

**Our Lady of Guadalupe Catholic Church
Pastoral Council Meeting
Agenda December 10, 2025**

- I. **CALL TO ORDER:** 6:35 p.m. Elsa Rivera called the meeting to order.

- II. **Opening Prayer:** Father Pedro

- III. **Attendance:** Ramón González, Calixto Cobos, Ashley Villarreal, Elsa Rivera, Joseph Montoya, Rafael Torres, Mary Alice Tenorio, Gabriela Olivares, Beatriz Banda, Tanya Yanez, Father Pedro Castillo (excused): Milissa Cuéllar, Rose Ann Salinas, María Ortiz-Leonides

- IV. **Public Comment:** None.

- V. **Approval of November Minutes:** Motion to approve August minutes. Rafael Torres, first motion. Joseph Montoya, second motion. The motion passed unanimously. November minutes approved.

- VI. **Financial Report:** Tanya reports that we're currently short with the offertory, but we should be alright since historically it picks up in the new year. In maintenance the budget was 8,000 as of October 31st. Negative 18k Negative 22k. Currently have spent \$12,472 on 2nd floor repairs. The contract was sent out to the diocese regarding the audio system which will add to expenses and will take money from savings.
Motion presented from the Finance Council to Pastoral Council.
Providing the Jamaica Committee start up funds with the income from the previous year. Jamaica needs to raise 6k so allowing 3k so that they only need to fund the other 3k. The Jamaica committee raised \$802 at the Guadalupe Fest.
Motion to approve the releasing of the previous year funds of Jamaica 3k to help start the current years.
Joseph Montoya, first motion. Calixto Cobos, second motion. The motion was carried unanimously.

- VII. **New Business:**
 - A. Ministry Leaders' Meeting on December 14, 2025
 - a. Review Agenda
The meeting will be held in the Family Life Center. Elsa will have a ministry list for everyone to sign in or update. Going over ministries needing to do 2 kitchens a year and for smaller ministries to combine for kitchens. Go over the new fundraising policy. The usage of church campus and if you cancel to let office staff know.

Joseph proposed making a form for commentator notes and bulletin. That the announcement or message has been acknowledged, as in have a microsoft form or a link or QR code. Dora will talk about the 120th Anniversary Committee. Joseph noted that we need to add adult faith formation to the meeting agenda.

Active communication with the ministries to sign up for the kitchen. By January 30th we will have a deadline for all the ministries to have their dates submitted for the 2026 calendar. Re-iterate the calendar on the parish app. Have to add the calendar to the parish website, suggested on the home page for easier access to help people find it. Ramon suggested for the communications committee to print a monthly calendar and have it posted on campus.

We need to clean out the pantry in the hall, make an announcement like the basement cleaning to have people claim items that might be theirs. Ramon proposed to make an inventory of all items after cleaning out. Father Pedro suggested to picture everything so it's easier to see what all the items are. Rafael also said the shelving needs to be replaced and suggested something light and easy to move with wheels.

B. Schedule a Christmas Gathering for both Councils and Clergy

Christmas gathering will be held January 3rd at 12 pm. Elsa will call and reserve room 6 tomorrow. Rafael volunteered to make brisket. Elsa will also make a list for sign up to send out to everyone.

C. Plan 2026 Calendar

a. Schedule commissioning for new members

First weekend of January the 3rd/4th. Already commissioned members to be there in support.

b. Schedule retreat date

February 18th or sometime after. Father Pedro suggested the beginning of Lent. Father Jim Olenhauser, check if February 21st is available or for Gian Gamboa to host the retreat.

c. Schedule breakfast sponsoring dates

Elsa will check proposed dates to see if we can serve the weekend of January 17th/18th.

d. Schedule Ministry Fair

Ministry Fair date will be suggested by the 120th Committee - Dora. Gabriela suggested also having an evening ministry fair as well since historically the evening masses never have any sign ups from the ministry fair.

D. Propose Proxy Voting

Elsa proposed to have a proxy form so we can have someone to vote for you in your potential absence.

Elsa Rivera, first motion. Ramón González, second motion. The motion carried unanimously

VIII. Old Business (submitted in Addendum):

A. Committee Updates and Recruiting

- I. Social Services Committee (Elsa)
 - A. The Social Justice Ministry hosted a food drive on December 7th. We had good participation from the community and got so much food for our food pantry. **ER**
 - B. Discussions for formation of St Vincent de Paul Society are ongoing. Members of SVDP would like to call a meeting with Father Pedro, the office manager, the Chair of the Finance Council, and the Chair of the Food Pantry/Gabriel Project to work together to discuss details and determine next steps. **ER**
- II. Religious Education Committee (Joseph and Maria) - The new DRE has been working on forming her own committee. Joseph and Maria are to provide support.
- III. Health and Safety Committee (Rose and Rafa)
- IV. Communications Committee (Elsa and Beatriz)
 - A. There was already a pre-existing committee – Isabel Camarillo, John Mendoza, Ramon Gomez, Sheila Moratoya, and Carolina Cisneros
 - B. We will set up a meeting to discuss how we want to break up tasks
 - C. 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 TY
- V. Stewardship Committee (Tanya)
 - A. 12/3/25 Update: Tanya will schedule a meeting with Father Pedro and finance council to get clarification on goal/purpose i.e. Pledges, Fundraising, Capital Campaigns. A meeting with the Stewardship office at Austin Diocese will follow. Joseph reported that he has done some research and has information on stewardship options and has spoken to some individuals who are interested in helping develop the foundation for the committee to include catechesis
- VI. Facilities Committee (Cal)
- VII. OLG 120th Anniversary Committee (Joseph)
- VIII. Committee liaisons have each developed a mission statement and objectives for their committees and we will be sharing these at our ministry leaders meeting on December 14. We will need to work on when we will begin recruiting.

B. Parish Projects

I. Sound System Update

Ursula was finishing up the contract and sent it to Covenant this week. Covenant will start ordering the equipment. They estimate 10-12 weeks, but could be up to 16 weeks, to get all equipment and materials delivered. Once they receive it (Feb. 23rd - March 9th) they will start installation. Installation should only take a week. They are projecting to finish installation no later than March 27th and have it ready by Easter Sunday.

II. 2nd Floor Project and Progress

It looks to be about 85% complete (lots of cleanup will be needed before it is 100%), but they have made such great progress.

III. HVAC replacement (Family Life Center) – Request to Diocese for help to select a vendor has not been sent due to Father Pedro being out and having to catch up. DRE would like to use the space upstairs for more classes. We will need a new AC to do this.

IV. Kitchen Boiler & handler line replacement. We went with Ambient (\$25,536.00). Alex ordered the boiler (lead time 3-4 weeks) on 12/5 and will begin working in the kitchen area on 12/15. We cannot use the current boiler to heat and there will be signs posted in the hall

to keep the heater off.

- IX. **Pastors' Comments:** Father Pedro mentioned the windows upstairs in the Family Life Center need to be replaced. Father reiterated having a chapel under the church to hold 60-70 more people as we are in need of more space for a bigger chapel. Beatrice said we should have a prioritized list of things to be done. That we need to have a building fund in place first to have an action plan. Cal for the facilities committee will have the master plan revised to be able to start asking for donations to the building fund to set it up. And in setting up tangible dates. Top priorities 1.) Sounds System 2.) 2nd floor build 3.)Kitchen Boiler 4.)HVAC for Family Life Center. The goal for the facilities committee is by April 8th, 2026. Father Pedro will be available to Cal and the facilities committee as needed.
- X. **Last minute announcements:** Elsa mentioned on Monday December 15th the Social Justice Ministry will be hosting a meal in the hall from 6-9 pm for the international students from Houston-Tillison. Starting the 13th they will be kicked out of the school for the time being. The dinner will be a taco bar and we are all invited to come. We need to get name tags made to wear at church. We also need to get individual headshots to put up in the entrance of the church and in the church office. We should also do this for the office staff and clergy. We should schedule two events - a celebration for the members who served on council before us and a dinner or some type of gathering for all of the newer members to get to know each other. This would be for both Pastoral and Finance Councils. Gabreilla mentioned on behalf of Rose Ann Salinas she is looking for donations for electric space heaters for the elderly asking the food pantry.
- XI. **Next Meeting Date and Time: January 14, 2026 at 6:30 PM**
- XII. **Closing Prayer:** Rafael Torres
- XIII. **Adjournment:** 8:35 pm