

Our Lady of Guadalupe Catholic Church
Pastoral Council Meeting
Agenda: March 18, 2026

- I. **CALL TO ORDER:** Elsa Rivera called the meeting to order at 6:48 p.m.

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

- III. **Attendance:** Milissa Cuéllar, Gabriela Olivares, Rose Ann Salinas, Ramón González, Ashley Villarreal, Elsa Rivera, Father Pedro Castillo, Mary Alice Tenorio, Joseph Montoya, Calixto Cobos, Rafael Torres, Beatriz Banda, María Ortiz Leonides
Guests: Sylvia De La Rosa, Sylvia Mokarzel, Walt Trybula, Daniel Padilla

- IV. **Public Comment:**
 - A. Presentation from Walt Trybula with St. Ignatius Catholic Church Grief Support (15 min for presentation, 5 min Q&A)

A Bereavement Ministry can be a lifeline for those who are suffering the loss of a loved one. This Ministry can address more than just the funeral. Follow-up contacts and offerings of grief support can make a significant positive impact on those who are grieving the loss of their loved one. Like having a remembrance Mass to celebrate those who have passed. This Ministry can be as involved as the Parish wants and needs. The Ministry can also grow over time as the needs change. Any gatherings need to have only people that have experienced the loss of a loved one. The program is focused on adults, not teenagers or younger. Reiterate this is not therapy, but a support group and how your relationship is with God through their grief journey.

- V. **Approval of February Minutes:** (3 min) Motion to approve February minutes. Ramón, first motion. Cal, second motion. The motion passed unanimously; the February minutes were approved.

- VI. **Financial Report:** (5 min) Mary Alice reports we are down \$400 a week in Mass collections, which has resulted in \$13k collection shortage. The parish fundraising target for FY26 is \$115k. We have the 5 Friday Fish Frys and 3 parish wide fundraisers. There will be a fundraiser in April to sell gorditas, one on May 8th which will be a Mother's Day Dance, and one in June for Father's Day (date is TBD). The sound system campaign is on the calendar through December for recurring 2nd collections on the 3rd Sunday each month starting on March 29, 2026. We continue to see a rise in budget under staff salaries and benefits due to increase in salaries and employee taxes. *This could potentially be due to salaries being entered as they were from a couple of years ago and not taking into account the raise they received when Father Pedro came to OLG in 2024. The total cost of the boiler replacement/repair was \$25,536. We are \$44k over budget on expenses. The current financial state is a net loss of \$130k. We are hoping the fundraisers and collection efforts will provide some relief. The main factors are the \$13k collection shortage, \$64k in salaries and \$44k in repairs and maintenance.

VII. **New Business:**

A. Stewardship Committee Update and Introduction of Members (15 min) - Sylvia De La Rosa

Sylvia opened with the stewardship letter from Father Pedro which was published in the bulletin the weekend of March 7th and 8th which was also read to the community by members of the Pastoral Council and Finance Council. The feedback which was received from that letter was the lack of communication of what money was being used for. Frustration of not knowing we had a fire, or that we have a new boiler and would like to know what is happening or knowing about it before, not after the fact. We need to provide education on donation to the church during Sunday collections. The biggest fundraising for the church should be the collections. The next Stewardship Committee meeting will be March 24, 2026, in room 5, at 7:00 p.m., and everyone is invited. Sylvia would like the Stewardship Committee to be formally introduced to the parish at the weekend Masses. The proposed dates for introduction are April 25-26, 2026, the 4th Sunday of Easter Sunday, the same weekend as the Ministry Fair.

B. Communications Committee Update on Website and E-Giving Options (15 min) - Beatriz Banda

Currently we only have one person who updates and maintains our current website. If we continue with IONOS, we would need to find another person or 2 who have programming experience. Administrative tasks for donations are manual and time consuming. We need to update the church database and increase our collections. Our current system isn't working. We need to engage parishioners. No Change/Not a Proposal: IONOS and USA epay monthly cost would be \$74. Proposal: eCatholic (Website only) and Push Pay monthly costs would be \$164 and anyone can do the updates to the website, so we don't rely on one person to do the work. Push Pay connects to Ministry Platform, which makes it easier to reconcile the data. Push Pay also allows for uploads of information from the envelopes. Push Pay helps provide financial statements to parishioners. Will send additional information to look over and vote for this proposal. This will be discussed at the next meeting.

C. Facilities Committee Update on Expansion of Parish Chapel and Tree Remediation and Removal (15 min) - Cal Cobos

At the moment, the main concern is the tree that's near the front of the church, which collects water when it rains, and leads down to the basement which is causing staggered concrete. We are looking at the removal of the tree. They have already had an arborist come and evaluate its removal. The next step is to get a permit from the city and remove the tree. The other project which is currently in process is the chapel's expansion, in the Family Life Center. They will remove a wall and have an electrician come out to remove any hidden electrical sockets that are abandoned. The pews will be donated to a chapel in México, which Cal has coordinated. The next main concern is presenting a list of all potential projects to the Parish Council. Discussion will take place so the list may be approved and be sent to the Diocese of Austin for the capital campaign. Since this might be a long timeline, we will look into the cost of getting a consultant so that we are able to move forward with a list of all projects. We had initially hoped to get this to the diocese by the summer, but it will have to be moved further back since this will be a long process.

VIII. **Old Business (submitted in Addendum): (7 min)**

A. **Ministry Fair Planning**

- a. We met with the Ministry Leaders on February 25, 2026, to discuss plans for the Ministry Fair. It was originally scheduled for March 7-8, 2026, but due to inclement weather, it was postponed. The new dates are April 25-26, 2026.
 - i. What we need from ministry leaders before the fair include: roster of their current membership, EIM status, a 1-2 sentences summary of their ministry, and if they will have representation at the 3 different times for the fair. These are 5:00-8:00 p.m. for the Saturday vigil Mass, 7:00 a.m. to noon for the Sunday morning Masses, and 5:00-8:00 p.m. for the Sunday evening Spanish Mass. If they are unable to be at the fair, or at some of the scheduled times, they can provide the Pastoral Council with flyers, or any information they would like for us to share on their behalf.
 - 1. A link to a Google form will be sent to the ministry and group leaders to sign up to participate in the fair. This will ask for the dates/times they are signing up to participate.
 - ii. The Pastoral Council will be creating a guide for the participants that will have the table number that is assigned to the ministry/group, along with the contact information and short summary of the ministry. This will be distributed at the event and also posted in the bulletin the weekend AFTER the event.

B. Liaison to Ministries - definition and responsibilities

- a. In an effort to increase communication, it was proposed in our February's Pastoral Council meeting that its members should be liaisons to the existing ministries and groups. We presented this to the ministry leaders at the meeting on February 25th. Multiple ideas were shared pertaining to the liaison's responsibility to the ministry. We had not had a good discussion regarding the responsibilities and how we could make this successful.
 - i. It was suggested the ministry liaison would be responsible for coordinating ministries' gatherings so we could get to know each other, but this would mean we would have to attend at least 3x more meetings per month, in addition to everything else we are responsible for. Elsa's suggestion is to do what Claudia Rodríguez recommended, which is to have a Ministry Appreciation Luncheon. Its goal would be to coordinate an effort to get different ministries to meet and talk for approximately 15 minutes, by assigning them to different tables, separate from each other, and rotate a few times.
- b. Responsibilities of the liaison will include:
 - i. Provide updates about the parish or any other impactful events.
 - 1. Pastoral Council meetings are open to the public and all are welcome. We also will begin to post meeting minutes to the OLG website, along with the meeting agenda.
 - ii. Each liaison has 3 ministries/groups. Please ensure they are aware you are their liaison by attending at least one of their meetings, or schedule a meeting with the leader(s) of the ministry/group.
 - iii. You are their main point of contact in the event they have questions or concerns they need to share.

C. Other Committee Updates

- a. Social Services Committee
 - i. The Social Justice Ministry held a Candlelight Vigil on March 15, 2026, and it went well. Approximately 30 people were in attendance. It was a beautiful ceremony, and powerful stories were shared by members of the community.

D. Parish Projects

- a. Sound System Update: The parts are on order, but delivery has been delayed. We are waiting on an update from the vendor.
- b. Kitchen's boiler & handler: Work has been completed. An invoice was received on 2/18/26 and paid. The total cost was \$25,536; the same amount as quoted.

IX. **Pastors' Comments:** Father Pedro reiterated he is very appreciative of everyone's commitment. In addition, he stated the chapel renovation's costs are covered, thanks to a generous donation. Thus, it won't affect our budget. He would like to create a new environment, like with the website updates, and he's always available for anyone's concerns, as well as putting an emphasis on awareness and communication to the parish's community by informing them of the updates with what's happening with the tree removal and the chapel reconstruction. We all have a role of spreading the word on certain topics and situations like this. He mentioned the church bulletin can inform the community of how much was spent that week and any announcements concerning what is happening on the church grounds.

X. **Last minute announcements:** Gabriela mentioned the Golf Tournament is coming up. Its announcements should include that it's a fundraiser for our Food Pantry and Gabriel Project.

XI. **Next Meeting's Date and Time: April 8, 2026, at 6:45 p.m.**

XII. **Closing Prayer:** Joseph Montoya

XIII. **Adjournment:** 8:45 p.m.