

Our Lady of Guadalupe Catholic Church
Pastoral Council Meeting
Agenda January 14, 2026

- I. **CALL TO ORDER:** 6:34 p.m. Elsa Rivera called the meeting to order.

- II. **Opening Prayer:** Father Chris Downey

- III. **Attendance:** Ramón González, Calixto Cobos, Ashley Villarreal, Elsa Rivera, Mary Alice Tenorio, Gabriela Olivares, Beatriz Banda, Tanya Yáñez, Rose Ann Salinas, María Ortiz-Leonides, Father Pedro Castillo, Very Rev. Chris Downey. Excused: Joseph Montoya, Milissa Cuéllar, Absent: Rafael Torres

Guests: Herbert Mokarzel, Leo De La Garza, Suzie Plyler, Tony Martínez, Francisco Martínez, Enrique Saenz, Marcelino González, Sylvia De La Rosa

- IV. **Public Comment:** Leo De La Garza, of the Men's Ministry Group, wants permission to beautify the statue of Mary by the classrooms. Tony emphasized to call on the group when needing muscle; they can always help. For example, they have helped seniors in home repairs. They want to recruit more young men to join and help the Men's Ministry Group. It meets monthly to pray, go over scripture and to put that into action.

Suzie Plyler and Sylvia De La Rosa had concerns regarding fundraising in front of the church and were especially concerned regarding one of the groups being located in the narthex. They emphasized putting stronger boundaries for fundraising and their placement on church grounds.

- V. **Approval of December Minutes:** Motion to approve December minutes. Rose Ann, first motion. Elsa, second motion. The motion passed unanimously; the December minutes were approved.

- VI. **Financial Report:** Tanya reports on Sunday offerings. She said that compared to last year, we're off about \$13k, but in electronic donations (e-giving), ahead by \$12k ... not too far off from this time last year. Overall financial status for the period Jul2025-Dec2025 = behind by <\$37k>. Breakfast income is pretty good considering we haven't had a lot of breakfasts covered - income \$30k v \$27.9k of last year - and that expenses are up since we're now covering breakfast groceries. Regarding the repairs and maintenance budget, we're beyond what was allocated. To date, we've spent \$39k in repairs compared to only \$10k last year. We're over budget by \$38k and most of it is coming from maintenance and repairs from this year. Also, with the \$10k repair to the dome. The big expense is the repairs to the second floor. We still have the audio installation at the end of March - the quote for that is \$74k, and it still needs to be billed. The kitchen boiler quote is \$24k, and it can go up to \$35k if they find anything else that needs to be done. Collections are not too

far off. We will be using money from savings. We have enough to cover all our expenses, but the main focus is about replenishing afterwards once it's completed.

VII. New Business:

A. Visitor from Diocese of Austin: Very Rev. Chris Downey

- i. Very Rev. Chris Downey came, on behalf of Bishop Daniel E. Garcia, to inform us of the proposed changes to Mass times at OLG explaining we would not be able to get another priest assigned to our parish. Therefore, they will be adjusting the number of Masses. He came to inform the Pastoral Council of these changes before it was to be announced to the community. The announcement will be made in the form of a letter which will be printed in the bulletin as an insert. The council asked Very Rev. Chris Downey if either the bishop or he could be present to give the announcement. The changes in Mass times will go into effect on Thursday, February 19, which is after Ash Wednesday.

B. Update on 1201 E. 11th St. Rezoning - City Council Meeting, January 22, 2026

The case went up before the city council on December 11, 2025. Council Member Natasha Harper-Madison requested this issue be postponed until the meeting held on Jan. 22, 2026. The URP prohibited any new cocktail lounges on E. 11th Street since its adoption in 1999. After 1999, no one could have established a new cocktail lounge or liquor store in Subdistrict 1 of the NCCD without first having the City Council amend the URP and second, applying for a Conditional Use permit and having it granted. The ordinances of 2022 "aligned the NCCD and the URP" so that a new cocktail lounge can only be established on Block 16 and Block 18 provided an applicant secures a Condition Use Permit. This is what is stated in the "Conditions and Exceptions" in both the NCCD and URP. Mr. Stables claims his property rights were taken away in 2022. Elsa will be signing up to speak and will be submitting letters to the council members and Mayor Kirk Watson. Elsa encouraged everyone to either attend or sign up to speak.

C. St. Vincent de Paul Conference

The co-presidents are Laura Candelas and Mary Alice Tenorio. The next steps to establish this ministry at Our Lady of Guadalupe are:

a. Set up an office space

Furniture (desks/chairs) , 1-2 laptops, 2 monitors, internet access, an email address, a phone line, and office supplies

b. Recruiting begins during Lent

EIM compliance and training in Confidentiality Best Practices & others required by SVdP will be required of all volunteers. They are currently in the process of filling the positions on their board. Treasurer, secretary, spiritual advisor, and volunteer recruiter.

c. Work with stakeholders to setup plan for next steps

For solidarity payment 10% of seed money is paid to SVdP corporate office for membership and software.

Rose Ann Salinas mentions the Food Pantry money comes from the Golf Tournament. Once SVdP is established, the Faith In Action collection will go to SVdP. Rose will continue to run the Food Pantry and Gabriel Project and will direct anyone needing rental assistance or utility assistance to SVdP.

D. Updating OLG Website

Father Pedro received an email from Jacob Grabendike, a catholic website specialist from Solutio Catholic Website Experts. In February, Mr. Grabendike will be traveling to our area in case we would like to schedule a meeting to improve/update our parish website.

- a. Soltio Website Solutions - Tanya, Elsa, and Beatriz will look into it so to have questions prepared
- b. Diocesan - Tanya has information on Diocesan
- c. eCatholic - Elsa and Beatriz will look into eCatholic
Elsa mentioned the possibility of setting up a meeting so Mr. Grabendike would be able to attend our next Pastoral Council meeting, February 11th.

E. Begin Recruiting for Committees

The Ministry Fair is scheduled for March 7-8, 2026, to cover most Masses.

F. Reminder: Pastoral Council and Finance Council Sponsoring Breakfast on January 18, 2026

Need to set up our next Sunday Breakfast date; Elsa will call the parish office regarding open dates from May to October to find out which Sundays need to be filled.

VIII. Old Business (submitted in Addendum):

A. Committee Updates

- I. Social Services Committee (Elsa)
 - A. The Social Justice Ministry hosted a dinner for students from Huston-Tillotson University on December 15, 2025. We had a great turnout with about 30 students present. Thank you to Father Pedro and Father Arturo for their support and for their presence. The students felt welcomed and know we are here to support them.
- II. Religious Education Committee (Joseph and María)
- III. Health and Safety Committee (Rose and Rafael)
- IV. Communications Committee (Elsa and Beatriz)
- V. Stewardship Committee (Tanya)
 - A. Members of the finance council met with Father Pedro on 12/16/25. Father wants fundraising to be the primary task in 2026 for the SC. His primary concern is to offset the sharp increase in expenses related to necessary facility improvements and declining collections. 1/11/26 Draft Mission statement and committee orientation/information presentation has been prepared and call invitations will begin. The committee orientation/information meeting is scheduled for Wed., Jan. 28, 2026, @ 6:30 p.m.
- VI. Facilities Committee (Cal)
- VII. OLG 120th Anniversary Committee (Joseph)

B. Parish Projects

I. Sound System Update

Equipment and materials are on order. They estimate 10-12 weeks, but could be up to 16 weeks, to get all equipment and materials delivered. Once they receive it (Feb. 23 - March 9, 2026) they will start installation. Installation should only take a week. They are projecting to finish installation no later than March 27, 2026, and it should be ready by Easter Sunday, April 5, 2026.

II. 2nd Floor Project and Progress

Clean up is needed. Need to replace missing cameras. The Director of Religious Education (DRE) has moved into one of the office spaces on the second floor.

III. HVAC replacement (Family Life Center) – Request to Diocese of Austin 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. Need an update from Carolina (Elsa to contact her). Demolition to begin on 1/11/26, materials/parts arriving Monday, 1/12/26.

V.

C. Ministry Meeting Action Items and Updates

I. Need to get the Finance Policy added to the OLG website and re-send it to ministry leaders.

A. Tanya will update policy with Father Pedro's requirement: kitchen sponsorship for fundraising approval.

II. Clean-up of the kitchen's storage room has been completed. We will need to change out the racks to metal racks. The proposed plan is to move the metal racks from the cleaning supplies closet to the kitchen's storage room and move the racks from the kitchen's storage room to the cleaning supplies closet.

A. We still need to take inventory of current items in the storage room. Ángeles has agreed to go over the inventory with the groups sponsoring Sunday Kitchens.

B. Need to review what is needed for the kitchen and look to purchase or get donations for these items.

III. Need to confirm there is no double booking of Parish Hall when there are Sunday Kitchens, specifically during prep time and clean-up time. We need to allow enough time for people to get in and out of the hall.

IV. A request was made to get all events submitted by Friday, January 30, 2026, at noon. Some ministries have begun to do so. A request for sponsoring Sunday Kitchens was also done. Elsa is going to check with the office staff to ask if this is happening.

V. Campus keys - we need to look into changing the locks or changing the whole system to a key card.

VI. Remotes for TVs in classrooms need to be checked. Some are missing, some are in the wrong space or no longer needed.

VII. The 120th Anniversary is planned for November 2027. There are 9 volunteers and they are in need of 2 more from the Spanish speaking community.

VIII. The Ministry Fair is scheduled for March 7-8 to cover most Masses.

- IX. **Pastors' Comments:** Father Pedro mentioned that the Tuesday's and Thursday's daily Mass times will be changed from 5:30 p.m. to 6:00 p.m. In addition, Wednesday's Mass time will be changed from noon to 6:00 p.m., since it's not well attended. Monday's daily Mass time will remain at 6:30 a.m., and Friday's daily Mass time will remain at noon. The time changes will go into effect on Thursday, February 19, 2026. Overall, he hopes these time changes will help improve the attendance at these daily Masses.
- X. **Last minute announcements:** Elsa mentioned Father Pedro's birthday is February 22nd and setting up a dinner or lunch celebration with the councils and office staff. Elsa passed out the Proxy Voting Form and said to fill out in own time and give back once finished. Rose passed out documents on the Grief Support she had mentioned prior and provided documents from Walt, at St. Ignatius Catholic Church, regarding grief support programs provided there.
- XI. **Next Meeting Date and Time: February 11, 2026, at 6:30 p.m.**
- XII. **Closing Prayer:** Father Pedro
- XIII. **Adjournment** 9:21 p.m.