

**Parish Pastoral Council Meeting  
Minutes of December 3, 2019 Meeting  
Ministry Center - Fr. Joseph Firnbach Meeting Room**

Present: Fr. David F. Ryan (had to leave early due to receiving a call from a parishioner to come to Good Shephard Hospital), Marty Bush, John Ergastolo, Melissa Larson, Julie Morones, Christina Sikorski, Pam Lynch, Tom Purtell, Doug Samz, and Kyle Schmitt

Not Present: Laura Angelini (excused), Mimi McGlauchlin (excused), Judy Reilly (excused), Deacon John Sfire (excused)

Fr. Ryan had to leave the meeting for an emergency so he asked Chair of the Parish Pastoral Council Tom Purtell to preside at the meeting. Chair Purtell began the meeting at 6 pm with the Renew My Church prayer.

1. FIX IT CAMPAIGN – Doug Samz, Finance Council Chair

- a. Operational Update - PPC postponed an update from Deacon John Sfire and Jason Sfire because they were not able to attend the meeting, due to an emergency.
- b. Financial Update – Doug Samz  
Doug Samz indicated that the parish is in good shape for total contributions although the target of \$1.7 million has yet to be achieved. Approximately \$1,482,000 has been collected as of this date with \$13,000 outstanding. Doug Samz and Pam Lynch are not concerned about collectability. Pam Lynch indicated that a new mailing went out to prospective new donors that have not donated in the past. Another 20 or so donors pledged and paid.

Doug Samz reconciles contributions with Pam Lynch on a quarterly basis. Through September 30, 2019, there was \$130,000 available in the bank.

It was discussed what projects are remaining to complete, which is the flooring in the church and the area around the Altar.

Christina Sikorski, PTO Chair, brought up the suggestion of adding railings on either side of altar.

2. PARISH SCHOOL UPDATE - Kyle Schmitt, Principal

Kyle Schmitt distributed a sheet showing Enrollment Projections which is Attachment A. The points highlighted were as follows:

- a. Based on previous trends from previous years, the Preschool program is expected to be at full capacity again for the 2020-2021 school year with at least three classrooms and possibly a fourth class depending on interest shown in the summer of 2020.

- b. Two grades have a projected net reenrollment rate of less than 100% which are the 4 year old preschool class and the fifth grade class.
  - 1) The 4 yr. old preschool class includes PreK, and the net reenrollment rate is projected to be about 54%. The reason for this is many parents send their child(ren) to SFDS because it is a great value for preschool in the area with high quality staff, but then they send their children to the free public schools for K – 8 so enrollment drops off.
  - 2) From fifth to sixth grade, the school loses approximately 10% of students that transition to the public junior high again for cost saving reasons.
- c. Kyle Schmitt then reviewed the other school updates noted on his handout.
  - 1) The theme for the 2019-2020 is the “Best Year Ever”. Christy Sikorski said they are trying to engage parents more and be more inclusive and collaborative.
  - 2) Kyle Schmitt discussed the school initiatives for the current school year were set last March and are the following:
    - a) Focusing on improving the K-8 writing and MS Math curriculums
    - b) STREAMS development - Stands for “Science, Technology, English, Arts, Math, and Social Studies. They already had the kick-off for expanding these programs.
  - 3) The School Board Workstreams are ideas that came out of the Bright Minds Survey and feedback has been or is still being obtained. Kyle highlighted the following areas:
    - a) Communication - The new website is being redesigned.
    - b) Marketing and Enrollment –There is new branding being implemented (i.e. new logo on uniforms)
    - c) Fundraising – This is an ongoing project.

3. ALPHA AND OTHER UPDATES by Pam Lynch - Director of Adult and Youth Ministry, Evangelization

- a. Pam Lynch spoke about the Reconciliation, Reflection & Adoration on December 19th. Tom Purtell will look into bringing the monstrous dedicated to St. John Paul II to the Adoration. Josh Goodman, Music Coordinator, will play the guitar, and there will be piano music as well. This 12 hour time of grace is part of the effort of evangelizing to encourage people to return to Jesus, to turn to Jesus, and continue to seek Jesus.

- b. Next, Pam Lynch gave an update on ALPHA, which is now in week 9. Approximately 125 people attend each week which includes the leaders. There is an average of approximately 105 guests with the Tuesday evening and Thursday morning sessions. During the summer pilot, there were approximately 70 guests each week. At the Day Away retreat at Loyola in Woodstock 65 people attended out of 125 registered.
- 1) Mary Taylor and Lorraine Holland are outstanding in coordinating Alpha, and the parish is thankful for their leadership.
  - 2) Regarding recruiting leaders, the goal is to inspire them through BUILD, EQUIP, AND ALPHA beginning as a guest, then a host, and then a leader. The goal is to have people stay and move through each of the three phases.
  - 3) BUILD will start in January 2020, but the exact date is to be determined.
  - 4) There will be a Christmas video, and the plan is to show before or during the Masses. Our parish wants to grow in faith and wants individuals to come and ask questions. Beginning will be seasonal (Christmas and then each holiday/holy day throughout the year), and promoting the spiritual opportunities in the future to seek Jesus. The same person that Kyle Schmitt uses for graphics, Jonathan Moreno, will be used for this video.
  - 5) RCIA – Deacon Bob Arvidson has four people as of the current date.
  - 6) There might be a Lenten Bible Study, and Ray Urban and Toni Flaherty will be coordinating.
  - 7) Tom Purtell asked Pam Lynch to comment on the roadmap for evangelization and discipleship. Following is her summary:

ALPHA is for those amongst us or those we are aware of who have not been in church, walked away, and/or is seeking a relationship with or to deepen their relationship with Jesus as Savior. It is meant to bring people into the Body of Christ and consists of 10 basic sessions. Guests can ask questions in a non-judgmental environment, as St. James reminds us, and they will have the opportunity to say what they believe. Teaching happens through the videos. After the video, it is opened for discussion. Many people find small group discussion the best part.

BUILD focuses on “Why does church teach this?” “What does it mean?” It is meant to help people mature one’s faith.

EQUIP – This program is to help people be EQUIPPED to go out and evangelize and draw people to Jesus. EQUIP is not running this year.

4. RELIGIOUS ED UPDATE - Mimi McGlauchlin - Please see Attachment B.
5. SAFETY & SECURITY UPDATE - Julie Morones – Please see the Attachment C.

Tom Purtell concluded the meeting with a prayer for Deacon John Sfire.

# Attachment A

## St. Francis de Sales Parish School Enrollment Projections Prepared for the Parish Pastoral Council on Tuesday, December 3rd 2019

Grade	Current Enrollment	Net Reenrollment Rate	Projected Enrollment 2020-2021
3s	22	1	22
4s (includes 4s and PreK)	42	0.54	42
KG	22	1	23
1st	24	1	22
2nd	24	1	24
3rd	29	1	24
4th	20	1	29
5th	30	0.9	20
6th	21	1	27
7th	24	1	21
8th	26	N/A	24
Total	284	N/A	278
High Confidence Enrollment Range			271 to 285

- Other School Updates
- "Best Year Ever" Theme
  - School Initiatives for the Year: K-8 Writing Curriculum, MS Math Curriculum, STREAM Program Development, Respect Program
  - School Board Workstreams: Lunchroom (concluded), Communication (partially concluded and evolving), Marketing/Enrollment (partially concluded), Fundraising (ongoing)

## St. Francis de Sales Religious Education

December 2019 Updates

Pg. 1 of 2

Enrollment Comparison

Program	Grades	2017	2018	2019	Program	Grades	2017	2018	2019
Preschool	3 yr	12	4	5	Home Study	3	8	1	3
	4 yr	20	7	3		4	5	5	4
	5 yr/K	8	19	11		5	10	5	5
Total	40	30	19	6		2	7	1	
Elementary School	1	91	80	79		7	6	4	5
	2	77	96	85		8	1	4	1
	3	72	51	53	Total	32	26	20	
	4	71	68	49	Children's Catechumenate	3	3	4	4
	5	49	68	60		4	2	4	3
Total	360	363	325	5		0	3	2	
Edge - Middle School	6	65	50	63	6	3	1	0	
	7	41	56	43	7	0	2	0	
	8	64	51	51	8	0	0	0	
Total	170	157	157	Total	8	14	9		
							2017	2018	2019
(Does not include CC as they are all enrolled in RE)					Grand Total	602	576	522	

**Updates**

- **General**

- Total of 61 volunteers between all ages and programs. 10 of those were recruited from our catechists speaking during the Masses for 2 weekends in July/August
- This year we have 9 children in our Catechumenate program. All will be making their first communion. Two will be getting baptized!
- 114 children (2nd graders-RE & school & Children's Catechumenate) will be making their first reconciliation and first communion this year.
  - We wrapped our reconciliation commitment Masses in October. Next is our reconciliation retreats in January.
  - New this year we will be doing a teaching Mass for all our second graders at the end of February to help them understand more about what we do during Mass.
- Josh Goodman is back with music this year. Olivia Weismann was hired as a full-time music teacher in Arlington Heights so her schedule did not allow her to help us.

- Family Masses are now being offered during class time this year.
  - Schedule for Family Masses
    - Week of October 21-23
    - Week of January 27-29
    - Week of April 20-22
- **Preschool/Kindergarten Classes**
  - Joe Corrado is offering music during the preschool/kindergarten classes
    - We are training a new volunteer - Lyana Martinez - as Greg & Mary Miller are unable to help this year
  - We are preparing for our Christmas Show on December 14th at 3:00 pm in Fr. Firnbach Gym.
  - The kids will also be singing their first prelude on Sunday, December 15th.
  - Enrollment is low in the 3's and 4's rooms so I am looking into how to get the word out more about our program.
- **Grades 1-5 Classes**
  - Laurie Haas is working hard to make sure our students are staying engaged and having fun.
  - We started out the year with a real tornado drill for our Wednesday evening session when we were hit with a tornado warning. All my catechists did fantastic and parents were great with the family reunification plan and procedures we had in place.
  - We have 10 new volunteers for this grade level between catechists and classroom aides. I believe this is mainly due to the Holy Spirit working with the catechists that spoke during each Mass to help with recruitment. It was wonderful to hear different perspectives from each catechist and some even had their children with them when they spoke!
- **Edge-Middle School**
  - Our topic this year is Transformation. We are focusing in on baptism, eucharist and confirmation and how these sacraments can transform our lives.
  - New this year, I have high school teens giving a transformation testimony at the end of each edge session. It has been great to see the middle schoolers hear from high schoolers on how having a relationship with God has transformed their life.
  - Our service project night was the week of November 4th. We collected over 160 plastic take-home containers for food. Each teen then wrote a happy note to place inside the container. These containers were then given to the dinner guests at the Emmaus House on Sundays.
- **Home Study**
  - We have met 2 times for our Family Sessions. Each session has a topic we cover.
    - October - Mother Mary
    - November - All things Angels
    - December - Advent
    - January- TBD
    - February- TBD
    - March- TBD

**Parish Pastoral Council Meeting December 3, 2019**

**Safety and Security Updates**

1. Paging System: In May 2019: A Fidelity contractor installed a Paging system throughout the main and upper floor of the Ministry Center that can be operated from any phone by pressing the "feature" button plus "62" . This will allow us to announce any EOP situation (i.e. need to evacuate the building to shelter in place due to threatening weather)
2. August 8, 2019 – Fr. Ryan, Joe Pasquesi Sr., and Julie attended Secure Church training hosted at the Salvation Army and Willow Creek ; speakers Mark Lungren and other former FBI agents. The presentation covered the ideology of terrorists
3. **Training for Staff and Volunteers:**

Completed CPR/AED, Stop-the-Bleed, and First Aid training provided by Paramedics from the Lake Zurich Fire Dept. and certified by the American Heart Association.

The Lake County Mental Health Board also provided us with eight hours of Mental Health First Aid training in October which was divided into two 4 hr. sessions.

Training Session	No. of Training Sessions In 2019	No. of Individuals Trained		
		MC STAFF (18)	USHERS (29)	SCHOOL TEACHERS & STAFF (34 Total)
CPR/AED	<ul style="list-style-type: none"> <li>• Six</li> </ul>	16	14	27
Stop-the-Bleed	<ul style="list-style-type: none"> <li>• Three</li> </ul>	14	14	23
First Aid	<ul style="list-style-type: none"> <li>• One</li> <li>• A 2<sup>nd</sup> and 3<sup>rd</sup> training is being held 12/3 and 12/4 for the school teachers</li> </ul>	12	7	4



## ATTACHMENT C

Mental Health	• Two consecutive	15	0	4
First Aid	4 hr. sessions			

4. Shatter proof film was added to the south side of the church, Fr. Valker Hall, and the South side of Ministry Center.
5. The charging units were replaced on the AED/Difibulator machines (every two years).
6. September and October 2019 – All ministries reviewed and updated their EOPS.
7. 10/31/19 – Julie met with representatives from Peace Lutheran Church security team who are developing their own EOP. We shared our improvements and discussed the idea of hosting a meeting here with local parishes (round table) with the Lake Zurich F.D. and Police Dept. present.
8. 11/1/19 – Julie reached out to L.Z. Fire Chief Malcom and L.Z. Police Deputy Chief Johnson asking if any concerns or updates for us. They both replied they have no further suggestions for us at this time and are very pleased with our Emergency Operations Plans for the Parish and various ministries.
9. Fr. Ryan and Joe Pasquesi Sr. were asked to present to the Lake Zurich Police Dept. accreditation board and will do so on December 10<sup>th</sup>.