

MINUTES

Bellarmino Chapel Parish Advisory Council (PAC)

March 25, 2026

Attendees

Staff: Paul Lickteig SJ, Pat Fairbanks SJ, Jane Myers

Parishioners: Janet Neidhard, Gerry Weller, Anne Schoelwer, Lee Dill, Lee Colglazier, Kristen Sundrup, Representing Worship Core: Brendan Ryan

Excused Absence

Becky Meyer and Suzanne Wright

Reflection – The meeting opened with members sharing personal comments about the questions: *How is Lent treating you / How are you treating Lent?*

Opening Prayer – Led by Janet

Approval of Minutes January 21, 2026

Moved: Fr. Pat

Seconded: Paul

Discussion: The Mass times for Easter were changed. Mass times for Christmas are still under discussion by parish staff. Correction made.

Vote: The minutes were approved unanimously.

Old business – The Advisory Council's *Orientation Binder* and *Roles & Responsibilities* Document have under review and revision by respective subcommittees since Aug. 2025. The Chair asked if they were ready for a vote.

- *Orientation Binder* – Committee: Becky, Kristen, Fr Pat

Moved: Paul

Seconded: Lee Colglazier

Discussion:

1. Father Paul recommended amending the terms of service to read, "Members serve a 3-year term with the possibility of extending their term up to 3 years at the request of the pastor." All agreed. Wording amended.
2. The Council discussed the qualification that members be "Registered parish members for 2+ years." It was noted that some parishioners attend and participant in the parish before formally registering. The qualification wording was changed to "Parish membership of 2+ years is recommended." All agreed.
3. Corrections were made in Google documents.

Vote: The Advisory Council *Orientation Binder* was approved unanimously.

- *Mission, Roles and Responsibilities (R&R) Document* – Committee: Gerry, Anne, Lee Dill

The subcommittee requested further discussion before calling for a vote on this document noting the following:

1. The revised document calls for a vice chair to be added to the list of officers explaining this action would support the chair in fulling his/her responsibilities and better ensure continuity in service for the Council. – All agreed.
2. A member of the finance committee would attend Council meetings, and the Council's vice president would attend finance committee meeting. – All agreed.
3. A member of the Core Worship Team would attend the Council meetings as is current practice. – All agreed.
4. The responsibilities of the Council secretary would be expanded to include managing more aspects of Google Drive where Parish Advisory Council documents are posted for Council member access.

The vote was tabled until the May meeting giving committee members time to amend wording consistent with the discussion.

- Document Alignment

Members discussed that the documents are independent of each other, yet they require the same wording where there was cross over content. Therefore, hyperlinks in the *Orientation Binder* will direct readers to the wording in the *Roles and Responsibilities Document*.

- Document Access

The Parish Advisory Council documents reside on the Bellarmine Google Drive and are shared by all current Parish Advisory Council members. While access is private, the information can and should be shared as need arises in collaboration with parish members. For example, council members can explain the nomination process/timeline, details about meeting times, and the structure of the agenda as well as the expected scope of commitment to interested parishioners.

- Nominations Process

Members discussed the proposed Nominations Process, Selection and Announcement of New Members in the revised document. The language is more concise. The timeline is more workable. The consensus was to proceed under this guidance and institute a subsequent calendar for 2026.

Brendan proposed that the same wording and timeline be applied to the search for new Worship Core Team members. All agreed.

Committee Reports

- Worship Committee Update

Brendan shared that the committee suggested names for roles of speakers and presiders during Holy Week. He also requested they widely publish the new Easter Mass times: 8 AM, 10 AM & 12:00 PM. A Mass was added to accommodate overcrowding noted in previous years.

- Finance Committee Report

Paul noted normal progress in the Finance Committee's work. He also stated that the parish's fiscal year is July to June.

New Business

- Members explored membership needs in relation to the 2-3 vacancies that will open on the Council for the 2026-2027 year. The goal is to include representation from all Mass times and age groups. Members are encouraged to reach out to potential new members to encourage them to complete a nomination form.
- In keeping with past practice, Parish Advisory Council members are expected to sign a *Statement of Confidentiality* form. Anne and Brendan agreed to work together to study the current form and make recommendations as necessary in time for the May meeting.

- Nominations Process and Timeline

The bulletin for 4/5 will announce that Nominations are open for the Parish Advisory Council and Core Worship Team and include a link to the nomination form(s). Announcements will continue in April to include in-person appeals at Masses on 4/26. Nominations will close on 4/30.

During May and June applications will be considered. By July 1 new members of the Parish Advisory Council and Core Worship Team will be announced.

- Posting Minutes: Timing & Council Assignments

Brendan requested all Council members be able review the first draft of formal minutes to offer comment and/or corrections before they are added to the parish website.

Paul requested that Bellarmine Council minutes be reviewed by Fr. Pat within two weeks of the meeting date. Fr. Pat will send the minutes, with appropriate changes to Paul for final review. Paul, as pastor, will provide the final copy to the Director of Communications to link to the bulletin and post under the Parish Advisory Council section of the website. The goal is to have council meetings available to parishioners within 3 weeks after the meeting.

Reflections on the Parish Corpus Information Night Held on March 2, 2026

- Many parishioners came with concerns about adding the image of a corpus to the beloved cross and panels designed and placed in the Chapel in 1998. The Council voiced appreciation of their knowledge about Vatican II perspectives on liturgical space and settings. The Council also voiced care and concern for their feelings of loss and pain.
- Others, sometimes younger parishioners, including XU students, identified a need to see the image of the crucified Jesus in their place of worship. The Council welcomed their input and acknowledged the concerns they expressed.
- Father Damian spoke to the need for a visualization of Jesus crucified as a marginalized person and all that represents to himself and others in marginalized communities. The Council expressed appreciation for this new point of view.
- The process of deciding how and what Corpus to add to the existing cross will unfold over the next 15 months. To accomplish this work, Bellarmine Chapel and Xavier University contracted with The Schickel Design Company, the same company that designed the cross we use today. Martha Schickel Dorff will lead the project in consultation with a committee of Bellarmine staff and parishioners. This team will invite input from parishioners at large as the work moves forward.
- In summation, the Council sees the parishioners of Bellarmine Parish as the Body of Christ alive and growing in the spirit of Bellarmine Chapel. We will care for one another with the same hope and healing that defines our very mission as a parish.

Closing Prayer Led by Paul

Minutes Revised and Submitted on April 14, 2026
Gerry Weller, Parish Advisory Council Secretary

Meeting Schedule:

May 13, 2026 (2nd Wednesday)
August 12, 2026 (2nd Tuesday) Welcome New Members

