

Staff Meeting Minutes
Holy Apostles Catholic Church
Colorado Springs, Colorado
April 11, 2007
9:00-11:30

Members present: Sam Gioia, Pat Van Horn, Fr. Jerry, Deacon Chuck Matzker, Fr. Frank Schmitt, Mary Superata, Fr. Paul, Drew Sciba, and Mary Parsons
Bill Sydow, ex-officio

Absent: Audrey Sujkowski

Maryanne Wright, recording

- I. Holy Week Review.
 - A. The parishioners were extremely generous with their contributions this weekend. The offertory collection was \$46,822, children's collection was: 400 and the collection for the Marian House Soup kitchen was \$1,625.50. The other Easter collections were: Holy Thursday: \$650, Good Friday/Holy Land Collection: 1,702 and the second collection for Evangelization was \$6,420.
 - B. Liturgical/Rite Reflections and Observations. The Easter Vigil was well-attended despite the weather. Over 1,000 persons more than last year were given communion this weekend. The Ecumenical Good Friday Stations of the Cross were very successful.
 - C. The Diocese has asked that any photos that were taken during the Easter celebrations and during Holy Week be submitted for possible publication in the Catholic Herald.
- II. Planning
 - A. Goal setting for the St. Malo Retreat, Jan 2007. The Staff has been asked to consider and submit their inputs regarding the results of the St. Malo retreat and the planning meetings that will determine the future courses of actions to meet our goals.
 - B. The next staff retreat/management conference will be Jun3-6 at Christhaven Retreat Center. Discussions will continue with the work from the January retreat.
- III. Apostles of Hope Update. The meeting of the next Synod will be determined in the very near future. We are processing the results and comments from the March 31st session.
- IV. Library Plans. The meeting with Elaine took place immediately following the staff meeting. Elaine and her staff will start brainstorming ideas for the coffee shop to be located in the library. Planning is still in the initial stages, and all suggestions and inputs will be welcome.
- V. Catholic Schools Scholarship Update. The new program calls for the parish to pay one fourth of tuition. The subsidy will be paid directly to the schools and our pastor has also included the requirements that the

- family is tithing 5% to the church, and 1% to the diocese. At this time the tuition program will affect 23 families with 31 children.
- VI. Staff Appreciation Plans. The staff appreciation dinner will be held at Sky Sox Stadium this year. All staff will provide Maryanne with preferred dates from the list of games provided.
 - VII. Evangelization/Marketing.
 - A. Mailings. Easter postcards went out to all parishioners.
 - B. The use of Doorhangers for specific zip codes was discussed. We will not be ready for Mother's Day, but will try to organize teams to pass out the hangers before the Parish Festival in August. The Youth groups and possibly the Knights of Columbus may participate.
 - C. Mailings to those who have recently moved within the parish boundaries within the last 12 months will take place June 11th.
 - D. The website is up, and the review process is underway. The Event calendar should be up and running. The live, online donation capability should be up by the end of the month. A discussion followed on some other features that might be displayed on the website. The possibility of showing weather cancellation instructions was discussed. It was determined that the radio and television stations show up to date information, and would be a better resource for disseminating this information. The Holy Apostles Preschool follows the District 11 policy.
 - VIII. Fundraising/Vestibule Usage Requests
 - A. VBS table. The sign-up table will be out this weekend after all of the masses.
 - B. Divine Mercy Sunday is this weekend. The members of this ministry will hand out flyers and prayer cards after all masses.
 - C. Ukraine Bake sale is this weekend.
 - D. Olivewood sales will be held on May 6th.
 - IX. Bulletin Insert Requests.
 - A. The "Keeping Kids Safe" insert provided by the diocese will be placed in the bulletin in April
 - X. Uninsured Breakfast. Will be April 24th at the Pulpit Rock church from 8-10 am. Attendees will address the need of providing healthcare services to the uninsured. This is an interfaith event.
 - XI. Second Collections.
 - A. Nationally Mandated Appeals.
 1. Operation Soup Bowl during Lent. An additional \$600 was collected from our generous parishioners.
 2. The Catholic Home Missions Appeal will take place on April 29th.
 3. Catholic Communications Campaign is on May 20th.
 - XII. Office Protocols.
 - A. The call volume will be tracked by the front office for the next week. The call-ins for information are very high, and when a call-in comes

in, generally an answer or service is expected immediately. This is not always possible, and it will be the job of the front office to continue to provide friendly and caring information concerning classes, schedules and other information as required. The ministry heads and departments will be given calls that pertain to their area of expertise. Since their schedules can be varied, the caller may be asked to leave a voice mail. Since we acquired several new cell phones, it has now become easier to have contact with the appropriate agency.

- B. A discussion followed on the closing of the front office on Thursdays during the summer months. There were no objections to this.
 - C. Expectations of Parishioners (Synod inputs). Many respondents to the synod request for parish strengths and weaknesses included the idea that the receptionist should be able to answer all questions. This is not feasible because very often it will take specialized knowledge involving our clergy and the ministry heads to determine all aspects of the problem and how it can be solved. Parishioners should understand that everything will be done in a manner that is expeditious and well thought out so that a high level of customer service will occur.
- XIII. Security Issue – Break-ins in the parking lot. The Neighborhood Watch Meeting that occurred in March was very educational. Police officers that specialized in vandalism and these types of crimes provided educational and worthwhile information. Several of the neighboring churches are passing on information to the other churches and ultimately we hope to be involved in a Neighborhood Watch Program. Discussions are continuing.
- XIV. Diocesan Appeal. We are now at \$100,137 which is 54% of our goal. The Diocese is at 70% of their goal.
- XV. Roundtable.
- A. Fr. Paul: On Pentecost, in the afternoon, the blessing of motorcycles will occur. Details will follow. Confirmation will be May 19, 2007 at 5:30 by Bishop Sheridan. The Retreat is scheduled for 27-29 April 2007 at Temple Hills Retreat.
 - B. Mary Parsons. Next Tuesday is her Staff Development Day.
 - C. Chuck Matzker. Will preach at all masses this weekend.
 - D. Bill Sydow. The Visioning Body will meet in the near future to consider all Synod activities and inputs. The Called and Gifted workshops will continue probably in early September.
 - E. Pat Van Horn. The Ukraine Bake Sale is this weekend after masses. At the 9:30 mass on April 22, Stephen Ministers will be commissioned.
- XVI. The meeting was closed at 11:00 am.

Respectfully submitted,

Maryanne Wright