

# 2022.03.08

## All-Councils Minutes

### INTRODUCTION

*Opening Prayer: Faith Forward Discernment Prayer*

### TOPICS FOR ALL-COUNCIL DISCUSSION

*The intention of this section is to open the All-Councils meeting to dialogue. It is important to come to the meeting with concerns, opinions, suggestions, and comments. For this reason, we are sending the all-council's agenda out a few days beforehand. Lively discussion, charitable conflict, sparring about ideas and opinions are necessary for ideas to be most effective. It is important for Fr. Jarrod to hear the dialogue so that he can process all necessary perspective. Fr. Jarrod will work to give each topic a "status" as to whether I am looking for: Consensus, Input, Critical thinking, Dialogue within counsels on specific topics.*

### ADDENDUMS / ATTACHMENTS

### GENERAL TOPICS

<u>SUBJECT</u>	<u>FR. JARROD'S COMMENTS</u>	<u>COUNCIL NOTES</u>
<i>Pre-All Council Mgt/Team Prep Dates</i>	April 6 <sup>th</sup> , May 4 <sup>th</sup> , June 8 <sup>th</sup> , July 6 <sup>th</sup> , Aug. 3 <sup>rd</sup> , Sep. 8 <sup>th</sup> , Oct. 5 <sup>th</sup> , Nov. 2 <sup>nd</sup>	
<i>All Councils Meeting Schedule through 2022</i>	April 12 <sup>th</sup> , May 10 <sup>th</sup> , June 14 <sup>th</sup> , July 12 <sup>th</sup> , Aug. 9 <sup>th</sup> , Sep. 13 <sup>th</sup> , Oct. 11 <sup>th</sup> , Nov. 8 <sup>th</sup>	
<i>All-Council Minutes</i>	Post your minutes within a week following the All-Councils' Meeting. You should email them to Travis and your Council Chair. <b>Use this Agenda as the template – Council minutes go in right hand column (under Council Notes).</b>	
<i>Ministry Quarterly Updates</i>	It's March, which means quarterly updates are due this month from the Facilitators/Coordinators of our ministries. Please reach out to your ministries and provide an update to your Council chair and to Travis Pearson. I'd like to see actual person-to-person meetings start to happen with these quarterly updates. Personal engagement with your ministry	

	<p>leaders can strengthen not only the Council and the Commissions, but also the individual ministries themselves.</p> <p>Per our meeting with Pastoral Council on the 28<sup>th</sup> a conversation should include 5 points:</p> <ol style="list-style-type: none"> <li>1. “I noticed...” – has a ministry performed an act/event since the last update?</li> <li>2. “Thank you...” – show active gratitude to ministry leaders so they know they are appreciated and are encouraged to continue.</li> <li>3. “How are you doing as a leader?”</li> <li>4. “How is your ministry going?” “Are there any upcoming events?”</li> <li>5. “Are you aware of anything, positive or negative, that Fr. Jarrod needs to be aware of, whether related to your ministry or not?” – these are any conversations people have that give an evaluative comment of parish life or operations</li> </ol>	
<i>Parish Mission</i>	<p>Dr. Ralph Martin was not able to make it to the Parish Mission. We are working to reschedule this – hopefully yet this spring.</p>	
<i>Mardi Gras</i>	<p>Mardi Gras was a huge success. I think it was the second largest Mardi Gras evening ever here at the parish. Much fun and fellowship enjoyed by all in attendance. Thank you to all who helped put on this event. It is much enjoyed and appreciated.</p>	
<i>Facilities Update</i>	<p>Work continues to progress on our campus. New school boiler installed. Roof over Cana Hall completed, working on roof over the gym. Other roofs and HVAC will be installed this summer.</p> <p>HVAC equipment for the Church has been ordered. We are hopeful for a late spring installation for the new church HVAC.</p> <p>Getting bids on windows for the school.</p>	

	<p>7<sup>th</sup> and 8<sup>th</sup> grade bathrooms will be completed this summer.</p> <p>Facilities Committee will start getting design plan together for the next projects.</p>	
<i>Rebuild my Church</i>	<p>We are right at \$6 million in pledges. And importantly, we have received over \$2.8 million in gifts toward those pledges. These funds received are allowing us to proceed intelligently with our project lists/scheduling and pay as we go.</p>	
<i>St. Francis Pilgrimage to Assisi</i>	<p>Two years ago, a group of SFA parishioners signed up for a pilgrimage to Assisi, Florence, and Rome, to be led by Fr. Jarrod. Then Covid hit, and the trip was rescheduled multiple times through Covid. It appears it is now a “go” and will be over Spring Break. Fr. Jarrod will be out of country from March 11<sup>th</sup> – 20<sup>th</sup>. Please pray for safe travels for the group. The idea continues to be that this would be a regular trip taken by parishioners every 2-3 years.</p>	
<i>Lenten Activities</i>	<p>God Squad will be meeting every evening in Lent from 8 – 9 pm in the Church.</p> <p>Station of the Cross will be held every Friday night, March 4<sup>th</sup> – April 8<sup>th</sup> at 6:10 pm (following 5:30 pm Mass and Evening Prayer).</p> <p>First Communion will be held on March 27<sup>th</sup>.</p>	
<i>Value Them Both Amendment</i>	<p>This is a very important effort to amend the state constitution in order to overturn a recent Ks. Supreme Court decision finding a fundamental right to abortion under the state constitution. This effort will have a tremendous focus on it between now and the date of the vote on Aug. 2<sup>nd</sup>.</p>	
<i>Vocations News</i>	<p>We had 10 young men (parishioners) go to Quo Vadis and 13 young women (parishioners) go to FIAT. Such discernment is a sign of parish vitality and spiritual life.</p>	
<i>Parish Janitor</i>	<p>We are currently looking for a full-time parish-wide janitor. This position would include working in the lunchroom,</p>	

which has a salary off-set from the government hot-lunch program.

**DIOCESAN INFORMATION – None for this meeting**

**FUTURE TOPICS FOR DISCUSSION**

**FOLLOW UP DISCUSSIONS**

*This section will be for those topics that require extended discussion, times for councils to speak individually, and for individuals to process information. These topics will be first introduced in “items for discussion” and then followed up on in successive councils’ meetings under this section.*

**COMMUNICATIONS COUNCIL**

<i>MEMBERS</i>	<p><b><u>MEMBERS</u></b></p> <p>Aaron Leiker, Alexa Smith, Ann Walden, Fran Cook, Jeremy Lezniak, Jes Brouillette, Joe Wescott, Joe Shobe</p>	<p><b><u>Members in Attendance 3.8.2022:</u></b> Alexa Smith, Ann Walden, Fran Cook, Joe Shobe, Jes Brouillette</p> <p><b><u>Absent:</u></b> Aaron Leiker, Joe Wescott, Jeremy Lezniak</p>
<i>Council Chair Position</i>	No discussion	This topic is settled. Ann Walden is Chair. Jes Brouillette is Vice Chair.
<i>General</i>	<p>Majority of tonight’s meeting was spent with Fr. Jarrod reviewing the all-councils survey.</p> <p>Survey had forty respondents, representing members of every council.</p> <p>Flocknote - 77.5% of respondents have an account, however, 75% state that others in their household do NOT have a Flocknote account. 20% of respondents indicated they would like additional training on Flocknote; 55% indicated that maybe they would like additional training. The most common problems (experienced by 33% of respondents) with Flocknote were not receiving Flocknote emails or texts. The communications council discussed that it is necessary to provide hands-on training and information to group leaders, and to regularly provide posts on Flocknote, so that parishioners continue to see the</p>	<p>Upcoming Events that Communications Council will continue to promote:</p> <ul style="list-style-type: none"> <li>• April 29-30, 2022 - R/S Dr. Ralph Martin – Parish Mission</li> <li>• April 2, 2022 - St. Francis of Assisi Catholic School 60<sup>th</sup> Anniversary Celebration</li> <li>• June 5, 2022 – Parish Picnic – One Body, One Parish is the theme!</li> <li>• Return pledge cards to Rebuild My Church Campaign?</li> <li>• Value Them Both Amendment Events?</li> <li>• Others?</li> </ul> <p>Jes questioned how updates to the Organizational Chart on the website are requested. He will reach out to make sure</p>

	platform.	Shekinah gets moved to the correct section on the org chart (out from under Music/contemporary worship and instead under Prayer Commission).
<i>Flocknote</i>	<p>Team also discussed with Father the concept of multiplying one message across different platforms. There was also lots of discussion regarding the Vernacular, and how it provides a macro view of the parish - pictures and articles about the parish that ties in directly to the stewardship way of life. The bulletin, by contrast, is micro-communication more granular.</p> <p>Further discussion will be planned around the different venues (Flocknote, Vernacular, Bulletin, social media), what messages they should be used for, and how often. The team also discussed looking at metrics to see if the use of Flocknote is increasing or decreasing and if the messages are getting through.</p> <p>Toward the end of the meeting, Jeremy asked for thoughts on how to approach parishioners about returning to Mass regarding the initial rollout of the mapping project. We talked about a “You’re Invited” flyer with space for a hand-written note where a visitor can write their name and say “See ya at Mass.”</p>	<p>Communications Council has been figuring out a lot of ins and outs about Flocknote. We will put together a section on Flocknote tips for <i>Father’s Focus</i> in the bulletin. Flocknote works best if married couples have two separate accounts, with different mobile numbers and email addresses, for example. (One parishioner we know of had her contact information changed because she and her husband had the same Flocknote account, and the ministry leader for a group the husband was in changed the contact information to the husband’s. The wife stopped getting emails from the church and didn’t know why.)</p>

**Task Reports**

<i>Social Media</i>	<p>Survey discussion- With regard to social media specifically, 82.5% of respondents would like to see All Parish Event announcements (e.g., parish workday, parish dinner); 75% would like to see invitations to worship events (Shekinah, holy days); 62.5% pictures from CHURCH events.</p>	<p>Alexa is exploring adding language to the registration forms asking for parishioners to share photos of their events (such as baptisms and weddings) going forward for possible use in social media.</p> <p>We suggest posting daily from the pilgrimage and encourage everyone to pray daily for those on the pilgrimage.</p>
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<p><i>New Parishioner Welcome Packets</i></p>	<p>Fr. Jarrod used these packets in a two day formation conference with a parish from Texas. Our guests were very impressed with the packet itself and used it to brainstorm their own acts of hospitality for new parishioners. This is a successful packet/program.</p>	<p>We are grateful that the welcome packets were well-designed and the packets well-received. Kudos goes out to Lisa Lang and Sandi Baalman who we believe led this effort – not the Communication Council. Ann did assist with the flyer that was used.</p> <p>The communication council members would like to see the fully-assembled welcome packet. Alexa, would you please bring one packet to the next meeting?</p>
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***Committees***

<p><i>Creative Resources</i></p>		<p>Ann called Bryan Malone to discuss this committee. Bryan is no longer interested in being leader for this group. Council discussed and recommended that this Committee be a Guild going forward because members are needed on an ad-hoc basis. Alexa will create a Flocknote group and Jes will reach out and be the point person for this Guild, thanking them for signing up and that we will reach out to them as needed.</p>
<p><i>Internet</i></p>		<p>Joe S. reached out to all new and existing volunteers. Many have expressed interest in helping with publishing the Vernacular articles on our website.</p>
<p><i>Parish Library</i></p>		<p>Fran C. has new volunteers starting to serve in the library as well. Considering and talking to volunteers about future of the space and materials.</p>
<p><i>Vernacular</i></p>	<p>Ann and Lanette are still seeking replacements; in discussion with one person. There will likely be one last issue Jan/Feb that will be put together by Lanette.</p>	<p>Ann is still working to find replacements. One person interested in news editor (monitoring Gmail; assigning reporter or writer of stories) – one person might be interested in being the copy editor, at least every other month (taking content from news editor and putting it together). Both positions still need to be filled.</p> <p>Ann recommends adding “Weddings” to the Vernacular. Will fit in with <i>New Members, Baptisms &amp; Funerals</i> section.</p>

**Guilds**

<i>Graphic Design</i>		Jes will be the new point person and reach out to this Group via Flocknote to thank them for signing up and to let them know they will be contacted as needed.
<i>Parish Photographers</i>		Jes will reach out to Anna Harter to make sure she is still willing to be the point person for this Guild.  Alexa has the list of who signed up – they will be added as a subgroup under the Communications Council on Flocknote. The Council can reach out if they need photographers at different events for stories in the Vernacular/social media.
<i>Theologians</i>		No updates this evening.
<i>Video Productions</i>		Jes will be the point person for this Guild and will reach out to members initially to thank them and to let them know they will be contacted as needed.
<i>Creative Resources (moved from Committees to Guild section) – If Fr Approves</i>		Jes will reach out to those who signed up for Creative Resources to thank them for signing up and to let them know that they will be reached out to when and if their skillset is needed.

**OPERATIONS COUNCIL**

<i>MEMBERS</i>	Stephanie Farley-Chair; Long Pham-Vice Chair; Julie Morgan-Secretary; Dana Leivian; Will Kilian; Michelle Lamunyon; Ron Lee; Becky Smith	Member in Attendance: Long Pham, Julie Morgan, Dana Leivian, Will Kilian, Michelle LaMunyon, Ron Lee, Becky Smith Absent: Stephanie Farley, Pat Burns, Fr. Jarrod
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**General Discussion**

<i>General</i>	Day of giving was on Feb. 1 <sup>st</sup> ; the day was very successful. Funds raised have exceeded \$23,000 for various needs within the school.	Facilities Committee met March 5 <sup>th</sup> . Security Cameras were ordered and collecting bids for a locking system.
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	<p>Capital Outlay remains low for school due to RMC funds being spent.</p> <p>It is our intention that RMC will be able to cash flow as many scheduled projects being done over the summer months.</p>	
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**Tasks**

<i>Financials</i>	Financials were reviewed. Fund Balance 3.37 Million, Savings 1.76 Million	Looked over financials.
<i>Quasi-Endowment</i>		

**Committee Reports**

<i>Facilities</i>	<p>Dana gave report from Facilities Committee: New school boiler installed. Roof over Cana Hall completed, working on roof over the gym. Other roofs and HVAC will be installed this summer.</p> <p>HVAC equipment for the Church has been ordered. We are hopeful for a late spring installation for the new church HVAC.</p> <p>Getting bids on windows for the school.</p> <p>7<sup>th</sup> and 8<sup>th</sup> grade bathrooms will be completed this summer.</p> <p>Committee will start getting design plan together for the next projects.</p>	<p>Dana gave update on RMC projects.</p> <p>Gym Roof is done.</p> <p>School replacement windows were ordered. It will take 8 to 10 months before the windows will arrive. Installation will have to be coordinated to limit the interruptions next school year.</p> <p>Church HVAC will be installed in the spring. Money will be saved by parishioners helping with demo of the old HVAC.</p> <p>Dana and Fr. Jarrod met with 4 members of the designer guild.</p>
<i>Finance</i>	<p>Planning on still contacting those parishioners that have not turned in a pledge card. Time is still being determined. <b>Fr. Jarrod is interested in hearing more about this plan to contact those who have not turned in a pledge card. Perhaps Pat can fill him in or write something in the minutes for this meeting.</b></p>	<p>Ron Lee said there were 8 members that were remaining on the Capital Campaign for the next 2 or 3 years. They would continue to call and follow up with parishioners that had not turned in their pledge card.</p> <p>Other members had interpreted this to mean Stewardship</p>

	Discussed Budget procedures. Preliminary budget in April. Refined budget in May and approve budget in June.	forms instead of RMC pledge cards. Need to discuss this if Fr. Jarrod also interpreted this to mean Stewardship forms.  Need to assign someone to contact the Finance Committee Lead, currently either Barb Mies or Cheryl Koch. Decided it would be best to discuss next meeting.
<i>Parish Workday</i>		April 9 <sup>th</sup> is next Parish Workday
<i>Planned Giving / Legacy Giving</i>	Discussed how this is becoming more popular over the last 2 to 3 years.	
<i>Porter (Locking-up)</i>	Meeting with new porters on Sunday Feb. 13 <sup>th</sup> , at 9:30am. Ron Lee will talk with Ray Alverson. We need to know if he still needs porters and/or someone to take his place.	Ron talked with Ray Alverson at training for locking up the church. Ron said Ray would like for someone to take his place as coordinator. There are currently 45 porters now available to lock up the church.

### ***Guilds***

A plan needs to be put in place to reach out to guilds and at least let them know that we are aware they have signed up. We also need a process by which the talents of the respective guilds can be coordinated and leveraged by the parish (Pat Malone). Can this endeavor be tasked to the Facilities Committee to plan, contact and coordinate?

<i>Architecture</i>		Discussed needing a replacement for leading the guilds since Adam Hein is no longer on Operations Council.
<i>Carpentry</i>		
<i>Church Cleaning</i>		
<i>Computer Networking</i>		
<i>Electrician</i>		
<i>General Maintenance</i>		
<i>HVAC</i>		
<i>Interior Design</i>		
<i>Landscaping</i>		
<i>Mowing</i>		
<i>Plants and Greenery (indoors)</i>		
<i>Security Systems</i>		
<i>Woodworking / Metal fab</i>		

## PASTORAL COUNCIL

<p><i>MEMBERS</i></p>	<p>Lisa Wyatt, Chair  Randy Phelps - Vice Chair  Johanna Forshee, Secretary  Joan Collins, Adult Education &amp; Formation Commission  Jim Carney, Affiliated Groups Commission  Heather Gregg, Liturgical Life Commission  Bryant &amp; Sarah Winslow, Marriage &amp; Family Life Commission  Nick Dash Pastoral Care &amp; Special Needs Commission  JoAn Holmes, Prayer Commission  Sharon Stump, Respect Life &amp; Social Justice Commission  Kyle Loomis, Social Activities Commission  Emily Savage, Youth Commission</p>	<p><b><u>Members Present:</u></b>  Randy Phelps, Vice Chair  Johanna Forshee, Secretary  Heather Gregg, Liturgical Life  Bryant &amp; Sarah Winslow, Marriage &amp; Family Life  JoAn Holmes, Prayer  Sharon Stump, Respect Life &amp; Social Justice  Kyle Loomis, Social Activities  Emily Savage, Youth  Travis Pearson, Director of Parish Life</p> <p><b><u>Members Absent:</u></b>  Lisa Wyatt, Chair  Mark &amp; Rosalie Greene, Adult Ed  Nick Dash, Pastoral Care &amp; Special Needs  Matt &amp; Melissa Straka, Affiliated Groups (still pending acceptance)</p>
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### *General Discussion*

<p><i>General Discussion</i></p>	<p>Lisa opened the meeting with a prayer. The first item discussed was the ministry breakfast. Lisa asked if there were any suggestions on improvements. Everyone agreed that it was a great success. Travis mentioned that Pat Burns thought it was well-attended. The decorations and food committees did a fantastic job. The stewardship envelopes were well prepared and in alphabetical order and easy to hand out.</p> <p>The only suggestion that we get word out sooner and repeated once or twice so everyone can mark their calendars.</p> <p>The next item was the church picnic which will be held on June 5. Everyone agreed that it was a big success. Travis stated that Fr. Jarrod was very pleased with it.</p>	<p><b>Church Picnic</b></p> <p>A. June 5<sup>th</sup> from 5:00-8:00 p.m.</p> <p>B. Group voted that the theme will be <b>One Body, One Parish.</b></p> <p>C. Notification regarding picnic: suggestions included: bulletin and flock note, Catholic Advance and posters</p> <p>D. Volunteers: It was suggested that we use the sign-up genius to get volunteers. It was also suggested that we provide name tags for volunteers to pick up. This way we will know who assisted and needs to be thanked for their service.</p> <p>E. The picnic will continue to be a Back to the Basics format.</p>
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	<p>The Picnic should continue to be simple in its format: a picnic with a few simple games/events to keep kids busy.</p> <p>Lisa said that she would still need a theme, and ways to contact people who signed up to set up; serve, provide water as needed, and clean up. Heather suggested that we have a theme around the Year of the Eucharist.</p> <p>Theme: ONE BODY, ONE PARISH – This theme is Eucharistic in its idea, focusing on the year of the Eucharist.</p>	<p>F. Other items: continue with kiddie pool, water guns, bubbles and chalk for children. Perhaps ask the cub/boy scouts if they will handle to the water activities. Ask that the school gates be closed so the activities in the gym, remain in the gym.</p> <p><b>Meeting with Father on February 28</b></p> <p>A. The Pastoral Council appreciated the opportunity to meet and dine with Father Jarrod.</p> <p>B. The opportunity was a great way for the council members to get to know one another.</p> <p>C. The council would like this to be a yearly opportunity of more frequently if Father requests.</p>
<i>Quarterly Reports</i>		Quarterly Updates- Review the questions that we should be asking. Reports due by April.
<i>New Group Approvals</i>		
<i>Wildfire</i>		

### ***Task Reports***

<i>Important Dates</i>	<p>November 7 and November 10: Stewardship Fair and Annual Address</p> <p>June 9-June12: Women’s Acts Retreat</p> <p>July 7-10: Men’s Acts Retreat</p>	<p>Group Reminders:</p> <p>Feb. 28 (Monday) Pastoral Council meets with Fr. Jarrod at the Rectory 6:30 p.m.</p> <p>March 8: all Councils meeting. Committee reports due in March.</p> <p>April 12: all councils meeting</p> <p>May 10: all councils meeting</p> <p>June 14: all councils meeting</p>
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### ***Adult Formation Commission***

<i>Adult Bible Study</i> Tuesday Bible Study Friday Bible Study Wednesday Evening / Sunday Morning Bible Study		
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<i>Adult Education</i>		
<i>Wildfire</i>		
<i>Called and Gifted</i>		
<i>FORMED</i>		
<i>Harvest House</i>		
<i>Kapaun's Men</i>		<p>Kapaun's Men is meeting weekly in Stewardship Hall. We have been following the Kapaun's Men Virtue Series curriculum, which is winding up. Next up is the Beatitude Series, followed by a summer break.</p> <p>Our attendance has been light; typically, six persons or so out of a ministry sign-up roster of 40. Of course, the 7PM Wednesday meeting time does not agree with everyone. Prior to starting the next phase renewed invitations will be extended to all who signed up initially.</p>
<i>Men's Prayer Group</i>		
<i>Parish Mission</i>	Dr. Ralph Martin – April 29 <sup>th</sup> and 30 <sup>th</sup>	
<i>RCIA / RCIC</i>		
<i>ACTS retreat - Men</i> <i>Upcoming Dates:</i>	Jul 7-10, 2022, Confirmed	
<i>ACTS retreat - women</i> <i>Upcoming Dates:</i>	Jun 9-12, 2022, Confirmed	

### *Affiliated Groups Commission*

<i>A Better Choice</i>		
<i>Birthline</i>		
<i>Catholic Charities</i>		
<i>Center of Hope</i>		
<i>Courage – Encourage</i>		
<i>Gerard House</i>		
<i>Guadalupe Clinic</i>		
<i>Habitat for Humanity</i>		
<i>Knights of Columbus</i>		
<i>Legion of Mary</i>		
<i>Midwest Catholic</i> <i>Family Conference</i>		

<i>Padre Pio Group</i>		
<i>Regnum Christi</i>		
<i>Retrouvaille</i>		
<i>Serra Club</i>		
<i>Seven Sisters Apostolate</i>		
<i>Spiritual Life Center</i>		
<i>St. Anthony Family Shelter</i>		
<i>St. Dismas Prison Ministry</i>		
<i>St. Theresa Lay Carmelites</i>		

***Marriage & Family Life Commission***

<i>Financial Peace University</i>		<p>We just celebrated the final class. This was week 9. We had 13 individuals complete the course work this spring. They were all very engaged and I feel that they now have the tools to change their lives financially!</p> <p>We are so fortunate that past participants feel so strongly about how FPU has changed their lives. That they come back and share their FPU story with the current FPU class.</p> <p>We plan to have the next FPU session this summer.</p> <p>If you know of a way to get the word out that would encourage more people to attend that would be Awesome</p>
<i>A Lasting Promise (formerly Fighting for Your Marriage)</i>		
<i>Mary's Moms</i>		<p>I gave up on Mary's Moms. I think I let Travis know...if I remember right. I may have left a message. Maybe it never got to him. I am unable to do mornings since I am homeschooling. It would be so great if someone would get it going again. I had tried to encourage a mom that did the mornings it revive it after covid shut down, but no one stepped up. It really isn't hard, and it seemed to be</p>

		<p>enjoyed and needed!</p> <p>I have been leading a small moms group study although we are all SFA members it's not affiliated with the church and we are just doing it in a home.</p> <p>“Parking-lot conversation “ I’ve heard many people within the our parish and outside at how nice it is to have confession so readily available. And the beauty of all the priests at SFA and how they each have such different charisms.</p> <p>This isn’t just a SFA concern but the Hs (homeschool) groups are frustrated with having no where to go when we need space to meet. I haven’t personally dealt with it but have heard the concerns multiple times.”</p>
<i>Mom’s Day Out</i>		
<i>Natural Family Planning</i>		<p>Rob and I will get an NFP class schedule submitted to Father soon. We always appreciate the use of church facilities for our classes. The best help Father can give us is to continue to refer engaged and married couples to us for classes. It is also much preferred that he strongly encourages couples to take the in person class from us rather than signing up for an online course. Nothing can replace in person interaction as couples learn the art of natural family planning!</p>
<i>Nursery – Babysitting</i>		
<i>Wedding Anniversary</i>		
<i>Wedding Coordinators</i>		

***Pastoral Care & Special Needs Commission***

<i>Bereavement Committee</i>		
<i>Caring Hands</i>		
<i>Charities Committee</i>		
<i>Communion Calls</i>		
<i>Funeral Dinners</i>		

<i>Homebound Ministry</i>		
<i>Hospital Visits</i>		
<i>Meals for Priests</i>		
<i>Ministry with Persons with Disabilities</i>		
<i>Mourning Light Ministry</i>		
<i>Parish Nurse Ministry</i>		
<i>Tobit's Ministry</i>		

***Prayer Commission***

Committees

<i>31 Club</i>		
<i>Flame of Love Rosary Group</i>		
<i>Immaculate Heart of Mary Rosary Group</i>		
<i>Marian Mantle Rosary Group</i>		
<i>Novena for the Deceased</i>		
<i>Our Lady of Medjugorje Prayer Group</i>		
<i>Parish Prayer Committee</i>		
<i>Perpetual Adoration</i>		
<i>Prayer Chain - Morning</i>		
<i>Prayer Chain - Evening</i>		
<i>Prayer Chain - Email</i>		
<i>Religious Vocations Committee</i>	There are presently 68 parishioners volunteering to the Write a Seminarian program. This includes 42 adults, 14 high schoolers and 12 Middle Schoolers. This is a significant decrease from previous years. There are 29 seminarians to be contacted by mail. Mailings to all who signed up for this stewardship program will be sent out the week of February 14. (Submitted by Johanna)	
<i>Shekinah</i>		

<i>Thursday Morning Rosary Group</i>		
<i>St. Francis Pet Blessing</i>		
<i>Vietnamese Prayer Group</i>		
<i>Write to a Seminarian / Religious Life Vocation</i>		

***Respect Life & Social Justice Commission***

<i>Compassion without Borders</i>		
<i>Respect Life Committee</i>		I really don't have much to report right now. I'm still kinda just learning the ropes from Chrissy Engel since school started this year so I've got a lot I could improve on and hope to in the near future. We did gain a few new members this year from the stewardship forms. This time of year, we don't have a lot going on and I did talk to Travis Pearson about our committee helping with preparing and getting information out on The Value Them Both Amendment coming up in August. He said he'd get back to me about that when they're ready for us to help and they know what needs to be done. Other than that, that's all I have to report.
<i>Society of St. Vincent DePaul</i>		
<i>St. Anthony Family Shelter Meals</i>		<p>I am worn out! I have been helping lead this group for about 10 years. I attempted to move on several years ago, but Jill Ward needed help with the technology aspect (list making, emails, etc).</p> <p>Transparency, we probably need someone fresh! We have about 15 teams with over 100 people that serve meals once every other month. Each team has a team lead that organizes their team.</p> <p>Each year, I have a list of 15-20 interested members. A couple members have signed up for 2-3 years (one with their children) but will not respond by any means of communication (as if they are just checking a stewardship</p>

		<p>box). We generally get 5 or so new families each year to help fill in the gaps of missing team members. We recently were struggling and put out a need on social media. That helped tremendously.</p> <p>Jill does not see the need to contact all people interested on stewardship forms (I have reminded years in a row). The thought is those people can merely be added to the teams. Once a year (this time of year), I always contact team leads to see how they are doing, if they need new members, changes etc. Based on that information, I fill in the holes of those who responded “yes” to wanting to help from the stewardship forms. Contacting people is a necessity. I have struggled leaving because I was worried this important step would be overlooked.</p> <p>Probably 90% of this role happens once a year with contacting those interested,</p> <p>Contacting team leads, organizing teams on an excel spreadsheet, updating the calendar (I have contacts updated and calendar updated on Google each year). There is a Diocesan coordinator that contacts teams, sends out reminders, etc! Linda Lauer is amazing. She is very involved. She coordinates with SEAS (who runs a very small number of slots), SFA, and St Catherine’s (who is adding a bunch of teams this year after discussing the need!).</p>
<i>The Lord’s Diner</i>		<p>Everything is going well at The Lord’s Diner. With the change in hybrid serving I am anxious to see how it goes. This is first of May. I see this as a positive.</p> <p>I have had 6 new volunteers sign up this month. 1 started in March. 3 will start in April and 3 in May.</p>
<i>Voter Registration</i>		

*Social Activities Commission*

<i>Adult Basketball</i>		
<i>Adult Volleyball and</i>		

<i>Pickleball</i>		
<i>Family Fun Night</i>		
<i>Mary and Martha Guild</i> Event receptions Wedding receptions		
<i>Mardi Gras Day Dance</i>		
<i>Parish Picnic</i>		
<i>Square Dance Club</i>		
<i>Women's Bowling</i>		

***Youth Formation Commission***

<i>Boy Scout Troop 762</i>		
<i>Church School – Life, Light, and Love</i>		
<i>Catechesis of the Good Shepherd</i>		
<i>Cub Scout Pack 762</i>		
<i>Home School</i>		
<i>Knights of St. Hubert</i>		
<i>Little Flowers</i>		
<i>St. Theresa Girls Club</i>		
<i>Sunday School Pre- school</i>		
<i>Totus Tuus</i>		

Director Theresa Herman

<i>Parish School of Religion</i>		
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Director Emily Savage

<i>Catholic Youth Ministry (CYM)</i>		
<i>Confirmation Preparation</i>		
<i>Junior Catholic Youth Ministry (JCYM)</i>		

<i>Steubenville Youth Conference</i>		
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*Liturgical Life Commission (Heather Gregg)*

<i>Altar Servers Master Servers Master of Ceremonies</i>	6 <sup>th</sup> Grader training was very successful. Pics and Videos are being sent out via social media. Students were training for 1 ½ hours over a 4 day period. They are now serving one school Mass before they choose to commit as servers.	6th grade Servers were trained. They are currently in the process of serving for the 1st time before being given Altar Server agreements. Hopefully we will have a large influx of Altar Servers soon.
<i>Elijah Cup</i>		Letters went out to new and old volunteers and all is working smooth.
<i>Extraordinary Ministers of Holy Communion</i>		We have added many new EMHCs within the last few months. Many returned plus we had new EMHCs who completed their training & were then added to the rotations. We will continue to have periodic SFA specific EMHC trainings to get new EMHCs, who have finished their virtual trainings, into the rotations.
<i>Lectors</i>		We have added many new Lectors into the rotation in recent weeks. Some are returning & some are new. We have had 2 new Lector trainings so far & have another one coming up next week.
<i>Liturgical Vestments and Fabrics</i>		Sign Up for Volunteer Linens for the Year is done. Person is still working on missalette covers. Minor fixes to cassocks. Misc. alb cleaning. Change altar cloth, wash all server garments ready for Easter. Cover statues April 9th. Is it time to have new altar cloths made? Judy has the pattern and would love to make them.
<i>Liturgy of the Hours</i>		No updates.
<i>Offertory Gifts</i>		Running fine.
<i>Parish Prayer Box</i>		Running fine.
<i>Pre-Mass Rosary Leader</i>		Rosary leaders have been reminded to start weekend pre-Mass rosary 25 minutes prior to Mass. Otherwise, no problems
<i>Sacristans</i>	I offered for 7 <sup>th</sup> and 8 <sup>th</sup> grade girls to become sacristans (akin to boys “master servers”). If they say yes, then we may start having 7 <sup>th</sup> /8 <sup>th</sup> grade girls aiding in setting up for school Masses.	Consistently attending to the tasks needed for mass preparation.

<i>Brass Cleaning</i>		<p>We have met once a week to clean the brass. The door plates are touched up an additional time during the week.</p> <p>For Father: is there a possibility of obtaining some lightweight cotton gloves for the sacristans and servers to use when handling the sacred vessels and the candlesticks? This would be out of respect for the sacred vessels and to limit fingerprints and wear on the finish of the candlesticks.</p>
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Director Rev. C. Jarrod Lies

<i>Extraordinary Form Masses</i>		
<i>Healing Masses and Services</i>		
<i>Liturgical Calendar</i>		

Director Sr. Stephanie

<i>Choirs</i>		
<i>Organ Lessons</i>		

**SCHOOL COUNCIL**

<i>MEMBERS</i>	<p>Liz Woydziak (chair)          Bernadette Walters (vice chair)          Kristen Hauserman (secretary)          Chad Cox          Carissa Palacios-Domebo          Matt Voegeli/Elizabeth Voegeli          Ramon Reynaga          Chrissy Engel          Mary Carter          Fey Barles</p>	<p><u>Members in attendance:</u></p> <p>Liz Woydziak (chair)          Kristen Hauserman (secretary)          Bernadette Walter (vice chair)          Carissa Palacios-Domebo          Chrissy Engel          Fey Barles          Matt Voegeli          Elizabeth Voegeli          Valerie Whitely (Guest, HSA president)</p>
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	Ad hoc: Billy Lubbers	
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**General Discussion**

<i>New Members</i>	New members invited to the May meeting with transition in June 2022	Home and School Association would like to have a member sit on School Council and HAS.
<i>Home Visit Volunteers</i>		
<i>Pastoral Address</i>		
<i>Alumni Outreach</i>	Over 2000 alumni contacted added to Neon CRM. Alumni Newsletter viewed 1770 in 86 locations. Over \$23,000 raised via the Day of Giving campaign.  My ultimate hope for this round of asks is to offset the costs of new lockers for the girls and boys locker rooms. \$??	Alumni have been invited to 60 <sup>th</sup> Anniversary Dinner with the hope to pave the way to a greater Day of Giving next year by generating excitement for SFA and making that personal connection to the school
<i>Principal's Report</i>		Parent Teacher Conferences – principals will sit in conferences with matters of focus (academics or behavior referrals) Summer camp is EANS funded and has begun to be promoted to teachers and families.
<i>School Anniversary</i>		Color Code: Black – agenda given to members at the start of the meeting Red- Meeting Minutes Green – changes or updates since the time of the meeting  <b>Schedule</b> 5:30pm - Doors Open for the Happy Hour & Open House School Tours (Open house seems less appropriate if it will be only for ticket holders?) This has been printed on the tickets and all info, so Open House will need to remain the verbiage here 6:30pm - Dinner (salads will be on tables, 4 buffet lines for dinner, 6 different options for pie) 7:30pm - 9:30pm - Dueling Pianos  <b>All proceeds benefit:</b> St. Francis of Assisi Catholic School  <b>Dress:</b> Business Casual

**Ticket Sales**

\$30 per ticket

\$230 per table of 8

Out of town guests can sponsor teachers

**Tickets Sold:** As of 3/8/22 we have sold **183 tickets** 190ish at the time of the meeting, no tickets sold tonight

**Promotion:** Social Media, The Flash, Website, Flocknote, Sell tickets after Masses on March 5-6, (More masses necessary? Liz will send announcement to Alexa for masses – “go to the school office to purchase tickets”, not necessary to sell at masses again weekend of 3/12-13) Message sent to Alexa and will be submitted to announce the event and to purchase ticket at the church office

word of mouth, personal invitations every school council member will ask.

**The Bar: Chad Cox**

Knight of Columbus will run the bar

We are waiting to hear if they would donate any or all of the drinks? APPROVED for \$500 to help sponsor the bar!  
Bars – Wine (1 white, 1 sweet, 2 red), beer – no set ups, no liquor

Bourbon and Wine Pull - purchase? Corks borrowed from Fun Night?

20 bourbons at \$50? a pull

50 wines at \$20? a pull

Need cups and corkscrews for people after they pull. Irresponsible to have these on hand, pulled items not to be consumed

Budget for the bars and the pulls? Matt will work with the budget to provide the best possible options with extending his discount to us

Anything unopened will be able to be returned.

**Hors d’oeuvres:** These have been coordinated.

Fey shared 1. Jennifer offered to do marinated chicken with a toothpick with teriyaki sauce. The marinated chicken will be

in a warmer before setting them on trays.  
2. Denise agrees to make 250 small spoonburgers pinned with a toothpick. the spoonburgers will be in a warmer holding before setting them on serving trays.  
3. Fey and Denise will follow up ordering meatball party appetizers from BEK and EVCO. We will order a box ahead to try and when approved, we will order 250 pieces. Meatballs will also be in a warmer before setting them on serving trays.  
All food will be in a hot holding unit ready to be moved out. We will need to find volunteers to tray the food and a decision on how to serve them will be made

**Dinner: Aaron Leiker**

**Catering by Carriage Crossing**

**MENU**

House Salad (the salad can be plated on the tables ready to go)

\*Beef Brisket

Roasted Chicken

Herb Roasted Red Potatoes

Green Beans

\*Pie (6 different options)

**They are providing:**

The cups with water, tea, and lemonade

China and silverware

Tables for the buffet and dessert tables

-They will run four buffet lines and expect to be able to get everyone through in 15 minutes. Their Staff to run the buffet

They are expecting 250-300. If it is going to be significantly lower or higher than that. They need to know by 3/22.

They plan to arrive between 5:00 and 5:30 for dinner service at 6:30.

Napkins – cloth or paper? Where will they be obtained?

**CYM** - will help serve during the dinner by placing salads,

refilling water/tea/lemonade, and maybe serving the pie too. They can also help bus tables. If CYM isn't able to cover our needs, could we reach out to Bishop Carroll?

**Decorations: Liz Woydziak**

How many tables can fit in Cana or the Gym? The overwhelming consensus was to move the event into the GYM. With all of the aspects the night will hold, it seems as though the extra space will be utilized.

Round Tables - 8 people at a table

Table Cloths (black from Emily and white from the school)

Check in Table - Need the hopper from Fun Night for the tickets

Name tags - Handwritten - need to ask Mallory Borland if she would write them (Calligraphy) – ask BCCHS art department for students who do Calligraphy? It was also suggested that they be printed with a calligraphy style font

Make signs for each area for the evening. – Art Auction, Raffle, etc

**Raffle: Bernadette Walter**

Dinner Tickets will serve as raffle entry and there will also be more raffle tickets from sale for \$10 each Cards in equal size and weight of the tickets will need to be created for the raffle. Father/Mary/Piano Players will need to make announcements about the raffle and direct attendees to purchase tickets. Raffle Tickets will not be sold all night but possible after the announcement and just before the drawing

Raffle prizes: a painting It was agreed that they any of them would be a great prize! and a grill follow up on donation requests

Maybe raffle a painting at the open house and the grill during the dueling piano event?

Set up needs/plan

**Art Displays: Carissa Palacios-Domebo**

Great progress has been made, students are working on their

projects, sold at a \$10 donation, remaining items will go to homebound parishioners with a note  
Logistics Going out in the FLASH on 3/25, flyers to go home on 3/21, due back 3/29 \*Could we add a Google Form option to presales?

How many volunteers do you need? Resource room to help wrap presale items?

When and where are we displaying the art? On tables around the perimeter of the gym

Number of tables needed? Unsure until presale is complete and items have been sent home

Will need volunteers (POSSIBLY RESOURCE ROOM) to wrap and deliver sold pieces to the classrooms on 3/30 and 3/31

**Friday Night Set Up:** \_Need Volunteer\_\_\_\_\_

Need a chairperson to find volunteers.

Volunteers who can set up tables and chairs. Matt Voegeli will cover this task!

We will need to have a list of action items of what needs to be done for the volunteers (provided from the committee chairs).

**Greeters**

1. Liz Woydziak
2. Joan Hampton Yes! Needs details, Liz will convey them to her
3. Elizabeth Voegeli? Yes!!

**Check in Table: Kristen Hauserman**

Need volunteers to check in people as they arrive. Kristen will fill these spots

Collect tickets and place them in the hopper from Fun Night. Folks will also pick up their name tag at this table make missing nametags

**Spirit Swag:** Chrissy Engel

Use wooden flag from conference room for display at the swag spot!

Koozies at bars/include bartenders in sales? Chrissy and Fey will look into pricing and options for these.

**Clean Up:**

ACTS Group volunteered for the clean up? Confirm with Aaron

**Photographer:**

Do we want/need one? Yes! We would like to have one or more.

If yes, any ideas who would be willing to take pictures? Kris Sauer and/or Heather Monk?

Could Alexa create a QR code we could use for attendees to share pictures? Spoke to Alexa and she was unsure of the details on this, Could Fey create this?

MISC. –

- Could we add a sign up to the FLASH with simply a “Click here to volunteer”? This Sign up would include very specific tasks and times?
- Photos from the past – in the church office, Chrissy Engel has offered to help gather/ search
- What time do we want to start set up on Friday night?
- On Saturday, what time should all school council members arrive?
- Are we having tour/classroom monitors or trusting everyone to behave?
- Kristen inquired about having a virtual open house to generate alumni interest and support for future

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**Tasks**

<p><i>Strategic Plan</i></p>	<p>Can a roof complete; gym roof under construction now; Patrick Malone to give strategic plan update.          Summer 2022 projects          All plumbing fixtures for 7 and 8 restroom remodels paid for and on sight          All restroom partitions on site          All doors for restrooms as well as 8th grade classrooms and boiler room and HVAC closet and printer room bought and being stored offsite          All tile for restrooms bought and stored offsite</p> <p>Also Added new ceiling and lights in 8th grade locker area as well as 7th grade locker area          As well as hallway up to councilor office to bathroom remodel.          All electrical fixtures bought and on site for those projects.</p> <p>Presenting HVAC plan that I put together with HVAC contractor to Lk HVAC mechanical department to get approved this week.          Hopefully have all HVAC equipment ordered next week for 3-6 building.          Have electrical estimates for 3-6 HVAC work.</p> <p>Currently re-roofing of gym, lost a week for bad weather - if weather permits hopefully done in 2-3 weeks          All roofing material paid for remaining school roofs.</p>	<p>Members are excited to see the progress underway! Observations by members are that the parking lot changes have been well received and may be something to look at in the future for safer procedures – in favor of keeping the one-way flow for next year as well.          The council would like to address some specific parking lot concerns for the student’s safety. Sidewalk safety in the back parking lot alongside Clare Hall is a concern for many and the council would like to address this.</p>
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**Committees**

<p><i>Academics/Enrollment</i></p>	<p>School Council did not meet in January.</p> <p>60<sup>th</sup> Anniversary Event—update Subcommittees forming, sign up genius will be created and sent out to those who expressed an interest volunteering for alumni events at</p>	
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	<p>registration.</p> <p>5:00 Alumni Mass to feature school children</p> <p>6-7:00 Social Hour with drink and appetizers, during that time we will do tours, wine and whiskey pulls, and student art for sale.</p> <p>7-9:00 Entertainment, dinner, raffle prize must be present to win</p> <p>Throughout the event – spirit wear and koozies for sale, slideshow with photos submitted by alumni and school</p>	
<i>Catholicity</i>		
<i>Communications</i>		
<i>Facilities</i>		
<i>Technology</i>		

## STEWARDSHIP COUNCIL

<i>MEMBERS</i>	<p>Winston and Sally Kenton, Sandi Baalman, Steve and Julia Herman, Vince and Misty Vopat, Stan and Christina Bluml, Dan and Lori Hamel, Jerrod and Alison Schuster, Vicki Keller</p>	<p><b>Members in attendance:</b> Sandi Baalman, Christina Bluml, Dan and Lori Hamel, Vicki Keller, Jarrod Schuster, Vince and Misty Vopat.</p>
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### *General Discussion*

	<p><b>Current Business</b></p> <p>1. Renewal Results</p> <ul style="list-style-type: none"> <li>• Council members reviewed results of SFA’s 2021 Stewardship Renewal. <ul style="list-style-type: none"> <li>○ Renewals increased slightly and were the most since 2018.</li> <li>○ About 50 are still yet to be returned including several students in school now.</li> <li>○ SFA School phone message was a bit confusing regarding the deadline.</li> </ul> </li> </ul>	<p><b>1. Set Our Goals for 2022</b></p> <ul style="list-style-type: none"> <li>• Create a SWOL “snippet” calendar. <ul style="list-style-type: none"> <li>○ Short phrases or bible verses centered on SWOL – will help keep top of mind.</li> <li>○ Include in weekly bulletin.</li> <li>○ Talk with Alexa about getting these included – deadline for bulletin is Mondays, 9 a.m. Lori/Dan to send out and choose top snippets. Review by Stewardship Council March Formation</li> </ul> </li> </ul>
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- Letters and emails have out to those who have not returned forms and will be held from applying to BCCHS.
  - Mary Carter has also called those who have not turned in forms.
  - Other discussion about renewal efforts next year
    - Continue efforts for education of Stewardship Way of Life.
    - Some parishes meet with 8th graders/parents to encourage SWOL.
2. Ministry Breakfast
- 39 people attended the ministry breakfast.
  - All packets were taken and it was a good event.

**Other Discussion**

- Remember dinner with Father Jarrod in Rectory on Tuesday, Feb. 22 at 6:30 p.m.

- meeting. Have 4 ready for April.
- Update SFA Church Stewardship website pages.
  - Create more streamlined information, keeping new parishioners in mind.
  - Stewardship Council members to review these pages and come to March Formation meeting with feedback on updating pages.

**2. Formation Goals for the SC**

- Lori Hamel to look at FORMED to suggest topics with one of our priests to give insight. Vince to ask Father Meng.

**3. Calendar dates**

- Next Stewardship Council Formation meeting on Tuesday, March 22.

**4. Discussion about Pastoral Address/Parish Dinner**

- How will the address be handled this year?
- The dinner is a thank you to all who support SWOL, SFA.
- Ideas for dinner entertainment:
  - Roast of Father Jarrod by priests.
  - Panel answering Q&A from audience/priests.
  - Misty looking at comedian options.
  - Wine/beer/chocolate samplings.
  - Concerns about expenses.
  - Casino Night – St. Margaret Mary’s Men’s Club can do this.
  - Elevate the evening a bit with emcee, food, specialty drinks/bartenders.
  - Priests/SFA Families compete in a Family Feud-type game.
  - Vicki Keller helped clarify what we want is quality interaction with each other.
  - Firm up by April Stewardship Council business meeting.

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**Task Reports**

<i>Kindergarten Parent Meeting</i>	The Stewardship Council needs to have a representative of the Council present and speak at the Kindergarten Parent Meeting on April 4 <sup>th</sup> . (Verify the date) Please work with Pat Burns to make sure we can cover this.	
<i>Dates/Actions</i>	<p>Goals for 2022</p> <ul style="list-style-type: none"> <li>• Start planning sooner for SFA parish dinner. <ul style="list-style-type: none"> <li>○ Vince and Misty to lead efforts.</li> <li>○ Sandi has name for comedian and will give to Misty.</li> <li>○ We need to choose date and please give any entertainment ideas to Misty.</li> </ul> </li> <li>• Talk with 8th grade parents throughout the year during casual get-togethers. Parents are assigned SFA “mentors” and stay in contact.</li> <li>• Continue messages in bulletin/social media.</li> <li>• SWOL Bible Study – Hamels to check on resources to see if this has already been done.</li> <li>• SFA website – review Stewardship section and update – use videos, highlight important information to know when you are new to Stewardship and the parish. Can be helpful with outreach efforts (“Go to website and start your Stewardship Journey.”).</li> <li>• How can we get feedback from Travis and others after their outreach visits? That info will help inform our next steps/additional goals.</li> <li>• Set social gathering for the council. <ul style="list-style-type: none"> <li>○ Saturday, May 7 – tacos on the disk at the Blumls.</li> </ul> </li> </ul>	<p><b>Renewal 2022</b> - Set dates on everyone’s calendar:</p> <ul style="list-style-type: none"> <li>• SC Social Gathering - May 7 at The Blumls</li> <li>• Parish Dinner - October 2? (move to Saturday?)</li> <li>• Pastoral Address and Ministry Fair - <b>November</b></li> <li>• Lay witness talks - <b>November</b></li> <li>• Commitment Weekend - <b>November</b></li> <li>• SC Potluck/Renewal Postcards - <b>1<sup>st</sup> weekend after Commitment</b></li> <li>• Ministry Leader Breakfast - hand out lists from renewal - <b>January 2023</b></li> </ul>
<i>Lay Witness Talks</i>		

**Formation Commission**

<i>Parish Group</i>		
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<i>Presentations</i>		
<i>Communications</i>		
<i>Baptismal Preparation</i>		
<i>Marriage Preparation</i>		
<i>New Parishioners</i>		

***Liturgical Hospitality Commission***

<i>Greeters</i>		
<i>Ushers</i>		
<i>Welcoming and Hospitality</i>		

***Renewal Commission***

<i>Fair</i>		
<i>Parish Dinner</i>		See above.
<i>Renewal Package</i>		See above.
<i>Testimonials (Lay Witness)</i>		

**ADDENDUMS**

None.