

PARISH COUNCIL MINUTES
CHURCH of the HOLY SPIRIT, EAST GREENBUSH, NY
November 20, 2014

Presiding: Father Joe O'Brien

Attending: Rocco Acquilano, Nick Bruno, Karen La Frank, Brian Murphy, Kevin Haggerty, and Fr. Joe O'Brien.

Absent: Deacon Bill Dringus, Mike Piatek, Al White, Paul Wos and trustees Cathy Bruno and Rick Hanmann.

CALL TO ORDER The meeting was called to order at 6:55PM. Fr. Joe began with an opening prayer. Minutes of the October 16th, 2014 meeting were reviewed. A motion was made by Brian Murphy and seconded by Nick Bruno to accept the minutes. Approved.

OLD BUSINESS Nick Bruno thanked Amy Utter from Holy Spirit School for the great job she is doing with the Hannaford gift card program.

NEW BUSINESS

- Personnel
 - The Coordinator-Parish Life and Coordinator-Sacramental Preparation positions are open. Father O'Brien has started discussions on how best to fill these positions. Father has asked Kathy Rosenbaum, Maria Collins, Tracey Penk-Masucci, Kevin Haggerty, Darlene Walzer and our two Trustees, Cathy Bruno and Rick Hannmann to serve as a Selection Committee. Father Joe noted that over the years the position descriptions and needs have changed. He is giving thought to the idea that the two positions could be combined and/or rearranged to benefit all of the staff. Father will reach out to staff and to Kathy Rosenbaum to get their input and suggestions and then meet with the committee to see how best to proceed with filling the positions. Committee members will receive copies of these position guides for their review. In time, he wants to update all of the position guides. Nick Bruno mentioned that Kathy had set the bar very high in her four years at Holy Spirit and that the committee may need to change their expectations of what the job entails if they based it on what Kathy did. It was noted that Kathy spent more than the 20-24 hours week at this job and was always here when there was a church or school function. Question was asked if combining the positions was a way to save money. Father responded that saving money was a consideration for combining the positions but also he is thinking primarily to have a more of a fulltime staff presence in the office for coverage

and cohesiveness and to see if developing a new position would better serve both staff and our community. He wants to explore this idea to see it is a viable option.

- Parish Music Minister. Justine Crevatas has accepted the position of choir director and has started her position on November 1st. Father thanked the committee for the time and effort they put in interviewing the candidates and for recommending we select Justine Crevatas.
- Parish Council members: A) there is one opening for a high School student, Father is discussing this position with several candidates. B) Paul Wos is being treated for a recurring cancer problem. He has asked that we keep him in our prayers. Father Joe will talk to Al White about his continuing on the PC and also talk to Betty about rejoining the Council.
- Facilities Planning/Master Plan update
 - The Diocese has accepted our Phase 4 submittal with only Phase 5 remaining to be submitted. Paul Mays is holding off on completing Phase 5. In conversations between Father and Paul Mays, Phase 5 report is not submitted until we have an actual project and cost estimate for what we plan to build. Therefore, Paul is waiting to see how our fund raising progresses until preparing and submitting this last phase of the report. The fund raising program is now in the second phase of the campaign. They have identified 400 families and have about 20 volunteers who will contact these people personally and will either drop off or mail out packets after they make an initial phone contact. It is expected that this phase will be complete by early January. The committee is now preparing a follow up letters to send to the people who have been contacted but not yet made a contribution /pledge. Additionally the committee is preparing a letter to send to the remaining parishioners seeking their support. Mike Piatek will be forwarding a list of school parents who do not belong to the parish and a letter will be sent asking for their financial support. Fr O'Brien, Kevin Haggerty and Bob Picco will attend the LIFT session for November to pass out information to attendees. Finally we will have information at future hospitality gatherings after Masses. It is anticipated that the fund raising will be completed by end of January with pledge and gift information received by the end of February. To date (11/22/14) we have received 71 pledges and \$187,000.
- Financial Reporting
 - Father passed out the short version of the 10/30/14 monthly statement for the parish. Expenses were down \$9,106 and income was up \$1,585 from same period as last year.
 - School report was not available for this month's meeting. Note: second month school report not available.

- Father will review with Bernie and the Finance Committee on how to record on the financial reports the money received from the capital campaign. Under expenses on the balance sheet, there is a \$60,000 fee for architectural study. Now that we are into the fund raising for the capital project, should all expenses should be paid from these monies or at least be offset with a revenue line in the income section of the balance sheet. Bernie and the Finance Committee will review.
- The Bishop's Appeal has raised about \$53,000 to date. This year's assessment is \$62,700. Father will continue to use a low key approach to this program for remainder of year.
- Father to meet with the Finance Committee with the council's recommendation that we follow the advice Dave Wojeski offers and see how they would like to proceed.
- Local Catholic Community
 - The Bishop had requested that the LCC set a schedule for parish visits so he could get to multiple parishes in one day. However this plan is not working so each parish should contact the Bishop's office and arrange for their individual visits.
- School Report.
 - Mike Piatek was unable to attend this month's meeting.
 - School held an open house for parents and had a great turnout.
 - Current enrollment remains at 218 students. Race for education raised over \$17,500.
 - The school finished the renovation/updating of the library and computer lab. They installed carpeting, painted the walls, relocated the computer lab equipment to the former book stack area. Stacks were removed and new portable book stacks are now being used. New tables and chairs were purchased. The new layout and renovation project has received good reviews from all around.
 - Short term plans include installing a monitor/screen that will permit webinars and distance learning.
 - Mike is getting quotes to repair the leaks in the middle school. Roof. Leaks are getting worse. It is noted that the roof has been leaking for years and now at the point that repairs must be made.
- LIFT
 - The next LIFT gatherings will begin on Monday, November 17th. This year's LIFT theme centers on the Creed: We remember, We celebrate, and We believe. The LIFT year will end with a Stewardship Day in late May 2015.
- Future Parish Pastoral Council meetings. The following is a list for this year's meetings:

- All meetings are on the third Thursdays of the month: November 20th; December no meeting; January 15th; February 19th; March 19th; April 16th; May 21st; June 18th; July and August no meetings.

Closing

- Father Joe closed with a prayer at 8:05PM.
- Our next meeting is Thursday, January 15, 2015 at 6:45PM.