

# Holy Spirit Church

## Pastoral Council Minutes

**June 28, 2022**

1. Opening Prayer (Angelus)
2. Minutes of the April 26, 2022 meeting were approved (MMS Catherine Weeks, Vinitha Sequeira)
3. Attendance: Father Ken, Jeff Van der Sluis, Holly Marsh, Justin Ma, Larry Barrios, Catherine Weeks, Vinitha Sequeira, Dan Custodio, & Chris Carvalho
4. Brian Zamora joined the Council at the conclusion of business in celebration of his service.

### **I. DISCUSSION**

#### **A. Report from the Pastor-Father Ken**

Deliberations are in process on the Mission Alignment Process (MAP). Declining attendance and donations, shrinking clergy numbers, and increased operating costs demand that the Oakland Diocese must make hard decisions. Results, expected to be delivered in July, or latest, September will be clustering or merging parishes as well as closing others. Fifty to sixty parishes of the 84 in the Diocese are expected to remain in full operation once the reorganization has been announced.

While Holy Spirit Parish remains strong and healthy, we can expect changes to our parish as well.

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

Collection Month & YTD through May 31, 2022

	ACTUAL	BUDGET		ACTUAL	BUDGET
MTD: Plate	\$145k	\$160k	YTD:	\$681k	\$ 684k
MTD: Expenses	\$204k	\$198k	YTD:	\$1,121k	\$ 1,059k
MTD: Net Ordinary Income	\$-24k	\$ 1k	YTD:	\$-85k	\$ -110k*

*\*Including Depreciation of \$192K Y-T-D*

**Summary:** As you look at the first five months of the year, Holy Spirit continues to be in good financial shape Income for May was lower than expectation, and expenses were slightly higher.

#### **• Top Line YTD**

1. YTD income is \$1,035M; 109% of budget (of which \$126k was donations/gifts).
2. YTD Expense is \$1.12M; 105% of budget.
3. Cash balance is approximately \$1.901M.

#### **• Income for May**

1. Total Income for May was \$180k , 90% of budget We normally see a collection decline over the summer months and will continue to monitor for trends/patterns.
2. Plate collection for May (key indicator) was \$147K or 91% of budget.
3. May income includes new donations of just under \$14k.
4. Facility use rentals were \$9k.

- **Expenses for March**
  1. Expenses, at \$204k, were 103% of budget. (April expenses \$225k.)
  2. Monthly property depreciation of \$38.4k, is included in expense but does not use cash.
  3. Security Administration (Acct 2044) \$8k on a budget of \$1.5k is running ahead of annual budget and a line item to increase for '23 budget . Extra Priest (Acct 4505) is over budget month & year Remaining accounts are close or under budget YTD.
- **Other Income/Expense**
  1. Revenue of \$31k; expenses of \$8k (\$23k net)

#### **Buildings and Grounds:**

- Campus Master Planning Committee (CMPC) A company has been hired to complete As-built drawings for the school, Peace Center, Parish Center, and Governo House. Work began on June 13 and is expected to last 2-3 weeks This is necessary groundwork for the Campus Master Plan.
- Extra security cameras have been installed.
- Plans have been submitted to the City for the front entrance project. We hope to be permitted within 30 days.
- DJ is working on additional flood lighting for the main entrance driveway.
- The Parish and school had a Diocesan Insurance Safety walkthrough. We are in great shape with just a few minor recommendations to address.

#### **C. Report from the School Principal—Holly Marsh**

- School year ended June 9, 2022 with 14 – 8<sup>th</sup> grade and 31 Kindergarten graduates.
- Current enrollment (2022-23) K-8 is 255 (324 maximum), up from 247 prior school year. Preschool has 28 enrolled for the upcoming school year.
- We have one teacher vacancy to fill.
- Our recent fundraiser, Fun Run, earned \$50k +.
- Admin staff returns to school August 1; teachers return August 8; first day of school is August 15 and includes a parent Coffee Social.

#### **D. UPDATES**

##### **1. Liturgy Committee – Justin Ma**

- Easter Season went well. Good music and décor. Liturgy was great.
- Pentecost was a success with the Parish Festival, Procession, and St. Queen Isabella Ministry. Great food and beautiful plants were sold at the festival.
- Corpus Christi Procession went smoothly.
- The Liturgy Team is planning the next Fall ministry retreat day. Date TBA.

##### **2. St. Vincent de Paul- Larry Barrios**

- SVdP Ministry is searching for new members. Several members have been lost, for various reasons. We currently have only 15 active members.
- Holly has agreed to mention SVdP Ministry to parents at the Back-to-School Coffee Social, for which parents can earn participation hours.
- Ministry members volunteered for a total of 520 hours.
- From 4/1/22-6/24/22, the following assistance was provided:
 

Food – 676 people	Bus Tickets –43 people
Gas Cards – 75 people	Household items – 59 people
Hygiene items – 81 people	Baby items -- 73 people
Clothing – 95 people	Furniture – 3 people
Rent –2 people	Utilities – 3 people

Dues/Permits – 2 people

3. The Stephen Ministry—Catherine Weeks

Here is the Stephen Ministry report for May – June 2022

1 prep only at	5 masses	=	5 ministers
1 minister at	7 masses	=	7 ministers
2 ministers at	9 masses	=	18 ministers
3 ministers at	1 masses	=	3 ministers

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TOTAL = 33 ministers 2.5 = 82.5 volunteer hours

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 5 active members. We are also asking that the Parish Clergy each personally invite 2-3 candidates who might consider joining this vital ministry.

Holly has agreed to mention the Stephen Ministry to parents at the Back-to-School Coffee Social, for which parents can earn participation hours.

4. CYO-Allan Visitacion (No report)

5. Filipino Society (HSFS)--Arlene Vargas (No report)

6. Indian Society—Vinitha Sequeira

- Food Sale on 5/22 sold \$1716 (expenses not counted)
- Indian Society sold 195 booklets of Festival Raffle Tickets
- MANGO LASSI was introduced at the Parish Festival as a complementary drink with food. Since it was such a big hit, we will add this choice to the Food Sale on 7/17, 8oz for \$3 All ingredients for the intro were donated by an Indian Society member.
- Table of Plenty on 6/18—distributed 120 meals—plan to increase by 10 meals going forward.
- An August picnic is planned for Indian Society families.
- SUGGESTIONS: Remind ushers to leave church doors open for improved circulation. Have clergy members at the festival to encourage participation and engage the crowd.

II. ACTION ITEMS

- Continue to think about future Action Items.
- Consider creating ministry brochures to promote ministry participation, parish wide.
- Ministry leads to email ministry info, including contact person(s), to Holly for promotion to the parent body attending the Back-to-School Coffee Social on 8/15/22.
- A/V team to create video clips of various ministries to show on screen before Masses. Highlight a different ministry (45 active in the parish currently) each week.

III. CONCLUDING PRAYER

The meeting concluded with the Parish Prayer at 7:45 PM.

The next Parish Council meeting is Tuesday, August 23, 2022, 7PM. We expect this meeting to be in person, at the Fireside Lounge. Masking will be mandatory unless advised otherwise.