaction with the Finance Commission, with PC approval required for expenditures above a specific threshold.

    - Attributes: Budgets and accounting processes for five parishes and three schools.
    - POC: TBD
    - PC member assignments: TBD
    - Staff Liaison: Norm Shearer, Kelly Collier

- 5) Information Technology (IT).
  - Attributes: Overarching IT/Network infrastructure/firmware/software/ and applications for all SGFP collaboration, communications, and operations.
  - POC: John Underwood
  - PC member assignments: TBD
  - Staff Liaison: Mary Beth Sheleman
  - Vendor: Paradyn
  - Contract Manager: Mary Beth Sheleman

## **New Business**

### **5. Upcoming Capital Projects at SC and SJB.**

Protocols currently are in place requiring PC review and approval for expenditures above a specific threshold. Fr. Kyle said that those approvals have been given for all past, ongoing, and currently planned capital improvements needed.

### **6. Leadership Report Discussion**

- a. Fr. Kyle presented his Leadership Report. Principal topics addressed included: a) Stewardship Director and Staffing Changes; b) Leadership Team; c) Faith Formation; and, d) Other Events. Those details are not repeated here; rather, *see the detailed Report at Attachment 2*. Brief further discussion of selected topics took place.
- b. The following additional points were addressed, as well.
  - 1) An SGFP Annual Report is being developed, which not only will address the financial posture of the five churches and three schools, but also will tell the story of the significant achievements, both spiritual and educational.
  - 2) An Economic Merger Process has been developed by the Archdiocese of Cincinnati, to assist Families of Parishes as they migrate from multiple parishes to a single parish. Fr. Kyle, the staff, and the Leadership Team have just begun to review that process. The goal is to have completed all major upgrades and expenditures at all five churches and three schools, prior to the end of FY 2025-26 (i.e., June 30, 2026), so that all five SGFP churches are on an equal footing, with no debt. As this proceeds, details will be communicated to parishioners via Town Hall meetings.

### **6. Parishioner Comments**

There were no parishioner comments.

### **7. Adjournment**

The PC Meeting was adjourned at 8:57 PM. The next PC meeting is scheduled for **Wednesday, September 17, 2025, 7 PM**, at St. John the Baptist Banquet Hall.

v/r, -mjl- 😊

### **2 Attachments:**

- 1. PC Roster
- 2. Leadership Report, July 16, 2025