

Holy Spirit Church

Pastoral Council Minutes

August 23, 2022

1. Opening Prayer (Angelus)
2. Minutes of the June 28, 2022 meeting were approved (MMS Justin Ma, Vinitha Sequeira)
3. Attendance: Father Ken Sales, Justin Ma, Vinitha Sequeira, Allan Visitacion, Dan Custodio, Mary Marcellus & Chris Carvalho

I. DISCUSSION

A. Report from the Pastor-Father Ken

Staff has been trained on emergency gas shut-off procedures for the 5 campus valves.

Washington Hospital Health System (WHHS) has approached the parish for support in the form of signatures toward a campaign to open a Trauma Unit. We will be requesting same from other parishes in the Deanery.

HS Church will be moving forward with the Family Catechesis project. An evangelization team will be created to learn more about this mission and to revive our appreciation and understanding of evangelization by studying the Directory for Catechesis. (See 10/2 below for Step 1).

8/21 Our Sip & Paint fundraiser to support vocations in St. Patrick's Seminary was well attended, with over 50 parishioners present. It was also a wonderful way to catechize and engage parishioners.

9/10 St. Patrick's Seminary and University Gala. Tables are available for purchase to represent HS Parish. A seminarian will be seated at each table.

9/11 Patriot's Day will be recognized at all Masses.

9/11 Starting this Sunday, all ministries are invited to participate in Ministry Sundays. Call or email Ricardo to sign up for your date. Tables/tents will be set up in St. Francis Plaza where parishioners can stop by to learn more about various ministries (2-3 per Sunday). In addition, the ministries can provide an "ad" to be played on the monitors in the church prior to each Mass. Over time, we hope to include all parish ministries.

9/17 Our Lady of Velankanni Celebration Mass. (Novena 8/30 through 9/7).

9/18 Catechetical Sunday will recognize and pray for all Faith Formation and Holy Spirit School catechists.

9/24-10/2 Catholic Family Life celebration. Events to be announced later.

9/28 St. Lorenzo Ruiz Feast Day (Novena precedes).

10/1 Beginning in October and continuing through April, Faith Formation classes will be attending the 8:15 Mass on the first Saturday of each month. This will be an opportunity to foster a greater love for this beautiful celebration of our faith.

10/2 Also beginning in October, Holy Spirit School (9:00) and Faith Formation (10:45) will be sponsoring the masses on the first Sunday of each month. The children will have the opportunity to proclaim as Lectors, function as Greeters and Ushers, and serve as Acolytes.

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

Collection Month & YTD through June 30, 2022

	ACTUAL	BUDGET		ACTUAL	BUDGET
MTD: Plate	\$133k	\$144k	YTD:	\$814k	\$ 828k
MTD: Expenses	\$222k	\$219k	YTD:	\$1,343k	\$ 1,278k
MTD: Net Ordinary Income	\$-65k	\$ 44k	YTD:	\$-151k	\$ -154k*

**Including Depreciation of \$230K Y-T-D*

Summary: These are the financials for the month of June 2022. Income was under budget, with expenses slightly above budget, both MTD and YTD.

- **Top Line YTD**
 1. YTD income is \$1.192M; 106% of budget (of which \$136k was donations/gifts).
 2. YTD Expense is \$1.343M; 105% of budget.
 3. Cash balance is approximately \$1.864M.
- **Income for June**
 1. Total Income for June was \$157k , 89% of budget. (May was \$180k, 90% of budget).
 2. Plate collection for June (key indicator) was \$133K or 89% of budget. (May \$147k, 91% of budget).
 3. June income includes new donations of \$10k.
 4. Facility use rentals were \$6.5k. Convent rental has been in place now for five months.
- **Expenses for June**
 1. Expenses, at \$222k, were 101% of budget. (May was \$204k, 103% of budget).
 2. Monthly property depreciation of \$38.4k, is included in expense but does not use cash.
 3. Several callouts greater than budget of some significance: Facilities Cleaning (Acct 2056.01); Computer Supplies Liturgy (Acct 5152); Books and Missalettes (Acct 6234); Retreats-Adult Education (6416). Under budget: Youth Retreats (Acct 6316) where spend is later in the year.

Buildings and Grounds:

- Campus Master Planning Committee (CMPC) - We have completed the As-Built drawings for the School, Peace Center, Parish Center, and Governo House. Our architects are working on a draft design based on the programming data collected.
- Extra security cameras have been added.
- Front Entrance Project- A permit set of plans has been submitted to the City; awaiting response.
- Driveway Lighting-DJ is working on additional floor lighting for the main entrance driveway.
- Safety Inspection – Still addressing a few minor recommendations from the recent insurance walk-through.

C. Report from the School Principal – Holly Marsh

- Preschool enrollment – 30. Wait list for 23-24 school year.
- K-8 enrollment – 260. Increase of 13 from last year.
- Back to School Night is tomorrow (8/24) at 6:00 PM in the gym.
- We would like to publicize information on joining/volunteering with parish ministries in our Weekly Principal's Update. If ministry leads send a short write up, I will feature a different ministry each week.
- We are in the planning stages of our first family catechesis.
- First day of school Coffee Social had 100-150 in attendance. Parents were surveyed about assorted topics.

D. UPDATES

- Liturgy Committee – Justin Ma
 1. The Liturgy Team is planning the Ministry Appreciation Retreat, scheduled for 11/19.
 2. CYO and Faith Formation expressed concern over the lack of Acolyte training available for interested youth, following the COVID pandemic. Justin will be the contact point until further notice.
- St. Vincent de Paul- Cynthia Eugene
 - Ministry members volunteered for a total of 522 hours.
 - From 5/1/22-8/20/22, the following assistance was provided:

Food – 960 people	Bus Tickets – 62 people
Gas Cards – 140 people	Household items – 63 people
Hygiene items – 97 people	Baby items -- 48 people
Clothing – 160 people	Furniture – 12 people
Rent – 8 people (3 families)	Utilities – 7 people
Dues/Permits – 3 people	Storage – 2 people
Back to School backpacks – 50 children	
- The Stephen Ministry—Catherine Weeks

Here is the Stephen Ministry report for June - August 2022

1 prep only at	4 masses	=	4 ministers
1 minister at	7 masses	=	7 ministers
2 ministers at	13 masses	=	26 ministers
3 ministers at	3 masses	=	9 ministers
=====			
TOTAL		=	46 ministers 2.5 = 115 volunteer hours
4 Memorial Masses			
23 Funeral Masses			
===			
27 TOTAL			

- CYO-Allan Visitacion

Parish Center Update

1. Floor on south side has water damage. Consider regular floor maintenance rather than a more expensive full resurface every four years.

2. Gym lights not functioning as expected for the past month. (not turning off) DJ working with vendor to fix.
3. DJ cleaned off stage. Consider resurfacing of the stage.

Sports Update

1. Boys Basketball: Registration closed 8/21 (extended from 8/14). 12-13 teams, up from 10 last season, with 7-9 players per team.
2. CYO bylaws state that a 9-month notice is to be given for outgoing Athletic Director. With the impending graduation of my son, I am giving that notice now. We will begin the search for a replacement AD.
3. Not all parishes are returning to participation in the league, following COVID. Looking at interleague for National Division.
4. Girls Volleyball: Registration in progress, anticipating 6-7 teams.
5. Cross Country: Registration to begin. Looking for coaches and replacement AD.
6. Cheerleading: Registration to begin. Found a replacement coach.
7. We are happy to announce that registration fees did not increase this year.

Service Update

1. Planning Holy Spirit Hardwood Classic (Basketball Tournament) for Thanksgiving and Christmas 2022.
2. Thanksgiving tourney funds go toward gym floor maintenance.
3. Christmas tourney "Socks for Swishes" to help Table of Plenty and St. Vincent de Paul ministries.

- Filipino Society (HSFS)--Arlene Vargas (No report)
- Indian Society—Vinitha Sequeira
 1. 7/17 Food sale with a great response to the Mango Lassi drink. Proceeds of sale, \$1000, were donated to Fr. Ben Chinnapan's charitable work in India.
 2. 8/20 140 meals served for ToP. We used the school's Parent Square app to encourage school parents to volunteer and attracted four families.
 3. 8/21 Summer family picnic with 50 members attending.
 4. 9/17 5:00 Mass Our Lady of Velankanni will be celebrated. Snacks in to-go boxes will be distributed after Mass.

II. ACTION ITEMS

- Continue to think about future Action Items.
- Update Ministry Lead Directory found at the Reception Desk in the Rectory as well as the Parish website. (Mary Marcellus)
- Reinstitute Ministry Fair (Mary to check with Rosalind and Michelle for available dates)
- Parish Council to be represented at Ministry Sunday events (Dan Custodio)

III. CONCLUDING PRAYER

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

The next Parish Council meeting is Tuesday, October 25, 2022, 7PM. We expect this meeting to be in person, at the Fireside Lounge.

