

**St. Gabriel the Archangel Family of Parishes (SGFP)  
Pastoral Council Meeting, March 26, 2025  
Minutes**

### 1. Call to Order/Opening Prayer

Chris Knief called the meeting to order at 7:02 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

<p><b>Council Members Present:</b>  Fr. Kyle Schnippel (Pastor)  Tabitha Bentz, SP  Paul Beyerle, SC  Nancy Calvelage, SP  Josh Doseck, SJB  Jon Duren, SC  Rick Jobe, OLR  John King, OLR (Vice-Chair)  Chris Knief, SJB (Chair)  Geone Neria, SP  Joel Stammen, SC</p> <p><b>Council Members Absent:</b>  Steve Barno, SJB  Jim Dieli, SC  Hector Guevara, SJB  Mary Beth Paget, HC  Matt Ross, OLR  Stacie Whetstone, SC</p>	<p><b>Council Recorder:</b>  Marsha Loges</p> <p><b>Staff Present:</b>  Lonnie Adkins, SGFP</p> <p><b>Guests Present:</b>  Ann Case, OLR  Lynn DeMange, SJB  Pamela Timbrook, SP  Bill Wilson, SJB</p>
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### Old Business

### 3. Approval of Previous Minutes

The January 15, 2025 PC Meeting Minutes were approved as submitted.

Nancy Calvelage pointed out several items from the Minutes which warrant further discussion and action by the Council. These included, specifically, paragraphs 4.b.2) through 4.b.6), dealing with Parish Administration, and paragraph 4.e.2), dealing with Leadership. These subjects were addressed briefly, by Chris and Fr. Kyle.

Nancy also provided to PC members generic (i.e., without names) Pastoral Council badges. This closes the Action Item from the January 15, 2025 PC meeting.

## New Business

### 4. Communications

Chris reported on the progress of the SGFP PC Executive Committee (Chris Knief, John King, Tabitha Bentz, and Jon Duren) along with Nancy Calvelage, Hector Guevara, and other PC members. Since the last PC Meeting, they have communicated several times, both in-person and via email, addressing key issues regarding establishment of PC Committees, and determining how the PC should proceed. Chris led the PC in a discussion of the following points:

- a. It is necessary to clarify relationships of the PC with the various currently existing Commissions, their many existing Ministries and the Staff Liaison for each, the SGFP organization structure, and the SGFP Staff roles and responsibilities.
- b. Of particular concern, is the application of Information Technology (IT) methods and tools. Within the existing SGFP IT infrastructure, this is necessary to facilitate and improve communication, collaboration, and coordination among these various SGFP entities.
- c. IT tools can help to possibly alleviate difficulties such as distinct geographic locations, parochial and cultural biases, varying work and family obligations, limited resources, and scheduling conflicts.
- d. IT tools can provide more efficient use of resources via many capabilities, including messaging, chatting, calendar integration, remote on-line meetings, screen sharing, and file sharing to accelerate product/reports development. The use of IT tools also can facilitate communication throughout SGFP via coordinated messages and schedules for the Parish Website, Facebook, Bulletins, and Town Halls.
- e. Many IT tools are available, and the MS Teams tool currently is used by the SGFP Staff. Through the current SGFP contractor, external "Guest" user accounts can be established for all SGFP PC members. In addition, informal "tutorials" can be held to indoctrinate PC members on the use of the tool. Further, use of MS Teams can be extended to PC Committee participants in the future, as needed.
- f. The previous St. Christopher Parish Council, as well as the previous Region XII (Holy Cross, Our Lady of the Rosary, and St. Peter) Pastoral Council both have independently developed and documented the structure of their Councils, Commissions, and associated Ministries. In addition, Fr. Kyle's Leadership Team has developed and documented an SGFP Staff Organization Chart.
- g. This collective information can be reviewed and built upon, to develop an overall structure depicting the relationships of all SGFP entities (i.e., Council, Commissions, Ministries, and Staff Liaisons). Terminology currently used should not be a constraint. The Executive Committee ultimately can determine appropriate terminology to be used.

- h. The PC considered how to proceed. The consensus was that while the issue of IT tools (i.e., implementation of MS Teams) should be addressed right away, additional PC Committee efforts should be initiated concurrently. High-priority issues proposed included:
  - Structure (i.e., Council, Commissions, Ministries, Staff Liaisons, SGFP Organization Chart, Roles and Responsibilities);
  - Communication (i.e., Overarching IT infrastructure, Website, Facebook, Bulletins, Town Halls);
  - Worship (e.g., Lectors, Music, Extraordinary Ministers, Sacristans, Servers, Ushers, Bereavement);
  - Facilities (e.g., ongoing major facilities improvements at SJB and SP).
- i. For each of these, a PC Committee should be established, a PC Committee Lead assigned, and PC Committee members selected (as needed). Each PC Committee should be defined, with stated objectives and an outline of what it will address. In general, the initial efforts should be to identify the Staff Liaison, document the Who (who runs it), What (its Mission), When/ Where/ Why/ How (outline the existing structure and processes), and What is Needed (what improvements and enhancements are required). These elements will ultimately lead to a plan of action for the PC Committee.
- j. Selection of the PC Committees to establish, and their Leads and Staff Liaisons, were as follows:
  - Communication – Lead: *possibly* Hector Guevara (not present), Staff Liaison: Laura Joliat;
    - ✓ Sub-Committees will be established to address the different elements, as needed.
  - Worship – Lead: Joel Stammen, Staff Liaison: Paula Kern;
  - Facilities – Lead: Rick Jobe, Staff Liaison: Norm Shearer.
- k. The next steps are:
  - Establishment of MS Teams external “Guest” user accounts for all PC members is targeted to be accomplished in the next couple weeks, and indoctrination sessions will be made available.
  - The next scheduled PC Meeting, May 14, will remain an in-person meeting.
  - The selected PC Committees should begin their efforts. The Leads should introduce themselves and meet with their Staff Liaisons, and then select Committee members (as needed).

## 5. Leadership Report Discussion

Fr. Kyle presented his Leadership Report. Principal topics addressed included: a) Leadership Team; b) Faith Formation; c) Capital Improvements; d) Schools; and, e) Administration. Those details are not repeated here; rather, *see the detailed Report at Attachment 1*. Brief further discussion of selected topics took place.

Fr. Kyle also announced that Fr. Robert Hale has been selected for reassignment to another Family of Parishes, as Parochial Vicar. The transfer will be further identified in May, and will be effective July 1.

## 6. Evangelization and Catechesis Commission

Lynn DeMange and Lonnie Adkins outlined two proposals by the current SJB Evangelization and Catechesis (ECC) Commission, for consideration by the PC. The first proposal is to change its name to the Parish Faith & Community Formation Committee, expand its overall mission, and broaden its scope to include all five churches of SGFP. The second proposal is to reestablish an annual Parish Fun Run. Details of those proposals are not repeated here; rather, *see the details at Attachment 2*.

PC members recognized the value of expanding the scope to include all five Churches. They also acknowledged the positive social aspects of a Fun Run within the region, and the value of developing SGFP marketing brochures and banners as a means to introduce the Family of Parishes to the community. The event is intended to be self-supporting, through sponsorship by local community businesses; all expenses will be kept within the budget based on funds raised.

## 7. Parishioner Comments:

There were no comments from Guest parishioners in attendance.

## 8. Adjournment

The PC Meeting was adjourned at 9:02 PM. The next PC meeting is scheduled for **Wednesday, May 14, 2025, 7 PM**, at the St. Peter Reis Center.

v/r, -mjl- 😊

### 1 Attachment:

1. Leadership Report, March 2025
2. Two ECC Proposals, 3/26/25