

## FINAL

### St. Clare Pastoral Council Meeting Minutes for Wednesday, February 4, 2026

6:30-8:00 pm, Fireside Room

Absent: Maria

OPENING PRAYER - Fr. Don

#### 1. PASTOR'S REPORT- Fr. Don

- The funeral for Martin Lees will be on Saturday, February 7.
- Several applications are being considered for the Parish Administrative Assistant position. The position is being changed to full-time.
- Fr. Don will be away next week.
- A reminder that Lent begins on Feb. 18.
- The parish staff will be attending a "Staff Day" on evangelization.
- No news yet regarding Fr. Don's retirement date.

#### 2. PASTORAL ASSOCIATE'S REPORT – Kim

- Thirty-eight people have registered for Fr. Don's "Dinner Talk" on Thursday, Feb. 5.
- Sign-ups for Lenten Study Groups are in process.
- Sign-ups for the women's ACTS Retreat are at 19-20 and will be opened to women from other parishes in a few weeks.
- 15 adults and 5 young people are participating in the RCIA process.
- 35 young people are preparing for Confirmation. It will take place on May 1 at Resurrection Parish.
- Approximately 35 children are preparing to receive their First Communion on April 26.

#### 3. COMMITTEE REPORTS

- Education (Maria) –
  - As a service project during Catholic Schools Week, the students at our school prepared 400 sack lunches for the Blanchet House.
  - Enrollment for next year is very strong with waiting lists already forming. Over 30 prospective families attended Open House.
  - The school is currently accepting applications for tuition assistance for next year.
  - The combined St. Clare/St. Anthony Swim Team had 91 participants and placed 1<sup>st</sup> or 2<sup>nd</sup> in all development meets.
  - Current and upcoming fundraisers include a Trail Blazer Night on Feb. 6 and participation in the Fred Meyer/Kroger Community Awards program.
  - Upcoming events include a middle school dance and a Valentine's Day Mommy and Me Tea Party.

- The St. Clare Preschool will hold registration for next year from February 9-20. Preschool families are invited to a Valentine's celebration on February 11.
- Outreach (Paul) –
  - **SVdP** account is at approximately \$100,000. Seventeen families were served, totaling 84 people. In addition to food, \$2915 in utilities assistance and \$2000 in rent assistance was provided. Kathy Steinhouse has joined the committee as a volunteer. Emergency Services at SVDP often calls for help when needed. Volunteers are needed for the Jackson food delivery on February 10. We are partnering with St. John Fisher on receiving and trading food that goes to the Blanchet House and Salvation Army shelters. The new Development Director for SVDP is a delight!
  - After preparing two elaborate dinners for Thanksgiving and Christmas at **St. André Bessett**, a simple dinner was served to a group of 25 composed of staff, volunteers, 4 seminarians, and 61 guests.
  - **Prison Ministry** had 5 people once again at the recent visit. The new volunteer, parish member Essie Marcus, participated and seemed to have a very positive experience. She will most likely move forward in the process. Her long-term goal is to become a chaplain.
- Community Life (LeAnn) –
  - Italian Dinner – Sign-ups are going well, youth group is helping, Banning's and Riccardo's are also assisting.
  - After a brief discussion of planning another pilgrimage, Fr. Don recommended looking forward to 2028.
- Liturgy (Kim) –
  - Sara Boos has had a good start in her role as the parish music director.
  - Pope Leo XIV has proclaimed a Franciscan Jubilee Year from January 10, 2026, to January 10, 2027. In light of that, the following suggestions were proposed:
    - Compile a list of local Franciscan parishes in the Portland area
    - Plan a special parish celebration for October 4, 2026
    - Check on the date of Feast of the Stigmata. (*The Feast of the Stigmata of St. Francis of Assisi, celebrated on September 17, commemorates the 1224 event where St. Francis became the first recorded saint to receive the wounds of Christ*).
- Finance/Giving Tuesday (Jim) –
 

Jim explained that the committee has concerns re: conflicts having to do with fundraising efforts by parish and school. The committee feels that in order to avoid conflicts, all fundraising campaigns should be approved by Fr. Don. Jim suggested that perhaps Santo should lead this effort and that fundraising efforts on Giving Tuesday should be dedicated to the parish for facilities.

Action Item: Fr. Don will make the final decision re: the Giving Tuesday issue.

- NEW: Survey Committee (Matt) –  
Matt has developed a 3-phase plan to gather feedback from parishioners re: parish improvement and how the Pastoral Council will respond:
  - Phase 1 (February-March 2026): gather feedback from various constituent groups
  - Phase 2 (March-May 2026): “diversity of engagement groups” (focus groups) will be formed to develop a baseline of ideas
  - Phase 3 (Summer - November 2026): prepare and conduct a parish survey (electronic and hard copy options); report results in November
  - Goal: to create a strategic plan to share with Fr. Don and his successor

#### 4. OLD BUSINESS:

- Mary Bunday will decide on distribution of extra turkeys and hams to either the Blanchet House or other similar agencies.
- Dolly will continue to research options for an online directory.

#### 5. NEW BUSINESS:

- Pastoral Council will sponsor a soup supper on March 27.
- Fr. Don has requested that we think about ways to invite people to “come back.”
- David shared the icon he created and information re: the iconography class he is taking.
- Let Dolly know if you know of anyone who is interested in Carlo Acutis’ “Eucharistic Miracle Exhibits.”

Many thanks to Dolly for her gift of a copy of *The Practice of the Presence of God* to all PC members. We appreciate your kindness, Dolly!

Closing Prayer – Fr. Don

NEXT MEETING: Wednesday, March 4, 6:30pm

#### ACTION ITEMS:

- Section 3: Finance Committee – Fr. Don will make the final decision re: the Giving Tuesday issue.
- Section 4: Old Business – Dolly will continue to research options for an online directory and software.

## St. Clare School & Preschool – Parish Council Report

- **Catholic Schools Week:**

During Catholic Schools Week, St. Clare School completed a schoolwide service project. Students prepared over 400 sack lunches, which were delivered to Blanchet House in Portland to support individuals experiencing homelessness.

- **Enrollment & Open House:**

Enrollment interest for the next school year is very strong, with waiting lists already forming in several grades. Over 30 prospective families attended our recent Open House.

- **Financial Aid:**

Financial Aid applications for the 2026–2027 school year are now open, with a submission deadline of February 15, 2026.

- **Athletics Highlights:**

The combined St. Clare-St. Anthony Swim Team had an excellent season with 91 swimmers. The team placed 1st or 2nd in all development meets, and 52 swimmers qualified for the All-Star meet.

The Ski Bus program to Mount Hood Meadows was delayed due to snow conditions, with new dates scheduled for February 8, 15, 22, and March 1.

- **Community & Fundraising Events:**

A school fundraiser night with the Portland Trail Blazers will take place on February 6, 2026, with proceeds benefiting St. Clare School. Additional fundraising efforts include sales of Dragon stadium seats and participation in the Fred Meyer-Kroger Community Rewards program.

- **Student & Family Life:**

Upcoming events include a Middle School Dance on February 20 and a

Valentine's Day Mom & Me Tea Party on February 21.

The annual St. Clare Campout will return to Fort Stevens State Park from July 8–12, with registration currently open.

- **Preschool Updates:**

Preschool pre-registration for the 2026–2027 school year will be held from February 9 through February 20.

Preschool families are invited to a Valentine's celebration on February 11.

## Pastoral Council Outreach Committee Report February 2026

### **SVdP - Per Mary Bunday**

Many thanks to so many who helped on getting the Giving Tree ready and the Thanksgiving food box delivery.

- 1) Thanks to the Weston grant and other donations, our treasury is at over \$100,000.
- 2) We served 17 families totaling 84 people. 11 received food, 4 received utility help totaling \$2915, Rent assistance was 2 families for \$2000.00.
- 3) Emergency services at SVDP knows of our very healthy treasury balance so they'll be calling often to help clients in other conferences in addition to ours. LeAnn and I will keep our eyes on it if the number drops substantially.
- 4) Mary is requesting help for the Jackson food delivery on February 10<sup>th</sup>.
- 5) We are partnering with St. John Fisher SVDP on receiving and trading food that goes to Blanchet and Salvation Army shelters.
- 6) At the SVDP Board meeting last Wednesday we got to meet the new Development Director for SVDP. She is a delight and working to get familiar with everyone.
- 8) We have yet another new volunteer, Kathy Steinhouse

### **St. Andre Bessette – Soup Kitchen - Per John Kowalczyk**

- 1) After preparing two elaborate dinners for Thanksgiving and Christmas a simple dinner was served to a group of 25 composed of staff, volunteers, 4 seminarians and 61 guests
- 2) We normally need about 14 volunteers but had 24 who wanted to serve. Unfortunately the last 10 were turned down, but they were put at the top of the list for the February dinner.

### **Prison Ministry – Coffee Creek – Per Paul and Judy Sherbo**

- 1) Once again, we had 5 people this past month
- 2) Our new volunteer, parish member Susan (Essie) Marcus, accompanied us and I believed had a very positive experience. I think she will move forward in the process, and also believe she will be an excellent chaplain, her longer term goal.