

Staff Meeting Minutes
Holy Apostles Catholic Church
Colorado Springs, Colorado
October 31, 2007

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

Maryanne Wright, recording

- I. The meeting was opened with a prayer and gospel readings for November 4, 2007.
- II. Review modifications of last week's minutes: None
- III. Planning.
 - A. Baptisms. Baptisms there are no scheduled baptisms during mass through Dec 23th.
 - B. Visioning Body Meeting with the staff is scheduled for Nov 8th at 6 pm.
 - C. All Staff meeting is scheduled for November 21st at 9 am. The staff was asked to submit agenda items. The intent of the meeting is to be a training session for the front office personnel. The front desk personnel should have questions prepared for the staff. There will be an open dialogue; the idea is "how we can help each other do their jobs." Fr. Paul, Mary Superata, Pat Van Horn, Mike McGrady are all scheduled to make presentations to the staff. Front office personnel are the first line of contact with the public and procedures that they will follow should be accurate and consistent; the information that is passed on should be accurate and up to date.
 - D. Stewardship Planning: November
 1. Time and Talent Results: 386 cards were received back. This was a relatively low number. Sixty-one people have indicated that they were interested in the coffee shop ministry. There was a discussion as to how they can help parishioners discern their talents. The Nov 8th meeting with the Visioning Body should help to clarify this. There were several suggestions as to other groups that could be included as a focus group with needs to be addressed: included was "Stay at Home Moms." The baskets will be left up front this Sunday also.
 2. This weekend, the Treasure portion of the stewardship campaign appeal will start.
 - E. Managing Peripheral Ministries. Mike McGrady is concerned over the lack of communication, particularly with outside groups wishing to schedule Youth events. The discussion then continued about how we will schedule the groups that wish to meet in our facility.

There was a consensus that the groups should somehow be tied into our church mission. The ideal situation is to have each group "report" to a ministry. All scheduling events will go through that ministry for approval. There will be further consideration and discussion.

- F. 2008 Parish Calendar: Sam has asked that everyone submit pictures/events that might be used for the calendar. Major parish events will be placed on the calendar for reference. The deadline is in the very near future.
- G. Apostles of Hope Ministry Fair. The Fair will be discussed in great depth at the staff meeting in January.
- IV. Evangelization/Marketing. No Updates.
- V. Miscellaneous Issues.
 - A. November birthdays will be celebrated on November 14th.
 - B. There was a discussion as to how a recommended reading list could be implemented. This might be an item the Catholic Herald should consider. Many of our ministry heads are receiving requests for a recommended reading list. Discussion will continue.
 - C. The announcements portion of the mass went very well and Audrey would like to continue to cite the article in the bulletin as a reference when making announcements.
- VI. Bulletin board requests.
 - A. Christmas "Adopt a Family" ok for posting.
 - B. Vigil for Life at Planned Parenthood ok
 - C. Advent and Christmas Journey ok for posting.
 - D. Christ's presence in the Eucharist – Holy Trinity, RENEW International ok to post.
 - E. Immigrants rights (in Spanish) event at St. Mary's ok to post.
- VII. Fundraising/Vestibule Use Requests.
 - A. Olivewood will be in the vestibule on 10-11 November.
 - B. MOPS fundraiser this weekend.
 - C. Advent Book Fair requested by Aquinas and More requested a date. A percent of sales will be returned to the parish.
- VIII. Commentator/Guest Speaker Announcement Requests. Will be made before mass this weekend because of the numerous announcements.
 - A. MOPS Fundraiser.
 - B. Olivewood Sales.
 - C. Colorado Springs Veteran's Day Parade.
 - D. Women's Story.
- IX. Bulletin Insert Requests:
 - A. Catholic Campaign for Human Development
 - B. Catholic Update
- X. Second Collection. Catholic Campaign for Human Development on Nov 11th
- XI. Continuing Items.

- A. World Marriage Day on Feb 10th. On February 9th is the World Wide Marriage Encounter Dance. The group would like to have a “marriage” theme for the 5:30 pm mass. This would possibly include: General Intercessions, renewal of vows, couple married the longest and special blessings and readings. Fr. Paul will work to develop the liturgy.
 - B. Preschool door: No Update.
 - C. Library Plans. Sixty people have indicated an interest in this ministry.
 - D. Media Center Remodel. No update.
 - E. Managing peripheral ministries: We are starting to tie the groups that meet here into the mission of the parish. More will follow.
 - F. Just Faith Living Small Groups no updates.
 - G. Christmas Outreach: See Mary Superata’s input in Roundtable.
 - H. Coffee and doughnuts: no changes
 - I. Care of Mexican Immigrants: no changes.
 - J. Additional Bulletin Boards: No update.
- XII. Roundtable.
- A. Mary Parsons: Accreditation is proceeding. Mary has a very good group of teachers this year.
 - B. Pat Van Horn: The Chili Cook-off was a success. Around \$500 will benefit the Ukraine Outreach. The pumpkin carving event was also a success.
 - C. Mary Superata:
 1. MOPS is putting together an advent take home kit. Homemade items will be included and will involve different ministries including the youth. RE children are making cards for the elderly also. Mike said that the Youth Ministry will be involved
 2. RCIA members are having their picture taken for their holy cards. KOC will be serving the breakfast on Nov 18th.
 3. Mary is receiving inquiries about the catholic faith from people outside the parish. This is a credit to the Christian Formation Ministry here at Holy Apostles.
 - D. Mike Leverington:
 1. The flu shot clinic was a success.
 2. Mike will be the coordinator for Holy Apostles for the Salvation Army Christmas Dinner. We are hoping to start to advertize early so that participation will be high.
 - E. Audrey:
 1. The number of Commitment cards in the pews should be sufficient for this coming weekend.
 2. The Council for Black Catholics is having a potluck/presentation this weekend.
 - F. Fr. Joe Damhorst:

1. Next Monday start the second half of the Bible Study class. The concentration will be on the Old Testament.
2. On Tuesday nights, Fr. Joe is conducting a Bible Class at Falcon. Bill Snodgrass is helping to fill in when Fr. Joe cannot take the class.
3. Is preparing for a Retreat in Daily Life during Advent with the help of several lay people.
4. Discussed a Grief Counseling Programs that an individual at St. Pat's has started. There was a discussion regarding this type of counseling. The diocese does have a program that is headed by Teri Sorter and Ed Gaffney.

G. Pat Van Horn:

1. Pat has assembled an Apostles of Hope book from the column that is part of the weekly bulletin. Pat would like this book to be placed on the altar.
2. Pat will develop a list of items to be donated to the elderly. Bags will be made up by mid-December: the choir will carol and the kits will be delivered at a date to be determined. Pat will include her Outreach Ministries in the project.
- 3.

H. Mike McGrady:

1. The Youth Programs are moving along. They are involved in several activities and this week's activity is bowling.
2. Mike will be joining the deacons on their retreat in Buena Vista this weekend.

XIII. The meeting was closed at 11:55 am.

Respectfully submitted,
Maryanne Wright