

Church of the Holy Spirit and St. John the Baptist School
Parish Leadership Team

Meeting Agenda
Monday, 02.24.25



Attendees:

Donette Koelzer
Donna Weeda
Hannah Clark
Teresa Lewandowski

Ryan Vulgamott
Laurie Hajek-Jones
Theresa Gunia

1. Opening Prayer
2. General Discussion Items
 - a. Project Charter Template
 - i. Approved; Donette to share all shared drive folders with everyone on PLT so they have access to it
 - ii. Pillar Leads should use the Project Charter Template when developing and working on Strategic Planning projects to streamline communication
 - iii. Template should also be shared with any sub-committees under each pillar for use in their projects
 - b. By-Laws
 - i. Add to the to-do list
 - ii. Use old, and other examples to begin with; Donette to begin and bring back to group for input
 - c. Appreciation
 - i. Use Teacher and Volunteer spotlight that is sent out via social media, Flocknote, etc.
 - d. Meeting time
 - i. Possibly move all meetings up to 5 so PLT can be 1 ½ hours
 - ii. Or move PLT to another night
 - iii. Donette to review with Father when he returns from pilgrimage
3. Worship Pillar
 - a. Status of Goal Projects
 - i. Long Term Financial Plan
 1. Finance Committee working on this
 - ii. Masterplan
 1. Working on developing committee
 - b. Additional Discussion Items
 - i. Facilities Management Position (Goal #3)
 1. This goal project more urgent due to timing of JaniKing contract renewal

2. Need confirmation of the contract date - Teresa to find out
 3. More research to do to determine if this goal should be revised, a janitorial service should be retained, etc.
 - ii. Acolyte Training (Goal #4)
 1. Coordinate with Knights of Columbus
 2. Saturday morning after mass?
4. Education Pillar
 - a. Status of Goal Projects
 - i. Program to increase school enrollment (Goal #1)
 1. Brainstorming ideas
 2. Need Director of Advancement Marketing to assist with items
 - ii. School Culture (Goal #2)
 1. No update
5. Evangelization Pillar
 - a. Status of Goal Projects
 - i. Communication Standards (Goal #1)
 1. ParishStaq demonstration - date to be determined after 5 pm
 2. Communication Standards document on the shared drive
 - a. Distribute them to groups under each pillar; e-mail and ask if they'd prefer a hard copy
 3. Commons Updates and shared Database project charters are on the Shared Drive; PLT member should check for updates
 - ii. Director of Marketing and Advancement (Goal #2)
 1. Moving forward with advertising soon
6. Closing Prayer
7. Next Meeting: March 24th, 8:00 pm St. Gabriel Room