

Our Lady of Guadalupe Catholic Church
Pastoral Council Meeting
Agenda November 12, 2025

- I. **CALL TO ORDER:** 6:39 p.m. Elsa Rivera called the meeting to order.

- II. **Opening Prayer:** Father Arturo Valadez Pizarro

- III. **Attendance:** Ramón González,, María Ortiz-Leonides, Rose Ann Salinas, Calixto Cobos, Milissa Cuéllar, Ashley Villarreal, Elsa Rivera, Joseph Montoya, Rafael Torres, Mary Alice Tenorio, Sharon Briceño, Gabriela Olivares, Beatriz Banda, Father Arturo Pizarro, and Suzie Plyler; Guests: Evelyn Cisneros, Estela Lavorgna, Lupe Cobos, Elizabeth Otero

- IV. **Public Comment:** Suzie Plyler requested the Finance Council to look into an external elevator for the Education Building, since it is currently developing a list of future projects. Suzie believes it's a potential project to be taken under consideration. Milissa Cuéllar mentioned that the main church is accessible; however, not all buildings on the church grounds are accessible.

- V. **Approval of October Minutes:** Elsa Rivera moved that the October minutes be approved as amended. Ramón González seconded the motion. The motion passed unanimously.

- VI. **Financial Report:** Sharon stated the Finance Council will look into the external elevator at their next meeting.

The 60 day notice requirement is flexible; this is stated in guideline #2.

The FC has received 3 requests (Jamaica, Guadalupe Youth Ministry (GYM) and Elvia Ramírez) - all were approved.

The requests by GYM and Elvia Ramírez were submitted with less than 60 days' notice, but were approved because there were no conflicts with their requests.

All 2026 Jamaica fundraising dates have been added to the community calendar, as well as the dates requested by GYM and Elvia.

GYM requested an exception to the 2 onsite limit because they will fundraise for GYM and Teen ACTS activities. GYM is now responsible for all Teen ACTS fundraising because Teen ACTS has been classified as an extension of GYM. The FC approved the request and requested a written agreement between the GYM and ACTS Core leaders to have on file for this arrangement until it is cancelled.

Inquiries have been made to the FC and have been addressed with no issue.

The FC will be vigilant in updating the community calendar with all scheduled and cancelled events. Parishioners can view the calendar at any time to see all parish activities and select a date for an event.

Carolina Cisneros will submit event requests for all community/parish-wide fundraisers (Jamaica, Golf Tournament, etc.)

VII. New Business:

a. Father Arturo – Welcome and Celebration

Elsa Rivera proposed the date and time of November 23, 2025, at 1:30 p.m., for Fr. Arturo's welcome celebration. In addition, she mentioned needing to get in contact with the Teen ACTS group to leave out the tables and chairs since they are sponsoring a breakfast the same day. She will send an email out to ask ministries to bring sides for baked chicken. Gabriela Olivares will order and pick up the grilled chicken from HEB. There will be announcements at all Masses for Father's celebration this weekend.

b. New Director of Religious Education

Our new Director of Religious Education, Estela Lavorgna, introduced herself expressing her thankfulness for this new opportunity. So far, she says she's blessed with the administration office, mentioning Evelyn Cisneros, assisting her. She has the intention of giving her all into this position. Mentioning she was previously Director of Faith Formation at Saint William Catholic Church. She is currently working on her doctorate at the Oblate School of Theology. Currently, she has started her one-on-one meetings with each catechist to discover where improvements are needed and what needs to be done. She emphasized her being available and present on Sundays. Starting this weekend, she will be at the church recruiting for Faith Formation and making pulpit announcements.

c. Recruit for New Committees

d. Set up a Meeting with Ministry Leaders to Review Changes (hosting breakfast, finance policy, parish calendar, etc)

Elsa Rivera will set up a meeting for Sunday, December 14, 2025. Two meeting times were planned to accommodate Mass times. Meetings at 9:00 a.m. and 11:00 a.m. to review changes of hosting breakfast, new finance policy and the parish calendar. Meeting location TBD either on the 2nd floor of the Education Building or the church basement, depending on availability. Gabriela Olivares suggested putting the descriptions of the committees in the bulletin. We need to have each committee's descriptions, purpose and directive written out by November 22, 2025. We will hold a Google meeting, organized by Joseph, on Thursday, November 20, 2025, at 6:30 p.m., to discuss the committee mission statements.

I. Unauthorized Vendors/Fundraising/Pulpit Announcements -

- A. Due to recent developments, the Mass coordinators have been advised pulpit announcements must be listed in the last commentator's notes' page. No last-minute walk up announcements are allowed.
- B. Due to recent developments, all fundraisers must be on the community calendar (approved by FC). Mass coordinators have been directed to review the community calendar, which is updated daily.
- C. If a fundraiser is approved directly by Fr. Pedro Castillo, the vendor/group must be verified. Carolina Cisneros will work with Fr. Pedro and Fr. Arturo on a verification method for outside OLG groups/vendors.

VIII. **Old Business (submitted in Addendum):**

a. **Updates from Committees**

Social Services Committee (Elsa Rivera and Ramón Gómez)

The Social Justice Ministry decided to donate \$1000 to the Food Pantry to help with the anticipated rise in people needing assistance due to loss of SNAP benefits.

The Social Justice Ministry will be hosting a Food Drive the weekend of December 6-7, 2025. We have a food drop off bin in the church; the food drive is to help bring awareness to the issue. Discussions to form a St. Vincent de Paul Society (SVdP) group is ongoing, and hopefully, it will be formed during Lent 2026.

Religious Education Committee (Joseph Montoya and María Ortiz Leonides)

Health and Safety Committee (Rose Ann Salinas and Rafael Torres)

Communications Committee (Elsa Rivera and Beatriz Banda)

There was already a pre-existing committee which included: Isabel Camarillo, John Mendoza, Ramón Gómez, Sheila Moratoya, and Carolina Cisneros

We will set up a meeting to discuss how we want to break up tasks.

Diocesan has 2 website development options: 1. Hybrid = prebuilt template sites that are customizable, mobile compatible, and provide savings on cost and time. 2. Custom design.

Consultation is free, if committee is interested in pursuing Tanya Yáñez

Stewardship Committee (Tanya Yáñez)

In October, the Finance Council (FC) discussed continuing attempts to get information from the Austin Diocese on this topic and compiling a list of names to invite to form the Stewardship Committee. After receiving information on what is available through the Diocese (suggestions & aides to increase offertory or capital campaign), the FC: (1) Agreed that direction is needed from Fr. Pedro on what he wants. (2) Needs to schedule a consultation with staff in the Stewardship Office to get clarification and questions answered. In the Nov. 5, 2025, FC meeting, it further discussed that before members can be invited to join the Stewardship Committee, (3) They must be able to provide preliminary information and clear direction on what they are to accomplish. (4) Joseph advised the Stewardship Committee must have a catechesis foundation, which will require a core set of (3-4) members with that background (some names were mentioned) to build on and add members afterwards.

Joseph stated he will help research this topic.

Facilities Committee (Calixto Cobos)

OLG 120th Anniversary Committee (Joseph Montoya)

b. **Parish Projects**

Sound System Update

The bid has been submitted to the Diocese of Austin, as of 10/23/25. Carolina Cisneros re-sent it on 10/28/25, and she forwarded it to Deacon Ron Walker, as well. She called the contractor to inform them their bid was accepted, but no one answered. So, she left a vm. Dcn. Ron is currently working on getting this approved. Andy and Carlos are helping answer any questions he might have. Carolina will keep all updated on the approval.

2nd Floor Project and Progress

Most of the floor has been done; however, the stairs and two small areas are incomplete. Lights and fans have been installed, but the restrooms are incomplete. After purchases of more paint, floors, fans, and restroom equipment, the total expenses are now \$11,117.20. Currently, many of the volunteers are not returning to finish, and that is a concern. We've had 4 or 5 people show up the last couple of weeks; Cal Cobos is working on this concern.

HVAC replacement (Family Life Center) – Request to the Diocese of Austin for help to select a vendor has not been sent due to Fr. Pedro’s absence. If the second floor will be used in Summer 2026, this project needs to be completed before March 2026. Carolina Cisneros will ask Fr. Pedro for an update when he returns.

Kitchen Boiler & handler line replacement - The church has received 3 bids:

Rol-Air (\$74,883.55) - The vendor is an AC contractor and will need to hire plumbers to complete the work, which is likely the factor for the highest cost. Rolando, w/ Rol-Air, advised on the specs needed to complete the work, including the replacement of all facility piping and water balancing.

JM (\$35,700.00) - This quote contains all specs included in the Rol-Air quote, which were recommended by Rolando/Rol-Air.

Ambient (\$25,536.00) - This quote is the least because it omits the replacement of all piping and water balancing. The contractor stated if the boiler was previously in working condition, replacement of all piping should not be necessary, but cannot confirm until work begins. This is the same for water balancing; cost is not included because it may not be needed. He can't confirm until work begins. If all piping replacement and water balancing is needed, then it will be an additional \$8-10K.

c. Día de Los Muertos and All Saints Day Celebration Recap

On 11/4/25, Carolina Cisneros reported total income was \$5,292; however, she was still waiting on some pending reimbursement requests. Once finalized, an update will be provided. The attendance was low-to-moderate on Saturday, Nov. 1, 2025, with the majority of attendees being from the Spanish speaking community. The following day’s event was well attended, with participation from both the English and Spanish speaking communities, and they received good feedback. The purpose of the event was two-fold. Earlier in the year, we discussed ways to raise funds for the church due to all of the projects and expenses that come with that. In addition, we wanted to find ways to unite both communities. If this becomes an annual event, we will need to include all the ministries and plan it out in advance. By involving the whole community and announcing the event to classes, ministries and church, it will draw better attendance in the future.

Adult Faith Formation Committee Report November 2025

The committee facilitated a catechesis session for All Souls Day, All Saints Day, and Día de los Muertos. We had seven adults attend and approximately twenty-five youth and adults from the GYM. The Día de los Muertos celebration was also well attended.

Regarding the faith formation, the committee is recommending the session to be a regular part of the Adult Faith Formation program. To increase participation, it should be organized and announced in September. The session was targeted to English speakers; however, one adult Spanish speaker attended. If the All Souls, All Saints, and Día de los Muertos are targeted to include Spanish speakers, it should be expanded to 2 sessions to allow for sufficient facilitation and discussion in English and Spanish, with handout material in both languages, as well.

Two English Advent catechesis sessions are planned in December: Wed., Dec. 3, 2025, in coordination with Guadalupe Youth Ministry, and Wed., 12/17/25, for adults. A session focused on the Feast of Our Lady of Guadalupe is scheduled on Wed., 12/10/25.

The sessions are also planned as a regular part of the Adult Faith Formation program. Advanced planning for the next sessions will include an English scripture study series, starting prior to Advent, and a bilingual community Advent celebration. The same previous recommendations for offering sessions to Spanish speakers is being considered for Advent and the Feast of Our Lady of Guadalupe sessions. Joseph mentioned a need for good microphones and/or a TV in the parish hall, since problems were experienced positioning the projector so all would have a good view.

d. New Pastoral Council Members Commissioning Mass TBD

Once Fr. Pedro returns, a date will be set for commissioning new PC members.

Finance and Pastoral Council members: Name tags need to be made to wear at church and a decision of how often they are to be worn. In addition, individual headshot photographs need to be taken and displayed in the interior narthex and the parish office.

IX. Pastors' Comments: -

X. Last minute announcements: (1) Milissa mentioned an issue with the parish office regarding scheduling her holding an Ethics and Integrity in Ministry (EIM) class. It wasn't set up or announced. (2) Elsa Rivera would confirm with Jimmy Mojica regarding an announcement about Fr. Arturos' celebration; Jimmy needs to add it to the Commentator's notes for this weekend. She will ask about getting keys, as well. (3) We discussed what are the expectations for the classrooms from the ministries ... to leave the tables/chairs how they were found when they arrived. (4) Rose Ann Salinas reiterated what she previously stated at last month's PC meeting ... that the Food Pantry's entrance ramp is broken and no longer there. Furthermore, a nearby drain pipe could potentially be hazardous since the non-existent ramp offered weather protection and safety. Cal Cobos will investigate the site regarding the most needed repair and assess rerouting the water's flow. Rose proposed starting a Grieving Ministry and passed out a proposal paper. It stated the ministry would provide a Christ-centered ministry that walks alongside those grieving, offering comfort, hope and a reminder that no one is alone. Rose mentioned our church is our family, and we should offer healing and hope for grieving individuals/families in our church community.

XI. Next Meeting Date and Time: December 10, 2025, at 6:30 p.m.

XII. Closing Prayer: Rafael Torres

XIII. Adjournment: 9:00 p.m.

Respectfully submitted by: Ashley Villarreal