

Staff Meeting Minutes  
Holy Apostles Catholic Church  
Colorado Springs, Colorado  
November 14, 2007

Members present: Sam Gioia, Audrey Sujkowski, Mary Superata, Deacon Chuck Matzker, Pat Van Horn, Mike McGrady, Fr. Paul Wicker, Mike Leverington, Mary Parsons and

Absent: Fr. Joe Damhorst

Maryanne Wright, recording

- I. The meeting was opened with a prayer and gospel readings for November 18, 2007.
- II. Review modifications of last week's minutes: None.
- III. Planning.
  - A. Baptisms. Baptisms there are no scheduled baptisms during mass through January 6<sup>th</sup>. \*Note: Fr. Paul will have a baptism during the 9 am mass on December 25<sup>th</sup>.
  - B. All staff meeting next Wednesday. \*Note: The meeting has been changed to November 28<sup>th</sup>.
    1. Staff members will prepare presentations for the staff.
    2. Sam will prepare the outline and agenda.
    3. Fr. Paul will address the principles of Pastoral Care: setting boundaries, understanding and communication.
    4. Continuation of the Staff Meeting format to show the whole staff how teamwork will result in a better workplace.
    5. Preschool will be on vacation.
  - C. Stewardship Planning:
    1. Sam will help any staff member with the spreadsheets who requires help. The time and talent portion has already been entered into the spreadsheets.
    2. Sam will be able to use mail merge for mailings.
      - a. Volunteers have stepped forward for the coffee shop ministry, newcomer ministry and there are people who want to help with the focus groups. The challenge is to maintain the momentum and let these ministries develop. Management of these groups is the challenge.
      - b. The Treasure Appeal is this weekend. Ushers will pass out and collect commitment cards. Computations will be made so that pledged amounts will be available at the end of mass.
  - D. 2008 Parish Calendar: Themes for certain months still have to be determined. Sam has asked for staff help. Mary Parsons pointed

out that January is Catholic Schools Month so the preschool will probably provide the theme for that month. Audrey will provide the major Liturgical dates for the upcoming year. The pictures still need to be selected. Major Catholic dates will be noted and then our parish-specific dates will be added. The calendar will have spaces large enough to add notes.

- E. First Friday Adoration. The youth will participate. Specifics of this liturgy are still being discussed.
- F. Christmas Outreach. There will be an insert this weekend. The take home bags will be assembled on December 18<sup>th</sup>. The Youth will be invited to caroling. Prayer shawls will be provided to those who need them. Mary Superata has also prepared an insert.
- G. Salvation Army Dinner. Mike Leverington is the coordinator. The meals will be delivered already prepared at 10 am. If there is a need for more meals, a 15-minute lead-time will be needed to obtain more dinners. Flyers are not yet prepared. Rolls and desserts are not included in the dinners. We will place an item in the bulletin to ask for these items. Drinks (coffee, tea and lemonade) are provided. Last year's coordinator will be asked to give the announcement at mass. The dinner will be held Christmas Day. There was a discussion concerning volunteers from other churches who will participate. Mike will look into providing a coordinator. The churches in the immediate area will be asked. They will be asked to provide a point of contact.
- H. Apostles of Hope Ministry Fair. The Fair will be discussed in great depth at the staff meeting in January. The date that has been chosen is March 2<sup>nd</sup>.

IV. Evangelization/Marketing. No Updates.

V. Miscellaneous Issues.

- A. Divine Mercy Chapel. Dedication will probably be Divine Mercy Sunday.
- B. Outdoor sales for Olivewood and other vendors was discussed. The possibility of having tents outside to accommodate these vendors was also discussed.
- C. Hope Alive. Deacon Mike attended a program in Hawaii for this ministry. He would like to start to set up the ministry in January. Mike gave a presentation at the priest's meeting. The program is 30-35 weeks long and will need a place to hold it. Mary Parsons was asked why the preschool rooms could not be used. The problems are the sanitation measures that she must follow. Fr. Paul asked that Catholic Charities be consulted to see what programs they have in place for those to whom Hope Alive will minister. Pat suggested that Fr. Tim at Memorial be given this information also. Pastoral Care at both hospitals may want to participate in this program.

VI. Bulletin board requests.

- Small Catholic Communities – Gospel of John study ok.
- VII. Fundraising/Vestibule Use Requests.
    - Boy Scout Greenery pick up is on Dec 2<sup>nd</sup> in the parish hall on the tile side.
  - VIII. Commentator/Guest Speaker Announcement Requests. Will be made before mass this weekend because of the numerous announcements and will reference bulletin articles.
    - A. RCIA Welcome Breakfast for the 9:30 mass.
    - B. Prayer Cards for the RCIA will be announced.
  - IX. Bulletin Insert Requests:
    - A. Men's Breakfast ok.
    - B. Intergenerational Day/Pastoral Outreach Christmas Project ok.
  - X. Second Collection. Maryknoll on 24-25 November.
  - XI. Continuing Items.
    - A. Preschool door: No Update.
    - B. Library Plans. Seventy-seven people have indicated an interest in this ministry.
    - C. Media Center Remodel. No update.
    - D. Managing peripheral ministries: We are starting to tie the groups that meet here into the mission of the parish. More will follow.
    - E. Just Faith Living Small Groups no updates.
    - F. Christmas Outreach: Discussed earlier.
    - G. Coffee and doughnuts: no changes
    - H. Care of Mexican Immigrants: no changes.
    - I. Additional Bulletin Boards: No update.
  - XII. Roundtable.
    - A. Chuck Matzker:
      - 1. The Festival of Carols will be held this year on the scripture of carols. It is scheduled for December 19<sup>th</sup>.
      - 2. Called and Gifted Program is being coordinated.
      - 3. Chuck is leaving for New York next week.
    - B. Mike Leverington: Will celebrate his 40<sup>th</sup> wedding anniversary in February.
    - C. Audrey:
      - 1. Liturgy Meeting on Thursday.
      - 2. December calendars will be bulletin inserts on November 24-25.
    - D. Sam: Asked if the staff wanted a Christmas bulletin like last year, with ministries listed and events listed. There will be further discussion.
    - E. Mary Superata:
      - 1. Four people will be received into full communion in December.
      - 2. Holy cards with the RCIA members pictured will be available at church entrances.
    - F. Mary Parsons:

The long process of accreditation continues.

G. Mike McGrady:

1. The Life Teen Omega retreat will be from Nov 30-December 2<sup>nd</sup> at Tempel Hills in Woodland Park. Teens will be back by the noon mass. Fr. Paul asked if a priest was needed for the conference. Mike will get the schedule.
2. Spirit and Truth is now a Young Adult Group at Holy Apostles.

XIII. The meeting was closed at 11:30 am.

Respectfully submitted,  
Maryanne Wright