

Staff Meeting Minutes
Holy Apostles Catholic Church
Colorado Springs, Colorado
April 30, 2008

Members present: Sam Gioia, Mary Parsons, Audrey Sujkowski, Pat Van Horn, Mike McGrady, Mary Superata, and Fr. Joe Damhorst

Absent: Deacon Chuck Matzker, Fr. Paul Wicker,
and Deacon Mike Leverington

Maryanne Wright, recording

- I. The meeting was opened with a prayer and gospel readings for May 4, 2008.
- II. Review modifications of last week's minutes: None.
- III. Preschool (School of Parental Formation) – Mary Parsons. No Update this week.
- IV. Liturgical Ministries (School of Sacramental Life Celebrated) –
 - A. Audrey was gone on April 24th to attend a free workshop, sponsored by Harcourt publishing, in Westminster on “Lead us to the Water: Effective Models for Liturgical and Sacramental Catechesis.” She found this to be a very inspiring workshop. The Vine and Branches analogy was used. She drew an analogy between pruning the branches so that new growth can appear with the Youth retreat and the introduction of the Youth to the different ministries. The music was inspiring and life-giving.
 - B. Audrey mentioned a performance of Soli Dei at the First United Methodist church which will be held. Of note was the fact that a hand bell group will perform.
 - C. The Safe Environment Training is scheduled for May 13th. The event will be open to parishioners who in the course of their volunteer duties will need this training.
- V. Formation Ministries (School of Faith Encountered) –Mary Superata.
 - A. Mary and her staff are prepping for next year's ministry. They will have a meeting at 9:30 am on Thursday, May 1st.
 - B. Cindy Good and Liz Sydow will make an announcement the weekend of May 17-18 to advertise this year's Vacation Bible School.
 - C. An insert in the bulletin for the weekend of May 17-18 will advertise the fundraiser for the Youth Mission trip to South Dakota. Pat also stated that the parish is supporting the Kids in Need drive by collecting socks, hats and gloves. These items will be sent with the Youth to South Dakota.
- VI. Youth Ministries (School of Vocational Exploration)-Mike McGrady

- A. Mike spoke about the success of the S.O.C.T Retreat. He thanked the staff for their presentations. Each Ministry Head planted the seeds of how the Youth can become more involved in their church's actions in their parish. The staff showed just how approachable they are; many of the Youth are already involved in various ministries in the parish. Sam mentioned that it was encouraging for him to see these new people come forward and carry on the works. The Ministries have an obligation to teach this new generation to be involved in the works in their parish. The retreat closed with the noon mass.
 - B. Confirmation will take place on May 18.
 - C. The Knights of Columbus will support a summer picnic event. Burgers, hotdogs will be available after the noon mass. Start date will be announced.
 - D. On May 21st the prayer group will celebrate confirmation with an early supper. The Knights of Columbus and the Prayer Group will host this event. Mike will celebrate the Youth confirmation on May 18th after the noon mass.
 - E. Mike will put together a flyer that lists the summer activities available to the parish.
- VII. Outreach Ministries (School of Pastoral Care and Justice) – Pat Van Horn.
- A. The Kids in Need program continues to collect hats, gloves and scarves to be sent with the Youth Group to the mission in South Dakota.
 - B. The Ukraine Group would like to schedule Bake Sales this summer. The first will be scheduled for May 25th and will be outside.
 - C. On Friday two funerals are scheduled.
- VIII. Preschool (school of Parental Formation) – Mary Parsons.
- A. The window for the Accreditation committee to visit is between now until May 16. During this time there will be no planning. The committee will give 24 hours notice before their visit.
 - B. The teachers have worked hard for the past two years towards this event.
- IX. Ordained Ministries –
- C. Fr. Joe.
 1. Two people want to be confirmed: one is an 84-year-old woman who has been away from the church for 50 years.
 2. The last phase of the Bible Class is taking place now. The Letters of St. Paul are being covered..
- Deacon Mike Leverington. No update this week.
- XI. Charismatic Ministries (School of called and Renewed)-Deacon Chuck Matzker. No Update this week.
- XII. Pastoral Administration (School of Stewardship) – Sam Gioia.

- a. There is a workshop in Longmont entitled the “Externally Focused Church. Bob Stadjuhar will attend as the leader of the Apostles of Hope Ministry.
- b. Sam will meet with those who would like to plan the Father/Son Retreat.
- c. Sam has a meeting with a Fundraising Group that is a nonprofit travel group. You can book travel through the site. There will be no cost to the parish. Sam will speak with Fr. Paul about how to promote this activity in the parish. It is possible to design trips and book sporting events.
- d. The planning workshop with the staff will be rescheduled.
- e. The fall Stewardship renewal is getting underway. The focus is on Discipleship.
- f. Sam has been selected to serve on the Diocesan Pastoral Council. The term is for three years. Congratulations!
- g. There is a Finance Council Meeting on May 6th. Candace and Sam are working on the financial data. The first nine months will be sent to the staff and there will be three months of forecast in the data. This year there is no net growth. For staff planning purposes do not assume that offertory giving will grow. The giving rates have been very flat this year and will probably continue to be flat.
- h. The credit card receipts have to be correctly coded so that the proper account is used.
- i. For the budget, Sam will go over excel basics for the staff: how to navigate and how to do basic functions on the spreadsheet.
- j. Sam will also go over all subaccounts to make sure that the accounting codes are correct and reflect spending activity.
- k. The final budget has to be submitted to the diocese on June 30th.
- l. To make the eScrip program a viable one, Sam has coordinated with the Big Fish Marketing firm. They will install a kiosk next month that will enable parishioners to register their cards in the eScrip program by swiping their driver’s license and then the card to be registered. The ease of signing up for the program should encourage many people to sign up. This is an excellent and painless way to sign up. The benefits of using this program to help Holy Apostles could be very great. Email addresses will also be captured. This will also enable us to offer other services such as offering Mother’s Day e cards and other programs.
- m. Fr. Joe will host a luncheon at his house for the staff on May 8th at 12 noon. He is having the luncheon catered.
 1. Administrative Items – Maryanne Wright
 - a. In mass baptisms were covered for the next six weeks.
 - b. Bulletin Board Requests/Requests for the Table.
 - i. Small Catholic Communities has asked for a table in the vestibule on May 13th to use as a reception area for their Retreat. Approved.

- ii. Women's Community will sell the Spiritual Bouquet cards after masses and will need a table.
 - c. Facilities Usage Requests. None this week.
 - d. Commentator Requests.
 - i. Spiritual Bouquets cards available after masses.
 - ii. Tickets are available for the KOC Luau.
 - iii. Worldwide Marriage Encounter wants to make a short announcement about the Encounter dates in August.
 - iv. Pancake Breakfast on April 20 after the 7:30 and 9:30 am masses. Guest speaker, Bill Galvan after masses and a dancer to promote the Knights of Columbus luau.
 - v. There will be a Confirmation celebration after the noon mass on May 18th for those that were confirmed. Bring a dish.
 - e. Bulletin Inserts.
 - i. Divine Redeemer Bookfair.
 - ii. Confirmation celebration after 12 noon mass. Open to parish.
 - iii. First Communion communicants.
- B. Pastor's issues- Fr. Paul: None this week.
- C. Meeting closed at 10:50 am.

Respectfully submitted,
Maryanne Wright