

Staff Meeting Minutes  
Holy Apostles Catholic Church  
Colorado Springs, Colorado  
October 17, 2007

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

Absent: Mary Parsons, Deacon, Chuck Matzker, and Fr. Paul Wicker

Maryanne Wright, recording

- I. The meeting was opened with a prayer and gospel readings for October 21, 2007
- II. Review modifications of last week's minutes: None
- III. Planning.
  - A. Baptisms. Baptisms there are no scheduled baptisms during mass through Dec 9<sup>th</sup>.
  - B. There will be an in service for all staff members on November 21 from 9 am to 12 noon. The office will be open from 8:30 am to 9 am and the in service will be from 9 am to noon. Lunch will be served. Each ministry head will present updated procedures that the office will follow regarding their area of ministry. Sam will put together an agenda from staff inputs.
  - C. Not in my House: No updates.
  - D. Stewardship Planning: October/November
    1. The witness talks over the weekends were very good. Many compliments were received. This week's speakers are still being lined up. Liz Anderson has the lead on this. The speakers will probably be introduced by the presider at the mass.
    2. A discussion took place regarding how we will honor those who have died during the month of November. Fr. Joe made a suggestion based upon how St. Patrick's honors those who have died during All Souls Month. One proposal has involved putting pictures of the deceased in the bulletin, this is probably not feasible. Another suggestion involved making a posting for the bulletin board that has pictures that show baptism dates and the dates of death. Also during November a type of memorial tree could be posted which show the names of those who have died. This will be discussed at a later date.
  - E. Living Rosary: The next living Rosary will be held outside if weather permits. There were a few logistical problems with sound and this week there will be lighting on the cross for the event. Mike

McGrady brought up the fact that he had said the rosary with his youth groups and these individual seem to be uncomfortable with saying the rosary. Maybe a type of educational program could be promoted for the parish or perhaps a continual event could be scheduled where the rosary is said. Discussion will continue.

- F. Apostles of Hope Ministry Fair. The Fair will be discussed in great depth at the staff meeting in January.
- G. Priesthood Sunday is on October 28<sup>th</sup>. This Sunday honors our priests for their service. Audrey will provide an intercessory prayer to thank the priests.
- H. On October 28<sup>th</sup>, the Chili Cook-off Fundraiser and Walk of Martyrs will occur. There will be a new insert for this fundraiser. The cook-off will benefit the Ukraine Ministries.

IV. Evangelization/Marketing.

- A. The next big mailing will be to the self-identified Catholics in the parish boundaries. The mailing will be to about 5,000 people. This will be discussed in the future because if we mail to these individuals, we would like to have an event to which to invite them. There is a possibility that this might be after Christmas, but before Easter. This will be discussed in the future.
- B. Nine Focus Groups. The nine focus groups, which were the groups identified as groups to minister to in our parish, were discussed. On October 28<sup>th</sup>, banners representing the nine focus groups (Young, Elderly, Unchurched, Fallen Away, Immigrants, Poor, Disabled, Single Parents and the Military Families) will be displayed in the church and the parish will be invited to place the symbol, a chalice, on the banner as a symbol of their commitment to that group. This will symbolize their commitment of their time and talent to minister to the needs of this group. The Visioning Body had originally identified these groups by studying the demographics of the parish, interviews with area businesses, non profits, medical facilities and other businesses that cater to certain demographics. The Visioning Body is trying to set up focus group ministries leaders who will devise strategies and ways to minister to the needs of these groups. This has been a challenging task and work is continuing on this. Several suggestions evolved as to how to move the project forward. One solution might be to have the ministry heads take on the leadership and recruit members of the different ministries to start work in the focus group. Another way might be to concentrate on two or three of the focus groups, staff the ministry and then concentrate on the next few groups. Discussion will continue.

V. Miscellaneous Issues.

- A. Salvation Army Bell Ringers: Holy Apostles received a request for people to man the kettles during the Christmas Season. It was suggested that John Lopez of the Knights of Columbus be

- contacted to see if the Knights are interested. The Youth Ministry might be interested in this project.
- B. Anticipation Mass for Holydays. The anticipation day mass for All Saints Day will be at 5:30 pm on October 31<sup>st</sup> and mass will be at 7 pm on November 1<sup>st</sup>. The anticipation mass for the feast of the Immaculate Conception will be on December 7<sup>th</sup> at 5:30 pm.
  - C. Colorado Bone Marrow Donor Screening. The staff has approved December 9<sup>th</sup> as the screening date and will involve taking a mouth swab. Those that have done this in the past do not need to repeat it and are already registered.
  - D. The issue of when and how the cleansing of the Sacred Vessels will be done will be addressed by the Liturgical Team Meeting tomorrow.
- VI. Bulletin board requests.
- A. The poster advertizing a talk given by the brother of a nun who worked in the Rainforest defending the poor and was martyred was approved for posting.
  - B. A poster advertizing a candlelight vigil sponsored by the Holy Ghost Revival Center deploring the number of homicides in the city was approved for posting.
  - C. St. Michael's in Calhan has asked that we post the flyer for their Parish Bazaar. This was approved. There was a discussion as to how we could support the Bazaar.
- VII. Fundraising/Vestibule Use Requests.
- A. Boy Scouts will accept orders for their Greenery Oct 27-28 and November 3-4.
  - B. Boy Scouts Greenery pickup will be on Dec 1-2 in the Parish Hall (Tile side).
  - C. MOPS Fundraiser Nov 3-4
- VIII. Commentator/Guest Speaker Announcement Requests.
- A. Lectors/Commentators Training approved.
  - B. Financial Peace University events approved.
- IX. Bulletin Insert Requests:
- A. Chili cook-off fundraiser approved.
  - B. Walk of the Martyrs approved.
  - C. Stewardship Prayer will be included.
- X. Second Collection. World Missions Sunday is this weekend.
- XI. Continuing Items.
- A. Library Plans. No updates.
  - B. Media Center Remodel. No update.
  - C. Managing peripheral ministries: no changes.
  - D. Just Faith Living Small Groups no updates.
  - E. Halloween Outreach Project: no changes
  - F. Christmas Outreach: no changes
  - G. Coffee and doughnuts: no changes
  - H. Care of Mexican Immigrants: no changes.

- I. Additional Bulletin Boards: no changes.
- XII. Roundtable.
  - A. Sam: Banner placement for the Nine Focus Groups will be discussed at the Liturgy Meeting tomorrow.
  - B. Mary Superata:
    - 1. The marketing firm is producing prayer cards that will be distributed on Nov 4<sup>th</sup> that will show a picture of the RCIA candidate. The prayer card will be distributed to the parish so that they can pray for the candidate.
    - 2. Many young families are coming back to the church. There is a possibility that we may need to address their specific needs as one of our Focus Groups. This will be discussed further.
  - C. Pat Van Horn:
    - 1. Interfaith Hospitality has asked that Holy Apostles host another date. Since we have already committed to two of these events next year, we will not be able to host another.
    - 2. Pat continues to receive requests for aid and continues to try and help where she can. Sometimes it is a challenge to prioritize so that we can help those that are in need.
  - D. Audrey: Is preparing the calendar bulletin insert for November which will be an insert in the October 28<sup>th</sup> bulletin.
  - E. Mike:
    - 1. Attended the Life Teen program and found it to be uplifting and very joyous. Mike has many ideas for his program.
    - 2. Confirmation Preparation has started and will continue through May 11<sup>th</sup> of 2008.
- XIII. The meeting was closed at 11:20 am.

Respectfully submitted,  
Maryanne Wright