

**St. Gabriel the Archangel Family of Parishes (SGFP)
Pastoral Council Meeting, November 19, 2025
Minutes**

1. Call to Order/Opening Prayer

Jon Duren called the meeting to order at 7:05 PM, and Fr. Kyle Schnippel led the group in prayer. Jon 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). Jon explained that Chris Knief, PC Chair, is unable to attend, and so Jon, as Executive Committee member, is presiding over the PC meeting.

2. Roll Call

Council Members Present: Fr. Kyle Schnippel (Pastor) Tabitha Bentz, SP Josh Doseck, SJB Jon Duren, SC Hector Guevara, SJB Rick Jobe, OLR Geone Neria, SP Mary Beth Paget, HC	Council Members Absent: Nancy Calvelage, SP Jim Dieli, SC Chris Knief, SJB (Chair) Matt Ross, OLR Joel Stammen, SC Council Recorder: Marsha Loges Guests Present: Cameron Haller, SJB Jennifer Petrella, SP Joanne T., SP John Underwood, SC/SJB (IT Committee Chair) Donna Weed, SP
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Old Business

3. Approval of Previous Minutes

The September 17, 2025 PC Meeting Minutes were approved as submitted.

4. Management Products Status

Jon Duren indicated that the current Draft Management Plan document, Pastoral Guidelines, had been prepared principally by Joel Stammen and Nancy Calvelage, with extensive discussion and review by all PC members. He asked for any further suggested revisions, before consideration for approval. Josh Doseck suggested inserting specific wording requiring that the PC member positions should be proportionally representative of the populations of each of the five churches. Acceptance of the document, as amended, was moved and seconded, and the document was approved.

5. Committee Status

Jon Duren 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 communications via the SGFP web site, the weekly newsletter, and the bulletin.

- 1) To proceed in developing an accurate SGFP parishioners contact data base, Josh suggested posting a request in the bulletin, soliciting at least two (more realistically many more) volunteers from each of the five churches. The volunteers could use current lists to call, email, or visit each parish family, to verify and update all relevant contact information.
- 2) Concurrently, Josh could continue working with the IT Committee to develop a method for parishioners to securely sign in and update information on the parishioners contact data base themselves.
- 3) He also suggested the need to develop an extensive list of all SGFP Ministries, stating each mission, person in charge, and other relevant information. That information could be included on the web site, and perhaps in the bulletin, and provided to new parish members in a Welcome Letter. That information would be useful to Sam Ritze, Director of Stewardship, as he continues his efforts to promote volunteerism throughout SGFP.
- 4) Further, the parishioner data base could be used to contact parishioners to determine interest in receiving the SGFP Newsletter, receiving communion, and volunteering to participate in various SGFP ministries.

b. Worship - Chair: Joel Stammen; Staff Liaison: Paula Kern. Joel was absent and so made no report. Joel had attended the last Worship meeting, and his presence was well accepted.

c. Facilities - Chair: Hector Guevara; Staff Liaison: Norm Shearer, Dennis McGarry. Hector reported that he had met with Norm and Dennis.

- 1) They are continuing efforts to become more pro-active in their planning and to link anticipated needs to the budget process. They are seeking more volunteers from all five churches to participate in their planning and as they grow they hope to better reflect the needs of all five locations.
- 2) Fr Kyle added that the St. John the Baptist \$900K Renovation project is reaching a conclusion. The new Tabernacle is in place and feedback indicates that all are very pleased. The St. Peter HVAC project is now fully funded and additional improvements to the Rectory are much appreciated by the priests. Additional St. Christopher upgrades are currently being considered.

d. Finance - currently on hold. No report.

- e. Information Technology (IT) - Chair: John Underwood; Staff Liaison: Mary Beth Sheleman. John reported that he is focusing on developing a process for utilizing specific technical tools in conjunction with the communications issues being addressed by Josh and the Communications Committee.

New Business

6. Town Halls Summary

Fr Kyle reported that the five Town Hall Meetings were held as planned. At each SGFP Church presentation, he addressed the Canonical Merger process and its potential impact on the overall operations of the SGFP Family. He explained the distinction between a church and a parish; he addressed financial impacts as the merger continues; and he outlined the next steps in petitioning for archdiocesan approval.

Fr. Kyle said that attendance at the Town Hall presentations was good. He encountered no surprises and answered all questions submitted by parishioners. Overall response was generally positive, as anticipated. All questions were recorded, and can be made available for those who have further interest.

7. Leadership Report Discussion

- a. Fr. Kyle presented his Leadership Report. Principal topics addressed included: 1) Town Hall Meetings; 2) Leadership Team; 3) Capital Projects; 4) Stewardship; 5) Faith Formation and Youth Ministry; 6) Catholic Schools; and, 7) Miscellaneous. *See the detailed Report at Attachment 1.* Brief further discussion of selected topics took place.
- b. Fr. Kyle also stated that he would be on a working retreat, where he would be developing the required petition to merge into a single parish with five churches (as directed by the archdiocese). That Draft petition will then be further reviewed by the Executive Committee and the PC, prior to being finalized and submitted to the archdiocese for approval.
- c. Fr. Kyle presented a Draft "Vision" which describes the envisioned future for the SGFP. (See Attachment 2). That Draft vision, which was prepared by the Leadership Team, establishes transformational goals for six principles within our parish community. The statement must be fleshed out, then reviewed by the Executive Committee and the PC at the January meeting. The envisioned future will provide the direction for strategic planning for the parish during the next three years.
- d. Sam Ritze, Director of Stewardship, has met with parishioners from all five SGFP churches, and his presence has been well received.
- e. The search for a Chief Operating Officer continues and several candidates have been identified. Responsibilities of that position will include serving as the driver of facilities management and improvement.
- f. Fr. Kyle stated that John King has moved, and so he no longer is serving on the SGFP Pastoral Council. He invited John Underwood to fill the vacant PC member position, and he asked Mary Beth Paget to serve on the Executive Committee. Both accepted.

- g. No additional topics or parishioner comments were addressed.

8. Adjournment

The PC Meeting was adjourned at 8:15 PM. The next PC meeting currently is scheduled for **Wednesday, January 21, 2026, 7 PM**, at the St. John the Baptist Banquet Hall.

2 Attachments:

1. November 2025 Leadership Report
2. Draft SGFP Envisioned Future

v/r, -mjl- 😊