

# Holy Spirit Church

Meeting Minutes  
January 6, 2008

## 1.0 Attendees

Mary Dailey, Veronica Hernandez-Shepard, Larry Shepard, Lurine Kunschman, Denise Brown, Dave Dubyoski, Mike Perrone, Peggy Doty

## 2.0 Topics Discussed

This meeting was a quick meeting to catch up and discuss final details before the Volunteer Social. The members of the Council wanted to ensure that all details were finalized before the social.

- Volunteer Social
- Other News
- Next Meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Volunteer Social</b>	<p>The Volunteer Social will be held on Sunday, January 27<sup>th</sup> at 2 pm at the Parish Center</p> <ul style="list-style-type: none"><li>• Lurine will send the invitations out this week</li><li>• Lurine will take care of the meal</li><li>• Mary will bring dessert</li><li>• Mike, Larry, Denise, Peggy, Veronica and Mary will arrive at 1 pm to assist with setup and to prepare for the Social</li><li>•</li></ul>
<b>Other News</b>	<p>Veronica will try to get a hold of Mrs. Lister to see if she can help with the Homeless Shelter coordination. She will also send Kathy an email to request if she can be a point of contact if necessary.</p> <p>Father announced that Ash Wednesday will be on February 6<sup>th</sup> and there will be a mass at 7 pm.</p> <p>Mary passed out Fliers for a Committee Fair another Church is going to have on Saturday, January 26<sup>th</sup> after the evening mass. Several team members expressed that they will try to attend to obtain ideas for a future Committee Fair.</p>
<b>Next Meeting</b>	<p>The Volunteer Social will be on January 27<sup>th</sup> and the next official Parish Council meeting will be on Friday, February 8<sup>th</sup> at 6:30 pm in the Parish Center.</p>

## 4.0 Action Items

1. Lurine will send out invitations.
2. Lurine and Mary will take care of meal and dessert, respectively.

# Holy Spirit Church

Volunteer Social Notes  
February 8, 2008

## 1.0 Attendees

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

## 2.0 Topics Discussed

The following topics were discussed:

- Follow up on Volunteer Social
- Next Steps for Our Parish
- Harford County Catholic Assembly
- Next Meeting
- Action Items

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Follow up on the Volunteer Social</b>	<p>Overall, everyone agreed that the Volunteer Social was beneficial. The Parish Council members agreed that they received good insight into what's going on with the committees and what the needs of the committees were.</p> <p>It was evident that we have several people in our Parish that are excited about the Parish and that want to be active in our Parish. It was also obvious that we have several "sub-committees".</p> <p>Mary also reviewed what she observed at the Ministry Fair at Our Lady Queen of Peace Church. She thought their Ministry Fair was very well organized and obtained a lot of exposure.</p>
<b>Next Steps for our Parish</b>	<p>It was decided that the Parish Council members will move forward with a Committee Fair. The goal is to get the Committee Fair organized quickly. We have to get members active and participating in the fair. We need to determine a date when the fair will be held.</p> <p>On February 22nd several members of the Parish Council will meet to work on creating Tri-Folds for each committee to display each committee's information, activities, etc. Peggy, Anne, Lurine, Mary, Denise and Veronica will plan on meeting at 6:30 on February 22nd.</p>
<b>Harford Catholic Assembly</b>	<p>Anne presented some slides that were provided at the Regional meeting. Basically, there is a decrease of clergy to be expected. The Harford Catholic Assembly is looking at ways to staff the parishes. There are several options – we can combine parishes and participate in activities with neighbor parishes. We can also share clergy. The next Regional meeting will be held on May 6<sup>th</sup>. The main focus areas right now are:</p> <ul style="list-style-type: none"> <li>• Priest Allocation</li> <li>• Professional Church Ministry</li> <li>• Life-Long Formation</li> <li>• Management Efficiencies</li> <li>• Faith and Justice</li> </ul> <p>We need to start communicating to the Parish how we plan on addressing the shortage of priests. The Parish will have to let the Harford County Catholic Assembly know what other Parish they hope to join with. Father Simmons will put something in the bulletin to start communicating to the Parish and to begin obtaining feedback from the Parish about how we want to handle these concerns.</p>

# Holy Spirit Church

Volunteer Social Notes  
February 8, 2008

<b>Next Meeting</b>	The next meeting will be held on March 14 <sup>th</sup> at 6:30 pm in the Parish Center.
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#### 4.0 Action Items

All members who have not yet provided feedback on the By Laws will review the By Laws and provide their feedback at the next meeting.

Mary will review the By Laws feedback that has been submitted thus far.

# Holy Spirit Church

Meeting Minutes  
March 14, 2008

## 1.0 Attendees

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

## 2.0 Topics Discussed

The following topics were discussed in this meeting:

- Committee Fair
- Harford County Assembly
- Members for next Parish Council year
- Next Meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Committee Fair</b>	<p>The Parish Council members have decided to pursue the idea of having a committee fair to present all of our committees and to try to recruit members and parish participation. Even though the team has decided to have the committee fair, there is a strong belief that this will not get us what we want – participation from the Parish. We need to continue to follow through and check the pulse of the committees with frequency to ensure they are maintained active.</p> <p>Mary discussed ideas for creation of the tri-fold posters that we should create for each committee. She has created a template which she thinks we should fill out with the help of committee members (to engage members that are actively on the committees).</p> <p>Veronica suggested we invite all active members (those that attended the Volunteer Social) and have a session where together we all create the tri-folds. Mary suggested we only fill the templates out, but type all the information on paper neatly so that the tri-folds look professional.</p> <p>Each member of the Parish Council will work as a liaison with at least two members of each committee to guide and provide assistance during the tri-fold creation.</p> <p>Members will be split up as such:</p> <ul style="list-style-type: none"><li>• <b>Education</b> – Lurine will work on this tri-fold. Veronica will assist.</li><li>• <b>Social Outreach</b> – Mike will work on this tri-fold. He will invite Irma and anyone else she recommends to assist with tri-fold creation.</li><li>• <b>Liturgy</b> – Anne will work on this tri-fold. She will invite Brian and Dick Kozlowski to assist with tri-fold creation.</li><li>• <b>Evangelization</b> – Denise will work on this tri-fold. She will invite Bobby Patton and Dave Micelli to assist with tri-fold creation.</li><li>• <b>Stewardship/Planning</b> – Mary will work on this tri-fold. She will invite Phil Durham and Dave Meneghini to assist with tri-fold creation.</li><li>• <b>Youth</b> – Larry will work on this tri-fold. He will invite Brian McCarthy and Gail Wilson to assist with tri-fold creation.</li><li>• <b>Ways and Means</b> – Jack will work on this tri-fold. He will invite Mary Smith and Maria Schmidt to assist with tri-fold creation.</li></ul> <p>Each Parish Council member listed above will invite the committee members (listed above) with whom they will work. The goal is to invite the committee members to attend a session on April 13<sup>th</sup> at 2 pm to help create the tri-folds. On April 6<sup>th</sup> the Parish Council will meet to set up the tri-folds and to begin initial</p>

	creation of them. Then when the committee members come attend the session on April 13 <sup>th</sup> , the group will only have to fill in the gaps on events and activities each Council actively participates in or has participated in.
<b>Harford County Assembly</b>	The priests in Harford County met recently to discuss the allotment of priests in the parishes. They will be meeting again on April 11 <sup>th</sup> to gather feedback so they can take it back to the assembly on May 6 <sup>th</sup> . Between now and May 6 <sup>th</sup> , the priests will be getting the information they gather out to the parishes to keep the parishes up to date on the feedback they are gathering. Next month, Father Simmons plans on communicating this to the Parish through a bulletin notice.
<b>Members for next Parish Council year</b>	Father Simmons asked if members were willing to stay on for a third year. Mary, Veronica, Larry, Jack, Anne and Denise all agreed to stay on for a third year. Veronica agreed to be President. We will be looking for a secretary and vice president.
<b>Next Meeting</b>	The next Parish Council meeting will be on April 6 <sup>th</sup> at 2 pm in the Parish Center. At this meeting, Parish Council members will work on the beginning stages of the tri-folds. They will begin preparing the tri-fold materials for the meeting with the committee members.

#### 4.0 Action Items

1. Each Parish Council member will call and invite committee members to attend a tri-fold creation session on April 13<sup>th</sup> at 2 pm. Council members will call the following people:
  - Mike Perrone - Irma Protokowicz and anyone she recommends
  - Anne O'Connor - Brian O'Connor and Dick Kozlowski
  - Denise Brown - Bobby Patton and Dave Micelli
  - Mary Dailey - Phil Durham and Dave Meneghini
  - Larry Shepard - Brian McCarthy and Gail Wilson
  - Jack Urbanski - Mary Smith and Maria Schmidt
  
2. Mary Dailey will bring templates of the tri-folds for the Parish Council to begin working on during the session on April 6<sup>th</sup> in preparation for committee member assistance on April 13<sup>th</sup>.

# Holy Spirit Church

Meeting Minutes  
April 13, 2008

## 1.0 Attendees

Mary Dailey, Veronica Hernandez-Shepard, Larry Shepard, Lurine Kunschman, Denise Brown, Mike Perrone, Anne O'Connor, Jack Urbanski, Father Simmons, Peggy Doty, Gail Wilson, Brian McCarthy, Brian O'Connor

## 2.0 Topics Discussed

The following topics were discussed in this meeting:

- Committees
- Homework
- Harford Assembly
- Next Meeting
- Action Items

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Committees</b>	Members of the committees and the Parish Council discussed each committee – activities each committee is focusing on, previous activities, etc. All members focused on the following committees: <ul style="list-style-type: none"><li>• <b>Youth</b> – Brian and Gail assisted with ideas for the tri-fold.</li><li>• <b>Ways and Means</b> – Jack walked through what he will put on his tri-fold.</li><li>• <b>Liturgy</b> – Brian and Anne walked us through the different pieces of information that will go on their tri-fold.</li><li>• <b>Social Outreach</b> – Mike walked us through the different pieces of information that will go on his tri-fold.</li><li>• <b>Evangelization</b> – Denise walked us through the different pieces of information that will go on her tri-fold.</li><li>• <b>Stewardship/Planning</b> – Mary will work on this tri-fold with Peggy. She will be getting together with Phil after tax season to discuss what should go on the tri-fold.</li><li>• <b>Education</b> – Veronica will work with Lurine to put together a tri-fold for Education.</li></ul>
<b>Homework</b>	Parish Council members each took a tri-fold home with them and will work on each tri-fold. They will bring the completed tri-folds to the next Parish Council meeting.
<b>Harford Assembly</b>	Father Simmons gave the team an update on the ideas that have been coming out of the meetings that have been held. On May 6 <sup>th</sup> , the priests and other attendees at the Harford Assembly will discuss the ideas for priest allotment.
<b>Next Meeting</b>	The next Parish Council meeting will be on May 9 <sup>th</sup> at 6:30.

## 4.0 Action Items

1. Each Parish Council member must complete their tri-fold.
2. Mary will gather all feedback on the By Laws and will bring in the changes to the next meeting.

# Holy Spirit Church

Meeting Minutes  
May 9, 2008

## 1.0 Attendees

Veronica Hernandez-Shepard, Larry Shepard, Lurine Kunschman, Denise Brown, Anne O'Connor, Father Simmons, Peggy Doty, Bemis Ikejiofor, Wilfred Ikejiofor

## 2.0 Topics Discussed

The following topics were discussed in this meeting:

- Welcome new members
- Tri-folds and Committee Fair Details
- Harford County Assembly Update
- Father's Closing Comments
- Next Meeting

## 3.0 Meeting Minutes

Topic	Main Discussion
<b>Welcome New Members</b>	Today, Bemis and Wilfred Ikejiofor joined us for the first time. Wilfred will be a new Parish Council member and his wife, Bemis, may join us, as well.
<b>Tri-folds and Committee Fair Details</b>	<p>The members of the Parish Council reviewed all tri-folds that were brought in. The following tri-folds are still missing and should be brought in to the Parish as soon as possible:</p> <ul style="list-style-type: none"> <li>• <b>Social Outreach</b></li> <li>• <b>Planning</b></li> <li>• <b>Evangelization</b></li> <li>• <b>Ways and Means</b></li> </ul> <p>Members of the Parish Council suggested dates of June 22<sup>nd</sup> and June 29<sup>th</sup> for the committee fair. Our goal date is the 22<sup>nd</sup>. Veronica will send an e-mail out to all Parish Council members (those not present) and will get help from Parish Council members to contact committee members to see if they can confirm if June 22<sup>nd</sup> will work for the fair.</p> <p>The following Parish Council members will contact the committee members as stated below:</p> <ul style="list-style-type: none"> <li>• <b>Education</b> – Lurine will be available for this. Lurine feel free to invite anyone you think can help you if you want (any of the volunteers that teach Sunday class). If not I can also help you.</li> <li>• <b>Social Outreach</b> – Mike please reach out to invite Irma and anyone else she recommends to assist on this day.</li> <li>• <b>Liturgy</b> – Anne will invite Brian and Dick Kozlowski.</li> <li>• <b>Evangelization</b> – Denise invite Bobby Patton and Dave Micelli.</li> <li>• <b>Stewardship/Planning</b> – Mary – please invite Phil Durham and Dave Meneghini to help on this day.</li> <li>• <b>Youth</b> – Larry will invite Brian McCarthy and Gail Wilson.</li> <li>• <b>Ways and Means</b> – Jack will invite Mary Smith and Maria Schmidt.</li> </ul> <p>The following action items are outstanding:</p> <ul style="list-style-type: none"> <li>• Ensure June 22<sup>nd</sup> will work for the committee fair (if not suggest June 29<sup>th</sup>) – Veronica will contact members</li> <li>• Parish Council members will contact Committee members – Parish Council members will contact individuals as listed above</li> </ul>

	<ul style="list-style-type: none"> <li>• Create sign up sheets – Denise will send Veronica a sample template</li> <li>• Create flyer – Veronica will create this and will send to Denise for printing; the flyer will mention Date, Time, Event Name, Location and that refreshments will be served.</li> <li>• Print flyers – Denise will print</li> <li>• Get Kathy to put notice in bulletin – Veronica will send an e-mail to Kathy once the date is confirmed.</li> <li>• Prior to event, distribute flyers – The tentative schedule listed here was proposed:  <b>Masses weekend of May 31<sup>st</sup></b>  <b>Saturday afternoon mass</b> – Peggy and Mary will distribute flyers after mass  <b>Sunday 8:30 mass</b> – Anne will distribute flyers  <b>Sunday 11:15 mass</b> – Lurine will distribute flyers  <b>Masses weekend of June 7<sup>th</sup></b>  <b>Saturday afternoon mass</b> – Peggy and Mary will distribute flyers after mass  <b>Sunday 8:30 mass</b> – Anne will distribute flyers  <b>Sunday 11:15 mass</b> – Mike Perrone, Bemis and Wilfred will distribute flyers  <b>Masses weekend of June 14<sup>th</sup></b>  <b>Saturday afternoon mass</b> – Peggy and Mary will distribute flyers after mass  <b>Sunday 8:30 mass</b> – Anne will distribute flyers  <b>Sunday 11:15 mass</b> – Veronica and Larry will distribute flyers                      We may also need volunteers to distribute flyers on the weekend of the committee fair.                 </li> <li>• Obtain refreshments and desserts/snacks – Denise will talk to the Hospitality group to see if they can help that day; each table with a tri-fold should have some beverages and snacks to attract people</li> <li>• Obtain cups, napkins and plates for snacks and refreshments – Lurine will take care of this</li> <li>• Obtain and set up music on the day of event – Denise will be in charge of this</li> <li>• For the day of the fair – Lurine will tell Frank how to set up the room</li> <li>• Obtain and set up balloons – Peggy will take care of this</li> </ul> <p>In conclusion, there is a lot to do in preparation for the Committee Fair, but this event will be a success if we can get these tasks completed.</p>
<p><b>Harford Assembly</b></p>	<p>Anne started out by giving us an overview of the Harford County Assembly, their goals and mission for the sake of the new members. Father Simmons and Anne gave the team an update on the May 6<sup>th</sup> meeting where the assembly discussed ideas regarding the allotment of priests and how to handle the shortage of priests. Six people attended the meeting on May 6<sup>th</sup>, where they finalized the 5 ideas that will be sent out to the Bishop for review. The 5 ideas submitted propose possible solutions for handling the shortage of priests in our region.</p> <p>The Harford County Assembly's second focus will be the Professional Church Ministry. With only 1.5 years left of the 3 year project, the next few goals will be reviewed, discussed and solutions will be proposed in a shorter amount of time. The next Harford County Assembly meeting will be on September 16<sup>th</sup>. Father Simmons, the assembly, and attendees of these sessions will soon be discussing (in the coming weeks) how we can get more people involved in</p>



# Holy Spirit Church

Meeting Minutes  
May 9, 2008

	Leadership roles in the parish.
<b>Father's Closing Statements</b>	Father will be reaching out to Dave Micelli to see if he can chair the annual picnic and if this can be held on September 28 <sup>th</sup> .
<b>Next Meeting</b>	The next Parish Council meeting will be on July 18 <sup>th</sup> at 6:30.

## 4.0 Action Items

1. See lists in notes above

### 1.0 Attendees

Father Simmons, Mary Dalley, Carol Garitty, Denise Brown, Marge Hoffa, Veronica Shepard, Larry Shepard, Anne O'Connor, Jack Urbanski, Mike Perrone, Bemis Ikejiofor, Wilfred Ikejiofor.

### 2.0 Topics Discussed

The following topics were discussed:

- Welcome to New Members
- Executive Committee for This Year
- Recommendations from Bishop Rozanski, Current Status and Focus on Council
- Recap of Committee Fair
- Closing Comments
- Next Meeting

### 3.0 Meeting Minutes

Topic	Main Discussion
<b>Welcome to New Members</b>	The newest members were introduced to the Parish Council, they were, Carol Garitty, Bemis Ikejiofor, Wilfred Ikejiofor, and Marge Hoffa.
<b>Executive Committee for This Year</b>	Veronica Shepard- President of Parish Council, Marge Hoffa - Vice President, and Carol Garitty – Secretary.
<b>Recommendations from Bishop Rozanski, Current Status and Focus on Council</b>	<p>Three goals were set by the Council based on Bishop Rozanski Recommendations, they are:</p> <p>Develop strong infrastructures and procedures</p> <p>Develop a mentoring process whereby parishioners may assume leadership roles.</p> <p>Foster an active and energized young adult program.</p> <p>We were reminded that we need to ask ourselves :</p> <p>Why am I doing this?</p> <p>How am I becoming as I do this?</p> <p>The Focus is on:</p> <p>1 Mission and Vision</p> <p style="padding-left: 20px;">The mission of Jesus</p> <p style="padding-left: 20px;">When we are our "best"</p> <p style="padding-left: 20px;">What we can become- for ourselves – for others</p> <p>2 Discernment</p> <p style="padding-left: 20px;">Seeking God's will</p> <p style="padding-left: 20px;">Listening to the Spirit speaking in the community</p> <p>3 Building Relationships</p>

<p>With God With Pastor/staff/each other With Community</p> <p>We went over the basic rules for effective Council Ministry</p> <p>Each member of Parish Council gave a brief introduction of themselves and their involvement with the Parish and Community.</p> <p>There was a discussion by each member on the objectives to address these Recommendations:</p> <p>1. Promote the Church of the Holy Spirit website: <a href="http://www.hspiritchurch.org">www.hspiritchurch.org</a></p> <p>Mike Perrone will work with Veronica and Larry Shepard to enhance the website, maybe add a few pictures of recent events to the site.</p> <p>We as parish council members must discuss with others and draw their attention to the value of the site to promote growth within the community.</p> <p>Keep the weekly Bulletin up to date.</p> <p>2. Hold a Town Hall Meeting</p> <p>The last meeting was held on February 25<sup>th</sup> 2007 and minutes were send to those who gave their email address.</p> <p>Maybe we need to have this more often and make the information available to more of the parish. Perhaps every 18 months.</p> <p>Encourage others to recognize the need to join with other Catholic Churches in the Route 40 corridor, to form stronger bonds, and use their resources, such as modern kitchen for large gatherings, St. Stevens for use of field for sport games.</p> <p>That this will not deflect from Holy Spirit, as a strong parish, but give us a broader range, and we can meet more of the community. Remember, Sharing is Caring.</p> <p>Will look at schedule to hold next Town Meeting in October. Avoid Raven's game, so no conflict and will attract more people.</p> <p>3. Hold a Committee Fair</p> <p>All agree that we had a good turn-out and we have names of people who are interested in becoming involved in the various committees. We can get those names to the leaders of each group and have them contact the new volunteers.</p> <p>While this is still fresh, and invite then to attend a meeting of that committee. What new ideas can we bring to our parish?</p> <p>Perhaps we can place one tri-fold of a committee in the Narthex of church, one weekend each month to draw attention to the importance of what they do and that we are always looking for new people to add to the strengths that we have.</p> <p>Each committee should have quarterly meetings and keep the parish up to date on their achievements and goals.</p> <p>4. Greeters at Weekly masses</p>
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	<p>It was agreed by all that this is something that we started doing and have gotten away from. We will again try to arrive a little early for the mass we attend and greet each person at door and welcome them in to worship with us , not only is this a very warm greeting but goes along way to encourage people to return to our parish, and to get involved.</p> <p>The Ikejiofor's reminded us they have a son who is alter server and he enjoys greeting people at door. People seen to enjoy his greetings and always enter with a smile.</p>
<p><b>Recap of Committee Fair</b></p>	<p>All agree this was a success, but there is always room for improvement. Refreshments were served and each committee had someone there to discuss with our guests the importance and vital role the committees have on the growth of our church and how working together we help each other.</p> <p>It was agree that each committee should have quarterly meetings, that have a committee represent them self's once a month in the narthex of church to gain attention and interest of our parish, and requite new members.</p>
<p><b>Closing Comments</b></p>	<p>Father Simmons suggested that we save ourselves time and work by ordering pizzas for the next meeting. Marge offered to bring dessert.</p> <p>Father Simmons closed with a prayer and thanked the members for their work and attention to time table. The meeting ended at 8:35 PM</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be held on Friday August 8<sup>th</sup> 2008 at 6:30PM</p>

4.0 Action Items- See lists in notes above.

Meeting Minutes by Marge Hoffa

# Holy Spirit Church

## Meeting Minutes August 8, 2008

### 1.0 Attendees

Father Simmons, Denise Brown, Sister Susanne Bunn, Mary Dailey, Peggy Doty, Carol Garitty, Marge Hoffa, Bemis Ikejiofor, Wilfred Ikejiofor, Anne O'Connor, Mike Perrone, Larry Shepard, Veronica Shephard, Jack Urbanski

### Topics

#### 2.0

The following topics were discussed:

- Motion to accept minutes of July 18, 2008 meeting
- Introduction of Sister Susanne Bunn and two new members of Executive Committee
- Review and status of Harford Catholic Assembly
- Assessment of July 18<sup>th</sup> meeting
- Objectives for and date of next meeting

#### 3.0 Meeting Minutes

Topic	Main Discussion
<b>Topic 1 from Agenda</b>	A motion was made and seconded to accept the minutes of the July 18, 2008 meeting.
<b>Topic 2 from Agenda</b>	Sister Suzanne, who has replaced Lurine Kunschman as Director of Religious Education, was introduced. We will be sharing Sister with Prince of Peace in Edgewood. Marge Hoffa was introduced as the new vice president of our parish council, and Carol Garitty as the new secretary.
<b>Topic 3 from Agenda</b>	Father Simmons and Anne provided an overview of the purpose and focus areas of the Harford Catholic Assembly. A handout, "Choosing a Preferred Future for the Church in the Harford Region: Looking at Alternate Staffing Models in Light of Current Realities," was given to each council member. The HCA is looking at ways parishes can collaborate and share resources. HCA members are focusing on five major issues: (1) allocation of priests in Harford County in view of projected decline in numbers of priests; (2) professional ministry development of laity to take some of the burden off of the priests, a critical point being "Are we willing to pay to train these people?"; (3) Life-long formation, i.e., ongoing adult education; (4) management efficiencies, e.g., sharing facilities in the whole region; and (5) faith and justice. Father Simmons emphasized that the HCA simply discusses all issues and comes to decisions based upon those discussions, then forwards their decisions to Bishop Rozanski for consideration and approval. Anyone who is interested is invited to attend the meetings with Father Simmons. Anne and Bemis said they would like to.
<b>Topic 4 from Agenda</b>	Veronica provided an outline of discussions held at the July 18 <sup>th</sup> meeting relative to objectives pursued in the past, giving the status of each and asking which we should be further focusing on now or revisit at a later time.  A. Holy Spirit Church Website. After much discussion on the logistics of setting up and maintaining a website, as well as effectively advertising it, it was decided that if at all possible we should continue to work with in-house volunteers instead of hiring a professional web designer. The site is actually "owned" by Jim Finferra, former parishioner who now lives in Florida, but continues to make it available to HSC. It was

	<p>stressed that having an up-and-running and updated website is a high priority and we should be working on it now. Mike and Larry will contact Phil Durham, who is currently maintaining the website, and Kathy Meneghini about updating the weekly bulletin.</p> <p>B. Town Hall Meeting. The last meeting was February, 2007. Discussion was held about re-posting the minutes, which were somewhat narrowly distributed (decided not to), whether we should hold another meeting and what would be the basis for it. It was decided to start with a brief one-hour meeting, between the morning Masses, to let people know we are listening to their concerns and would like more feedback from them. To this end, a flyer will be distributed before that meeting to give parishioners an opportunity to express their questions and concerns in writing, and they will be addressed at the meeting. We will introduce new council members, and communicate to parishioners about the Harford Catholic Assembly. It will be a "tight" meeting, so as to keep the agenda on-track and cover all topics without the digression that happens at an open-ended meeting. Anne, Marge and Jack will meet and discuss how to get this meeting off the ground and what help they will need from each of us. This first meeting will determine whether a full-fledged Town Hall meeting would be desirable later.</p> <p>C. Committee Fair. The recent Committee Fair was deemed very successful and council members agreed we should have another one, probably after the Town Hall meeting has been held. Father Simmons said the immediate goal is to locate the tri-folds and get them rotated in the back of the church. Denise and Peggy will own this project.</p> <p>D. Volunteer Social. At our last meeting, we discussed having one in conjunction with a Welcome Party for Sister Suzanne. This social is different from the annual picnic (September 28<sup>th</sup>), which is a Thank You for volunteers, and it was agreed it could be held quarterly. In view of crowded calendars in the fall and around the holidays, it was decided to hold the next one in January. Mary, Veronica, and Carol will work on this project.</p> <p>E. Greeters. Badges need to be created for new members, and old badges need to be removed from the basket. We agreed not to set up a schedule for council members to act as greeters before each Mass, but we should just go in and do it when we get there early enough. Marge agreed to get the badges updated.</p>
<b>Next Meeting</b>	The next meeting will be held on Friday, September 12, 2008, at 6:30.

#### 4.0 Action Items

- Mike and Larry contact Phil Durham and Kathy Meneghini regarding the website and the weekly bulletin.
- Anne, Marge and Jack meet to discuss getting the town hall meeting(s) off the ground and letting other council members know how they can help.
- Denise and Peggy locate the committee tri-folds and ensure that they are rotated in the back of the church. They will work on scheduling another Committee Fair.

# Holy Spirit Church

## Meeting Minutes August 8, 2008

- Mary, Veronica and Carol will work on the Volunteer Social planned to be held in January.
- Marge will update the greeter name badges.

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# Holy Spirit Church

# Parish Council Meeting Minutes September 12, 2008

## Attendees

Father Simmons, Sister Susanne Bunn, Mary Dailey, Peggy Doty, Carol Garitty, Marge Hoffa, Anne O'Connor, Mike Perrone, Veronica Shepard, Jack Urbanski

SPECIAL NOTE: Denise Brown was absent due to the death of her mother, Eloise Baldwin. Council members requested that Father Simmons say a Mass for the repose of the soul of Mrs. Baldwin, and members each made donations for that purpose. Father will send a Mass card to Denise. We extend our sympathy to Denise and her family.

## 1.0 Topics from Meeting Discussion Agenda

- Acceptance of minutes of previous meeting
- Suggestion concerning Harford Catholic Assembly
- Review completion of action items from previous meeting
- Review status of By-Law modifications
- Review status of Committee Fair contacts
- Discuss ongoing projects
- Discuss next event: Town Hall Meeting November 9<sup>th</sup>
- Objectives for next meeting
- Closing comments from Father Simmons
- Set date and meal for next meeting

## 2.0 Meeting Minutes

Topic	Main Discussion
Minutes of previous meeting	A motion was made and seconded to accept the minutes of the meeting of August 8, 2008.
Harford Catholic Assembly	Carol suggested that Father give a brief overview of the <b>Harford Catholic Assembly</b> at each of one weekend's Masses prior to the Town Hall meeting in November. Also that additional copies of the flyer describing the HCA's activities be made available to parishioners. This way, everyone who attends one of the Masses will be able to ask more informed questions about HCA at the Town Hall meeting. Veronica will send Father a reminder.
Review of status of action items from previous meeting	<p>*Mike and Larry to contact Phil Durham and Kathy Meneghini regarding the <b>website and the weekly bulletin</b>. Mike reported that project is not yet complete, and it is as yet undecided whether to continue using the current website or set up a new one. Sr. Susanne has been in contact with Phil about using the existing site.</p> <p>*Anne, Marge and Jack to meet to discuss getting the <b>Town Hall meeting</b> organized and let council members know how they could help. Anne and Marge were unable to connect with Jack to meet, but they have put together an agenda for the meeting and have modified the survey to be given out prior to the meeting.</p> <p>*Denise and Peggy to locate <b>committee tri-folds</b> and ensure they are rotated in the lobby of the church on a monthly basis. Also, they would work on scheduling another <b>Committee Fair</b>. Peggy reported not having found the tri-folds, but Fr. Simmons said they are located in the Sacristy. Mary suggested that the first one to be displayed might be the Evangelization Committee's</p> <p>*Mary, Carol and Veronica to work on the <b>Volunteer Social</b> planned to be held</p>



	<p>in January. Veronica said that nothing has been done on that as yet since it is early yet and there is much going on between now and then.</p> <p>*Marge to update <b>greeter name badges</b>. Marge has made new badges for all council members and brought samples with her to this meeting. She will be putting them in plastic pins and place them in the basket in the church lobby.</p>
<b>By-Law Modifications</b>	<p>Review <b>status of By-Law modifications</b>. Mary stated that there were actually few changes, and that Kathy would pull them up and add tag lines for the four changes. One item noted was that council members are elected for a one-year term, may serve a second year, and after that may be assigned to an additional term(s) by Father.</p>
<b>Committee Fair Contacts</b>	<p>Review <b>status of Committee Fair contacts</b>. There was discussion about sending names of people who volunteered at the last Committee Fair to the chairs of the committees. Veronica said that some committees have no designated chair, but she will go through the lists and get names of contact persons. Mary said that we will also need those names to contact for the Volunteer Social in January.</p>

**Further discussion of ongoing projects:**

**The website:** Shall we ask Phil if he's willing to stay on, or should be look for parish volunteers. Veronica asked if the church would buy software to do a website. Father said yes, but first go through Kathy as she has a number of programs and might have something. Mike will talk to Phil and Veronica will talk to Kathy. Mary suggested a notice be put on the website and in other church bulletins to see if anyone is interested in working on our website. Again, Father said to talk to Kathy first. Veronica said if there's nothing by the next meeting after talking with Phil and Kathy, then we can "go public" looking for someone. Sr. Susanne suggested contacting Roland Smith, the website person for Prince of Peace as a way of sharing resources.

**Greeters:** Progress is being made in getting greeters at every Mass, though it's not 100% yet.

**Town Hall Meeting:** The date and time are Sunday, November 9, at 9:45, between the Masses. Anne said they have looked at the materials from the previous Town Hall meeting and at the survey that was taken some time ago for possible agenda items. Also they have made some changes to the survey to be given out before the Town Hall meeting. She suggested using a Power Point presentation at the Town Hall meeting, responding to what came up at the last one, and to survey questions. It was suggested that the survey for the November meeting be passed out at the Masses when Father talks about HCA. Father requested that there be no financial discussion at the Town Hall meeting, but just note that the financial report had been distributed recently and anyone with questions should contact Father directly.

Mary said that we should get the committees involved in responding to the survey and get the Parish Council members out of the roles of the committees. Sr. Susanne suggested committee points of contact could answer some of the questions. Veronica said we should reach out to the point of contact for each committee, letting them know what questions we will be discussing at the Town Hall meeting. We should send a specific invitation to the committees in the form of a letter. Veronica and Carol will work together on the letter.

Anne read to the council a list of activities that the Archdiocese would like to see each parish engaged in. It is a comprehensive list and each activity is a worthy one. Father remarked that we are already struggling, and we need to focus on current committees and cannot take on more at this time. Sister Susanne asked for a list of the current committees as well as the HCA list, with a view toward incorporating some of those activities into current committees, with even just one or two additional people.

Veronica suggested a proposed agenda for the Town Hall meeting:

- Introduction of Council members
- Status of items discussed at last Town Hall meeting (keep it to five items)
- Educate people on our focus with existing committees and getting them stronger. Let people know who the points of contact are if they are interested in being on a committee.
- Respond to questions on the new survey
- Questions and answers

Father Simmons cautioned that the people at this Town Hall meeting might not be the same as the ones at the last meeting and if you dwell too much on the prior meeting, you might be just giving a good presentation on something they are not interested in. These people may have different concerns, some of which Father can respond to. Say what was of interest at the last meeting; here's what's now. Father said we need a committee chair for each committee at the Town Hall meeting.

### 3.0 Action Items

- Carol will write letters to the committee points of contact, by the end of September, inviting them to the Town Hall meeting. Veronica will call the POCs to ask them to save the date and see if they are willing to represent their committees.
- Mike to talk to Phil Durham and Veronica will talk to Kathy about the website.
- Anne will send the survey to Sister Susanne to work on, and Sister will send Veronica a copy.
- Veronica will prepare a Power Point presentation.
- Mary will look over marketing materials (flyers) for the Town Hall meeting.
- Father will talk to Kathy about putting notices of the Town Hall meeting in the Bulletin, running for a few weeks, and on the marquee by the end of September.
- Give out surveys at Masses on October 18<sup>th</sup> and 19<sup>th</sup>, and put additional copies in the back of the church on the 25<sup>th</sup> and 26<sup>th</sup>.

### 4.0 Next Meeting

The next meeting will be Friday, October 17th, 6:30 for dinner, 7:00 for meeting. We will do a dry run of the Town Hall meeting at that meeting.

cpg/9-22-08

Approved at 10-17-08 meeting.

# Holy Spirit Church

# Parish Council Meeting Minutes October 17, 2008

## 1.0 Attendees

Father Simmons, Denise Brown, Sister Susanne Bunn, Peggy Doty, Carol Garitty, Marge Hoffa, Anne O'Connor, Veronica Hernandez-Shepard, Bemis Ikejiofor, Wilfred Ikejiofor, Larry Shepard, Jack Urbanski. Guest: Phil Durham. Absent: Mary Dailey, Mike Perrone.

## 2.0 Discussion Topics

- Acceptance of minutes of previous meeting
- Suggestion regarding meeting schedule
- Review completion of action items from previous meeting
- Discuss plans for Town Hall meeting
- Review status of By-Law modifications
- Review status of Committee Fair contacts
- Objectives for next meeting
- Set date and meal for next meeting
- Closing comments from Father Simmons

## 3.0 Meeting Minutes

Topic	Main Discussion
Minutes of previous meeting	A motion was made and seconded to accept the minutes of the meeting of September 12, 2008.
Suggestion about meeting schedule (evolved into discussion about committees)	<p>Sister Susanne suggested that the parish council meet just once every quarter and that members attend committee meetings and report back to the council on committee activities. Discussion about this suggestion indicated that most committees do not hold regularly scheduled meetings, if they meet at all, and that there is not a designated responsible person for each committee.</p> <p>Veronica had about 50% response from committee points-of-contact to the council's invitation to attend the Town Hall meeting, but no one wants to be designated a committee chair. Father Simmons suggested the committees be re-formed and new chairpersons be named. He also suggested that when a council member's tenure ends, the member take charge of a committee. Both Marge and Anne volunteered to be on the Hospitality Committee, with the next event to be held at Thanksgiving. (Ecumenical service with Good Shepherd Church) Sister Susanne said there has been a request for a First Sunday Coffee &amp; Donuts for parents of Faith Formation students. Marge said Hospitality could do that.</p> <p>Phil is a member of the Planning Committee, which once had five members, but has not met in over two years. The purpose of the Planning Committee is long-term planning for the parish for one to five years out. He would like to see the committee built up again, and he would like to be on it.</p> <p>Phil is also on the Finance Committee, along with two other CPAs. They meet as needed, about once a year. They are currently looking into trying to get tuition help for our students who are in Catholic High Schools, and are looking at John Carroll's program, for example. They are not looking into elementary school tuition as we cannot match the discount St. Stephens gives to registered members whose children enroll in the school there.</p>

	<p>Father Simmons took a few minutes to talk about Fall being when we work on increasing giving in general, i.e., the six-week Stewardship giving appeal. He tries not to be asking for money all year 'round as parishioners at Holy Spirit do give generously. We are solvent, are able to do necessary repairs, and we have savings. But he would like to see an increase in giving. He also talked about the Archbishop's Lenten Appeal, which is being moved away from Lent at the request of parish priests. It will now be an annual appeal the first three weekends in February. Each parish has a quota for giving, and Holy Spirit meets its quota, thanks in part to a number of people giving the average of \$250 and about a dozen giving \$1,000. And Father talked about Endowment giving, with funds being invested and the interest used for various activities in the church.</p> <p>Phil, who is the Webmaster for Holy Spirit's website, <a href="http://www.hspiritchurch.org">www.hspiritchurch.org</a>, said the website has never been completed. It has much information on it already, with links to outside pages such as the Archdiocese, the Vatican, etc. Veronica and Larry have assisted in developing the website, and Phil has just had an e-mail from someone wanting to help with it. Veronica, Larry and Phil will meet next week and will include the volunteer, Janet Kline, if she's available and Mike Perrone if he is available, too.</p>
<p><b>Review completion of action items from previous meetings</b></p>	<p>Veronica asked if the tri-folds have been located and Peggy responded that they have, and one is currently on display. It was agreed that the Evangelization tri-fold will stay on display until after the Town Hall meeting, at which time it will be changed.</p> <p>Regarding By-Law modifications, Veronica has not received information from Mary, and Mary is out of town this weekend and unable to attend tonight's meeting.</p> <p>Regarding the status of Committee Fair contacts, Veronica will be meeting with Brian McCarthy and Gail Wilson (Youth Activities), and has two names for Erma Protokowicz (Evangelization). She also has names for Mary Smith (Ways and Means), though Mary does not want to be a chair of that committee.</p>
<p><b>Town Hall meeting</b></p>	<p>Veronica will send Kathy an e-mail asking her to post a different notice in the bulletin each week for the Town Hall meeting. A notice already appeared in this past weekend's bulletin. Father suggested that the flyer for the meeting be stuffed into the bulletin as well as greeters handing them out as people <u>leave</u> Mass.</p> <p>The survey has been reviewed by Veronica, Anne and Sister Susanne. Anne will send it to Kathy to have it printed, to be given out at the Masses on October 25 and 26. Father will mention it and the ushers will hand them out (along with pencils!) and we will get them right back. As many of us who can will meet on Tuesday, October 28, at 6:30, here, to review the surveys. We will update the presentation based on survey results.</p> <p>Veronica passed out copies of the tentative Power Point slide presentation, all of which will be updated prior to the Town Hall meeting. She asked about a projector for the slide show, and Sister mentioned that there is one at Prince of Peace we could borrow. Father suggested we put a timing of each subject in the agenda since we will have only an hour.</p>

	<p>It was agreed that we will all meet in the church on Saturday, November 8, right after the 5:00 Mass, to do a dry run of the presentation. And on Sunday morning, November 9, we will meet in the church right after the 8:30 Mass to set up.</p>
<p><b>Closing Comments from Father Simmons</b></p>	<p>At the most recent meeting of the Harford Catholic Assembly, which Father Simmons and Phil attended, the discussion centered around Lay Ecclesial (church) Ministers, people such as Sister Susanne, and others who work for pay in the church. It was agreed at HCA that there would be an encouragement of more people getting involved, and having them attend courses such as Anne and her husband, Brian, took in Church Leadership, over a period of six months. There are courses on scripture, theology, etc. People who might be encouraged to become Lay Ecclesial Ministers are usually already committed to doing the work as volunteers, and they need to be encouraged. Youth Ministry is a good example. The HCA members talked about getting something into school curricula, even at elementary level, and how to coordinate with other parishes on programs and costs. The next meeting of HCA is in January.</p> <p>The evening before Thanksgiving, November 26, Holy Spirit Church and Good Shepherd Presbyterian Church will hold a joint ecumenical prayer service. We have alternated the service each year, and this year it will be at Holy Spirit. Father would like parish council members to attend the service, wear badges and greet guests. There will be refreshments following the service.</p> <p>Sister Susanne mentioned that Tuesday, December 16, is the Advent Penance Service at Holy Spirit and it would be nice if council members would attend that service also. Sister also reported that of the students enrolled in Faith Formation last year, all but one have returned registration forms for this year. We have collected baptismal records for all but a few of this year's students, and are continuing that effort. The next project will be to review Holy Spirit's baptismal ledger to identify children baptized here who are of age to be but are not currently enrolled in Faith Formation.</p>

## 4.0 Next meeting

The next meeting will be Friday, November 21, 6:30 p.m. for dinner, and 7:00 p.m. for the meeting.

## 5.0 Action Items

- Marge and Anne to work on Hospitality Committee for Thanksgiving and possibly with the Faith Formation Program for First Sunday Coffee and Donuts.
- Veronica and Larry to meet with Phil, with Janet Kline and Mike Perrone invited, to discuss the website.
- Veronica to follow-up with Mary about By-Law modifications.
- Tri-fold in narthex to be changed after November 9<sup>th</sup>.
- Further discussion of committees to be held at next meeting.

- Veronica to contact Kathy to have the Town Hall meeting flyer printed and stuffed into bulletins for the weekend of October 25 and 26. Greeters should also hand them out following each Mass.
- Anne to send survey to Kathy to have the survey printed, to be given out at Masses on October 25 and 26.
- As many council members as possible meet here on Tuesday, October 28, at 6:30 p.m. to review the completed surveys.
- Veronica will request to borrow a projector from Prince of Peace Church for the slide presentation at the Town Hall meeting.
- All council members meet in the church on Saturday, November 8, right after the 5:00 p.m. Mass to do a dry run of the presentation. Meet in the church right after the 8:30 a.m. Mass on Sunday morning to set up.
- Council members are requested to attend the Thanksgiving ecumenical service on Wednesday, November 26; wear badges, greet guests.

Submitted by Carol Garitty

Approved by the Parish Council on November 21, 2008

# Holy Spirit Church

## Parish Council Meeting Minutes November 21, 2008

### 1.0 Attendees

Denise Brown, Sister Susanne Bunn, Peggy Doty, Carol Garitty, Veronica Hernandez-Shepard, Marge Hoffa, Anne O'Connor, Jack Urbanski, and guest: Jim Hoffa

Absent: Father Simmons, Mary Dailey, Bemis Ikejiofor, Wilfred Ikejiofor, Mike Perrone, Larry Shepard

### 2.0 Minutes of Previous Meeting

A motion was made and seconded to approve the minutes of the meeting of October 17, 2008.

### 3.0 Agenda Items for Discussion

- Suggestion from parish member – online payment
- Review status of website
- Review status of Parish Council By-Law/Constitution modifications
- Review status of Committee Fair contacts
- Review status of Harford Catholic Assembly Overview at Masses
- Review status of tri-folds being rotated at Masses
- Town Hall Meeting debrief

### 4.0 Discussion of Agenda Items

Topic	Main Discussion
Suggestion from parishioner re online payment	<p>A parish member contacted Veronica after the Town Hall meeting with the suggestion that some parishioners might like to use an online banking feature to have their collection contributions sent directly to Holy Spirit from their bank. This would save on check-writing and the use of envelopes. Veronica will talk to Father Simmons and Kathy about the feasibility of this.</p> <p>Another Parish member requested if we could send care packages to people who have had cancer and/or have been ill. We discussed how some people may tell Father but may want to keep this information private. In either case, Veronica will discuss with Father to see if there's something we can do for Cancer Awareness (maybe put a notice in the bulletin) and/or if he can coordinate sending packages or typing a note for the ill in the bulletin.</p>
Status of website	<p>Status of the website. Mike, Larry, Veronica and Phil Durham (webmaster) have met and expect to have the website draft completed by the week of December 1. They will meet again on December 17 to make any changes necessary, and they expect to have it up and running by the end of the year. Phil will speak to Sister regarding the Faith Formation part and Mike will speak to Dave Miceli about the Evangelization part.</p>
Status of Parish Council By-Law/Constitution modifications	<p>Mary has given the proposed modifications to Gail Wilson to type, and the updated version will be given to Father Simmons for review and approval. (What has been referred to as By-Laws is actually the Parish Council Constitution.)</p>
Status of Committee Fair contacts	<p>Veronica said that we are going to revisit having Council members as liaison to committees. This process was set up by the Council two years ago, but fell into disuse when there were no actual committee chairs to work with. Council members will contact committee POCs and give them the names of interested persons gathered from the previous committee fair, the Town Hall surveys, and the sign-up sheets by the committee tri-folds after the Town Hall.</p>

Status of HCA Overview at Masses	Veronica will remind Father Simmons about giving this overview and, if possible, to do it before the Breakfast With St. Nick to be held jointly with Prince of Peace on December 14 <sup>th</sup> . Jack made the suggestion that the two Parish Councils might meet together and discuss joint activities. All agreed that is a good idea, and Veronica will talk to Father Simmons first about it. March might be a good time for a joint meeting. The contact at Prince of Peace is Sister Joan.
Status of Tri-folds being rotated at Masses	Peggy reported that the tri-folds are being rotated, and she is working with Father Simmons on that.

## 5.0 General Discussion

**Town Hall Meeting Debrief.** From evaluation forms that were turned in after the meeting, the overall feedback appears to be good. About 142 surveys were returned prior to the Town Hall, and Veronica worked on a compilation of the responses on the surveys with the help of Carol. Four main topics on the surveys were the need for more Youth Programs, to include young adult involvement; the Family Dinner Dance; the desire for a choir at Masses; and solidifying the committee structures.

Sister said that she had given permission for Grades 7-8-9 in Faith Formation to attend the Town Hall meeting, which a number of students did, and they were attentive and interested in the discussions. We talked about various activities that could be organized for the older youth: movie night, games night, tubing, etc. Veronica said she will be working with the Youth Committee and will present these ideas to them.

We discussed various means to distribute the compilation of responses to interested parishioners. Veronica will condense what she typed, eliminating duplications, and shrinking the pages into columns to be printed back-to-back, so they can be stuffed into a Bulletin. Carol has volunteered to help Kathy with the stuffing. Also, a notice will be put in the Bulletin that copies will be available at the back of the church.

There was some discussion about the frequency of Town Hall meetings and whether to send out another survey any time soon, to get it to more parishioners. It was agreed that every year or eighteen months would be best for the Town Hall meetings, and not to send out another survey at this time.

There was also discussion of how to get the Town Hall meeting minutes to interested parishioners. They will be available on the website and in the back of the church, and we will send them to anyone who has given us an e-mail address through the sign in sheets. Veronica will provide these e-mail addresses to Carol and Carol and Veronica will work together to determine who should send them.

We talked about the fact that people who responded to the survey would like answers to the questions they posed. We will meet with Father Simmons about getting responses out, since many are ones that only he can answer. Perhaps in a "You Asked...Father Responds" or "Question of the Week" block in the weekly Bulletin. Carol will help on these responses.

**Family Dinner Dance.** Marge has volunteered to chair this event and is looking for volunteers to assist.

**Choir.** Although much interest was expressed in having a choir, only one person in the surveys volunteered to be in one. Sister mentioned that she is planning for the children in Faith Formation to come just before the Mass on Christmas Eve and sing a few carols. She also mentioned that Prince of Peace is having a "Cookie and Carols" on Monday, December 22, from 6:30 to 7:30.



**Council/Committee Liaisons.** Two years ago, the Council had designated members as liaisons with each of the parish committees. That system fell into disuse over time. We will reinstate having liaisons, who will work with the committee points-of-contact (POCs) that we have and will report at each of our meetings what the committee has done or is planning to do. The liaison can either attend committee meetings, or contact POCs by phone. The liaisons listed below will also give to the committee POCs the names of interested persons that we received at the Town Hall meeting, on the surveys, and at the committee fair.

Education and Faith Formation - Anne O'Connor  
Youth Activities – Veronica Hernandez-Shepard  
Ways and Means – Marge Hoffa  
Planning – Mary Dailey and Jack Urbanski  
Liturgy – Peggy Doty  
Social Outreach – Mike Perrone and Carol Garitty  
Evangelization – Larry Shepard and Denise Brown

The liaisons can help initiate interest groups or discussion groups, using the names we've received. Using the lists handed out at the meeting, we will call those who have expressed interest in participating, letting them know that we will work on getting the groups going after the holidays.

**Volunteer Social.** Veronica, Mary and Carol will be working on the Social, and, in view of all the activity around the holidays, we will plan to have it in the Spring. Sister said that there are some people in the Faith Formation Program who deserve special recognition for their length of service in the program (Sister specifically mentioned Joan McGovern and Barbara McDougall).

**Ways and Means T-Shirt Sales.** Veronica said Mary Smith contacted her about T-shirts they are selling with "Catch the Spirit" logo on them. We have questions that Veronica will ask Mary: Is this a fundraiser for the church? Where will the money go?

### 6.0 Next Meeting.

We discussed meeting on Sunday, December 21<sup>st</sup>, after the 11:15 Mass. This would be a social meeting, cookies, hot chocolate, and possibly a gift exchange (gender neutral, \$10 limit). Veronica will send out an e-mail asking if everyone is interested. The next regular meeting will be scheduled for January. We can decide at the December get-together a date that works in January to meet.

### 7.0 Action Items.

The following action items are outstanding:

- Veronica will talk to Kathy and Father Simmons re online payment to Holy Spirit.
- Larry, Veronica, and Mike continue work with Phil Durham on the website. The team will coordinate with Sister Susanne and Dave Miceli for information on the website.
- Mary to get the proposed Constitution/By-Law revisions from Gail Wilson and give them to Father Simmons for his review and approval.
- Council members designated as committee liaisons to contact the POCs, let them know about it, and to give them names of interested persons from the committee fair, the survey forms, and the Town Hall sign-up sheets. Liaisons should also help with setting up Interest Group meetings and discussions.
- Veronica to remind Father about giving an overview of the Harford Catholic Assembly at Masses, before the Breakfast with St. Nick, if possible.
- Veronica to approach the Prince of Peace Parish Council about holding a joint meeting with Holy Spirit's Parish Council, probably to be held around March.
- Veronica to consolidate the survey responses into shorter form – two columns and back-to-back

– to be copied and inserted in Bulletins. Carol volunteered to help Kathy stuff the Bulletins. Also, we will have copies available in the back of the church and a notice in the Bulletin to that effect when they are ready.

- Carol will talk to Father Simmons about the possibility of having a “Question of the Week” in the Bulletins to answer the questions asked by parishioners on the survey forms. Our goal is to get all questions answered by the best means possible.
- Marge to coordinate, as chair, the Family Dinner Dance planning.
- Peggy to continue ensuring that tri-folds are rotated in the back of the church.
- Mary, Carol and Veronica to begin planning after the first of the year for a Volunteer Social to be held in the spring.
- Veronica to get more information from Mary Smith about the “Catch the Spirit” T-Shirts that Ways and Means has for sale.
- Veronica to e-mail Council members about the proposed meeting on December 21st after the 11:15 Mass.

Submitted by:  
Carol Garitty  
December 2, 2008

Approved by Parish Council  
January 9, 2009