

Holy Spirit Church

Pastoral Council Minutes

April 26, 2022

1. Opening Prayer (Angelus)
2. Minutes of the October 26, 2022 meeting were approved (MMS Dan Custodio, Catherine Weeks)
3. Attendance: Justin Ma, Cynthia Eugene, Father Ken, Jeff Van der Sluis, Catherine Weeks, Vinitha Sequeira, Dan Custodio, Allan Visitacion, Holly Marsh, Brian Zamora, & Chris Carvalho

I. Action Items

The Nomination Committee for the Pastoral Council offers the following nominations for the Council from June 2022 -May 2025: Dan Custodio for Chair, Mary Marcellus for Vice Chair, Chris Carvalho continuing as Secretary. Dan Custodio made the motion for approval; seconded by Allan Visitacion. The vote to confirm was unanimous.

II. Discussion

A. Report from the Pastor-Father Ken

- 4/29 – 5/1/22 Crowning of Mother Mary at all weekend Masses. HSS will do the May crowning at the student/First Friday Mass on 5/6/22 at 11:00.
- A fundraiser for Mother's Day succulents is ongoing. Proceeds will benefit landscaping in process across parish grounds. Parishioner Jeffrey Muljadi is donating much of the labor for these projects.
- 5/1/22 43 Faith Formation students will make their First Holy Communion at the 10:45 (20) and 12:30 (23) Masses.
- 5/6/22 Bishop Barber will celebrate the Rite of Confirmation at Holy Spirit.
- 5/8/22 Mother's Day—free coffee and donuts offered after all Masses, World Day of Prayer for Vocations with Eucharistic Adoration. Vocations Cross will be presented every 2nd & 4th week to a different family. HSS children are praying for vocations with each class keeping the Vocations Cross for a month before passing it to the next grade.
- 5/14/22 2:00pm Live performance by Jim Coleman of *Tolton-From Slave to Priest*. Presented at Holy Spirit Parish Center. Limited Seating: \$20 tickets
- 5/15/22 Holy Spirit School children receive First Holy Communion at 12:30 Mass.
- 5/28/22 Ordination of Deacon Ramon Urbina. There will be a reception after the 12:30 Mass on Sunday.
- 6/5/22 Pentecost/HS Parish Festival 1000 books of raffle tickets have been printed. Please promote to family and friends.
- Regina Caeli will be sung at the beginning of Mass, in place of the Angelus prayer, throughout Easter. Words will be displayed on the screens.
- 7/4/22 Parade with St. Queen Isabel participating, will have Mrs. Adam's vehicle; flags and banners will be carried; parishioners and ministries encouraged to participate. This is a wonderful opportunity to showcase our parish to the community.
- Staff photos will be updated for the parish website. Marina will take shots week of 4/28. Anyone who cannot make that time should contact Marina to reschedule.

B. Report from the Parish Business Manager –Jeff Van der Sluis

Collection Month & YTD through April 30, 2022

	ACTUAL	BUDGET	ACTUAL	BUDGET
MTD: Plate	\$161k	\$138k	YTD: \$416k	\$ 420k
MTD: Expenses	\$251k	\$208k	YTD: \$692k	\$ 649k
MTD: Net Ordinary Income	\$ 10k	\$ -45k	YTD: \$ -74k	\$ -146k*

**Including Depreciation of \$115K Y-T-D*

Summary: With one third of the year gone, the first quarter was solid. March income in strong and expenses were higher than budget. (Key drivers below) The Easter Collection was at Budget.

- **Top Line YTD**
 1. YTD income is \$618k; 123% of budget (of which \$78k was donations/gifts).
 2. YTD Expense is running over budget (107%).
 3. Cash balance is approximately \$1.781M. The parish remains debt-free.
- **Income for March**
 1. Total Income for March was \$260k , 160% of budget.
 2. Plate collection for March (key indicator) was 117% of budget at \$161k.
 3. March income includes new donations of just under \$24k.
 4. Major driver of strong income was the inclusion of the Annual Appeal Rebate of \$63k.
 5. March facilities use rentals were \$5k.
- **Expenses for March**
 1. Expenses, at \$251k, were 121% of budget. (February expenses \$212k).
 2. Monthly property depreciation of \$38.4k, is included in expense but does not utilize cash.
 3. Key contributors to over budget expenses were Professional Fees in the Repairs and Maintenance and Priest expenses which we knew were missed in the budget.
- **Other Income/Expense**
 1. Revenue of \$14k; expenses of \$15k (\$-1k net)

Buildings and Grounds:

- Water damage in the Parish Center has been repaired.
- Minor remodel to the Rectory dining room is complete.
- Future plans (10-20 years hence) are in the preliminary stage. The architect's preliminary draft is expected by the end of calendar year 2022.

C. Report from the School Principal—Holly Marsh

- Enrollment K-8 is 247 (324 maximum); Preschool is 36 (maximum)
- Registration for 2022-23 is underway. We are expecting enrollment at 252 for K-8.
- Teacher contracts were distributed April 14 and due back by May 2.
- Preliminary budget for 2022-23 school year is due by April 30.
- There will be a quarterly progress report delivered to the parish this year regarding our WCEA accreditation.

- A State of the School Report will be presented to parents via an upcoming mandatory meeting on Thursday, May 5th at 6:30 pm. The link follows.

Join Zoom Meeting

<https://csdo.zoom.us/j/81308544275?pwd=Wnd6ajdYeHJxLzZGTVZmVnVCb1ViQT09>

Meeting ID: 813 0854 4275

Passcode: 238238

D. UPDATES

1. Liturgy Committee – Justin Ma

- The Lenten Season and Holy Week went well.
- Arts & Environment Committee has done a beautiful job decorating the Sanctuary during Holy Week. (Appreciation was expressed by several Council members).
- The Liturgy Team is recruiting members for the following ministries: Arts & Environment (especially during Holy Week); Sacristans; Ushers; Eucharistic Ministers at 5:00 PM Sunday Mass; Adult and Student Acolytes (especially at 7:15AM and 5:00PM Sunday Masses).

2. St. Vincent de Paul-Cynthia Eugene

- We are experiencing a reduced membership in both adult and Junior members. There are an increased number of families seeking assistance. We are checking status of families who dropped off during the pandemic.
- The ministry was able to send a monetary donation to Ukraine.
- In lieu of Easter Baskets, 28 food gift cards were distributed this year.
- From 1/1/22-4/18/22, the following assistance was provided:

Food – 818 people	Bus Tickets – 53 people
Gas Cards – 40 people	Household items – 63 families
Hygiene items – 103 people	Baby items -- 41 families
Clothing – 115 people	Furniture – 1 family
Rent – 3 family	Utilities – 1 person
Dues/Permits – 1 person	

3. The Stephen Ministry—Catherine Weeks

Here is the Stephen Ministry report for November 2021-April 2022

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1 prep only at    4 masses =    4 ministers
1 minister at    22 masses =   22 ministers
2 ministers at    22 masses =   44 ministers
3 ministers at     5 masses =   15 ministers
4 ministers at     1 masses =    4 ministers
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TOTAL    =   89 ministers 2.5 = 222.5 volunteer hours
  
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4 Death Anniversary Masses - prep only
50 Masses - Stephen Ministry requested
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TOTAL funerals/memorial/chapel services are not reported here as data has not been received from Ricardo.

We will be placing an announcement in the bulletin to attract members as we are currently operating with only 3 active members and 2-3 subs.

4. CYO-Allan Visitacion

- We are looking to move forward with annual floor maintenance (\$6k per year)
- Consideration needed for other maintenance: bleachers and hoop motors
- Sliding glass door replaced in CYO room (due to the roof leak)
- Flickering of LED lights flickering has been resolved
- Trash area adjacent to Parish Center has been cleared.
- Request update to ventilation controls; currently limited to 30-minute intervals.
- Will gym rentals be opened to sports rentals??
- HS 3A1 team appeared in the Catholic Voice as well as an article about the \$2M + Valley Foundation Grants.
- 2021-22 fall CYO season complete. Boys' Basketball teams 5A (Herbert) and 7A3 (Paglieri) placed 1st in MVL league play. 8A (Rosero) placed 2nd in MVL playoffs, which were limited to 8th grade teams, due to COVID.
- Holy Spirit has 2 Elks' Lodge state champions for 2022! Chloe Sunarto (7A3) and Shereyan Mura (7A2) made it to the regional round and represented as the NorCal State Champions.
- Holy Spirit Classic (Basketball Tournament) was a success.
- Christmas tournament turned into a food and sock drive, dubbed "Socks for Swishes." Over 400 pairs of socks and over 1100 cans of food were donated to Table of Plenty.
- Service work by other teams include collection of jackets and sweaters (3A1, 6A, 8A); Toy drive (Cheerleading)
- Filipino and Indian Societies have leveraged CYO games for their food sales. Visiting families appreciate the meal deals.
- Will HSS Tae Kwon Do and Yoga clubs be looking for gym time in the fall of 2022?

5. Filipino Society (HSFS)--Arlene Vargas

- The following donations will be distributed before the 2022 Parish Festival:
Faith Formation - \$1k; Youth Ministry - \$1k; HSS endowment fund - \$3k; HSFS Scholarship headed by Sarah Avila will award to the Rudy Salazar recipient- \$1k and Graduating student to private high school- \$1k
- HSFS will participate in the Holy Spirit Festival
- HSFS hosts a daily 7:00PM rosary. Attendance is open. ZOOM link available upon request.
- Fr. Ken ad Danny Zenaroza canvassed for a convection oven just like the one in the Peace Center. One has been located and will be delivered 4/27/22.
- The HSFS has a BBQ trailer that is parked at the home of a member after each food sale. If there is an option to park it on campus (field?), this would prevent having to drive it back and forth.
- HSFS is sponsoring a table of eight to attend the 500-year anniversary of the Evangelization of the Philippine Islands on April 30, 2022.

6. Indian Society—Vinitha Sequeira

- \$500 donation to Table of Plenty for wet weather gear
- Hosted Senior Luncheon (Healing Mass), providing 100 meals, on the first Saturday of April
- Conducted Stations of the Cross on 4/8/22.
- Indian food sales offered every other month—next on 5/22/22 with both \$5 and \$10 meals.
- Provide meal for Table of Plenty every other month—provided 120 meals on April 16, 2022.

II. ACTION ITEM Should the Ministry Fair, or some form of organized ministry recruitment, be revived?

The next Parish Council meeting is Tuesday, June 28, 2022. We expect this meeting to be in person, at the Fireside Lounge. Masking will be mandatory unless advised otherwise.

IV. Concluding Prayer

The meeting adjourned at 7:49pm.