

**St. Gabriel the Archangel Family of Parishes (SGFP)
Pastoral Council Meeting, May 14, 2025
Minutes**

1. Call to Order/Opening Prayer

Chris Knief called the meeting to order at 7:00 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>Council Members Present:</p> <p>Fr. Kyle Schnippel (Pastor)</p> <p>Jim Dieli, SC</p> <p>Josh Doseck, SJB</p> <p>Hector Guevara, SJB</p> <p>Rick Jobe, OLR</p> <p>John King, OLR (Vice-Chair)</p> <p>Chris Knief, SJB (Chair)</p> <p>Geone Neria, SP</p> <p>Mary Beth Paget, HC</p> <p>Joel Stammen, SC</p>	<p>Council Members Absent:</p> <p>Steve Barno, SJB</p> <p>Tabitha Bentz, SP</p> <p>Paul Beyerle, SC</p> <p>Nancy Calvelage, SP</p> <p>Jon Duren, SC</p> <p>Matt Ross, OLR</p> <p>Stacie Whetstone, SC</p> <p>Council Recorder:</p> <p>Marsha Loges</p> <p>Guests Present:</p> <p>Bruce Batty, SJB</p> <p>Ann Case, OLR</p> <p>Riley Timbrook, SP</p> <p>John Underwood, SC, SJB</p>
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Old Business

3. Approval of Previous Minutes

The March 26, 2025 PC Meeting Minutes were approved as submitted. Josh Doseck asked again that the PC Meeting Minutes be posted on the SGFP web site; he has looked for the March PC Minutes but has not seen them. Hector Guevara again notified PC Members of his new email address, c7hguevara@gmail.com. He also advised that he is unable to serve as Lead of the PC Communications Committee.

New Business

4. PC Management Progress

Chris reported on the progress of the SGFP PC and stated that a “management plan” is needed to define the PC and Committee structure. He will “own” that task along with Joel Stammen and John King. He led a discussion of the following points:

- a. Microsoft Teams. MS Teams SGFP Guest Account usernames have been established for all PC Members. Discussion addressed the use of file sharing, calendars, notifications notices to personal email accounts, and SGFP Staff interaction. Work continues with the Paradyn contractor to provide ease of connection.
- b. PC Charter. Discussion addressed whether to establish a sub-group with representation by each church to develop the PC Charter, or to have the Executive Committee (EC) develop the Charter, in conjunction with Fr. Kyle. All PC Members were asked to provide content input for the Charter, which should include a Mission Statement and an Organization Chart, and indicate roles and responsibilities. It was suggested that a previous SJB PC Charter could be considered for use as a template. Fr. Kyle took on the task of developing a Draft PC Charter.
- c. PC Committees. Discussion addressed the make-up, roles and responsibilities, and Charters for the various PC Committees. After a PC Management Plan and Charter are in place, Points of Contact (POCs) and committee members will be solicited based on subject matter expertise, and a Charter will be developed, for each Committee. Current identified Committees include the following:
 - 1) Communication. (*Ed. Note: includes Website, Facebook, Bulletins, Town Halls, and other media*). Committee make-up includes:
 - POC: TBD
 - PC member assignments: TBD
 - Staff Liaison: Laura Joliat
 - 2) Worship. (*Ed. Note: includes Lectors, Music, Extraordinary Ministers, Sacristans, Servers, Ushers, Bereavement*). Committee make-up includes:
 - POC: Joel Stammen
 - PC member assignments: TBD
 - Staff Liaison: Paula Kern
 - 3) Facilities. (*Ed. Note: includes ongoing major facilities improvements at SJB and SP*). Committee make-up includes:
 - POC: Rick Jobe
 - PC member assignments: TBD
 - Staff Liaison: Norm Shearer, Dennis McGarry
 - 4) Finance. (*Ed. Note: includes 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). (*Ed. Note: includes Overarching IT/Network infrastructure, firmware, software, and applications for all SGFP collaboration, communications, and operations*).
 - POC: John Underwood
 - PC member assignments: TBD
 - Staff Liaison: TBD
 - Vendor: Paradyn
 - Contract Manager: Mary Beth Sheleman

John Underwood, a parishioner from SC and SJB, is an IT professional and instructor, and he stated that he is willing to serve as the IT Committee Lead. He spoke about the volunteer efforts he is offering, consistent with existing SGFP IT contracts, to implement an enhanced strategic IT infrastructure. He said it is necessary to determine how IT will be used throughout the SGFP organization, then define what are our needs, what are our firmware vulnerabilities, and what are the preferred software and applications to manage, communicate, and interact well. Use of available web/IT applications and productivity tools can garner improved efficiencies and improved communications capabilities throughout SGFP.

- 6) Committees Charters. Further discussion considered whether Committee Charters indicating roles and responsibilities are needed, and to what level of detail, and whether an existing template could be used as a template.
- d. PC and Committees Charters and Tie-Back to Beacons of Light (BoL). Discussion addressed the merit of considering existing Archdiocese PC guidance. Last year Ann Case and Nancy Calvelage were involved in a detailed study of Archdiocese PC Guidance. Fr. Kyle stated that each of the 57 Archdiocese of Cincinnati Family of Parishes is unique. Therefore, the guidance should be viewed as “good ideas” but the level of “standardization and compliance” should be flexible in order to satisfy varying needs, do what is best for us, and avoid unnecessary bureaucracy.

5. Leadership Report Discussion

- a. 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.
- b. The following additional points were addressed, as well.
 - 1) New Hires.
 - a) Action is underway to establish an SGFP Director of Stewardship position. A position description has been prepared and a search has begun. The focus of this position is to assure financial viability in the future, and to maximize use of all available revenue per student. This position is distinct from the Director of Mission Advancement, who works collaboratively with the principals of each school, fostering excellence in teaching and the use of best practices. He also serves in a general manager capacity, for the Leadership Team.
 - b) A Bookkeeper will be hired to assist the Business Manager/Financial Manager in the preparation and management of all financial transactions associated with eight separate SGFP budgets for its five parishes and three schools, as SGFP moves towards financial management as a single parish.
 - c) Next year, an additional position will be established for an SGFP Director of Schools. The focus of this position will be to serve in a role similar to a superintendent of schools, to maximize the utilization of EdChoice and other funding opportunities, and to enhance the overall student experience, fostering a Catholic Family Spirit throughout all the SGFP schools.

- 2) Annual Church Festivals. Fr. Kyle asked for feedback from PC Members regarding the pros and cons of continuing to hold annual Church Festivals.
 - a) A key consideration is whether the specific objectives of those events (e.g., fundraising, socializing, building community, fellowship, community outreach, evangelizing), are being met. However, there was not a consensus regarding the objectives of the annual Church Festivals.
 - b) A significant benefit is the typical revenue of between \$30K to \$40K, as well as parishioner camaraderie, growth in fellowship, family fun entertainment, and positive community interaction.
 - c) Among cons are lack of volunteers, and a possible negative impression throughout the community caused by alcohol, gambling, and sometimes bad behavior.

6. Parishioner Comments

Parishioner comments were sent by Matt Ross. HC/OLR again requested that a part-time position and regular weekly office hours be established at OLR. Further, they requested that consistent times be established for services and confessions, and that SGFP meetings be held at SC or SP, but not at SJB, because of the travel distance.

- a. Fr. Kyle said that in the past, in response to similar requests, dedicated Office Hours had been set at OLR. Experience showed that there was very little actual need and the assigned personnel sat idle most of the time, and so those dedicated HC/OLR Office Hours were discontinued.
- b. Fr. Kyle explained that available resources, including space, are a key consideration when meetings and other activities are planned. OLR School enrollment expansion has overtaken nearly every available space at OLR. Meeting space at SC is very limited, and the SP Ries Center, SP Fehrenbach Hall, and SJB Banquet Hall are most convenient for use. However, during the upcoming SJB construction, the SJB Banquet Hall will not be available.
- c. SGFP phone numbers and Office Hours are posted in the weekly SGFP Bulletin, and on the SGFP Web Site at www.sgfp.org. An official sign will be posted at the doors of HC/OLR Churches, informing parishioners that SGFP priests and administrative staff can be reached via a phone call to the SP Office at 937 233-1503.

7. Adjournment

The PC Meeting was adjourned at 8:54 PM. The next PC meeting is scheduled for **Wednesday, July 16, 2025, 7 PM**, place TBD.

v/r, -mjl- 😊

1 Attachment:

Leadership Report, May 14, 2025