

Holy Spirit Church

Meeting Minutes
January 20, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph Simmons, Mark Dubyoski, Tony Colvin, Christine Colvin, Bill McCann, Jr., Carmen Arroyo, Chris Gregory, Veronica Hernandez-Shepard, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Coffee and Donuts
Epiphany Celebration
Christmas Sharing Tree
Council Christmas Party
Calendar of Events for the year
Christmas Pageant
Snow Removal

Prayer Tree
Archbishop's Annual Appeal
CPR Training Session
Culture Fest
Parish Survey for Council
Evaluation of Council
Ideas for Future Consideration
Rome Sweet Home Book

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:30 p.m.
Approval of Minutes	The minutes of the November 13, 2013 meeting were approved as is.
Rome Sweet Home Book	Father distributed copies of <i>Rome Sweet Home</i> book written by Scott and Kimberly Hahn. This book is about the spiritual journey that led the authors to embrace Catholicism.
Coffee and Donuts	Chris Gregory reported that 2 events were held, one in November and a second one in December that included fruit and both went well. We will ask for a notice to be placed in the Parish Bulletin asking for more volunteers. If we have 3 to 6 people involved, we could rotate assignments. It may be possible to have this twice a month or at 2 Masses. The next planned date is February 9.
Epiphany Celebration	Chris described the work of the Committee which had 6 or 7 people. Carmen had prepared costumes for the 3 Wise Men and Maria had costumes for Mary and Joseph. Unfortunately, the celebration had to be cancelled due to the icy weather. Chris said the experience, including preparing the special bread, would be helpful when planning next year's celebration.
Christmas Sharing Tree	Christine reported on the successful Christmas Sharing Tree program. Christine, Mark and Susan Businski Honeyman delivered the gifts to the 3 schools, Magnolia, Riverside, and Joppatowne. Almost all of the tags on the tree were taken. Christine will discuss with Susan about limiting next year's program to Magnolia, the school most in need. It was pointed out that the gifts should be more like clothing instead of electronics, etc. Father suggested we provide a list of items that we would have available and let the children sign up for what they needed.
Council Christmas Party	Mark commented on how great the Christmas Party went at Peggy Doty's house. He will send Peggy a thank you note. Father suggested we might invite Peggy and Kathy to the Knights of Columbus Denim and Diamonds Ball this Saturday at Prince of Peace Church.

Calendar of Events	Mark commented on the Calendar of Events list. The annual picnic needs to be added to the list. Also, Sr. Susanne suggested that the Flea Market date be moved up one week in order to avoid a conflict with the Prince of Peace Fiesta. It was suggested that we look into a Wi-Fi hookup for streaming in case the picnic date coincides with a Raven's game.
Prayer Tree	Mark is still considering setting up a Prayer Tree. Carmen has a group of 4 people who would participate. Anyone can submit special requests for prayer to the group.
Archbishop's Annual Appeal	Father requested that we remind people we might know about this campaign. We would remind them about mailing in the envelope everyone received in the mail. This is an important campaign for the Archdiocese and should not be treated as just a second collection in Church. The program runs until February 19 th .
CPR Course	Tony Colvin agreed to have the Joppa-Magnolia VFD put on a short 30-minute presentation on CPR and use of an automatic defibrillator. It is believed that the cost of such a defibrillator is around \$1,000 but it was agreed that Holy Spirit should consider having one on hand. Tony thinks that it might be available at a lower price through the VFD.
Culture Fest	Veronica noted that the Parish now has many different cultural members and it would be a good idea to have a Culture Fest, perhaps in October during Spanish Heritage month when other groups also have celebrations. It was suggested that members who came to us from the Cameroons, Nigeria, Ivory Coast and other countries might participate.
Parish Survey for Council Input	Veronica talked about the Parish Town Hall meeting held a few years ago. She suggested a survey that could be completed by the parishioners asking them for ideas or suggestions for improvement of the Parish.
Ideas for Future Discussion	Mark asked members to suggest topics that the Pastoral Council should look into at future meetings.

Christmas Pageant	Mark reported that he met the person who had originally suggested a Christmas Pageant involving the parish children. She (Mary) is willing to work with other people on this but would not want to be in charge.
Council Evaluation	Bill noted that the Pastoral Council had viewed a presentation on the role of the Council and suggested that we ask Father what the Council is doing well and what areas are we in need of improvement. It was mentioned that Father would like more youth-oriented activities. Not having a school connected to the Parish limits the "youth feeder" component of the Parish. This leaves us as a "commuter" parish where the parking lot only has cars just before and right after services.
Snow Removal	The recent ice storm that forced us to cancel the early Sunday Mass demonstrated the need for the Parish to have a contract with a firm that would take care of snow and ice removal. It was suggested that that Parish look into this and also put a notice in the Bulletin requesting proposals from parishioners or acquaintances that might have this capability.
Patriotic Rosary	The correct date for the Patriotic Rosary is March 9. This will be corrected in the Parish Bulletin.
Next Meeting	The next meeting of the Pastoral Council will be held on Monday, February 17 at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:45 p.m.

Holy Spirit Church

Meeting Minutes
February 17, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph Simmons, Sister Susanne Bunn, Mark Dubyoski, Christine Colvin, Bill McCann, Jr., Chris Gregory, Veronica Hernandez-Shepard, Brett Steinmiller, Anthony Cramer, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Coffee and Donuts	Kids Programs
CPR Training Session	Parish Survey
Greeting People	Evaluation of Council
Communication	Facebook
Snow Removal	

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:35 p.m.
Approval of Minutes	The minutes of the January 20, 2014 meeting were approved as e-mailed.
Coffee and Donuts	It was decided to skip the Coffee and Donuts in March due to the fact that refreshments will be available at the March 9 Patriotic Rosary event. Chris Gregory suggested that the different parish groups such as the Choir or other committees could sponsor handling the coffee and donuts on a rotating basis. The next Coffee and Donuts event will be held on April 6 after the 8:30 Mass.
Kids Programs	Mark is trying to form a committee for kids' programs. Marie Stout has volunteered to work with the committee. Mary Hohman suggested an Easter Egg Hunt to Chris. We will check with the Lions Club to see if they will be having their annual Easter Egg Hunt this year. Father said he would offer the church grounds as a possible site for the Lions Club to use for their Easter Egg Hunt if they needed to relocate due to construction going on at Mariner Point Park.
CPR Course	Christine reported for Tony Colvin. The Joppa-Magnolia program takes from 4 to 8 hours. They are considering offering the course on a monthly basis probably on the 4 th weekend of the month starting at the end of the winter season at the Fire House. It would be open to the public at no charge and could accommodate from 20 to 25 people at each monthly session. It would cover CPR, Blood Borne Pathogens and use of the defibrillator. Christine will find out the exact price of a defibrillator estimated to cost \$1,500 to \$2,000 in case the Church is interested in purchasing one.
Parish Survey	Veronica discussed the last parish survey conducted in 2008. About 60 parishioners participated. She volunteered to lead another survey and suggested conducting the survey around Easter time where there would be more people at services and more input. We could ask the question "What could we do to help you decide to come back?" Bill offered to help Veronica put the survey questions together. Sister mentioned the computer service called "Survey Monkey." Anthony suggested including the survey questions in

	the Church Bulletin. Veronica suggested a timetable e.g., conduct a parish survey every 3 years, or have a committee fair every 5 years. That would provide some structure. Chris recommended a focused effort for committees and activities. Father recommended having goals and reviewing progress after a set time.
Greeting People	Sister commented on how Father greets parishioners both before and after services. Not all parishes do this. She suggested having more greeters at services. Comments have been received about how friendly the Church is to visitors.

Council Evaluation	Bill commented on his remarks made at the last meeting. After viewing a Power Point presentation about the role of the Council, Bill thought we needed to find out from Father what the Council is doing right and what were areas where the Council could improve in order to better utilize our resources. Father noted that Evangelization is the hardest thing to do—reaching out to people. We need a stronger, more vibrant committee. In general, our committee structure needs to be strengthened. It is difficult to get chairpersons to head committees. A note will be placed in the Church Bulletin asking for volunteers and requesting that they contact the Parish office.
Communication	Christine suggested that the lectors could mention key events that appear in our Bulletin. Father stated that it would be more effective for him to do this himself if there is something important in the Bulletin. Sister said she could also hand out notes to the children attending Faith Formation classes to give to their parents. Father said we could have Committee Chairpersons address the Council members about the activities of their committees. Sister is planning on preparing sheets with information about our Church schedule and similar items that could be passed out to parishioners and visitors.
Snow Removal	Brett discussed his role in clearing the parking lot from snow. He has been borrowing snow-removal equipment and doing this on his own. At some time in the near future, the owner (Brett's brother-in-law) will meet Father to discuss a more permanent arrangement including coming back to salt the lot if necessary.
Facebook	Veronica will evaluate Facebook contacts to the Church site and report back at our next meeting
Next Meeting	The next meeting of the Pastoral Council will be held on Tuesday, March 18 at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:55 p.m.

Holy Spirit Church

Meeting Minutes
March 18, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph Simmons, Sister Susanne Bunn, Mark Dubyoski, Christine Colvin, Tony Colvin, Bill McCann, Jr., Chris Gregory, Veronica Hernandez-Shepard, Brett Steinmiller, Anthony Cramer, Larry Duval, Carmen Arroyo, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Role of Corporators	Coffee and Donuts
Easter Egg Hunt	Parish Activities
CPR Training Session	Parish Survey
Father's Remarks	President's Remarks
Pastoral Council Nominations	

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:30 p.m.
Approval of Minutes	The minutes of the February 17 meeting were approved.
Role of Corporators	<p>Our two parish Lay Corporators (Larry Duval and Carmen Arroyo) were invited to the meeting to explain the role of the Parish Corporators. Carmen distributed an explanatory sheet to the committee members. Larry explained that the parish is incorporated and the 5 officers of the Parish Corporation consist of The Archbishop, The Vicar Bishop, The Pastor, and two members of the parish, nominated by the Pastor and approved by the Archbishop to serve as Lay Corporators.</p> <p>The Corporators are responsible for assuring that the Parish operates correctly in matters of safety, condition of the physical plant, personnel procedures, finances, security of parish assets, following of archdiocesan policies, child and youth protection policies and procedures and in compliance with state and federal laws, etc. Basically, the corporators observe these activities and report anything they decide is inadequate. They are responsible and can be held accountable. They generally serve for a 5-year term but may be extended to a 10-year term. Father noted that there also is a phone number posted on the church door, a sort of hotline that can be used to call and report any misuse of authority.</p>
Easter Egg Hunt	Sister spoke with Mary Hohman about planning for the Easter Egg Hunt to be held on April 19, the day before Easter starting around 11:00 a.m. Marie Scott, Mary Hohman and Chris Gregory will be working with Sister on this project. Plans are to include the "Blessing of the Baskets" and egg hiders and egg stuffers will be needed.
Coffee and Donuts	Our next scheduled Coffee and Donuts will be held on April 6 in the Narthex after the 8:30 a.m. Mass. Anne O'Connor will be helping and Chris will also have a sign-up sheet posted for additional volunteers.
Parish Activities	Father mentioned several planned Parish activities. The Family Dinner Dance (for adults and children) is scheduled for April 27. The annual Bike-a-Thon is

	<p>to be held on May 4 and this year will include a Walk-a-Thon as well. Proceeds go to the St. Jude Children's Hospital. The annual Plant Sale is slated for May 2 and 3rd and the Flea Market for June 7. Anthony Cramer proposed an outside Saturday night Block Party for this summer with a D.J. with tables and chairs and food. A Moon Bounce for children could be rented and Veronica will look into that. Anthony, Brett and Veronica will work together as a committee to set this up and will come up with possible dates, etc.</p>
Parish Survey	<p>Veronica discussed putting together a new Parish survey questionnaire to follow-up the last survey done in 2008. Suggestions about updating the last questionnaire included changing "choir" to "folk group," adding "email address" in addition to phone number, and adding "Bible Studies" to the list of groups. Sister suggested having 2 columns for the groups: one column would be "I am currently participating in..." and the other column would be labeled "I am interested in working on....."</p> <p>Bill commented that he thought there were too many groups listed on the questionnaire which could have a "threatening" effect on people answering the questionnaire. He recommended that instead of a shotgun approach, we should combine groups into a more general term and narrow the choices to about 10 items. Brett noted that we could merge activities into similar categories. "Social Events" could include several activities. Father suggested that a committee, possibly Veronica, Bill and Brett, could work this out and report back to the Pastoral Council. Veronica would like to have the survey ready for distribution at the Easter weekend Masses, April 19th and 20th. Veronica will update the questionnaire and send it out via email to the Committee members for their comments.</p>
CPR Training	<p>Tony will contact the Parish Secretary about dates that the classes for CPR training will be held at the Joppa-Magnolia VFD. He will also have a cost price for the Automatic External Defibrillator (AED) under consideration.</p>
Father's Remarks	<p>Father urged Committee members to elevate their Lenten practices with less than 5 weeks left before Easter. He urged participation in Stations of the Cross and attending weekday Masses. He noted that Prince of Peace has Fish Frys on Friday nights. There will be a Bull Roast held at the Parish Center on March 29th sponsored by the Joppatowne Lion's Club. There is a Loyola College event taking place this evening (March 18) about Pope Francis's first anniversary in office and a celebration of the 225th anniversary of the Archdiocese of Baltimore. The annual Catholic Charities Banquet will be held on March 31st at the Marriott Waterfront Hotel. Archbishop Lori is planning on reorganizing parishes into Evangelization Centers for the sharing of activities such as concerts, bingo, and dances whereby a group of parishes could work together on similar activities.</p>
President's Remarks	<p>Mark noted that there will be a Catholic Men's Fellowship Retreat at Archbishop Curley High School on March 29th. This event is attended by approximately 800 men and he has information if anyone is interested. Cost is around \$40.00. Mark will circulate a form for Committee members to fill out that will ask for names of family members, etc. in order that we can get to know more about each other.</p>
Nominations for Pastoral Council	<p>Father reminded the Committee about the usual timetable for nominating new members of the Pastoral Council. Normally, nominations are made in April, elections are held in May and the new Committee meets in June but these dates can be changed.</p>
Next Meeting	<p>The next meeting of the Pastoral Council will be held on Tuesday, May 6 at 6:30 p.m.</p>
Adjournment	<p>The meeting was adjourned at 7:30 p.m.</p>

**NO MEETING
APRIL 2014**

Holy Spirit Church

Meeting Minutes
May 6, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph Simmons, Sister Susanne Bunn, Mark Dubyoski, Christine Colvin, Tony Colvin, Bill McCann, Jr., Veronica Hernandez-Shepard, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Easter Egg Hunt	Coffee and Donuts
Plant Sale	Pastoral Council Elections
Parish Survey	Bible Study Options

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:35 p.m.
Approval of Minutes	The minutes of the March 18, 2014 meeting were approved.
Easter Egg Hunt	Mark noted that the Easter Egg Hunt was very successful. A big hit was the fire truck appearance arranged by Tony Colvin. Mark will ask Mary Hohman for suggestions on next year's event. Veronica showed photos to the group at the end of the meeting.
Coffee and Donuts	This program is being well accepted. It is planned to have 2 sessions on Sunday, May 11, Mothers' Day - one after the 8:30 am Mass and another after the 11:15 am Mass.
Plant Sale	The Plant Sale held on May 2nd and 3rd went very well with most of the plants sold.
Council Elections	Father discussed the Pastoral Council elections. The goal is to have a complete slate by the 3rd Sunday in May. Several of the current members have agreed to continue to serve this coming year. This includes Mark, Veronica, Bill, Chris, and Norm. The Colvins will also continue on the Council and attend as much as possible. An introductory meeting of the new Council will probably be held in June. No meetings are scheduled for July and August but the Council is still free to meet during this time.
Survey for Town Meeting	The Town Hall Meeting date is tentatively set for June 8 after the 11:15 Mass. Coffee and donuts will be served in the Parish Center for this meeting. Veronica reviewed the summary of the Parish survey that was conducted Easter weekend. Topics most often mentioned in the survey and therefore to be discussed at the Town Hall meeting include: Use of chapel for children during Masses, outside speakers-maybe every 8 weeks-possibly outside of Mass but still up for discussion, parking lot condition-cracks can be sealed and parking lines repainted, how do we increase attendance at Church, proper wear for services (also include a note in the Parish Bulletin for this coming summer), landscaping (work was recently done), tabernacle location issue, youth activities, bible study (mention past programs that were held and consider more publicity and better time to hold meetings). Three projects will soon begin: Minor repairs to the Church roof to start on May 13, replacement

	<p>of the rectory roof, and replacing of lights in Church with more efficient LED lights. The Church heating and cooling system may need to be replaced at some point. Sister will review the completed survey forms and ask for follow-up on those that have included their contact information and indicated interest in activities. Norm noted that twice as many forms were submitted this year compared to the 2008 survey (due to having the survey on Easter weekend). Although the age groups of respondents were not markedly different this time, the number of years that members were in the Parish increased significantly. Those belonging to the Parish more than 26 years increased from 19 % in 2008 to 30 % in 2014. Future surveys should make it clear about the number of people completing the form, i.e., individuals or families.</p>
Bible Study Program Options	<p>Mark mentioned the Alpha Course which consists of a video followed by discussion plus a weekend retreat. Father mentioned the Christ Life program which will soon be held at St. Mary's in Pylesville. This consists of discussions and a one-day retreat. The 6 months to one year training leads to getting a new set of people to participate. The Parish can cover the cost of the program.</p>
Next Meeting	<p>The next meeting of the Pastoral Council will be held on Wednesday, June 11 at 6:30 p.m.</p>
Adjournment	<p>The meeting was adjourned at 7:50 p.m.</p>

Holy Spirit Church

Meeting Minutes
June 11, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph Simmons, Sister Susanne Bunn, Mark Dubyoski, Christine Colvin, Tony Colvin, Bill McCann, Jr., Veronica Hernandez-Shepard, Norm Pelissier, Richelle Rodgers, Bob Baldauf, Michelle Urbanski, Catherine Urbanski, Carmen Arroyo, Chris Gregory

Topics Discussed:

The following topics were discussed at this meeting:

Introduction of New Members	Town Hall Meeting Reports
Election of Officers	Church Picnic Date
Summer Get-Together	Parish Census

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:30 p.m.
Introduction of New Members	The following new members were welcomed to the Council: Richelle Rodgers, Bob Baldauf, Michelle Urbanski, and Catherine Urbanski. Anthony Cramer has completed his term on the Council.
Approval of Minutes	The minutes of the May 6, 2014 meeting were approved.
Town Hall Meeting Reports	It was generally agreed that the Town Hall Meeting of June 8 was successful even though the attendance could have been better. Approximately 25 people attended. It was suggested that this be repeated at least yearly. Veronica suggested holding it in between the Sunday Masses or holding it in the Church might increase attendance. The sign-up sheets for committee interests and the sign-up sheets for volunteers for special projects need to be followed up.
Town Hall Follow Up	Sister suggested the formation of small committees or 2 or 3 people to go over the sign-up lists and come up with a plan of action. Veronica identified areas we need to focus on based on the number of comments received. These were: Parking Lot, Landscaping, Proper Dressing at Masses, Youth Activities, Children's Center, Tabernacle, Attendance at Mass, and Guest Speakers. Some of these issues are already being addressed.
Town Hall Issue-Tabernacle	Mark remarked that some education for the parishioners about the purpose of the tabernacle might be needed. A spiritual talk or a talk given by an outside speaker might put it into a better context. Father noted that there are diocesan and universal regulations that could be printed out. An anonymous donor is ready to pay for additional tabernacle expenses if needed. Mark will research prices etc. Veronica suggested perhaps having a 5-minute talk after Mass about the tabernacle. Carmen emphasized that the tabernacle is the Heart of the Catholic Church. Bill commented that since many of our parishioners are in the "older" category, most grew up where the tabernacle occupied a central location inside the church. Sister said she knew someone at the Archdiocese who could speak on this subject. Michelle and Mark agreed to chair a committee on the tabernacle issue.
Town Hall Issue-Youth Activities	Chris Gregory has the sign-up list from the Town Hall meeting on this. Denise Loehr knows someone who can help us with this. Chris, Michelle and

	Catherine will form a committee to explore Youth Activities.
Town Hall Issue-Children's Center	Father had no objection to having families with young children use the side chapel during services. The speaker system will transmit audio of the service. Chris suggested use of a TV in the chapel with a video feed of the Mass on a closed circuit system. A flat-screen monitor may be available. Bill will look into the technical aspects of doing this. Veronica and Michelle will work on the Children's Center Committee.
Town Hall Issue-Guest Speaker	Carmen said she could ask Father Dunn to give us another talk. Richelle will head up the Guest Speaker program with help from Carmen and Mark.
Town Hall Issue-Increasing Attendance	Rosemary Dougherty had signed up on the Hot Topic Sheet for Increased Attendance. Mark will follow up with her. Sister noted that a phone committee could be set up to call parishioners or even a door-to-door campaign could be conducted. This would come under Evangelization.
Town Hall Issue-Volunteers	People interested in serving as ushers, eucharistic ministers, lectors, etc. should be directed to see Father. If approved, he will refer them to the appropriate person. Mike Perrone, Sr. schedules lectors. Dick Kozlowski does the scheduling for eucharistic ministers. Father will refer potential ushers to the particular usher coordinator depending on which Mass they attend.
Town Hall Committee Meetings	Sister remarked that if committees working on Town Hall topics wanted to meet, the Parish Center could be made available in between the 2 Sunday Masses. Just let Father know so he can open the Center.
Notice in Bulletin	Richelle suggested that we publish in the Bulletin the names of the committee members working on Town Hall issues while asking parishioners to contact them if they are interested in assisting. Norm will send this to Kathy.
Election of Officers	The election of officers for the 2014-2015 Pastoral Council year resulted in: Mark Dubyoski, President; Bill McCann, Jr., Vice President; Norm Pelissier, Secretary.
Parish Census	Chris inquired about a parish census. Father noted that we have been updating our census, particularly at the time of the recent Archdiocesan campaign "Embracing Our Mission." Kathy maintains an updated email list also. In the past, people have been reticent about home visitations.
Father's Remarks on Town Hall Meeting	Father suggested that we include an article in the Church Bulletin reporting on the Town Hall Meeting. Norm will send to Cathy. We should note that the response and attendance was somewhat lacking. We need to prioritize the subjects and tackle the most important subjects first. We will keep the parishioners updated on our progress. We could also invite parishioners to attend a Pastoral Council meeting where a particular subject would be the topic of discussion. Father also suggested that members of the Pastoral Council could serve as church greeters to welcome parishioners at the Masses. Name badges are available. Ushers should also serve in this role. Father also mentioned that he ordered a number of copies of Matthew Kelly's book on how people can improve their parishes. He will make this book available to all those who attended the Town Hall meeting and also to the Pastoral Council members.
Parish Picnic	The date for the annual parish picnic will be September 14 at the Parish Center.
Summer Get-Together	Christine will contact Peggy Doty about a date for our summer get-together.
Next Meeting	Our next Pastoral Council meeting will be held on Tuesday, August 19 at 6:30 p.m.
Adjournment	The meeting adjourned at 7:45 p.m.

**NO MEETING
JULY 2014**

Holy Spirit Church

Meeting Minutes
August 19, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Sister Susanne Bunn, Mark Dubyoski, Richelle Rodgers, Bob Baldauf, Michelle Urbanski, Catherine Urbanski, Chris Gregory, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

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|------------------------------|--|
| Town Hall Meeting Updates | ChristLife Program |
| Town Hall Strategic Planning | Youth Activities |
| Youth Activities | Tabernacle |
| Church Audit | <i>The Religion Teacher</i> – Statistics |
| Parish Picnic | Faith Formation Report |

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer at 6:35 p.m.
Approval of Minutes	The minutes of the June 11, 2014 meeting were approved.
Town Hall Meeting Updates	Work is continuing on the Town Hall Meeting results. Mark has been following up with names he received from both the Town Hall surveys collected on April 20 and the Town Hall meeting held on June 8 to discuss the surveys. He has put people in touch with Father who indicated interest in serving as a lector or getting involved in other Church activities.
Town Hall Issue-Tabernacle	This issue is still being researched.
Town Hall Issue-Youth Activities	Mary Hohman and Marie Scott have shown interest in working with the children's program.
ChristLife Program	Mark, Richelle, and Father are planning to attend the ChristLife Catholic Ministry program for Evangelization. Mark will ask Rosemary Dougherty if she can also attend. The program will be held at the Archdiocese Catholic Center.
Parish Picnic	The date for the annual parish picnic will be September 14 at the Parish Center. The <i>Moon Bounce</i> use is uncertain at this time due to insurance issues. Mark suggested having the children make posters to promote the picnic. Mark will give the names to Christine Colvin of people who are interested in helping with the picnic.
Town Hall Strategic Plan	Mark suggested a written strategic plan or planning document to be used in the future for Town Hall meetings. This would be useful for succeeding pastoral councils. A booklet could be assembled listing key players, phone contacts, etc. Richelle will put together a basic outline for using SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) as part of a strategic plan. Michelle will check with St. Mark's to see if they might already have such a plan. Chris recommended possibly using Google Docs or keeping everything in a binder; the latter seemed to be a better choice.
<i>The Religion</i>	Sister circulated a copy of Jared Dees' <i>The Religion Teacher</i> that had some

<i>Teacher</i>	alarming statistics about Catholics. Ten percent of the U.S. population considers themselves former Catholics. Seventy percent of American Catholics don't attend Mass on Sundays. Ninety-two percent of American Catholics don't go to confession. Only 1/3 of American Catholics are married in Church. Over 3,000 U.S. Catholic schools have closed since 1965. The author suggests two ways to fight back-Catechesis (resources and teaching strategies) and Evangelization.
Church Audit	Mark commented on the recent Archdiocese Holy Spirit Church audit. We need an overall maintenance plan and the collection counters may need to be rotated occasionally to ensure internal security. The snow removal plan for the parking lot needs to be finalized. Mark will discuss with Father.
Faith Formation Report	Sister distributed copies of the Faith Formation Report for 2013-2014. Copies of this report are available from Sister. She noted that Amy Stuempfle from Prince of Peace who had prepared the joint sessions for High School students with Holy Spirit has resigned and will need to be replaced. A meeting is planned for September 11 with parents and teens to discuss Youth Ministry activities. There will also be a Confirmation preparatory meeting. Matthew Kelly, the author, has material that may be used in the training program. Workbooks are available for \$4.00 online and there are DVD's featuring 72 short talks by Mister Kelly.
Next Meeting	Our next Pastoral Council meeting will be held on Tuesday, September 30 at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:45 p.m.

Holy Spirit Church

Meeting Minutes
September 30, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph C. Simmons, Sister Susanne Bunn, Mark Dubyoski, Bob Baldauf, Michelle Urbanski, Catherine Urbanski, Chris Gregory, Bill McCann, Norm Pelissier, Kathy Menenghini (guest).

Topics Discussed:

The following topics were discussed at this meeting:

Financial Report	ChristLife Program
Parish Picnic	Coffee and Donuts
Bull Roast	Pastoral Council Planning
Video Transmission	Old Business
Parish Picnic Report	Halloween Party
Rosary Rally for Peace	

Meeting Minutes:

Topic	Main Discussion
ChristLife Video by Archbishop Lori	Mark played a short video of Archbishop William Lori's introductory speech at the ChristLife Program's opening session. (See report below).
Meeting	The meeting began with a prayer by Father at 6:30 p.m.
Approval of Minutes	The minutes of the August 19, 2014 meeting were approved.
Financial Report 2013-2014	Kathy Meneghini distributed copies of this year's Parish Financial Statement and explained the changes from last year. The report had been reviewed by the Finance committee. Chris had a question about the decrease in insurance expenses for this year and Kathy will look into this and get back to us. Members were asked to email any other questions to Kathy.
Parish Picnic	The Church Picnic was very successful and the food was great. Thank you to the Colvins, Mary Smith and others for organizing this.
Coffee and Donuts Program	Chris reported that he will ask some of the students in the confirmation class to assist with this project as part of their community service obligation. Depending on this level of success, he may extend the program to both Sunday morning Masses. Coffee and donuts will be served next on October 5 and this will be repeated monthly.
ChristLife Program	Mark, Richelle Rodgers and Rosemary Dougherty, attended the 2-day ChristLife Catholic Ministry program for Evangelization at the Archdiocese Catholic Center. Mark reported that the program had video presentation on implementation. There will be weekly sessions with small groups and the 7-week course including the 5 th week weekend retreat will probably start in January. After a 3-week break, the second part of the course will resume-probably after Easter. Mark is planning on having a few walk-through sessions in advance of the actual program to work the wrinkles out. He will send out emails to Pastoral Council members requesting signing up for the trial sessions. Father discussed his thoughts on the program including the charismatic angle. The course promotes development of a personal relationship with Christ and is a refresher for our Faith. Father requested we keep tonight's absent members up to date on this.

Bull Roast	Planning is on schedule for the Parish Bull Roast to be held on November 15. We can have up to 150 people attend but we are obligated to at least 100 to satisfy the caterer.
Strategic Planning for Pastoral Council	Michelle discussed St. Mark's Strategic Plan which she had obtained a copy of. The document included the role of the Pastoral Council, its organization, and a monthly timetable for nomination and election of officers. Copies will be made available. Mark noted that he has received a handout of the Parish Committee/Organization Chart from Kathy Meneghini detailing the Coordinators for the various Parish activities and church functions.
Video Transmission of Masses	Bill reported on his research for setting up the Mass video transmission. This would allow broadcasting the Mass into the Blessed Sacrament Chapel so that parents who use the chapel as a "cry room" can see and hear the Mass. He will ask for input from the Council members based on his findings about the different options available.
Old Business	Norm inquired about the parking lot clearing plan for this winter. Mark will contact Brett Steinmiller and attempt to come up with a better back-up plan in instances when Brett can't get the parking lot cleared. Mark suggested a number of volunteers to help with cleaning up sidewalks, etc. Chris suggested posting a sign in front of the church if for some reason Mass is cancelled due to inclement weather and parking lot conditions. Father noted that the issue with the Parish Counters brought up in the last audit has been resolved.
Halloween Party	Sister said it was the consensus that we should join up with Prince of Peace for their Trunk or Treat party which will be held Saturday, November 1 at 6 pm. Mark noted that Christine Colvin and Mary Hohman had discussed planning for a parish Halloween Party.
Rosary Rally for Peace	Sister mentioned that Dee Kozlowski told her about a Joyful Mysteries movement going around in many parishes for Saturday, October 11 at Noon. We could have 2 or 3 children in costume to illustrate the mysteries.
Next Meeting	Our next Pastoral Council meeting will be held on Wednesday, October 29 at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:40 p.m.

Holy Spirit Church

Meeting Minutes
October 29, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph C. Simmons, Sister Susanne Bunn, Mark Dubyoski, Michelle Urbanski, Catherine Urbanski, Chris Gregory, Bill McCann, Carmen Arroyo, Veronica Hernandez-Shepard, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Strategic Planning	Children's Nursery
Video Transmission	Guest Speakers
ChristLife Program	Parking Lot
Town Hall Issues	Bull Roast
Coffee and Donuts Program	Youth Activities
Halloween Party	Ecumenical Service

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer by Father at 6:30 p.m.
Approval of Minutes	The minutes of the September 30, 2014 meeting were approved.
Strategic Planning for Pastoral Council	It was decided to postpone discussion on the Strategic Plan until Richelle Rodgers returns.
Children's Room for Services and Video Transmission of Masses	Veronica discussed the proposal for a Church Nursery/Child Care operating during services. This involves insurance issues, etc. and it was decided to table this for now until we see if there is sufficient demand. Bill is still researching issues regarding live video feeding of Mass to the side chapel, mainly if the Wi-Fi can be used for streaming of video directly to a screen rather than having to download first. The alternative involves complex wiring issues. Father suggested putting something in the Bulletin to let parishioners know we are working on this and that there are electronic intricacies involved. Veronica offered to write something up for the Bulletin. This message will also remind parishioners that they can use the side chapel now with their children if this proves to be beneficial for them.
Video Conferencing	Father suggested we also look into setting up video conferencing for the main parish hall in order to broadcast from the meeting room.
Guest Speakers	Due to coming holidays and the ChristLife program, we will need to postpone having guest speakers. Carmen indicated she could obtain guest speakers when we are ready.
ChristLife Program	Mark reported on the 2 sessions we had on the Discovering Christ course. The first session was held on October 14. The last session featuring the 2 nd video was held on October 27 and was well attended; we had 3 participants from St. Michael the Archangel Parish at Aberdeen Proving Ground. We have 2 sessions scheduled in November. The November 3 session will review the first video of the series for those who missed it in addition to the 3 rd video. The November 10 session will also feature the 3 rd video.

Parking Lot Issue	Mark discussed the parking lot repairs and snow removal. Brett Steinmiller has indicated he will continue plowing of the parking lot at no charge to the Parish. Estimates for a completely new parking lot range up to \$100,000. We could get by for now by repairing cracks and a small area that may need to be redone. Father said the Benhoff Co., the original parking lot construction company or a company suggested by the Archdiocese might be able to help. Mark suggested a small group of volunteers could help with the sidewalk de-icing and snow issues. We could place a note in the Bulletin asking for volunteers for this. Carmen brought up the liability issue involved with a private contractor vs. a volunteer group-such as someone suffering a heart attack. Father will look into the liability issue. He suggested a small committee of 3 people be formed to investigate all of these issues including parking lot repairs and snow shoveling.
Town Hall Issues	We will table the tabernacle issue for now and continue to pray for a resolution. Veronica will write something up for the Bulletin to note where we stand on the issues brought up at the Town Hall meeting.
Bull Roast	Planning is on schedule for the Parish Bull Roast to be held on November 15. Father noted that many people wait until the date gets closer to commit to tickets.
Coffee and Donuts Program	Chris noted that the coffee and donuts program has had a good response from parishioners. The children in his Faith Formation class are anxious to help and will be assisting next on November 2 at the 8:30 Mass.
Youth Activities	Veronica discussed what was happening in the Youth Activities program. Denise Loehr has contact information about the St. Mark's program. Michelle and Chris are also working on youth activities. Kellie Reynolds, the youth minister at St. Stephen's, will be consulted.
Halloween Party	Sister thanked the hard work of Barbara McDougall's family for the successful Halloween Party of October 26.
Ecumenical Service	Father noted that Holy Spirit is hosting the Ecumenical Service between the Presbyterian Church of the Good Shepherd and our Church at 7 p.m. the evening before Thanksgiving.
Next Meeting	Our next Pastoral Council meeting will be held on Wednesday, December 3rd at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:45 p.m.

**NO MEETING
NOVEMBER 2014**

Holy Spirit Church

Meeting Minutes
December 3, 2014

HOLY SPIRIT MEETING MINUTES OF THE PARISH PASTORAL COUNCIL

Attendees: Father Joseph C. Simmons, Sister Susanne Bunn, Mark Dubyoski, Michelle Urbanski, Catherine Urbanski, Chris Gregory, Bill McCann, Bob Baldauf, Veronica Hernandez-Shepard, Norm Pelissier

Topics Discussed:

The following topics were discussed at this meeting:

Coffee and Donuts Program	Ecumenical Service
Bull Roast	Video Transmission
Guest Speakers	Children's Nursery
ChristLife Program	Town Hall Issues
Bull Roast	Youth Activities
New Prayer Versions	

Meeting Minutes:

Topic	Main Discussion
Meeting	The meeting began with a prayer by Father at 6:30 p.m.
Approval of Minutes	The minutes of the October 29, 2014 meeting were approved.
Coffee and Donuts Program	Chris noted that coffee and donuts will be available after both Masses this Sunday morning. This program continues to be very successful.
Ecumenical Celebration	Father stated that 50 or more people attended the Ecumenical Thanksgiving Celebration which was held this year at Holy Spirit Church on November 26. Also participating this year were the minister and members of the Episcopal Church of the Resurrection from Rumsey Island in addition to the Good Shepherd Presbyterian Church. The Good Shepherd choir joined with the Holy Spirit choir for the service.
Bull Roast	The annual Bull Roast was again successful and a profit of around \$700. was realized. Approximately 100 tickets were sold and 90 people attended.
Children's Room for Services and Video Transmission of Masses	Bill reported on the live streaming proposal for the side chapel during Mass. The WiFi that is part of the GoPRO system does not have the capability to allow live streaming. The alternative is to run cable. Another possibility is use of a surveillance camera. Father stated that our congregation might not be large enough and there might not be enough demand to warrant an elaborate electronics system. Veronica will work on a sign that could be posted that would alert parishioners that the side chapel is available for families of young children.
Update on Items from Previous Meeting and Town Hall Survey	Father indicated that notices will appear in this week's Church Bulletin updating the parishioners on several projects we are working on including the use of the side chapel, the parking lot, and the tabernacle. We are looking for a small committee of at least 3 people to work on the parking lot issue. Mark is still contacting people who indicated interest in some of the topics raised in the survey. For future surveys, we will line up people to make response calls before the surveys are conducted. Bill stated that for some specific issues such as the tabernacle or parking lot, a survey might not be necessary. Father

	asked for feedback and possible improvements or clarification on the notices in this week's Bulletin about pending issues.
Christmas Suggestion on New Prayer Versions	Because we will have more people and newcomers attending Christmas services, Sister suggested that we reinforce to everyone that the new words of the Mass are in front of the hymnal.
Discovering Christ Program	Mark reported that we expect to start with a limited program of less than 30 people in order to iron out any wrinkles in the new program. Later we will open it up to everyone. A few details need to be worked out such as getting items printed, the music, and the meals but the planning is coming along.
Committees	Father asked if we had any reports from the committees that are dealing with issues from the survey. If we already had committees in place such as a maintenance committee or a youth activities committee, these issues could be sent directly to the chairs of these committees. We need volunteers to head up committees. This is a weak area for our Parish.
Youth Activities	Michelle stated that the parents of students enrolled in Faith Formation should play a larger role and be more responsible for directing youth activities. A suggestion was made to have the students get their parents signature on sheets relating to student activities so that we can be sure the information is being relayed to the parents. Veronica has facilitated twice-a-month classes for teens. Sister is planning an activity for kids involving a trip on January 11 in the afternoon to a Shrine and to the Franciscan Monastery in Washington. Also, a snow tubing activity at either Round Top or Ski Liberty is being looked into. We will ask for volunteers or chaperones in the Bulletin. Sister noted that STAND training, and driving records checks are involved in these activities.
Speakers	Mark discussed with Carmen about bringing in a speaker. Father volunteered to get the program started. If anyone has a subject in mind, they should get back to Father.
Next Meeting	Our next Pastoral Council meeting will be held on Tuesday, January 6 at 6:30 p.m.
Adjournment	The meeting was adjourned at 7:40 p.m.