

Church of the Holy Spirit Parish Council

January 23, 2019

Mission Statement

The Mission of the Church of the Holy Spirit is to use our gifts of time, talent, and treasure for the greater honor and glory of God. Under the guidance of the Holy Spirit, and through Jesus in the Eucharist, we strive to develop a strong faith community by worship, education and evangelization.

Meeting Opening

Dan Rubin called the meeting to order at 7p.m. In the St. Joseph's Room. Fr Houlihan led the Council in prayer.

In attendance: Fr. Houlihan, Fr. Danek, Sue Stevens, Dan Rubin, Deb Walton,, Linda Monahan, Carol Tilson, Sean Gillen, Liz Rubin,, Pat Vaughn, Liz Rubin, Joy Scanlan, Brandon Finn

Absent: Travis Bourett, Melicca Carpenter, Mike Bridges,Patty Wynne

New Business

- Sue Steven and Joy Scanlan shared a draft of the gym rental agreement form and criteria that parishioners/parish organizations and external community organizations would complete prior to renting/utilizing the StJB gymnasium. The agreement takes into account the liability insurance (coordinated with Chancery) gym and rental fees based on the various users of the gym, liquor license as well as guidelines for utilizing the kitchen. PC gave feedback on the importance on the need to create procedures for submitting a gym rental and event request that can be shared internally. The group also discussed an online calendar that identifies when the gymnasium is booked, as well as the Parish Commons, St. Joseph's Room, StJB Library and Parish Commons. There would be one owner responsible for approving and scheduling the gym and other community spaces on the calendar. Joy and Sue collected the feedback. Their next steps are to finalize the documents(s) and meet with Linda Monahan prior to presenting a final draft to PC for approval at the February meeting.
- The group discussed the upcoming fish fries and its importance, taking precedence over catering events and other activities in the gym that may potentially conflict. The Knight of Columbus will lead fish fry efforts. No catering events have been scheduled during weeks of fish fries in March/April.
- Fr. Houlihan announced that he has taken on additional responsibilities as administrator for Syracuse and Avocado parishes.
- Pat Vaughn asked that we discuss Parish Dinners at our February PC meeting.
- In addition to posting monthly PC Minutes to the parish website, they will also be posted on the Parish Commons bulletin board.

Updates from Organizations

Evangelization:

No report

Finance Council:

Working closely with Father Houlihan on financing the school through the new direction set by Diocese.

School Update:

Linda discussed the plans for Catholic Schools Week January 27 – February 2.. All parishioners are invited to attend the kickoff to CSW and potluck lunch following 10:30 Mass on January 27. School staff is preparing for registration for the 2019-20 school year. Registration will be online this year through PowerSchool and the school will continue leveraging the FACTS management system for scheduling tuition payments. Pre-school registration will open March 1. Kindergarten

Round Up is set for March 7th. Linda also shared that the basement maintenance repairs are near complete and is looking good.

Catholic Daughters:

Liz Rubin gave an update of CDA's last meeting held on January 15. Irene Warga won the Pecan Basket raffled off. Servers for Open Hearts will be needed for January 31. Four representatives will attend the 48th State Convention is April 5, 6 and 7 at Embassy Suites in Lincoln. Barb Toman will be retiring this year from her role leading the grade school competitions (essays, photo and art). Competitions for this year are in February. The group is praying for the students who will be receiving their first communion. 50 rosaries will need to be made. CDA swore in one new member, Crystal Jeys.

PCCW:

Liz Rubin gave an update on PCCW's meeting held January 17. The final cost for the new blinds PCCW is purchasing for the Commons will be \$4019.92. PCCW will be providing pulled pork, pizza and paper products for the CSW Potluck lunch on Sunday, January 27, following 10:39am Mass. The "Over 55 Lunch" will be held Monday, February 18 following 11 am Mass. The theme is "There's Snow Place Like Home." The Spring Salad Luncheon will be Thursday, May 21.

Publicity & Marketing:

Deb Walton reminded the group about the upcoming STJB community event — "Fruit of the Vine" — rescheduled for February 8.

Knights of Columbus:

No report

Liturgy:

No report

School Advisory/Strategic Planning:

Sean Gillen reported the Student Advisory Council is working on refreshing the Strategic Plan strategy and project list which will involve pairing down pillars, assigning new pillar leads and committee members. An initial step in the work will be evaluating where we are from a financial sustainability and enrollment perspective and where we need to be in the next 3-5 years.

Stewardship:

No report

Christian Service & Human Affairs:

Carol Tilson facilitated a group leadership exercise "Nail in the Fence."

Building and Grounds:

No report

Youth Group:

No report

ACTION ITEMS:

| Assignment | Responsibility | Due Date |
|--|-----------------------|---|
| Review PC bylaws and identify where to add role Catering role and function | Dan Rubin/Deb Walton | Recommendation presented at February PC Meeting |
| Ensure there is no conflicts with kitchen usage during Fish Fry season | Dan Rubin (KOC) | March/April timeframe |

Closing

Fr. Houlihan closed the meeting with a prayer. The meeting concluded at 8:28pm. Our next meeting will be Wednesday, February 27 at 7 p.m. in the St. Joseph Room.