

# Holy Spirit Church

Meeting Minutes  
June 20, 2005

## 1.0 Attendees

Father Simmons, Bill Ryan, Stacey Ryan, Stephanie Catalano, Mary Dailey, David Dubyoski, Veronica Hernandez, Donna Hicks, Tom Park, Larry Shepard, Jack Urbanski

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Meet and greet
- Plans for next month's meeting
- Assignments for next month's meeting
- Nominations for & descriptions of open positions within the Council
- Concerns (from the last Parish Council group)
- Financial budget of the parish
- Expectations of council members

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Meet and greet</b>	The members of the Parish Council introduced themselves to each other.
<b>Plans for next month's meeting</b>	The next meeting will be held on Wednesday, July 19, 2006. On this evening, pizza will be ordered for dinner. The meeting will be held at 6 pm or 7 pm, contingent upon Sister Connie's availability. Sister Connie will be invited to attend next month's meeting and discuss recommendations from the Bishop's meeting on April 26, 2006.
<b>Assignments for next month's meeting</b>	Everyone received a report of the Bishop's visit on April 26, 2006 (Report of the Pastoral Visit of Most Reverend Mitchell T. Rozanski). For the next Parish Council meeting, all members should read the report and be ready to discuss it. Specifically, all members should focus on the recommendations for the Pastoral Council. Each member should be ready to discuss the three recommendations most important to him/her.
<b>Nominations for &amp; descriptions of open positions</b>	Open positions for Parish Council include: Vice President and Secretary. Bill and Father Simmons provided a description of each position. The Vice President serves as the President's backup and fulfills the role and duties of the President during the President's absence. For example, if the President cannot attend a meeting, the VP will run the meeting. The VP will probably also take over the role of the President next year. The Secretary is responsible for taking and reporting on the Meeting Minutes for each meeting. The Secretary should ensure that all members of the Parish Council and Father Simmons receive the Meeting Minutes in a timely manner to allow members to review them prior to the following meeting.  Veronica volunteered to be the Secretary. At the next meeting, Bill hopes someone will volunteer to be the VP, otherwise someone will be appointed.
<b>Concerns from the last Parish Council group</b>	1. One of the main concerns has been attendance. A quorum (the minimal number of members of the council who must be present for any vote to be accepted) is needed for all major decisions; the council needs at least 2/3 of its members present. In the past, less than 2/3 of the members attended the meetings. This has hindered the Parish Council from accomplishing its

	<p>goals. Bill expects better attendance this year.</p> <ol style="list-style-type: none"> <li>2. Bill reported that in the past there has not been a Calendar of Events. He would like to create and provide this for all members.</li> <li>3. Our Parish is doing the bare minimum and should be more actively involved in many ways. There are about 6 committees within each Parish. These committees include: <ul style="list-style-type: none"> <li>• Evangelization – reach out to community</li> <li>• Liturgy – decide what services will occur</li> <li>• Education – provide religious education (youth and adult)</li> <li>• Stewardship – responsible for finances/maintenance</li> <li>• Peace &amp; Social Justice – participate in peace and social justice activities</li> </ul> <p>Currently, not all of the committees are active. For example, the Parish does not actively participate in Adult Religious education. The Parish also has not had a Peace and Social Justice committee (Veronica has expressed interest in starting one). We must assess each committee's participation and must analyze each committee's needs. There is a lot of room for growth and participation if members take more active roles within the Parish.</p> </li> <li>4. Mary asked if previous Parish Council groups followed a “template”. She also asked if the Council has a Mission Statement and Constitution. It was confirmed that there is a mission statement, as well as a constitution. Father Simmons will provide the Constitution to members who have not yet received it. Bill expressed his interest in updating the Council's mission statement. Bill also mentioned that the last Parish Council did not accomplish a lot; therefore following a new “template” may be a good idea.</li> </ol>
<b>Financial Budget</b>	<p>Donna requested further information regarding the Maintenance envelopes that are distributed with the Bulletin once a month. Father Simmons explained that the envelopes are used to collect funds, which are used strictly for maintenance of the grounds, etc. Donations gathered during masses are used for other purposes, such as paying salaries and other miscellaneous expenses. The Parish also contributes a monthly amount to the Diocese. The Parish distributes the envelopes monthly with the bulletin, since sending envelopes via postal mail has proved to be costly and unsuccessful. Approximately 25% of people who receive the envelopes via postal mail actually use them. Placing the envelopes with the bulletin has proven to be more cost effective.</p>
<b>Expectations</b>	<p>Bill expects all members to become actively involved and attend all meetings; if someone cannot attend a meeting, he/she should notify Bill. He does not want to waste anyone's time by holding meetings if nothing is going to be accomplished. The meetings should be productive and should allow the Parish Council to accomplish its goals. He also expects every member to work together as a team.</p>

## 4.0 Upcoming Events

The yearly picnic is scheduled for Sunday, October 1, 2006 at Mariner Point Park. The picnic is typically held immediately following the 11:15 am mass. The Parish will need a Picnic Committee. Perhaps volunteers from previous events can be contacted for assistance.

## 4.0 Action Items

The following concerns are still pending action:

1. Father Simmons will provide a copy of last year's reports and/or meeting minutes. This will allow the current Council members to review notes and use as a template, if appropriate, for this year.
2. At the next meeting the position for Vice President will be filled. Bill hopes a volunteer will come forward, otherwise someone will be appointed.
3. Members will work on/decide on a Mission Statement.
4. Members should complete the assignment mentioned in the Meeting Minutes.

# Holy Spirit Church

Meeting Minutes  
July 19, 2005

## 1.0 Attendees

Father Simmons, Sister Connie Gilder, Bill Ryan, Stacey Ryan, David Dubyoski, Veronica Hernandez, Donna Hicks, Tom Park, Larry Shepard, Jack Urbanski, Kim Barnum, Denise Brown

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Discussion with Sister Connie Gilder regarding the role and function of a Parish Council
- Next Parish Council meeting
- Assignment for next month's meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Discussion regarding the role and function of a Parish Council</b>	<p>Sister Connie Gilder provided guidance by discussing the role and function of a Parish Council (also referred to as a Pastoral Council by Sister Connie). She provided handouts that give us insight on:</p> <ul style="list-style-type: none"><li>• Council Membership as a Ministry of Leadership</li><li>• Basic Rules for Effective Council Ministry</li><li>• Pastoral Planning</li><li>• Developing Ways to Increase Involvement of Parishioners</li><li>• Preparing Agendas for Meetings</li></ul> <p>The handouts should be read carefully. They give the members useful information about effective planning, organization, meeting and prioritizing goals, building relationships and communication. Sister Connie gave us suggestions we may be able to implement into our Parish Council. She recommends the first year we focus on what Bishop Rozanski suggested we work on. Then following year, we can obtain community feedback and expand our goals.</p>
<b>Next Parish Council Meeting</b>	<p>The next Parish Council meeting will be held on Wednesday, August 23, 2006 from 6:30 pm to 8:30 pm. We will order pizza and discuss agenda topics.</p>
<b>Assignment for Next Month's Meeting</b>	<p>All members should focus on the three recommendations for the Pastoral Council reported in the "<b>Report of the Pastoral Visit of Most Reverend Mitchell T. Rozanski</b>" that are most important to them. Members should also review how they can implement Sister Connie Gilder's suggestions into the Parish Council.</p>

## 4.0 Upcoming Events

The annual picnic is scheduled for Sunday, October 1, 2006 from 12 pm – 3 pm at Mariner Point Park in the Pavilion.

## 4.0 Action Items

The following concerns are still pending action:

1. Action items did not rise at this meeting, though action items from the last meeting were not discussed due to the unexpected visit from Sister Gilder, which was of high priority.

## 1.0 Attendees

Father Simmons, Sister Pat Glinka, Bill Ryan, Stacey Ryan, David Dubyoski, Veronica Hernandez, Donna Hicks, Larry Shepard, Jack Urbanski, Kim Barnum, Denise Brown, Anne O'Connor, Lurine Kunschman

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Discussion on the Report of the Pastoral Visit/Consensus of Most Important Issues as Voted by Members
- Existing Committees and Parish Council Liaisons
- Sister Pat Glinka's Role
- Next Parish Council meeting
- Assignment for next month's meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<p><b>Discussion on the Report of the Pastoral Visit/Consensus of Most Important Issues as Voted by Members</b></p>	<p>Each member discussed what the most important recommendations were to him/her. Based on all the members' responses, the most important recommendations from the report of the Pastoral Visit for the Parish Council are:</p> <ul style="list-style-type: none"> <li>6 – develop stronger infrastructure/procedures</li> <li>3 – develop a mentoring process whereby members may assume leadership roles</li> <li>5 – foster an active and energized young adult program</li> </ul> <p>Recommendations 7 (meeting with Parish Lay to discuss future of parish) and 1 (that Parish Council develop their role through training workshops) were tied in fourth place. The Parish Council will focus on these recommendations throughout the next year. Some of the group's concerns included the manner in which people are nominated for the Parish Council, the fact that a lot of work is delegated to Father Simmons and we would like to assist him more and the fact that the Diocese has training workshops no one takes advantage of. Another key point that Bill mentioned was the fact that membership terms/duration may be flexible. Bill stated that terms may be extended or shortened as deemed necessary.</p>
<p><b>Existing Committees and Parish Council Liaisons</b></p>	<p>The following committees are currently active and are led by specific parish members:</p> <ul style="list-style-type: none"> <li>• Planning – Phil Durham</li> <li>• Finance – Phil Durham</li> <li>• Outreach/Service – Irma Protokowicz</li> <li>• Education – Marie Stobie and Lurine Kunschman</li> <li>• Evangelization – Dave Miceli</li> <li>• Liturgy – has no set person leading (Father Simmons)</li> <li>• Youth – Brian McCarthy</li> </ul> <p>The Parish Council assigned a liaison to each committee. The role of the liaison is to report on the status of each committee. Father Simmons expressed concerns and informed us that each committee has been running well on its own. Parish Council members do not need to attend additional meetings or take over the role of the person leading that committee, they must only report on the status of the committee's activities.</p>

	<p>The following liaisons were assigned (volunteered):</p> <ul style="list-style-type: none"> <li>• Planning – Mary Dailey</li> <li>• Finance – Mary Dailey</li> <li>• Outreach/Service – Anne O'Connor</li> <li>• Education – Kim Barnum</li> <li>• Evangelization – Dave Dubyoski</li> <li>• Liturgy – Anne O'Connor will attend the Lector's meeting on 8/24/06</li> <li>• Youth – Larry Shepard</li> </ul> <p>Two committees that are not currently active are the Peace and Social Justice started by Veronica Hernandez and the Young Adult, headed by Nancy Lactose. The Parish Council agreed to hold off until the beginning of next year to revisit these committees and encourage the committees to become more active.</p>
<b>Sister Pat Glinka's Role</b>	<p>Sister Pat Glinka has experience helping with religious education and can help the Parish Council by contacting families. She can help implement the Parish Council's ideas and welcome new parishioners and visitors to the Parish. Sister Glinka will be working part time starting in September and will be able to provide more information regarding her availability at the next meeting.</p>
<b>Next Parish Council Meeting</b>	<p>The next Parish Council meeting will be held on Wednesday, September 20, 2006 from 6:30-8:30 PM at the Parish Center.</p>
<b>Assignment for Next Month's Meeting</b>	<p>Each member should focus on the three most important recommendations (as voted) and think of two objectives/goals that can be achieved to help the Parish Council address/undertake these recommendations. If possible, liaisons should contact committee POCs to obtain status of their assigned committee.</p>

#### 4.0 Upcoming Events

The annual picnic is scheduled for Sunday, October 1, 2006 from 12 pm – 3 pm at Mariner Point Park in the Pavilion.

#### 4.0 Action Items

1. Father Simmons will provide a list of current committees and committee members. The list will be used for liaisons to contact POCs.
2. Veronica will update the list of committees and liaisons.
3. Bill Ryan asked members how each person feels about a Retreat next spring. This may be something the Council considers and could benefit from before the next year begins.

# Holy Spirit Church

Meeting Minutes  
September 20, 2006

## 1.0 Attendees

Father Simmons, Sister Pat Glinka, Bill Ryan, Stacey Ryan, David Dubyoski, Veronica Hernandez, Donna Hicks, Larry Shepard, Jack Urbanski, Kim Barnum, Denise Brown, Anne O'Connor, Lurine Kunschman, Mary Dailey, Nancy Shearer, Dave Micelli and Phil Durham

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Evangelization announcements
- Announcement about the homeless shelter
- Objectives for achieving top priorities as voted by Council members
- Words from the Evangelization Committee
- Words from the Planning Committee
- Next Parish Council meeting
- Assignment for next month's meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Evangelization Announcements</b>	<p>Sister Pat Glinka reported that about 30 people have signed up to participate in "Why Catholic" This is normally a 4-year program, but the Parish is only asking people to commit to 6 weeks. Sister Glinka is looking for Group Leaders and informed the team that training will be made available to those needing training. Phil Durham also informed the team that group leadership will not require extreme work.</p> <p>Sister Glinka also announced that she is working on an outreach program to reach out to parents whose children were baptized in the last 4 years. Groups of parents will be invited to attend other meetings, such as the hospitality committee's meeting. Meetings with parents will be held in conjunction with other committee meetings to ensure parents stay involved with the parish.</p>
<b>Announcement about the Homeless Shelter</b>	<p>Veronica announced that Holy Spirit will be participating in the homeless shelter week during October 9 – 16th. She needs help from volunteers who are willing to cook meals, drive vans and/or cover overnight shifts. Any help is appreciated.</p>
<b>Objectives for Achieving Group's Top Priorities</b>	<p>The team discussed at great lengths what objectives should be met to accomplish the priorities as voted on by all group members at last month's meetings. As a reminder the top three priorities the Parish Council will focus on are:</p> <ul style="list-style-type: none"> <li>• develop stronger infrastructure/procedures</li> <li>• develop a mentoring process whereby members may assume leadership roles</li> <li>• foster an active and energized young adult program</li> </ul> <p><b>Some of the members' ideas for developing stronger infrastructure/procedures:</b></p> <ul style="list-style-type: none"> <li>• Continue posting meeting minutes to keep members informed</li> <li>• Organize a booklet to consolidate all of the documentation around meetings, committees, members, events, meeting minutes and more</li> <li>• Work on and update the website (create links to other Harford County parishes)</li> <li>• Ensure liaisons report on the committees to make everyone aware of what committees are doing</li> </ul>

	<ul style="list-style-type: none"> <li>• Use the sign outside the church to draw attention to events</li> <li>• Hold a town meeting</li> </ul> <p><b>Some of the members' ideas to develop a mentoring process whereby members may assume leadership roles include:</b></p> <ul style="list-style-type: none"> <li>• Conduct a committee fair where people can learn about the different committees (revisit in-depth next month)</li> <li>• Use the Why Catholic programs to mentor people</li> <li>• Hold a Town Meeting</li> <li>• Provide church leadership courses and workshops (these may be provided by the Church Institute)</li> <li>• Identify people that could be a part of the Pastoral Council earlier so they may start attending meetings earlier before the new council takes over</li> </ul> <p><b>Some of the members' ideas to foster an active and energized young adult program include:</b></p> <ul style="list-style-type: none"> <li>• Create a program for families and plan "family night" events</li> <li>• Create a newcomer's welcoming committee and give Welcome Baskets to new members (Sister Glinka and Denise agreed to spearhead this committee and will discuss more ideas next month)</li> <li>• Have greeters available at mass on the weekends (the Parish Council decided to arrive at mass a few minutes earlier than usual to greet people at the lobby)</li> <li>• Create a youth organization that holds weekend events and activities for the young</li> </ul>
<p><b>Words from the Evangelization Committee</b></p>	<p>Dave Micelli agreed that a lot of the ideas mentioned at this meeting fall under the Evangelization Committee and he hopes to help the Parish Council with implementation of these ideas. The next Evangelization Committee meeting is on the first Monday in October.</p>
<p><b>Words from the Planning Committee</b></p>	<p>Phil Durham reported that the Planning Committee hopes to have a Parish Plan available by the end of September. Phil requested assistance with the web site. Veronica and Larry volunteered to assist Phil Durham. They will discuss the web site with Phil and will implement changes or make updates together.</p>
<p><b>Next Meeting</b></p>	<p>The next Parish Council meeting will be held on Friday, October 13, 2006 at the Parish from 6:30 to 8:30 pm.</p>
<p><b>Assignment for Next Month's Meeting</b></p>	<p>Members should think about the ideas that were mentioned at this meeting (listed above). At next month's meeting, the Parish Council members will write down what needs to happen to carry out these ideas and accomplish the goals. The members will also begin focusing on the committees in more detail.</p>

#### 4.0 Upcoming Events

1. Holy Spirit Church has signed up to provide volunteers and help for the homeless shelter in Riverside the week of October 9 – 16<sup>th</sup> People should contact Veronica Hernandez to volunteer.
2. The annual picnic is scheduled for Sunday, October 1, 2006 from 12 pm – 3 pm at Mariner Point Park in the Pavilion.

#### 5.0 Action Items

None



# Holy Spirit Church

Meeting Minutes  
October 13, 2006

## 1.0 Attendees

Father Simmons, Sister Pat Glinka, Bill Ryan, Stacey Ryan, David Dubyoski, Veronica Hernandez, Larry Shepard, Jack Urbanski, Kim Barnum, Denise Brown, Anne O'Connor, Lurine Kunschman, and Mary Dailey

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Evangelization announcements
- Obtaining committee updates
- Main focus for achieving the council's top priorities
- Next meeting's date and time
- Assignment for next month's meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Evangelization Announcements</b>	Sister Pat Glinka thanked co-leaders that signed up to help with the "Why Catholic" classes. Sister also reported that parents of the newly baptized children were invited to meet on October 22nd. Sister will determine other meetings for parents to become more involved once she sees how the first meeting goes.
<b>Obtaining Committee Updates</b>	Bill asked all committee liaisons to contact the committee's POC and obtain an update on each committee's status. Liaisons should also obtain a list of that committee's members.
<b>Main Focus for Achieving the Council's Top Priorities</b>	One of the ideas the team agreed upon to help accomplish the priorities the Council will focus on was to hold a Town Hall Meeting. This will allow the Parish Council to obtain input from many members of the church. The members of the Council agreed on the following key points: <ul style="list-style-type: none"> <li>• The meeting will be held after the holidays.</li> <li>• The Parish Council members will wear badges and will sit on a "panel".</li> <li>• The members will work on an agenda at the next meeting in November.</li> <li>• The members will create and will distribute flyers.</li> <li>• The team nominated Mary Dailey to place flyers on people's cars while Mass is in session. ☺</li> <li>• The meeting will be held after the 11:15 am Mass on a Sunday.</li> <li>• A tentative date of January 28th was decided upon, although it will be confirmed at the next meeting.</li> <li>• The team will determine a catchy name for the meeting (i.e. Come Let Your Voices Be Heard, Calling the Holy Spirit Church Community, Build the Parish).</li> </ul>
<b>Next Meeting</b>	The next Parish Council meeting will be held on November 17, 2006 at the Parish from 6:30 to 8:30 pm.
<b>Assignment for Next Month's Meeting</b>	<ol style="list-style-type: none"> <li>1. Committee liaisons should obtain a status update on their committee, along with a list of all current active members so the Committees List can be updated.</li> <li>2. All members of the Council should think of catchy phrases and names for the Town Hall meeting to attract the community's attention.</li> </ol> <p>At November's meeting, the Council will work on advertisements and flyer ideas for the Town Hall meeting. <b>Note:</b> Some possible topics came up for discussion</p>

	at the Town Hall meeting, though no topics were finalized. Members decided that using a topic such as that of getting the Parishes in the Community together may be too controversial and could be misinterpreted. At the next meeting, members will discuss other possible topics to discuss at the Town Hall meeting.
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#### 4.0 Action Items

1. Think of catchy phrases and names for the Town Hall meeting.
2. Finalize plans for gift exchanges for Christmas. The Council members will pull names from a bag and choose a name to conduct a Christmas exchange. A limit of \$10 was established. Members will select names at the next meeting.

# Holy Spirit Church

Meeting Minutes  
November 17, 2006

## 1.0 Attendees

Father Simmons, Lurine Kunschman, David Dubyoski, Jack Urbanski, Kim Barnum, Bill Ryan, Stacey Ryan, Denise Brown, Anne O'Connor, Sister Pat Glinka, Veronica Hernandez, Larry Shepard, and Mary Dailey

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Status of Committees
- Marketing Strategies for the Town Hall Meeting
- Town Hall Meeting Agenda/Topics for Discussion
- Next meeting's date and time
- Assignment for next month's meeting
- Action Items

## 3.0 Meeting Minutes

Topic	Main Discussion
Status of Committees	<p>Education - Kim reported that there was no activity to report at this time.</p> <p><b><u>Evangelization</u></b></p> <ul style="list-style-type: none"><li>• Sister Glinka reported that she will attend a meeting on Monday, November 20th and will see how that goes to report more.</li></ul> <p><b><u>Planning</u></b></p> <ul style="list-style-type: none"><li>• Mary reported that Phil mentioned he will meet with Veronica to discuss the web site and updates to it. She also reported that it may be good to have the Phil attend the next meeting before we fully plan what we will discuss at the Town Hall meeting since there may be overlap in what the Planning Committee and Parish Council members are trying to accomplish.</li></ul> <p><b><u>Finance</u></b></p> <ul style="list-style-type: none"><li>• Mary reported there was nothing to report. Finance is finance.</li></ul> <p><b><u>Outreach/Service</u></b></p> <ul style="list-style-type: none"><li>• Anne reported that Erma is currently actively working on the Sharing Table. Erma could use more help with this project.</li><li>• Erma also runs the Day Shelter project. People prepare a casserole the third Monday of every month. Erma also would like more help with this.</li><li>• Finally, Erma is running the Giving Tree project where 4 people are working together to give gifts to a local elementary school.</li></ul> <p><b><u>Liturgy</u></b></p> <ul style="list-style-type: none"><li>• Father reported that there is a need for readers and for individuals to light the Advent candles during mass on Sundays. He suggested the Parish Council members could help. He also mentioned that he wants the members of the Council to continue greeting people when they come to mass.</li></ul> <p><b><u>Youth</u></b></p> <ul style="list-style-type: none"><li>• Larry reported that the Halloween Party went well. There were many children at the party. He needs to follow up with Brian to discuss upcoming activities.</li></ul>
Marketing Strategies for the Town Hall Meeting	<p>The Parish Council decided to move the Town Hall meeting to a date in February. Several ideas were discussed in-depth:</p> <ul style="list-style-type: none"><li>• Phil will be invited to attend the meeting in January so he can listen to the Parish Council's ideas and share his thoughts or insight with the Council to prepare for the Town Hall meeting.</li><li>• The group agreed that several techniques would be used to advertise the Town Hall meeting, including: bulletin, web site, sign up sheets in the back of</li></ul>

	<p>church, a large sign in the back of church or at church entrance, an announcement in the January Newsletter and hand-delivered flyers.</p> <ul style="list-style-type: none"> <li>• The members of the Parish Council will wear name tags, which Sister Glinka will make.</li> <li>• Veronica will contact Kathy and request for a notification to be placed in the bulletin during the holiday season to attract people’s attention early.</li> <li>• Veronica passed around sample flyers, which the members of the Council reviewed. Several key phrases and catchy terminology were suggested. Veronica has written down those ideas on the actual flyers and will make changes to the flyers as necessary. Veronica will send out revised samples before the next meeting. Some phrases and ideas that came up for the flyers are:             <ol style="list-style-type: none"> <li>1. Where are you? (Where is Waldo theme)</li> <li>2. Come Help Build a Stronger Parish Community</li> <li>3. Building Your Parish</li> <li>4. It Takes a Village</li> <li>5. Don’t Be Left Behind</li> <li>6. Come be a Part of It</li> <li>7. Help Shape the Future</li> </ol> </li> </ul> <p><b>Note:</b> We will not use the word “Change” in the flyers to avoid scaring those people that do not like change or that view change negatively.</p> <p>In conclusion, the marketing strategies for the Town Hall Meeting are progressing well.</p>
<p><b>Town Hall Meeting Agenda/Topics for Discussion</b></p>	<p>The members of the Parish Council discussed some ideas for the agenda of the Town Hall meeting. The main thing the Parish Council wants to communicate to attendees is that we want the Parish Community to provide suggestions to help shape the direction of the Parish. The Council wants to obtain feedback and wants to brainstorm to determine how it needs to improve. This will be a good chance for the next generation to share their thoughts on what they want to see done in the future at our Parish so they are more involved.</p> <p>Members wanted to see a copy of the survey and responses the Planning Committee gathered about two years ago because they thought it would be helpful in shaping some of the agenda topics for the Town Hall meeting. Though it was said that the responses were not helpful, Sister Glinka provides copies to those interested after the meeting.</p> <p>It was suggested that the meeting be held for two hours. The tentative agenda will be:</p> <ul style="list-style-type: none"> <li>• Introduction and Our Mission (can have PowerPoint slide with all the people and a blank head the says, “Where Do You Fit In?”); 10 minutes</li> <li>• Where We Are Currently (can have PowerPoint slides with pictures to showcase some of our events and activities we have had); 10 minutes</li> <li>• Father’s Future</li> <li>• Regional Planning in Process (which is currently being planned by the Archdiocese); this will help us unite as a Parish and be prepared to have our voices heard when we are invited as a Parish to participate. On February 6th, the Archdiocese will hold the next meeting and we may be asked to attend.</li> <li>• Discuss the three things that Bishop suggested we focus on (from the Report</li> </ul>

	by Bishop Rozanski) <ul style="list-style-type: none"><li>• Discuss Recommendations for Parishioners that were in the report the Bishop provided (can have a PowerPoint slide with the 5 things the Bishop suggests the Parishioners can do and we can get audience input on how we can accomplish these)</li></ul>
<b>Next Meeting</b>	The next Parish Council meeting will be held on December 17, 2006 at the Parish immediately following the 11:15 am mass. Members of the Parish Council picked names to exchange gifts for Secret Santa on December 17 <sup>th</sup> .
<b>Assignment for Next Month's Meeting</b>	Continue thinking of ideas for the Town Hall meeting. Veronica will revise the sample flyers and will distribute new samples. Bill will work on the Briefing Statement to open the Town Hall meeting so everyone can review it at the next meeting.

#### 4.0 Action Items

1. Bill will work on a briefing statement.
2. Veronica will revise the sample flyers.
3. Veronica will check if she can borrow the projector from her job for the Town Hall meeting.
4. Everyone will bring in Secret Santa gifts.

# Holy Spirit Church

Meeting Minutes  
December 17, 2006

## 1.0 Attendees

Father Simmons, Lurine Kunschman, David Dubyoski, Jack Urbanski, Kim Barnum, Bill Ryan, Stacey Ryan, Denise Brown, Anne O'Connor, Sister Pat Glinka, Veronica Hernandez, Larry Shepard, and Mary Dailey

## 2.0 Topics Discussed

The following topics were discussed at the meeting:

- Town Hall Meeting
- Regional Council Meeting
- Next Meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Town Hall Meeting</b>	The Town Hall Meeting will be held on February 25th after the 11:15 am mass. Veronica will send a request to Kathy to put a Save the Date notice in the bulleting. After the holidays, Bill will work on the briefing statement with Veronica and they will start putting together a presentation
<b>Regional Council Meeting</b>	The Regional Council meeting held by the Archdiocese will be held on February 6 <sup>th</sup> at 7 pm. Father Simmons would like for the Parish Council to plan on attending. Father Simmons will provide more details at the next Parish Council meeting next month.
<b>Next Meeting</b>	The next Parish Council Meeting will be held on Thursday, January 11 <sup>th</sup> at the Parish Center from 6:30 – 8:30 pm.

## 4.0 Action Items

1. Enjoy the holidays.