



Holy Spirit Catholic Church

A Parish of the Roman Catholic Diocese of Harrisburg

Parish Council Meeting Minutes

December 6, 2023

6:45 - 7:00 p.m. Prayer/reflection in the Multi-Purpose Room

- ✓ Reflection on "Mary Did You Know?" provided by Michelle Emerick

7:00 p.m. Meeting in the Multi-Purpose Room

1. Open with Prayer

- ✓ "Hail Mary " recited by all in attendance.
- ✓ Holding Deacon Jorge and his wife in prayer as they work through some health challenges.

2. Finance Report (Brian Nornhold)

- ✓ See Attached, "Exhibit A"
- ✓ Pat DiNunzio discussed the DAC and the deficit that our Council has each year. Discussion on not having enough conversation on the ask of the members. Father Anthony reviewed that there was an intentional discussion not to continue to ask parishioners that are already contributing and to pay the gap in giving from the church.

3. Review/edit/approve October minutes (Council)

- ✓ Motion to accept by Pat DiNunzio
- ✓ 2nd by Rob Shelton.
- ✓ All approved.

4. Old Business

- a. Update on completion of Church renovations (Fr. Anthony/Janet)
 - ✓ Father Anthony said that there was some disagreement with some of the final details. Final payment is being held until all is completed to satisfaction.

- b. Update on Virtual Ministry Fair - participation to date, feedback (Janet/Carla/Lisa)
 - ✓ Carla provided an update on the responses thus far. No problems with using the Google document.

- c. Update on Mat Cats - any concerns or outstanding issues (Michelle)
 - ✓ No concerns have been provided.

- d. Update on the Police walk-through regarding safety (Ed Burns)
 - ✓ Conversation with council and recommendations held for council members.
 - ✓ Formal presentation to Parish Council to be held in February 2024.

- e. Update on pondless waterfall - choice of location, update on timeline (Janet)
 - ✓ Pat DiNunzio provided update on location of the fountain. Next steps are to have the landscaper look at the location. We need to present to the donor the location and conversation from Parish Council.

- f. Further discussion on recommendations for outreach to those who don't attend church and those who have no Christian background.
 - ✓ Lisa Haas suggested a meal at Interfaith Manor. Pat DiNunzio provided the meal that was done at the church with Respect for Life Committee.
 - ✓ Father provided that the purpose is to brainstorm ideas.
 - ✓ Holy Name is calling every single parishioner to wish them a Merry Christmas.
 - ✓ Mat Cats and Christmas invitation to attend our services. Need to have kids entertained during the presentation. Discussion on having coffee, cookies, and kids' activity introducing them to the church and the activities surrounding Christmas. Monday/Wednesday 5:30 – 7:30pm. Suggested a flyer on the table with a segway that leads into fish fry and Easter.
 - ✓ Create a flyer with Christmas Mass times and post it to the Mat Cats website.
 - ✓ Pat DiNunzio and Michelle Emerick to take a walk through

- ✓ during the Mat Cats practice times.
- ✓ Set up a table with a welcome message to Mat Cats: Bulletin, Flyer,

5. New Business

- a. Archive cabinet in Narthex (Fr. Anthony)
 - ✓ Father Anthony provided two individuals who led the display are now asking what needs to be displayed and having a rotation. Discussion on a group to help with that mission.
 - ✓ Conversation on posting exceptional achievement within the Parish of students on the bulletin board. Becky Messimer has control of updating the electronic television in the Narthex. Discussed a note on asking individuals to share accomplishments for posting.
 - ✓ "Shout Out" to parishioner's who have children with accomplishments. Becky to be a point person to post an information note of the board.
- b. Council elections for 2024
 - ✓ Council elections. When to solicit for names, how to solicit for names. How many persons are rotating off. Janet to send the list of members rotating off council.
 - ✓ April last official meeting for old members and social later for new incoming members.
 - ✓ Elections to happen in April for the April 17th meeting.
 - ✓ Nominations to come to Barb Dibrito.

6. Ministry Updates

- ✓ Updates reviewed. Doris asked if we would like to participate in the Lebanon County Charities.

7. Prayer/Reflection leader volunteer for 2/7/24 meeting

- ✓ Lisa Haus will do the reflection for next month.

8. Closing Prayer

Future Meetings: (all are Wednesdays, 6:45 prayer/reflection followed by 7:00 meeting):

- 2/7/24 and 4/17/24

Respectfully submitted,

Michelle L. Emerick

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Report to Parish Council

December 6, 2023

Financial Review

We do not have the final November numbers from the Diocese, so these are preliminary figures.

For the YTD ending November 30, 2023, in general, we should be at **41.7%** of budget.

Sunday Giving

YTD Sunday Giving is **\$289,766**, which is **43.0%** of budget and slightly ahead of budget.

Enhancements for the New Church

Janet will provide an update on the New Church Enhancements.

Prep Tuition

Prep Tuition for the year is **\$7,472**, which is **103.8%** of budget. Prep Tuition should be finished for the year.

YTD Total Operating Income is **\$410,654**, which is **41.2%** of budget.

YTD Total Income is **\$641,324**, which is **48.0%** of budget.

YTD Total Operating Expenses are **\$289,125**, which is **34.8%** of budget.

YTD Capital Expenditures are **\$248,530**, which is **50.4%** of budget. Capital Expenditures exceed budget because the Enhancements and Stained Glass Windows occurred at the beginning of the fiscal year.

Ending Cash Balance

Our (preliminary) ending Cash Balance as of November 30 is **\$22,796**.

Ministries

Overall YTD Expenses for the Ministries were **\$28,887**, which is **32.1%** of budget.

Projects

We are still collecting for the Enhancements to the New Church as we drained the Cost/Replacements Savings to cover some of the work.

DAC Update

- Our annual assessment is **\$107,860**.
- We have paid **\$65,698** so far this year, leaving a balance of **\$42,162**. We still have December and January to collect additional funds for the DAC.
- The finance committee has budgeted **\$65K to cover any shortfall**. As such, we are ~ **\$23K under budget**. •

Any shortfall will not be paid until January as in the previous year.

Budget

The Finance Committee will meet in January to begin the budgeting process for the 2024-2025 fiscal year. All ministry leaders will receive an email at the January asking for their budget information.

Tax Statement

A tax statement (indicating contributions made) will be sent to anyone with an email address on file with Holy Spirit at the end of January. Anyone without an email address will receive their statement through the US mail.