

MINUTES

Bellarmino Chapel Parish Advisory Council (PAC)

May 13, 2026 (6:00-8:00 PM)

Attendees

Staff: Paul Lickteig SJ, Patrick Fairbanks SJ, Jane Myers, Suzanne Wright
Parishioners: Becky Meyer, Janet Neidhard (Chair), Gerry Weller (Secretary),
Anne Schoelwer, Lee Dill, Kristen Sundrup, Representing Worship Core: Brendan Ryan

Excused Absence

Lee Colglazier

Reflection – Members commented on their hopes for the coming year.

Opening Prayer – Led by Janet

Approval of Minutes: March 25, 2026

Motion: Janet Moved: Anne Seconded: Kristen Discussion: None
Vote: The minutes were approved unanimously.

Old business

- *Roles and Responsibilities Document* – Committee: Anne, Lee Dill, Gerry

Anne introduced the document which the committee reviewed, revised and recommended for approval.

Motion: Janet Moved: Lee Seconded: Kristen Discussion:
The group agreed on the addition of a vice chair, and minor changes to officers' roles and responsibilities. They discussed the bimonthly meeting schedule and the length of terms for members (typically 3 years) and officers (typically 1 year). Knowing this document can be changed to meet the future needs of the Parish Advisory Council, Janet called for a vote.

Vote: The *Roles and Responsibilities Document* was approved with one abstention.

- *Procedures for Reviewing, Approving and Sharing Council Minutes* - Gerry

The secretary presented a three-week timeline to clarify how minutes would be reviewed by Council members for input and revision prior to final approval by the executive committee. The goal is to make minutes available to parishioners three weeks after the meeting.

- Nominations – Janet and Paul

1) 2026-2027 Officers Appointments

Father Paul requested Anne Schoelwer serve as the Chairperson and that

Gerry Weller extend her term one year as Secretary. Both accepted.

2) New Member Applications

Members reviewed new member applications prior to the meeting. They commented on the strength of the candidates and the quality of the applications. Members reviewed their goal of selecting new members who would represent all Mass times and age groups. They agreed upon three candidates to fill this year's vacancies. Father Paul will follow-up by reaching out to the candidates.

- Communications – Committee: Anne, Kristen, Becky and Suzanne

1) Meet and Greet

Meet and Greet sessions are working well and should continue. An announcement before or after Mass about where to meet members of the Advisory Council is helpful. Creating table space and using comment cards is encouraged.

2) Comment Box

Parishioners are sharing ideas and raising questions using the comment box in the narthex. This information is collected on a Spread Sheet managed by Suzanne Wright. She has a protocol for routing comments to the appropriate staff and/or Parish Committee or Advisory Council for reply and possible action. Father Pat clarified his role in incorporating parishioner feedback as a part of this process. Refining the documentation process is ongoing.

3) Advisory Email Address

To contact the Parish Advisory Council by email, go to www.bellarminechapel.org, open the ABOUT button, click on Leadership Committees. Use the link to the Parish Advisory Council and compose the email. Emails go to the Advisory Council Chair and Pastor.

- Confidentiality Agreement – Committee: Anne and Brendan

Anne and Brendan reviewed and revised the existing Confidentiality Agreement. It will be available to sign electronically at the first meeting of the new Advisory Council in August. The use of a Conflict-of-Interest agreement is still under consideration.

- Corpus Project Update – Paul

The committee will focus on the selection of artists to design a corpus for the cross in the sanctuary at their May meeting. Work from the top three artists they select will be introduced to the parish after the 5pm Mass on Monday, June 22. At this event parishioners will be invited to provide input on their preferred artists and offer images to show what they hope for in a design. The chosen

Artist will return to the committee with a corpus design in late September. A public timeline will be provided in the bulletin in Mid-June.

- Worship Core Team Report – Brendan

Brendan reported that the addition of the third Mass on Easter Sunday was very successful. Topics under discussion in the Worship Core Team include feedback following Triduum services and congregational singing at morning Masses. Brendan shared that the Worship Team suggested presiders ought to shorten the length of homilies on Sundays when parishioners offer discipleship witness talks.

New members' applications were received and are under review for the Worship Core Team following a similar process and timeline used by the Advisory Council.

- Finance Committee – Janet

Janet reported that financials show us comfortably over budget predictions. Payment for the heat and air-conditioning upgrade is complete. The Finance Committee is working on the budget for next year. Questions of financial support to Church of the Resurrection were raised, but Church of the Resurrection is a free-standing parish that is financially independent.

New Business

- Church of the Resurrection (COR) – Fr Paul

Both pastors and council members shared their enthusiasm for the new relationship developing with the Church of the Resurrection (COR) in Bond Hill.

Father Paul will serve as the canonical pastor. He will address his ministry and the evolving details about the COR project in a letter parishioners will receive prior to sharing these minutes.

Some details are emerging:

- 1) Deacon Royce Winters will stay in a full-time role with the title Parish Life Director.
- 2) Paul will preside at one Sunday Mass per month. Other Jesuits from the Cincinnati Jesuit Community will provide sacramental coverage depending on the needs expressed by the people of Resurrection parish (current Jesuits assigned to the Jesuit Parish Family will remain serving at the Jesuit Parishes and are not intended for regular service at COR).
- 3) Some Jesuit Parish Family staff have agreed to contract with COR to assist with the transition, which will be in addition to the work they already perform for the Jesuit Parish Family.

Father Paul will meet with parishioners after the 11:30 Mass on Sunday, May 31 to share information and answer questions.

- Paul spoke briefly about addressing facility needs in the Parish Family and at the

COR with a dedicated staff person. He is exploring possibilities.

Closing Prayer – Led by Paul

In Gratitude for Janet Neidhard's Leadership

Following the meeting, members acknowledged Janet for her four years of service on the Parish Advisory Council, especially in the role of Chair for the past two years. She has led the Council from Bellarmine Chapel to its place in the Jesuit Family of Parishes. She has helped transition new pastors, been a resource to staff, mentored new Council members and ensured that our mission statement was a relevant guidepost leading the Council's work.

With much gratitude, we celebrated Janet as she ended her service on the Council and wished her well in all her future endeavors within our parish family and beyond.

Minutes Submitted on May 21, 2026
Gerry Weller, Parish Advisory Council Secretary
Reviewed and approved for publication May 28 by Fr. Paul

Action Required

Who	What	By When
Father Paul/Jane	Provide continuous Corpus Timeline in bulletin	Will be released to coincide with the June 22 kickoff meeting.
Gerry	Email minutes	Within 4 days of meeting
PAC parish members	Review minutes & provide feedback	Within 1 week
Father Paul	Follow up with the Advisory candidates about joining for next year	Before July
Suzanne	Review Comment Box and send comments to appropriate person/group	Ongoing

Minutes Approved by Executive Council

May 22, 2026

Meeting Schedule

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