

***Parish Pastoral Council Minutes
Church of the Holy Spirit, East Greenbush, NY
April 13, 2016 at 6:45 pm***

Presiding: Fr. Joe O'Brien. ***In Attendance:*** Cathy Bellisario, Nick Bruno, Deacon Bill Dringus, Rick Hannmann, Matt Heitker, Karen LaFrank, Frank Putallaz, Joe Slichko.

Absent: Cathy Bruno, Kevin Haggerty ***Present:*** Eddie Trevino.

Opening Prayer – led by Fr. Joe O'Brien at 6:50 pm

Review of Minutes – Motion to accept minutes made by Frank Putallaz, seconded by Cathy Bellisario. Motion passed.

Old Business – None.

New Business

Holy Spirit Community Building Project: Building Fund & Communications

Fr. O'Brien reported that letters were sent out in March to parishioners who had made pledges to the Building Fund. The only letters remaining to be sent were to about 12/13 parish households who sought to make payments by credit card or by electronic bank transfer (EBT). Since these letters went out, approximately \$21,000 in pledge payments had been received from 32 parishioners/parish households. People have reaffirmed their pledges. One family requested to lower their pledge from \$3,000 to \$2,000 reflecting a change in their circumstances. One other family appears to have moved. Fr. Joe has not received any other/new notifications of people wishing to cancel or change their pledges.

Cathy Bellisario asked about follow-up letters. Fr. Joe mentioned that some will make monthly or quarterly payments. He is still working on the language for that letter. Cathy asked about how people would be notified about direct payments via EBT. Steve Wiech is working on having online giving available through the parish web site and also through our parish's bank (NBT) for those who would prefer working through a bank site.

Finance Report: a new accountant

Tracy Basila accepted our offer and began working in March. She spent three days working with Bernie Rizzo to become more familiar with our parish and school practices. Matt mentioned that she fits what the parish currently needs.

Matt Heitker reviewed the March Church summary for the Council members. Matt reported that the Easter collection was slightly higher than last year. The March offertory appears lower; however, only three March weekends are reported in this summary. This year, the last weekend of March was Easter, which is reported in a separate category apart from the weekly offertory. (The reporting system treats Christmas and Easter collections as separate from weekly offertory.) It was thought that the April report would give us a better picture of year-to-date progress. The 'other income' line item represents the credit Holy Spirit received from the diocese for our Bishop's Appeal shortfall which occurred while we were conducting a capital campaign approved by the diocese. Our Bishop's Appeal goal for 16/17 is unchanged from 15/16. (\$62,700)

A question came up at the previous night's Finance Committee meeting regarding where to best display the recognition plaque for the 1992 renovation. The plaque was removed prior to painting the walls in the church in January; when and where to place the plaque is still under consideration. After some discussion, the Council asked Fr. Joe to review these questions with the Facilities Planning Committee for consideration. Frank Putallaz asked that Facilities Planning look into providing a new plaque to recognize those who are supporting the current building project.

School Report

Joe Slichko reported on the February School summary for the Council members. The March School summary had not yet been reviewed with the School Finance Committee. The School summary showed a deficit of \$65,000, reflected in the slow progress of third party payments being made to the school this fiscal year. Holy Spirit School was waiting for some \$40,000 in NYS Mandated Services funds which in prior years, had been paid by the end of March.

Tuition collection is on par, with FACTS families being only \$1,000 in arrears. There are six families facing special situations who are not on the FACTS system. They have developed special tuition payment plans of nearly \$30,000 with our principal. Their situations are monitored closely. Next year goal is to have all families participate in FACTS.

Joe has been meeting with the School Finance Committee, doing preliminary work on the budget for the new school year.

Holy Spirit is now in the registration period for the new school year. He shared some tables showing new registrations for September. Joe and faculty members are in contact with families regarding registration for the new year. Plans are underway for an open house later this spring. Given the interest seen in early registration numbers, early childhood education will have two sections of three year olds, two sections of four year olds and one kindergarten. Currently, there is one section of three year olds, two of four year olds and two kindergartens.

LIFT report

Monday, April 4th LIFT gathering was cancelled because of bad weather. The Sunday gathering on **March 10th** was attended by approximately 130 parishioners.

The LIFT Team is currently planning for Stewardship Day on Saturday, May 21st. A variety of activities are planned: sandwiches preparation for Center City Rescue, clothing drive for the Sr Maureen Joyce Center, Little Dresses for Africa, work on the gardens and grounds, among the highlighted projects. We're asking participants to join us for the 4 pm Mass with a potluck dinner to follow (a main course will be provided with people bringing salads and desserts).

Our LIFT theme for next year will be on Prayer or the Mass.

Closing Prayer

Our Next meeting is scheduled for Wednesday, May 11th at 6:45 pm.