

Holy Spirit Church Parish Council Meeting Minutes

Table of Contents

1. Attendance	1
2. Minutes.....	1
3. Parish Council Ministry List.....	6
4. Current Goal List	8
5. Future Meeting Dates.....	8

1. Attendance

- 1.1 In attendance: Fr. Anthony Dill, Janet Parks, John Ciardullo (Chair), Carla Christy Gallo (Vice-Chair), Katie Rohrbach (Secretary), Rob Shelton, Renee Amelio, Lisa Haus, Brittni Eckert, Becky Messimer, Susan Kelly-Dreiss, Ed Burns, Barb DiBrito
- 1.2 Excused Absence: Marc Frailey (Finance Chair)

2. Minutes

<u>AGENDA/TOPIC</u>	<u>NOTES</u>
<i>Open with Prayer</i>	N/A

Holy Spirit Church Parish Council

Meeting Date: 08Sep2021

<i>Finance Report</i>	<ul style="list-style-type: none">• For August we should be roughly at 16% of budget. Sunday income is at 18.94% at \$99,320. Total Operating Income is at 22.18% of budget at \$177,635.• Religious Education tuition is below budget at 62.3%. Janet spoke to Dan and he is reaching out to parents who have not yet registered. He is not sure if they overestimated this past year or not. He did say we had a large Confirmation class that just “graduated” from Prep and that may have caused the difference that they forgot to account for when budgeting.• Total Operating Expenses are slightly below budget at 14.5% and is \$105,451• Savings Account, the FC has a ratio of 40% to General Savings and 60% to Cost & Replacement Savings of any excess net income. In July we deposited \$22,737.20 into the General Savings and \$34,105.80 into Cost & Replacements Savings. This Savings account was started a couple of years ago for us to put money for use when we need to start repairing and replacing items in our facilities as it gets older. We have \$130,610 in Cost & Replacements and \$202,412 in the General Savings.• DAC (Diocesan Annual Campaign), we are facing a shortfall which Janet mentioned when she spoke in August, yet the Finance Committee all agreed that the church will cover the shortfall with our normal operating. The Diocese will be sending out a reminder to anyone who pledged over the 10 months of their balances due.• Pavilion – we received all the bids and the Finance Committee signed off on the Form B which is required by the Diocese for any purchase over \$30K. The paperwork was submitted and approved by the Diocese. Eagle Excavating has ordered the items to start the Pavilion. We are hoping it will be ready for the winter season and will have a better idea after Chris meets with them later this week.
<i>Review/Edit/Approve June Minutes (Council) (Re-introduce all Officers)</i>	<ul style="list-style-type: none">• Parish Council Officers/Members were reintroduced and are as follows:<ul style="list-style-type: none">○ Fr. Anthony Dill, Pastor○ Janet Parks, Parish Manager○ John Ciardullo, Chair○ Carla Christy Gallo, Vice-Chair

Holy Spirit Church Parish Council

Meeting Date: 08Sep2021

	<ul style="list-style-type: none">○ Katie Rohrbach, Recording Secretary○ Renee Amelio, Council Member○ Ed Burns, Council Member○ Barb DiBrito, Council Member○ Brittni Eckert, Council Member○ Lisa Haus, Council Member○ Susan Kelly-Dreiss, Council Member○ Bill Lavage, Council Member○ Becky Messimer, Council Member○ Rob Shelton, Council Member○ Marc Frailey, Chair, Finance Committee <ul style="list-style-type: none">● Motion to approve June meeting minutes was initiated. This motion was approved by all.
<i>Review Rules of the meetings (for all our new members)</i>	<ul style="list-style-type: none">● John Ciardullo reviewed rules and expectations of PC meetings and referenced the following:<ul style="list-style-type: none">○ Parish Council By-Laws○ Roberts Rules - Literature/book around parliamentary rules of meetings in order to keep group on task.
<i>Update the Parish Council Ministry List</i>	<ul style="list-style-type: none">● Council members designated to contact ministries to attain current updates and summaries around the output/actions from ministries.<ul style="list-style-type: none">○ Designees to generate written reports/updates prior to Next Meeting.● Ministry list to be updated with current contact information and will be emailed out to parish council.● Second quarter group to be added to the ministries – Brittni Eckert to be contact person.● See section 3 below for Parish Council contact assignments. <p>ACTION ITEMS:</p> <ul style="list-style-type: none">○ Ministry updates by next Parish Council Meeting○ Ministry list to be updated with current contacts○ Second Quarter to be added to Ministry list

<p><i>Welcoming Committee (Lisa Haus)</i></p>	<ul style="list-style-type: none"> • Holly gets the registration form and then sends Lisa Haus the parishioner information. • Lisa then sends welcome email to ensure they got the information packet including a current bulletin. • If there is no response, Lisa follows up with phone call to the family. • First committee meeting was next Wednesday, Sept 15, 2021, for members of the committee. <ul style="list-style-type: none"> ○ Meeting to determine scope of welcoming committee and procedures. For instance, agreeing upon a gift for families to remember the parish by and determining on having a welcoming event on a periodic basis. • Budget – There has been a small budget generated over the past few years in hopes of such a welcome committee. Currently, welcoming Committee’s budget is \$115 for the 21/22 fiscal year. The welcoming committee needs to present budget/expense to finance in order to solidify cost/budget for next year. • 25 new members from January to July. Since July, 9 new parishioners. • Recommendation – Add the directory information to the welcome packet. • Stained Glass Ornament that welcoming committee was interested in came from Chemart Co in Boston, MA. We have 13 left in Janet’s office. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> ○ Welcoming committee to present budget/expense to finance in order to solidify cost/budget for next year
<p><i>8:30 AM Mass on Sundays</i></p>	<ul style="list-style-type: none"> • Fr wants to keep an outdoor mass indefinitely. • Materials have been ordered for the pavilion. The timeline is still about 2 to 3 months for completion. • Pavilion will be open so parishioners can bring their own chairs. • Gas lines will be run to the pavilion spot. • Pavilion is 40x80. • Rich added abbreviated music 2 weeks ago. Leading to around 45 minutes of mass. If it is raining, less music.

<p><i>Goal List Review for 2021-2022 (Council)</i></p>	<ul style="list-style-type: none"> ● Discussed and determined high priorities, including: <ul style="list-style-type: none"> ○ <u>Youth ministries</u> – It needs to be determined the breadth of position to lead youth ministries (i.e., will it be full time, part time or internship type position). Starts in 6th grade and goes through 12th grade. <ul style="list-style-type: none"> ▪ Motion initiated for Katie Rohrbach to develop project plan, including research, scope for ministries and leadership, for youth ministry. Motion approved by all. ○ <u>Grieving</u> - A top priority to be focused on this year for generating support groups. <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> ○ Katie Rohrbach to draft project plan for youth ministries.
<p><i>Stained Glass Design</i></p>	<ul style="list-style-type: none"> ● Current update – Feedback was given to artist. Artist reached out to a stain glass studio to replicate her art in order to work hand in hand. ● Feedback to artist: Shape up the cloud and make the water deeper.
<p><i>New Business (Council)</i></p>	<ul style="list-style-type: none"> ● Pew Kneeler Repair (John Ciardullo) <ul style="list-style-type: none"> ○ Regarding the kneelers on the side, issue is that they are very short, so they don't come far enough out, making it uncomfortable to kneel. They will attempt to pull them out by adding a small block to re-screw the kneelers in, which should add 4 to 6 inches. ○ Current cost to fix kneelers was around \$100. ● Religious education <ul style="list-style-type: none"> ○ Prep Tuition at Holy Spirit is graduated at 50 first child; 40 second child; and 30 third child. After 3 it is free. Anyone in hardship does not need to pay. This year online is the same as our in-person tuition. ○ Cost wise – we seem to be in the same ballpark as surrounding parishes ○ To be presented to finance if prep costs should be covered by the parish. <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> ○ Present covering education prep to finance
<p><i>Closing Prayer</i></p>	<p>N/A</p>

Holy Spirit Church Parish Council

Meeting Date: 08Sep2021

3. Parish Council Ministry List

MINISTRY	LEAD	EMAIL	PC CONTACT
Adoration Chapel	Tina Kowalski	adorers@hspalmyra.com	Carla Christy Gallo
Adult Faith Study	Dan Colón	prep@hspalmyra.com	Becky Messimer
Altar Ministry / Lector	Kathie Bertrand	altar@hspalmyra.com	Rob Shelton
Arimatheans	Janet Binner	arimatheans@hspalmyra.com	Renee Amelio
Benevolence	Anonymous	Anonymous	Susan Kelly-Dreiss
Bereavement	Janet Binner	bereavement@hspalmyra.com	Renee Amelio
Blessed is She (Women's group)	Heather Moran	blessedissh@hspalmyra.com	Susan Kelly-Dreiss
Buildings & Grounds	Chris Wood	Facilities@hspalmyra.com	Rob Shelton
Caring Ministry (homebound)	Muriel Farrell	caring@hspalmyra.com	Ed Burns
Cenacle (Marian Movement)	Bernice Bossler	cenacle@hspalmyra.com	Susan Kelly-Dreiss
Choir	Rich Druby	choir@hspalmyra.com	Barb DiBrito
Decorating	Kate Reed	decomm@hspalmyra.com	Barb DiBrito
Festival	Jeff Sommer	Festival@hspalmyra.com	John Ciardulo
Fish Fry	John Ciardulo	fishfry@hspalmyra.com	John Ciardulo

Holy Spirit Church Parish Council**Meeting Date: 08Sep2021**

Health Ministry	Dolores Marencic/ Maryellen Druby	health@hspalmyra.com	Carla Christy Gallo
Jr Youth Ministry	Ed & Robin Burns	jryouthministry@hspalmyra.com	Ed Burns
Knights of Columbus	Tom Seltzner	knights@hspalmyra.com	Rob Shelton
Legion of Mary	Jim Simpson	legionofmary@hspalmyra.com	Katie Rohrbach
Marriage Mentor Couples	Fr. Anthony Dill	pastor@hspalmyra.com	Barb DiBrito
PREP (Rel. Ed)	Dan Colón	Prep@hspalmyra.com	Becky Messimer
Prison Ministry	Doris Witmer	prisonministry@hspalmyra.com	Lisa Haus
RCIA	Josette Houri	rcia@hspalmyra.com	Brittni Eckert
Respect for Life	Art Bond	life@hspalmyra.com	Ed Burns
Second Quarter Ministry	Fr. Anthony Dill	pastor@hspalmyra.com	Brittni Eckert
SHINE Christian Fitness classes	Tina Kowalski	shine@hspalmyra.com	Carla Christy Gallo
Sparkling Hearts	Tina Kowalski	sparklinghearts@hspalmyra.com	Carla Christy Gallo
Threads of Hope	Rebecca Kennelly	threads@hspalmyra.com	Susan Kelly- Dreiss
Ushers	Glenn Ward	ushers@hspalmyra.com	Rob Shelton
VBS	Dan Colón	Prep@hspalmyra.com	Becky Messimer
Welcoming Committee	Lisa Haus	welcome@hspalmyra.com	Lisa Haus

Holy Spirit Church Parish Council

Meeting Date: 08Sep2021

Women's Ministry Network	Susan Kelly-Dreiss	wmn@hspalmyra.com	Susan Kelly-Dreiss
Youth Ministry	TBD	TBD	TBD

4. Current Goal List

Primary goal is to facilitate communication between the pastor, parishioners, and Diocesan Church in order to promote the mission of the parish. This would include institutional knowledge and current needs as seen by parishioners at large.

1. Communication

- a. Between parishioners and pastor
- b. Between Office Staff and parish
- c. Networking about events and groups
- d. Between parishioners and community

2. Groups

- a. Faith sharing
- b. Ministries
- c. Youth
- d. 30-50 years old
- e. Intergenerational, inter-ministry
- f. Grieving

3. Sacraments

- a. Baptism Prep
- b. Wedding Prep
- c. Funeral Prep
- d. Facilities priority

4. Benevolence

- a. More of everything
- b. Reestablish relationship with Caring Cupboard
- c. Establish Relationship with Catholic Charities
- d. Cooperatively helping other parishes/ charities

5. Evangelization

- a. Unchurched
- b. Ex-Catholics
- c. New parishioners
- d. RCIA
- e. College Students

5. Future Meeting Dates

2021

November 10

2022

January 12

March 9

April 27

June 1