

**St Francis de Sales  
Parish Pastoral Council (PPC)  
Meeting Minutes – January 20, 2026, 7pm  
SFdS School Cafeteria**

**Attendance** – John Bruening, John Mitchell, Fr Mike Nartker, Bro Paul Hoffman, Lee Burroughs, Woody Widman, Joe Nurre, Mary Kishman.

1. **Welcome & Opening Prayer** – Brother Paul led the group in an opening prayer. John Bruening distributed the agenda.
2. **Finance** - John Mitchell reported the EDChoice revenue is starting to slowly come in. As of November, we were still \$150,000 in the RED. By December's end that number should be about \$100,000. Our hope is to be on budget between January and April. These shortfalls are related to how vouchers are processed. Mass collections are good at \$172,000 thus far, so we are close to our budget targets. The increases are due in part to increased attendance. The Archdiocese completes a parish audit about every 3 years, so we are anticipating one in the near future. Our last audit identified "how we handle cash transactions" as an area needing improvement. John B. stated we still have more work to do to formalize our processes. Gloria and the principal will meet this week to develop a plan for finishing this work. SFdS parish will be given *Advance Notice* on the timing of the audit. The audit team will be on campus for several days.
3. **Synod Survey** – The committee met last evening for 3 hours to develop a framework from items revealed in the survey. A draft document of concepts was developed. It is a "work in progress".
  - a. Move SFdS to become an *Anchor Institution* in East Walnut Hills and the broader community. "In the Mass; Beyond the Mass and in the Community".
  - b. Identify opportunities to better meet the Parishioner needs of Youth, Young Adults, and Young Families.
  - c. Elevate the Marianist Charism in all aspects of SFdS Parish.
  - d. Expand opportunities to provide Parish Members with a greater sense of Community.
  - e. Better leverage Parish Members gifts and talents.

Tori Vogelgesang suggested the term *Anchor Institution*. Xavier University uses the term. Also St. Joseph Church is considered an *Anchor Institution* for the West End. The Synod task force believes we need to develop a Strategic Plan for the Parish which would be implemented starting in July 2026. Key elements of the plan will be 1) Vision Statement, 2) Critical Success Factors, 3) Build on Marianist Charisms. Parish Pastoral Council supports moving forward with the Synod Task Force plans including formation of a Strategic Plan Committee/Task Force. John M stated the initial concept document will need to be refined before distributing. John B. suggested placing it on the website as a living document allowing people to make comments etc. The next Synod mtg is February 23 from 7-8:30pm. The task force will need to recruit members for the Strategic Plan Committee/Task Force.

4. **HVAC and Roof** – The proposal for the HVAC and Roof was approved by Finance Committee last Thursday. Perfection GRP was selected at \$225,334 for the HVAC units. DM Norris was selected at \$28,430 for the roof. Woody Widman motioned to approve these proposals, Joe Nurre seconded the motion. The motion was unanimously carried by the Council members. Gloria will get contract signed. John B stated there is the possibility of a 4-5% cost increase due to equipment prices. Once the contract is signed, a mtg. will be held with relevant parties to determine logistics etc. The roof work will be completed first then HVAC. We estimate work to be completed in March/April. No disruption in school is anticipated. There may be some inconvenience to Mercy Neighborhood Ministries due to equipment and supplies.
5. **School Windows** – All windows are in. Will schedule a mtg with Joann to develop timeline/plan for installation. Work will most likely begin on the 4<sup>th</sup> floor.
6. **Church Window** – Still waiting to hear from Terry at Classical Glass. If things do not work out with Classical Glass, we will need to find a new vendor.
7. **AED** – The new pad pack has arrived and is installed in AED at a cost of \$236.00. Lee, with the help of a few others, monitors the AED to make sure the light is on, indicating it is in working order. Lee will check with Mark Johnson who puts AEDs in institutions, to find out what the standard is for documentation of monitoring etc.
8. **Church Doors** – John is meeting with representative from Werberdings in Batesville IND. They did the work on the doors at St Theresa of Avila in Covedale. John will fasten the broken side of the door at front entrance and side entrance preventing that side of the door from opening. Parishioners will be able to open the other ½ of the door. John will then remove the signs on the doors and orange cones. This will make it more pleasing for weddings until final repairs are completed.
9. **Facilities Support** – The facilities position is on the Archdiocese job site. It is part-time, 20 hours per week at \$25.00/hour. We prefer the individual to be here during school hours and over the breaks. The position requires some manual tasks such as painting. They will also be expected to make sure contracted work is being completed.
10. **Parish History** - Mary Kishman stated the document is completed with exception of adding pictures and refining the format. The council stated a booklet format similar to the past history is fine. They also stated we may have it printed by a company versus printing ourselves. John B suggested calling Bryan at Decal Impressions. This company printed our banners for Tower celebration. John B also suggested getting pictures from David Abad.
11. **Parish Picnic 2026** – The Council selected a tentative date of July 12 after a 10am mass. We will most likely use food trucks and honor the Dr. Rae Hartman scholarship recipients. Like last year, we will purchase backpacks for the students. Mary Kishman will check with Bonnie to see if the date is OK. The picnic will be discussed in further detail at the next meeting.
12. **Parish Updates /BOL** – Parish attendance for 8:30 mass was 115.48 and 11:00 mass 145.29 for an average Sunday attendance of 256.84. Total attendance for 2025 was 13,365 which

was 504 greater than 2024. Catholic School week begins next week with Open House after the 11am Mass. The school musical program will be on Wednesday, January 28 at 2:15pm in the Church (make-up date for Christmas musical). We have a tentative parking plan between the School and Mercy Neighborhood Ministries. With the exception of a few problems right after Christmas break, all is well. Sunday, Feb 1 is busy with the CMA collection, St Blaise blessing of the Throats and Brunch in Learn with guest Stephanie Eldred from LaSoupe. We keep Suzie Schickel in our prayers; she had cancer surgery today; her prognosis is good.

13. **Next meeting** – Tuesday, February 17, 2026, at 7pm in the school cafeteria.

Respectfully submitted,

*Mary Kishman*

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