

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
- Town Hall Marketing Procedures
- Regional Council Meeting
- Upcoming Events
- Home Assignment
- Next Meeting

3.0 Meeting Minutes

Topic	Main Discussion
Town Hall Meeting	<p>The Town Hall Meeting will be held on February 25th after the 11:15 am mass.</p> <p>In preparation for the Town Hall meeting, the members agreed to have another meeting in February prior to the Town Hall meeting.</p> <p>Bill mentioned that Phil Durham sent everyone an e-mail message in which he provides an attachment of the St. Ignatius Church bulletin where they announce their Town Hall meeting. Phil also provides (in his e-mail message) some of his thoughts on our Town Hall meeting. Bill wants everyone to read this to consider Phil's advice as we prepare for the Town Hall meeting. When we had a Town Hall meeting 4 years ago, many people thought it was a waste of time. We do not want people to feel that our Town Hall meeting this year is a waste of time, therefore Bill asked the members to heed to Phil's advice.</p> <p>Bill went over his briefing statement with the members. In general, the Town Hall meeting will open with a welcome statement, followed by introductions and then a presentation. The presentation itself will focus on Bishop Rozanski's report. Specifically, the Town Hall meeting presentation will focus on the commendations and recommendations for the Pastoral Council and the Parish Community (in that order). One of the slides in the presentation will display the goals of the Parish Council as they have been prioritized by members. The following suggestions/ideas were mentioned and will be accomplished:</p> <ul style="list-style-type: none">• Each of the council's goals will be displayed on one slide.• The presentation will list what the Council has accomplished so far – Greeters, Town Hall meeting, etc.• There will be one slide that lists all committees.• The presentation will wrap up with something similar to "So now you know where we are, and where we're going. We will take questions and comments at this time."• We will have back up slides that we will discuss (with questions) to engage attendees in the event no one asks questions.• We will be prepared to answer inevitable questions that may arise, such as the future of the Parish in case of Father Simmons' absence (in the event this is brought up, the members will be ready to address it).• Father Simmons does not want to address questions at the Town Hall meeting; he prefers the Council address all questions.

	<ul style="list-style-type: none"> • Sister Glinka, Lurine and Father Simmons will be present with all members of the Parish Council to lead the Town Hall meeting. • We will ensure attendees understand that the Council will stay until all questions are answered (if we don't know the answers we will write questions down and follow up with attendees later). • We will have a sign in sheet to capture attendance at the meeting. <p>The most important goal to accomplish is to listen and get the attendees engaged and have them realize that a Parish is not just a priest and an audience. They are the Parish and what makes the Parish what it is today.</p> <p>Members of the Parish Council will ensure that this meeting's discussions are actually followed up on. Bill stated that the biggest mistake the Parish has made in previous years is that it has failed to follow up on what it says it will do. Based on the discussions that come out of this meeting, the Parish Council will determine where it needs to go next and what its focus will be in coming months.</p> <p>Veronica and Bill will work on the Town Hall meeting presentation.</p> <p>Note: There will be no refreshments and no sign up sheet (prior to the meeting) for the Town Hall meeting.</p>
<p>Town Hall Meeting Marketing Procedures</p>	<p>The following tasks will be accomplished to ensure the Town Hall Meeting obtains enough publicity and that the Parish is well aware of the meeting's occurrence:</p> <p>Announcement at Mass – Father Simmons will start announcing the Town Hall meeting at next week's (January 27th – 28th) masses.</p> <p>Flyers – Veronica will update the flyers and will send them to the Council members. Lurine will take care of making all copies to distribute at weekend masses starting on February 10th (10 color copies to hang around for publicity and 1,000 black/white copies for distribution). Members of the Council will attend each weekend mass and hand out the flyers as people are leaving masses. The following schedule has been agreed upon for distribution of flyers:</p> <ul style="list-style-type: none"> February 10th evening mass – Bill, Jack, Denise February 11th 8:30 am mass – Anne, Bill, Stacy, Mary February 11th 11:15 am mass – Kim, Lurine, David February 17th evening mass – Bill, Sister Glinka February 18th 8:30 am mass – Anne, Bill, Stacy, Mary February 18th 11:15 am mass – Kim, David, Veronica, Larry, Denise February 24th evening mass – Mary, Denise, Sister Glinka, Veronica February 25th 8:30 am mass – Anne, Bill, Stacy, Mary February 25th 11:15 am mass – Kim, David, Veronica, Larry, Denise <p>Bulletin publication – Veronica will send an e-mail to Kathy to request that a notice be placed in the bulletin starting with next week's. Anne suggested that each week's message be slightly different. Veronica will utilize the bullet points from the actual flyer to vary the message in the bulletin each week.</p> <p>February Newsletter publication – Veronica will send an e-mail message to Kathy requesting that a message be placed in the February Newsletter to inform people of the Town Hall meeting.</p> <p>Web site announcement – Veronica will send a copy of the bulletin to Phil Durham and will request the notice be placed on the web site.</p>

Holy Spirit Church

Meeting Minutes
January 18, 2007

Regional Council Meeting	The Regional Council meeting held by the Archdiocese will be held on February 6 th at 7 pm at St. Mary Magdalene. It was decided that Veronica, Anne and Mary (if possible) will attend the meeting with Father Simmons. The members attending will meet in the church parking lot at 6:30 pm to carpool. Members will listen to discussions about the parish and will bring the Parish Council to date with all information.
Upcoming Events	Sister Glinka made two announcements related to upcoming events: <ul style="list-style-type: none">• Sister Glinka announced that on Sunday, March 4th, the Planning Committee will host the Family Dinner Dance from 5 pm to 8 pm. The dinner will be catered by Sapore Di Mare and a DJ will be present. It was determined that each member of the Parish Council will contribute a kitchen item to donate to a gift basket that will be given as a door prize. The item should be limited to \$2.00 and should be brought to the next meeting.• Sister Glinka reviewed a calendar of events (distributed handout) and requested we help by letting her know of anyone we may know who is interested in attending the events.
Home Assignment	Members of the Parish Council must: <ol style="list-style-type: none">1. Bring in a kitchen item to place in the gift basket for the Family Dinner Dance2. Review Bishop Rozanki's report and come up with one question to ask Town Hall meeting attendees in case there is little discussion (to solicit participation)3. Bring 2-3 people to the Town Hall meeting
Next Meeting	The next Parish Council Meeting will be held on Friday, February 9 th at the Parish Center from 6:30 – 8:30 pm.

4.0 Action Items

1. Veronica will update the flyer for the Town Hall meeting and will send e-mail messages to Kathy and Phil to request notices be placed in the bulletin, the next Newsletter and on the web site.
2. Veronica and Bill will work on the Town Hall meeting presentation. Mary is available to assist.

Holy Spirit Church

Meeting Minutes
February 9, 2007

1.0 Attendees

Father Simmons, Lurine Kunschman, Jack Urbanski, Kim Barnum, Bill Ryan, Stacey Ryan, 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:

- Regional Council Meeting Update
- Review of each member's thoughts on the Parish
- Final notes on the Town Hall meeting
- Next Meeting

3.0 Meeting Minutes

Topic	Main Discussion
Regional Council Meeting Update	<p>Sister Glinka, Anne O'Connor and Father Simmons attended the Regional Council meeting. They provided a status update on the discussions that took place at the Regional Council meeting.</p> <p>Sister passed out handouts from the Regional Council meeting. She reviewed the planning process for the Harford region. She requested that each person read the first page, which reviews the planning process in Harford County, to go over the principles, which are important. There were 6 principles. The Hope that Lies before us – talks about lack of priests and therefore we need to plan on this. Sister stressed the importance of the fact that, "No parish will be priestless - all parishes will have access to a priest even if he does not reside at the parish." She reviewed the 6 principles in depth. These are the main points that were emphasized at the Regional Council meeting. Sister asked each person to read the last page – the Appreciative cycle. This is the cycle that will be used to plan for Harford County parishes. Planning (last page) talks about the planning of this process, which starts on August 6th. The process will take 2.5 to 3 years.</p> <p>The Regional Council wants the Parishes to take in between steps during August to January. The regional council wants us to "share" information on the second chart (who we are and what we are doing well, etc).</p> <p>Then at the Feb 7th meeting next year, we will look at what we should be and where we should go next.</p>
Each Member's Thoughts on the Parish	<p>As a group, the Parish Council discussed what each person commended the Parish for. Some of the commendations that came up, included:</p> <ul style="list-style-type: none">• FISH• Sharing Table• Homeless Shelter• First Communion and Confirmation• Laid back atmosphere and the Parish Picnic <p>Each member mentioned his/her commendations:</p> <ul style="list-style-type: none">• Larry –activities with children/teens, getting kids involved, picnic, dance, homework help. Larry said it was sad that more kids are not involved• Mary – Friendly community, the use of the hall – for all we use it outside of the Parish (strong community builder)• Lurine – laid back, easy to be here, comfortable• Kim – how they try to keep with traditions, like bike-a-thon and bake

	<p>sale, liturgy, and the fact that it's a small parish and you see familiar faces</p> <ul style="list-style-type: none"> • Stacey – we don't make made an island to ourselves; we participate in blood drives and other activities with other parishes • Bill – likes the Liturgy and that the Parish lets us be who we are. You can make this place what you want it to be. As long as you are proactive you can run with your ideas. • Bill –It's an older community but every mass is still full. • Jack – he likes the ability to know everyone. He comes in and sees all familiar faces. He comes from big churches and he used to be altar boy and never knew anyone. CCD vs. Catholic School - Went to public school and he was alienated from Catholic School Church. Here that is not a problem. • Veronica – Homeless shelter and kids being involved.
<p>Town Hall Meeting – Final Notes</p>	<p>Anne suggested we use these commendations and feedback and incorporate them into the Town Hall meeting. She suggested using a statement like, "here is what we are doing well and now please tell us your ideas and what you think".</p> <p>The Parish Council decided to incorporate the principles of the Regional Council in the presentation at the Town Hall meeting. Veronica will update the slide show to reflect some of the Council's ideas.</p> <p>The members will try to use some of the Regional Council's points in the event no one provides input. Father suggested we use a similar strategy and ask people to tell us what they do not like and try to obtain feedback in this manner.</p> <p>The following points were discussed in finalizing the Town Hall meeting:</p> <ul style="list-style-type: none"> • Bill suggested we come in on Saturday, February 24, 2007 to practice setup. Veronica will borrow a projector to utilize for the Town Hall meeting. • Microphones – Father will have them set up and people can walk to them and speak. We will have two microphones just in case we need them and people can choose to use them or not. Each person will have 2 or 3 questions to be prepared in case we need to encourage participation. • Lurine has made copies of the flyers and has those ready for distribution. • The team reviewed the mass schedule for flyer distribution. On February 24, 2007, Veronica and Larry will be unavailable for distribution. Flyers will be in the sacristy. • Father gave final words of advice, "Keep it simple and short". • The team decided to create a sign in sheet for people to sign in. Bill will bring in the clipboards; name and e-mail address will be collected on the sign in sheets, which Veronica will prepare. • Bill confirmed that no one minds speaking up if questions are addressed to specific individuals. • The team walked to the Church building to determine setup of laptop and projector.
<p>Next Meeting</p>	<p>The next Parish Council Meeting will be held on March 9th at the Parish Center from 6:30 – 8:30 pm. The team will touch base quickly after the Town Hall meeting to confirm meeting agenda/meal.</p>

4.0 Action Items

1. Invite 3 people to the Town Hall meeting.
2. Have 2-3 questions ready to ask audience.
3. John Carroll High School Basketball game with teams of priests – if we could get families involved to attend that, it would be great. The game is on Friday the 23rd of February. Father mentioned the high school also has an evening mass at John Carroll where kids get involved. These events facilitate the participation of younger people. If these things have good turnout they may be held more frequently.

Holy Spirit Church

Meeting Minutes
March 9, 2007

1.0 Attendees

Father Simmons, Lurine Kunschman, Jack Urbanski, Kim Barnum, Bill Ryan, Stacey Ryan, Sister Pat Glinka, Veronica Hernandez, Larry Shepard, Mary Dailey, Dave Micelli and Ed Stricker

2.0 Topics Discussed

The following topics were discussed at the meeting:

- Review of questions and concerns raised at the Town Hall meeting
- Next Meeting

3.0 Meeting Minutes

Topic	Main Discussion
Recap of Town Hall meeting	The Town Hall meeting was successful. There were approximately 60 people in attendance, despite the snow.
Review of questions / concerns raised at the Town Hall meeting	<p>There were eight main issues raised at the Town Hall meeting. Members of the Parish Council reviewed each issue in depth and determined appropriate response and way to handle each concern. The issues can be found in detail in the Town Hall meeting minutes. The response to each concern was as follows:</p> <p>Concern # 1: Lack of a choir Response: In the past there has not been enough interest in a choir. The Parish spent money on books in the past and there was not enough interest. The members of the Council discussed possible solutions. One solution was to hire a cantor. While some people thought a cantor would be too overpowering, Dave Micelli said he would reach out to a friend to see if he could generate interest. Since Pat Stilwell (who raised the concern) volunteered to participate in a choir, the Parish Council will ask Pat to try to generate interest when she is available. Once she has generated interest, she can let us know what she needs from the Parish Council and the Council will support her needs to ensure the concerns caused by the lack of a choir are mitigated, if possible. Lurine will serve as a liaison and will be the main point of contact for Pat Stilwell. Action Item: Veronica will send Pat an e-mail to see if she is willing to generate interest and if she will come to us when she has more information and can tell us what she needs from us to support.</p> <p>Concern # 2: Construction of a bell tower Response: Based on previous attempts to erect a bell tower, the group feels that this may be hard. The team discussed possible solutions or alternatives to a bell tower. Ed Stricker mentioned that he saw a steel cross in front and we could try to erect one as such with built in speakers. Currently, we have exhausted our efforts on this. Veronica will send Scott Spampinato (who raised the concern) an e-mail message informing him that we have exhausted our efforts as a parish. We may revisit this in the future. If Scott has any concerns, he can speak to the stewardship committee about their previous architecture plans and documentation the stewardship committee has from previous attempts. Action Item: Veronica will send Scott an e-mail message informing him that we have exhausted our efforts as a parish. We may revisit this in the future.</p> <p>Concern # 3: Financial Report Response: The Parish Council discussed finances of the Parish. The Parish Council members discussed ideas for educating the parishioners concerning the finances of the Parish. One idea that came up was sending an awareness letter</p>

	<p>to parishioners with offertory envelopes. Another idea that came up was allowing parishioners to make contributions to the Parish via credit card payments. In conclusion, the Parish Council decided they will bring the issue raised to the attention of the Finance Committee so they may educate parishioners concerning the finances of the parish.</p> <p>Action Item: Mary will speak with Phil and the finance committee to see if they can educate the Parish Council regarding financial concerns.</p> <p>Concern # 4: Loss of Parish members to St. Stephen and nearby Parishes Response: The Parish Council agreed that if we make Holy Spirit Church the place of first choice, we do not have to worry about losing members to other Parishes. Members of the Council agreed that the Parish needs to focus on building a strong community internally and with all members and the Council needs not worry about what other Parishes are doing. Lurine mentioned that there are joint efforts to get youth and parishioners more involved. Lurine voiced concerns with other people over-stepping on the Youth Committee. Lurine mentioned that the Youth Committee is planning a lot of activities in the near future.</p> <p>Concern # 5: Youth Minister Response: There was not a lot stated concerning this issue.</p> <p>Concern # 6: General thoughts of the Parish by one member and hospitality of church Response: The Parish has a welcoming group which is overseen by the Hospitality Committee under the Evangelization group. Action Item: Denise will talk to Bobby Patton to ensure we are continuing out efforts to welcome new members into the Parish.</p> <p>Concern # 7: Maintenance envelopes and knowledge of finances Response: The response to this issue was related to the third concern dealing with the financial report. The Parish Council members agreed that the Finance Committee should handle this concern. Action Item: Mary will speak with Phil and the finance committee to see if they can educate the Parish Council regarding financial concerns. Veronica will send Lawrence Hicks an e-mail letting him know that we will look into ways to educate the parish through the Finance Committee.</p> <p>Concern # 8: Youth surveys to learn about activities the youth would be interested in Response: Lurine confirmed that the Youth Committee is taking an active role in involving the youth more.</p>
Next Meeting	The next Parish Council Meeting will be held on April 20 th at the Parish Center from 6:30 – 8:30 pm.
Miscellaneous	May 1 st – Harford Catholic Assembly meeting; we will need 3 volunteers to attend the meeting. This will be confirmed at the next Parish Council meeting.

4.0 Action Items

1. Veronica will send Pat an e-mail to see if she is willing to generate interest and if she will come to us when she has more information and can tell us what she needs from us to support.
2. Veronica will send Scott an e-mail message informing him that we have exhausted our efforts as a parish.

Holy Spirit Church

Meeting Minutes
March 9, 2007

3. Mary will speak with Phil and the finance committee to see if they can educate the Parish Council regarding financial concerns.
4. Veronica will send Lawrence Hicks an e-mail letting him know that we will look into ways to educate the parish through the Finance Committee.
5. Denise will talk to Bobby Patton to ensure we are continuing out efforts to welcome new members into the Parish.

Holy Spirit Church

Meeting Minutes
April 20, 2007

1.0 Attendees

Father Simmons, Lurine Kunschman, Jack Urbanski, Kim Barnum, Bill Ryan, Veronica Hernandez, Larry Shepard, Dave Dubyoski, Denise Brown

2.0 Topics Discussed

The following topics were discussed at the meeting:

- Final comments on the Parish Council Town Hall meeting and responses received from Parishioners
- Status of current Parish Council members and nominations for the upcoming committee
- Harford County Assembly
- Next Parish Council meeting

3.0 Meeting Minutes

Topic	Main Discussion
Final comments on the Town Hall meeting	<p>In reviewing the last meeting's meeting minutes, Father realized Parishioners had questions about the maintenance expenses for the Parish. Father brought in a report of the Maintenance Fund Expenses for the period of January through March 2007, which confirms that maintenance expenses to total \$8,720.68. Father also brought in an Account Quick Report for this period, which confirms only \$1,243.26 was collected through the Maintenance envelopes. This indicates that we are not raising enough funds for maintenance. Veronica will scan the report and will send it to all Parish Council members. She will also add it to the notebook available at the back of the Church.</p> <p>Veronica mentioned that Scott Spampinato would like more information on our previous efforts to build a bell tower. Father Simmons will speak with Scott concerning this issue.</p> <p>Veronica and Lurine also mentioned Pat Stilwell's response to the e-mail concerning obtaining interest for a choir. Parish Council members will wait on Pat to obtain interest; otherwise, the Council will assume there is a lack of interest.</p> <p>As a Council, members feel they need to focus their energies on other issues that have come up or been raised as concerns, however, Father will try to summarize some of the key points that were raised at the Town Hall meeting in an upcoming bulletin.</p>
Status of Parish Council members and next year's members	<p>Bill and Stacey Ryan will be stepping down from the Parish Council this year. They have fulfilled their two-year membership successfully and cannot devote the time they would like to devote during the upcoming year. Bill feels the Council is strong enough now with its current members. Bill encouraged the members to continue on their path and looks forward to the Committee Fair. Next year, Mary Dailey will take over as the President. Veronica will continue as the Secretary. We will have to fill the seat of Vice President.</p> <p>Father Simmons will generate interest this weekend for the upcoming Parish Council elections and will inform other members of nominations.</p>
Harford County assembly	<p>Father mentioned the Harford County assembly's next meeting is on May 1st. Veronica will be unable to attend since she has class that night. Members will try to see who else can attend the meeting with Father Simmons and Anne.</p>

Holy Spirit Church

Meeting Minutes
April 20, 2007

Next Meeting	The next Parish Council Meeting will be held on June 8 th at the Parish Center from 6:30 – 8:30 pm. This will be the last meeting that Bill and Stacey will attend. At this meeting, new members will be briefed and the group will transition with the new members.
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4.0 Action Items

1. Veronica to scan and send handouts concerning maintenance expenses to all members.
2. Veronica will send Town Hall meeting minutes to all members that attended and provided an e-mail address at the Town Hall meeting.
3. Father will nominate members for the Parish Council (to be members from 2007-2009).
4. Veronica will ask to see if David is interested in attending the Harford County Assembly meetings; these meetings are held once a quarter on a Tuesday night.

Holy Spirit Church

Meeting Minutes
June 8, 2007

1.0 Attendees

Father Simmons, Lurine Kunschman, Sister Pat Glinka, Mary Dailey, Veronica Hernandez, Larry Shepard, Dave Dubyoski, Denise Brown, Anne O'Connor, Jack Urbanski, Mike Perrone, Peggy Doty, Pamela Williams

2.0 Topics Discussed

The following topics were discussed at the meeting:

- Introductions/Welcome
- Parish Council Positions
- Vision of the Council for the Upcoming Year
- The Committees and the Committee Fair
- Next Meeting

3.0 Meeting Minutes

Topic	Main Discussion
Introductions/Welcome	<p>At this meeting we welcomed the new members of the Parish Council. The new members include:</p> <ul style="list-style-type: none">• Mike Perrone• Peggy Doty• Pamela Williams• Kathleen Osborn (not present at this meeting) <p>Each member introduced himself/herself briefly.</p>
Parish Council Positions	<p>Mary Daily announced that Veronica Hernandez would fulfill the Vice President seat, while continuing her duties as the Secretary, if no one had a strong desire to fill the Vice President seat. No one objected or volunteered to fulfill the Vice President role; therefore Veronica is now the Secretary and Vice President.</p>
Vision of the Council for the Upcoming Year	<p>Last year after Bishop Rozanski's visit to Holy Spirit, the Bishop provided a report of recommendations for the Parish Council and suggested where the Parish Council members should focus their attention. In order to achieve some of the recommendations the Bishop suggested, the Parish Council members had determined goals they would focus on during Bill Ryan's presidency. The new President, Mary Daily suggested we continue with the momentum we had. Without objections, it was decided that we would continue to focus on the second item the Council stated they would accomplish, which was a Committee Fair.</p> <p>Note: Bishop Rozanski's report was made available to all new members at the end of this meeting.</p>
The Committees and the Committee Fair	<p>Since it was determined the Council would focus on trying to strengthen participation in the Parish through committee involvement, the Parish Council members discussed all committees in great detail.</p> <p>The standing Committees of the Parish are:</p> <ul style="list-style-type: none">• Outreach and Social Justice• Education• Evangelization• Planning and Finance• Liturgy

	<ul style="list-style-type: none">• Youth <p>We reviewed the last dated list of committees as a team and determined the list needs to be updated. Veronica will update this list with Father's help and will distribute a revised list at the next meeting. Father will send a new list to Veronica to ensure the Parish Council has the most up-to-date information. Members of the Council that have served as liaisons also updated the Parish Council on the status of each committee.</p> <p>Outreach and Social Justice – Anne O'Connor</p> <ul style="list-style-type: none">• Erma is running the FISH program and needs additional volunteers to help her. Erma is also handling the Sharing Table. Since not many people were aware of what the Sharing Table program was at this meeting, more details were provided. The Sharing Table program facilitates a way for churches to give a hot meal and a bag of food to people who do not have enough money. Different churches participate in the program to provide meals and food for people every Saturday. There are 6 churches involved and therefore Holy Spirit Church is only responsible for serving hot meals and providing food every 6 weeks. The Sharing Table occurs at Prince of Peace, where volunteers set up at 10:15 am and serve at 11:30 am. Volunteers are asked to bake a casserole and take it to serve to people in need. Erma will need help with the Homeless Shelter, since she is not actively involved in this. Veronica ran the homeless shelter program last year and will reach out to Erma to determine what next steps need to be taken to help out this year. <p>Education – Lurine Kunschman</p> <ul style="list-style-type: none">• The Education committee is inactive. Currently, Lurine handles religious education for the Youth at the Church, but there are no other active members really helping or participating in religious education. <p>Evangelization – Sister Pat Glinka</p> <ul style="list-style-type: none">• Sister Glinka announced that there has been some activity within the Evangelization committee. For Pentecost, the Evangelization committee gave flames. The Evangelization committee is also looking forward to next year's 45th year anniversary of the Parish. Within the same committee, the Hospitality group has been actively welcoming new members to the Parish. The Hospitality members hold a brunch in which they get to know new members. Pat Stilwell also created a creative to send a welcome flyer to new members. <p>Planning and Finance – Mary Dailey</p> <ul style="list-style-type: none">• Mary reported that the Planning committee has been very active. She will obtain more information and will report on their current status at the next meeting. Mary also reported that the Finance committee does not require a lot of help from the Parish Council since they have a good handle on things. <p>Liturgy – Father Simmons</p> <ul style="list-style-type: none">• Father mentioned there is no active committee for Liturgy. He gets the same volunteers to help all the time. Father expressed concern with the fact that he feels there are not enough Parishioners actively involved. We have to find ways to encourage participation in our Parish and strengthen the committees. He said our goal should be to have at least 4 active members in each committee. Many of the committees are just running on their own with the guidance of one or two people, but there is not enough participation. <p>Youth – Lurine Kunschman and Larry Shepard</p>
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	<ul style="list-style-type: none"> The Youth committee really only has two active members, which are Brian McCarthy and Lurine Kunschman. Brian is active right now with the softball league, for which there is a game on Sunday. There will be a picnic prior to the softball game. Larry will follow up with Brian to <p>In conclusion, while discussing the Committees, it was determined that we need to bring awareness to many of the committees (members of the Parish Council themselves were not aware of some of the activities). Not enough people are active in the committees and the Parishioners' participation is minimal.</p> <p>After discussing the committees, we decided that the goal of the committee fair should be to bring awareness and visibility to the different committees and also to recruit people to participate in the committees.</p> <p>One way to bring visibility and educate Parishioners on the committees is to describe each committee in bulletins. Father will work with Kathy to ensure each week one of the committees is highlighted in the bulletin. This will, hopefully, help us recruit interest, as well.</p> <p>The Parish Council members decided that the best time to hold the Committee Fair would be in January of February. This will allow approximately 6 months for the Parish Council to build interest, educate people on the committees and plan for the fair.</p>
Homework	All members should think of ideas on how to educate the Parishioners on the committees that exist.
Next Meeting	The next Parish Council Meeting will be held on August 3 rd at the Parish Center from 6:30 – 8:30 pm. Mike will be trying to reach Sister Connie so she may shed some light on the role of the Parish Council and educate members on being an effective Parish Council. Sister Connie came last year and old members felt it was beneficial; therefore we will try to get her to visit with us again.

4.0 Action Items

1. Father will send a list of committees to Veronica. Veronica will update and distribute Committees List.
2. Veronica will update the members list.
3. Mike will try to schedule a visit from Sister Connie and will let Veronica know if and when a date is confirmed.
4. Liaisons will touch base with their Committee POCs to get an update on the Committees.

Holy Spirit Church

Meeting Minutes
August 3, 2007

1.0 Attendees

Father Simmons, Mary Dailey, Veronica Hernandez, Larry Shepard, Dave Dubyoski, Denise Brown, Anne O'Connor, Jack Urbanski, Mike Perrone, Pamela Williams and Erma Protokowicz

2.0 Topics Discussed

The following topics were discussed at the meeting:

- Welcome/Opening Comments from Father
- Review of Bishop Rozanski's Report
- Committees
- By Laws
- Harford Assembly
- Homework
- Next Meeting

3.0 Meeting Minutes

Topic	Main Discussion
Welcome/ Opening Comments from Father	<p>Father opened the meeting informing the group that he wanted to start off on a good note and felt many unanswered questions came up at the last meeting. He talked about some of the projects he would like the Parish Council to help coordinate. One project Father needs a volunteer for is the creation of the Pictorial Directory, which is typically published every 5 years. His goal is to get as many parishioners involved and in the book.</p> <p>Father also mentioned that the committees are not as solid as he wishes. Father has started asking Kathy to insert information regarding each committee in the bulletin, but even still has not received much interest. Father believes if the committees are more active, the church would have more involvement. Father thinks the Pictorial Directory may be a good starting point to get activity from parishioners. He suggested the Pictorial Directory include individual pictures, along with committee group pictures.</p> <p>Father expressed his thoughts on the role of the Parish Council members. He stated the Parish Council members do not have to do all the work themselves. The Parish Council members simply must oversee. They must gain other people's involvement, delegate work to them and oversee to ensure projects are completed. The role of the Parish Council is to steer the other committees if necessary. Father wants the Parish Council to be open to all ideas, even those that were raised in the past.</p>
Review of Bishop Rozanski's Report	<p>Mary distributed a handout which outlined the recommendations provided to the Parish by Bishop Rozanski. The handout consisted of the recommendations for the Pastoral Council, the key tasks which the Pastoral Council should focus on, the objectives the Council outlined to address the recommendations last year and the commendations for the Parish Community. The Parish Council decided last year it would focus on the following objectives to begin addressing the recommendations:</p> <ul style="list-style-type: none">• Promote the Church's website• Hold a Town Hall Meeting• Hold a Committee Fair• Provide Greeters at weekly masses <p>The first two objectives have already been completed and we continue to</p>

	provide greeters at mass. The Council will focus now on the Committee Fair.
Committees	<p>Father Simmons has also been highlighting each committee in the weekly bulletins to bring attention to each committee. He hopes this will help Parishioners learn about and become interested in the committees. Our goal now is to educate the parish members on all committees and gain interest in them and then present the committees at the Committee Fair to teach people about each committee's role. One idea that was mentioned was having someone from each committee talk about each committee to those attending masses. The brief introduction should inform mass attendees the role of committee members, the commitment required and other details about the specific committee.</p> <p>Father expressed concern at the fact that we have committees with no members.</p> <p>Erma Protokowicz took time to review the activities handled by the committee she leads, Outreach and Social Justice. She started with a history of how the Sharing Table began with the involvement of Susan Graper. She confirmed that each church participates 3-4 times a year. The Sharing Table has been taking place at Prince of Peace. They usually have 12 people and 1 greeter participating. The 12 people serve meals. Often times, someone also hands out clothes. Since Susan Graper took over the homeless shelter, Erma has been responsible for the Sharing Table.</p> <p>Erma also talked to the Parish Council about the Welcome 1 Fellowship. She mentioned it is for people who have no where to go during the day. People go to the new Hope Christian Center in Edgewood from 9 am to 1 pm on weekdays. There are computers and other resources available to help people find employment.</p> <p>Finally, Erma also handles the Giving Tree, Narthex and Senior Bingo. Erma mentioned in the past, the Giving Tree focused on giving gifts to senior citizens. However, now the Giving Tree gives gifts to children in local schools.</p> <p>Erma stated it would be good to write up the accomplishments of the committees as some committees have accomplished so much.</p> <p>Erma concluded by telling us she will not be responsible for the Homeless Shelter volunteer coordination. Veronica will touch base with Susan Graper and will take lead on the homeless shelter with Peggy Doty's help.</p> <p>Overall, we need to provide the parishioners with more specific details on all the committees. We need to communicate to our Parish, the staffing issues we are facing, the accomplishments of each committee and the specific tasks and roles that need to be fulfilled in each committee.</p>
By Laws	Mary asked everyone to read the By Laws in detail and highlight changes which must be made so the By Laws can be updated. Suggestions for changes are welcomed.
Harford Assembly Update	The team members who attended the last Harford Assembly meeting provide an update on what was discussed at the last meeting. Basically, there are only few ordinations expected to the year 2015, which means there will be a shortage of priests and deacons. The churches will be expected to share priests if the shortage affects us. At the assembly meeting it was stated that churches should begin to work "together". For example, churches should plan events as groups.

Holy Spirit Church

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August 3, 2007

	<p>This may also facilitate opportunities for co-oping positions where one person can work part-time at several churches totaling into a full-time position. The assembly is also trying to pair churches up and provide Sister churches. Our sister church is St. Elizabeth in Baltimore City (Father Dousch). At this meeting, they also encourage churches to pool their resources together. The next Harford Assembly meeting is on September 11th at Mary Magdalene. David, Anne and Mike will attend with Father Simmons.</p>
Homework	<p>Take what was learned at the Parish Council meeting on 8/3/07 about the committees and provide ideas on what to do with that information to disseminate to the parishioners.</p> <p>Highlight sections in the By Laws which need to be updated.</p>
Next Meeting	<p>The next Parish Council Meeting will be held on September 21st at the Williamsburg Inn. Deacon Paul Mann will attend to educate the Parish Council on the duties of the council. Father Simmons will make reservations.</p> <p>The meeting in October is scheduled for October 12th at 6:30 pm at the Parish Center. Veronica will discuss pizza order with Lurine.</p>

4.0 Action Items

1. Father will make reservations for dinner at Williamsburg Inn on September 21st.
2. Veronica will send bulletin update requests to Kathy about the mass on October 1st and the Dinner at the convention center on September 6th for the send off of the Cardinal.
3. Liaisons will touch base with their Committee POCs to get an update on the Committees.

Holy Spirit Church

Meeting Minutes
September 21, 2007

1.0 Attendees

Father Simmons, Veronica Hernandez, Larry Shepard, Denise Brown, Anne O'Connor, Jack Urbanski, Mike Perrone, Lurine Kunschman

2.0 Topics Discussed

- Deacon Paul Mann's presentation: The Pastoral Council as a Visioning and Planning Leadership Body
- Future of Harford County with the BRAC
- Conclusion of Deacon Paul Mann's presentation
- Father Simmons' announcements
- Homework
- Next meeting

3.0 Meeting Minutes

Topic	Main Discussion
Deacon Paul Mann's Presentation	<p>Deacon Paul Mann commended Father Simmons for recruiting a young Parish Council. He started out by providing a history of the Parish Council and how the concept of Parish Council's came about. He confirmed that in the early 90s Parish Council's were not as effective. We moved to a concept which allowed Parish Councils to advise the Parish on what were larger, higher-level issues. The Parish Council is a visionary body for the future of Parishes.</p> <p>In the old days, the Catholic religion was a pyramid: The Pope was at the top of the pyramid, followed by the Cardinals, then the Archbishops, then the Bishops, the Priests, the Brothers/Nuns and Sisters, and finally the Laity. Back then, those people that were Jewish, Protestant, Islamic, etc. were left outside the pyramid. Then with the Vatican 2, the Church introduced a new way of seeing things. The Pope was placed in the middle of a circle. The outer layers of the circle were composed of the staff, the Parish Council, the Committee chairpersons, the Committee folks and the mass attendees. Everyone's job is outward. The concept is to go out and reach out to the people that are not involved in the church at all.</p> <p>Concepts to think about were outlined in the presentation.</p> <p>Slide 2: Move from reacting to the present and building for the future Focus on inter-relationships Reflect on patterns</p> <p>Deacon Mann confirmed that many people in a Parish think the priest does all the work. But in reality, the community must do the work and keep everyone involved and active in the Parish.</p> <p>Deacon Mann stated that all committees' focus interrelates in one way or another. The five core concepts of the Parish Council are:</p> <ul style="list-style-type: none">• Mission – Carry out the mission• Consensus – Get everyone on the same page• Plan – Make sure plan moves forward• Oversight – Provide high-level oversight• Spiritual Formation – Set the tone and mood <p>For these concepts to be able to be carried out, communication is very crucial. Furthermore, Parish council members and committee members must support each other.</p> <p>Deacon Mann stated that the plan is in the people. He stated that Parish Council</p>

Holy Spirit Church

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September 21, 2007

	<p>members must lead by example and stay focused on the mission. Council members should try to lead with a consensus and focus on the future of the Parish.</p> <p>Deacon Paul Mann also provided insight on the basics of planning.</p> <p>Note: Deacon Mann will send the presentation to Veronica so she can make it available to Parish Council members.</p>
Future of Harford County and BRAC re-alignment	<p>Deacon Paul Mann recommended for the Parish Council to keep an eye on the activities occurring with the BRAC and the re-alignment of military bases. He strongly believes the Parishes are going to boom due to the number of people expected to move into Harford County. Many Parishes will be affected, including: Holy Spirit, St. Patrick's in Havre De Grace, Joan of Arc, Prince of Peace and St. Francis d'Assails. The Parish Council needs to be prepared for what's coming ahead.</p> <p>This raised a question from Anne O'Connor. Since she has been attending the Harford Assembly meetings, she wanted to know if they should take the BRAC re-alignment into consideration when participating in the regional planning. Deacon Paul Mann did confirm that it should be taken into account. He also suggested we try to promote activities that will be of more interest to younger members.</p>
Conclusion of Deacon Paul Mann's presentation	<p>Deacon Paul Mann suggested the Council members commit to planning, identify Pastoral needs, create opportunities for parishioners to contribute and respond to the Parish's needs.</p> <p>Deacon Paul Mann suggested we try to answer the questions on the last slide of his presentation together as a Parish Council.</p> <p>The last slide states:</p> <p>Where do we go from here</p> <ul style="list-style-type: none"> • With our council? • With the parishioners? • What are the questions we have?
Father's Announcements	<p>Why Catholic begins on Sunday, September 30th. He hopes to have a good turn out. The Why Catholic sessions will take place on Sundays, Monday night, Wednesday and Thursday.</p> <p>Father also made an announcement about the Endowment Funds and including the Church in our wills. On November 3rd, the Parish will be a gathering after the Saturday mass to celebrate the Endowment contributions.</p>
Homework	<p>Review the By Laws and highlight sections where changes are being recommended.</p>
Next Meeting	<p>The next Parish Council Meeting will be held on October 12, 2007 at the Parish Center at 6:30 pm. Lurine will order pizza.</p>

4.0 Action Items

1. Read the By Laws and highlight where you recommend changes be made.

Holy Spirit Church

Meeting Minutes
October 12, 2007

1.0 Attendees

Father Simmons, Mary Dailey, Veronica Hernandez, Larry Shepard, Anne O'Connor, Lurine Kunschman

2.0 Topics Discussed

- New Business

3.0 Meeting Minutes

Topic	Main Discussion
New Business	<p>Wanda needs someone to take over the Pictorial Directory project. All this involves is scheduling and ensuring we have greeters for the picture taking on December 12-15, 2007. Pictures will be taken on:</p> <ul style="list-style-type: none">• Wednesday, December 12, 2007 from 3 pm to 9 pm• Thursday, December 13, 2007 from 3 pm to 9 pm• Friday, December 14, 2007 from 3 pm to 9 pm• Saturday, December 15, 2007 from 9 am to 3 pm <p>There is an informational session on Thursday, October 18th at 1 pm.</p>
Next Meeting	<p>The next Parish Council Meeting will be held on November 16, 2007 at the Parish Center at 6:30 pm.</p>

4.0 Action Items

1. Read the By Laws and highlight where you recommend changes be made.

Holy Spirit Church

Meeting Minutes
November 16, 2007

1.0 Attendees

Father Simmons, Mary Dailey, Veronica Hernandez, Larry Shepard, Anne O'Connor, Lurine Kunschman, Denise Brown, Dave Dubyoski, Peggy Doty, Jack Urbanski, Mike Perrone, Abigail Wilson (guest), Gail Wilson (guest)

2.0 Topics Discussed

- Recap on Old Business
- New Business
- Update on the Youth Group Meeting
- Review of Our Upcoming Mission and Steps to Accomplish
- Assessment of Committees and Next Steps
- Next Meeting
- Action Items

3.0 Meeting Minutes

Topic	Main Discussion
Old Business	Deacon Paul Mann can conduct other presentations. He can deliver workshops on Planning or Retreats. The group did not feel that another workshop was necessary at this time. Father mentioned we did not give the deacon much information on what we wanted him to present to us so he gave us a basic session. If the Council has specific requests for a training workshop, Deacon Paul Mann can deliver a workshop that meets the needs. Anne requested a workshop on Organization of Committees, which focuses more on our current project. Perhaps in the future a workshop of this nature can be delivered.
New Business	<ul style="list-style-type: none">• Father requested that all interested individuals sign up to have their picture taken for the Pictorial Directory. He is certain there are enough volunteers to help out, but is hoping more people will sign up for the actual pictures. As a marketing strategy, it was suggested that information regarding the pictorial be passed around when people are getting their flu shots. The marquis can also be used to advertise the picture taking.• Lurine passed an article on the Hammer Ministry regarding a group of volunteers that help people in their community with home improvement projects. She suggested this is something people in our Parish could do (with the skills and talents of our members). Lurine will discuss this idea with Kathy and will post something in the bulletin to see if anyone is interested.• Mary collected feedback on the Parish Council's By Laws so we can discuss these later. She will gather all feedback and the group will review all proposed changes.• Veronica will start to send reminders to the Parish Council meeting prior to the date of the actual meeting.
Update on the Youth Group Meeting	On November 9 th , the Youth Group held a meeting. This was attended by 6 students and 3 adults. The group discussed ideas they would like to implement in the year to come. Some of the ideas included: <ul style="list-style-type: none">• Creating a prayer garden• Holding a Lock in (slumber party) where they can make sandwiches for the homeless or make rosaries

	<ul style="list-style-type: none"> • Doing arts and crafts and having a game night • Talent show • Having a block party in the summer • Holding a car wash <p>The youth group has also requested that their meetings be moved from Friday night to Sunday afternoons. Lurine also informed the Parish Council that she bought a Nintendo Wii system to try to encourage the youth to come to our events.</p> <p>Father requested to see the youth consistently involved in the Church. Gail mentioned she was impressed with some of the youths' ideas, as they were not just for fun and games. They indicated they want to be involved in the Parish for the spiritual aspects of it. Lurine is working with the Youth to ensure they stay involved in our Parish.</p>
<p>Review of Our Upcoming Mission and Steps to Accomplish</p>	<p>Mary distributed a handout which outlines the mission the Council determined they needed to focus on next, Encouraging Committee Member Participation and Interest.</p> <p>As a group, the Council determined some steps that needed to be taken in order to accomplish this mission. The members of the committee went around the room and stated those steps they deemed most important.</p> <ul style="list-style-type: none"> • Lurine, Denise and Jack – Increase awareness • Mike, Larry and Veronica – Create interest (get the pew potatoes more intrigued) • Dave – Encourage leadership / leadership development • Anne – Educate parish members on the details of committees • Peggy – Market /Advertise on the committees and seek individuals face to face to ask them to volunteer <p>Jack stated he thought it would be good to have another dinner dance, where parents can get to know each other and encourage other parents to become involved in the Parish.</p> <p>Anne suggested we turn around at mass and introduce ourselves to those people we sit beside each Sunday, but whose names we do not know.</p> <p>Father thought everyone's ideas were great. The Parish Council needs to work together to accomplish all of these steps and increase participation in committees.</p>
<p>Assessment of Committees and Next Steps</p>	<p>As a group, the Parish Council assessed all committees. Father is going to follow up with Dave Micelli to determine if the Evangelization Committee will call people that have not signed up for the Pictorial Directory. After much discussion, it was decided that the Council needs to review the list of current members for each committee and see what members are actually active on those committees. Veronica will send out the latest list of Committee Members and the Parish Council liaisons will contact their POCs for the Committees to determine the status and active members of the committees. Veronica needs to try to obtain the phone numbers for the committee members.</p> <p>The Parish Council members will contact the people on the committees and will determine if those people are still interested. Our goal is to find what committees need help and if any need more people. If the committee members are not active and not interested, we will start from ground zero with that committee in</p>

	<p>trying to recruit members.</p> <p>On January 27th, we will have a Committee Social to thank those members that have been active and to try to mingle with committee members and learn more about their committees to determine needs.</p> <p>Father was fearful that committee members will tell us they are okay or active and that we will not try to recruit for those committees, but we ensured him that we are still going to look for interested people for all committees, regardless. We will encourage participation, even if committees are okay.</p>
Next Meeting	The next Parish Council Meeting will be held on December 7, 2007 at the Parish Center at 6:30 pm.

4.0 Action Items

1. Veronica will send the list of committees to everyone. She will also try to get phone numbers from Kathy for all committee members.
2. Committee liaisons will contact committee members to determine status and if the member is actively involved and wants to remain involved.
3. Veronica will send out a reminder for next Parish Council meeting.

Holy Spirit Church

Meeting Minutes
December 7, 2007

1.0 Attendees

Mary Dailey, Veronica Hernandez, Larry Shepard, Anne O'Connor, Lurine Kunschman, Denise Brown, Dave Dubyoski, Jack Urbanski, Mike Perrone

2.0 Topics Discussed

- Pastoral Council's Objectives
- Committee Status
- Pastoral Council Committee Consensus
- Action Items Identified Previously and Next Steps
- Volunteer Social Details
- Next Meeting
- Action Items

3.0 Meeting Minutes

Topic	Main Discussion
Pastoral Council's Objectives	<p>Mary presented a handout, which consisted of the Pastoral Council's objectives:</p> <ul style="list-style-type: none"> • Council reflects and represents the parish community as a whole • Consultative role – not the final say
Committee Status	<p>As a group, we recapped on the status of each committee.</p> <p>Planning – The Planning Committee seems to be solid. They have a plan in place; however there are no committees to implement the plans.</p> <p>Liturgy – There are currently two members in this committee, according to Anne. There is not a need for a large group here. Anne's husband is going to speak to Father about two people he wants to suggest to become a part of this committee. Anne stated that the Liturgy committee wants to get the Parish more excited.</p> <p>Youth – The Youth group is doing well. They are trying to obtain donations for game systems.</p> <p>Education – No committee in place.</p> <p>Evangelization – No status provided. They are currently working on the Pictorial Directory.</p> <p>Social Outreach – Erma is running the Sharing Table and other activities and Veronica is running the Homeless Shelter. They seem to be doing well.</p>
Pastoral Council Committee Consensus	<p>The council reinforced what members have been discussing during the last few meetings concerning the Committees and their status.</p> <p>Basically, the Council has agreed that the Parish must be educated on the committees. There is a need to increase and develop awareness in the Committees. There is also a need to create additional interest in the committees, as well as bridge the gap of interest to participation. The Council needs to encourage and develop leadership and advertise the committees more openly.</p> <p>The Parish has attempted to generate interest in and educate the Parish community on the available committees.</p>
Previously	<p>Mary reiterated what the Council has stated it should work on in the future:</p>

Identified Action Item and Next Steps	<ul style="list-style-type: none"> • That a Volunteer Social should be held to bring Committee volunteers together and learn about the committees and the status of each committee. The Volunteer Social will be held on January 27th. • That a Committee Fair should be held to educate the rest of the Parish on the committees and continue to obtain volunteer interest.
Volunteer Social Details January 27th, 2 pm	<p>For the Volunteer Social, we need to work on and determine:</p> <ul style="list-style-type: none"> • Invitations – Lurine to work on the actual invitation and purchase paper. Veronica will send Luring wording to go on invitation. • Meal/Drinks – Need to determine still • Location – Parish Center • Who/How to Invite – The following people will be invited: John Crossin, Bobby Patton, Nancy Scherer, Beverly Kott, Dave Miceli, Phil Durham, Brian O'Connor, Dick Koslowski, Erma Protokowicz, Mary Smith, Ed Stricker, Joyce Rizi, Dave Strittmatter, Brian McCarthy, Pat and Wanda LeVaseur, Gail Wilson, Maria Schmidt, Knights of Columbus. We will confirm this list at the next meeting. • Agenda - The agenda will consist of: Thanking Volunteers, Share the Vision, Exchange information and committee details/status, check the pulse is still there, create a forum where we can come together and determine if any committee is in need of anything. Veronica will finalize the Agenda.
Next Meeting	The next meeting will be on January 6 th at 12 pm in the Parish Center.

4.0 Action Items

1. Veronica will send Lurine an invitation draft.
2. Lurine will work on the invitations.
3. Veronica will finalize agenda for the Volunteer Social.
4. The members of the Council need to finalize all details for the Volunteer Social.