

Holy Spirit Church
Pastoral Council
May 23, 2023

1. Opening Prayer
2. The meeting was called to order at 7:00 pm. Minutes of the April 4, 2023 meeting were approved. (MMS Mary Marcellus, Vinitha Sequeira)
3. Attendance: Father Ken Sales, Allan Visitacion, Lissa Pastor, Vinitha Sequeira, Dan Custodio, Mary Marcellus & Chris Carvalho

I. DISCUSSION

Report from the Pastor-Father Ken

- The ordination of Deacon Hoa Binh Ha will be on Saturday, May 27, 2023. Parishioners are urged to attend. He will travel to Vietnam for his presidential masses in his home parish and return to Holy Spirit before the end of June to begin his assignment with the parish.
- Rosalyn Jose has been hired as the new Director of Religious Education and Evangelization for Holy Spirit Parish and School. This leaves a part-time position open for a Facilities Coordinator.
- Holy Spirit Festival is next Sunday, June 4, 2023 from 8:30am -5:00pm. The Coronation Mass will be celebrated at 12:30 pm.

Report from the Parish Business Manager –Jeff Van der Sluis (submitted via email)

Collection Month & YTD through March 2023

	ACTUAL	BUDGET	ACTUAL	BUDGET
MTD: Plate	\$137k	\$161k	YTD: \$433k	\$416k
MTD: Expenses	\$266k	\$242k	YTD: \$773k	\$716k
MTD: Net Ordinary Income	\$-49k	\$1k	YTD: \$-117k	\$-108k*

**Including Depreciation of \$118k Y-T-D*

Summary: Below are the financials for the month of March 2023. March income came in under budget with expenses over budget.

- **Top Line YTD**
 1. YTD income is \$607k; 100% of budget (of which \$38k is donations/gifts).
 2. YTD Expense is \$773k; 108% of budget.
 3. Cash balance is approximately \$1.798M. (February was \$1.85M)
- **Income for March**
 1. Total Income for March was \$216k; 89% of budget. (February was \$159k; 99% of budget).
 2. Plate collection for March (key indicator) was \$137K; 85% of budget. (February was \$138k; 114% of budget.)
 3. Included in March income were new donations of \$10k.
 4. Facilities Use (rentals) for March was \$7.3k
 5. We received our 2022 Bishop's Appeal Rebate, earned by exceeding the Bishop's parish \$51k goal.
- **Expenses for March**
 1. Expenses were \$266k; 110% of budget. (February was \$264k; 115% of budget).

2. Monthly property depreciation of \$38.4k is included in expense but does not use cash.
- **Other Income and Expenses**
 1. Revenue in total came in at just under \$21k and expenses totaled just under \$12k.

Buildings and Grounds:

- Campus Master Planning Committee (CMPC) - Revisions to the master plan, without building new school, are complete. A cost estimator will provide estimates for each part of the plan. A feasibility study will be conducted before presenting it to the community.
- Front Entrance Project – The design has been changed based on the City’s input. The permit set is being revised.
- A more secure access control (school at present) is in the works. Troublesome CyberLocks have been replaced.
- Currently under consideration is the replacement of all projectors on campus with high-performing units that will operate like the new system already installed in deSousa House.
- We are pricing new carpeting for DeSousa House offices.
- In the next phase of stained-glass renewal, a rendition of “La Pieta” is being considered.
- The church sound mixing updates have been installed. The organ and piano have been tuned.

Note: The filing of the Diocese for Chapter 11 Bankruptcy Protection may delay the projects listed above as well as future projects until things are settled. Still in early stages, there are some unknowns; however, day-to-day operations should not be affected.

Report from the School Principal – Holly Marsh

- Graduation is June 2.
- Registration for 2023-2024 is continuing. Projected enrollment: 270 students.
- Positions to fill: 1st Grade Teacher and Spanish Teacher, Grade 6-8.
- Upcoming activities: May 23, Egg Drop for Grades 4-8 students; May 31, Lego stem derby race for K-3 students.
- Students, faculty, and staff have completed the Catholic Identity Standard #2 Survey, prayers, and Sacraments. This survey is used to complete the Annual WCEA Catholic Identity Report.

UPDATES

- Liturgy Committee – Justin Ma (submitted via email)
 - Pentecost is Sunday, May 28.
 - The Parish Festival is on June 4, from 8:30-5:00 pm. St. Queen Isabella Coronation Mass is at 12:30 pm.
- St. Vincent de Paul- Cynthia Eugene
 - No report.
- The Stephen Ministry—Catherine Weeks (submitted via email)
 - Report for May 2023

1 minister at 1 mass	= 1 ministers
2 ministers at 6 masses	= 12 ministers
=====	
TOTAL 13 ministers at 2.5 hours = 32.5 volunteer hours	
7 Masses: 7 funerals/memorials	
 - The Stephen Ministry, continuing to experience shortages of membership, is partnering with the Parish Office Ministry for the Parish Festival’s Ministry Fair.

- CYO-Allan Visitation

- Parish Center Update

- HY Flooring has scheduled gym floor resurfacing for 7/30-8/9. There can be no events in the gym.
 - Water filter in hydration station replaced.
 - The leak near the glass window in the north corner has been fixed.
 - *new* We are hoping to install chains on stairwells, stage steps, and floor cover rack to prevent injuries and damage to property. Children wandering tend to play in these areas.
 - CYO has received a donation of used office furniture and office equipment from Pape' Machinery (via Coach Marie Herbert). Antiquated furniture and cabinets will be marked for disposal and replaced with gently used tables, chairs, and cabinets. HSS has scheduled a gym clean-up day over summer and will dispose of marked items.

- Sports Update

- Girls Basketball
 - 4th and 5th Grade teams qualified for Diocesan Championships. Games are being played tonight at Moreau High School. UPDATE: 4th Graders finished in Second Place. 5th Grade took First Place.
 - Track & Field
 - Season is complete.
 - Diocesan Championship 1st – 3rd place winners include:
 - Septak Sethi (3rd grade boys, 1600 meters, 3rd)
 - Brookland Dangerfield (3rd grade girls, 50 meters, 2nd)
 - Tamara Mjurguiet (3rd grade girls, 400 meters, 3rd)
 - Brookland Dangerfield (3rd grade girls, long jump, 2nd)
 - Lia Stowell (4th grade girls, 400 meters, 2nd)
 - Holy Spirit 4th grade girls 4x100 meter relay, 3rd
 - Sonia Capitanio (4th grade girls, tetherball toss, 3rd)
 - James Kennedy (6th grade boys, softball throw, 2nd)
 - Micah Long (6th grade girls, 100 meters, 2nd)
 - Isabella Phillips (6th grade girls, 100 meters, 3rd)
 - Bethany Tan (6th grade girls, 200 meters, 3rd)
 - Maia Wong (6th grade girls, 400 meters, 2nd)
 - Maia Wong (6th grade girls, 800 meters, 1st)
 - Holy Spirit 6th grade girls 4x100 meter relay, 1st
 - Maia Wong (6th grade girls, long jump, 2nd)
 - Brielle Flores (6th grade girls, tetherball toss, 1st)
 - Alden Visitation (8th grade boys, softball throw, 2nd)
 - Alden Visitation (8th grade boys, tetherball toss, 1st)

- Service Update

- CYO is responsible for 200 books of Parish Festival Raffle Tickets.
 - For Festival (6/4) CYO will sponsor a free-throw and 3-point shooting competition.
 - Open to children and adults.
 - \$10 per entry, multiple entries allowed.
 - Sorted out shooting machines and program.
 - Advertising has started via email.
 - Flyers ad advertising is TBD.
 - CYO Scholarship program is still open and due 5/28.

- CYO Basketball skills camp is planned for late July or mid-August (after school) before the season begins. Details TBD. Camp is to replace Christmas Holiday Basketball Tournament due to lack of resources.

Miscellaneous Updates

- CYO Board approved 3 new board members:
 - Anwar Malimban-Boys' Athletic Director (in training)
 - Fernando Montejano-Treasurer
 - Zach Scott-Equipment Manager (official)
 - Hand-off of Boys' Athletic Director role to be completed by end of 2023-24 Boys' Basketball season.
 - Dan Custodio offered to assist with updating CYO Bylaws, upon request.
- Filipino Society – Lissa Pastor
 - HSFS has selected 8th Grade Holy Spirit School student, Jianna Llaneza, to receive the annual \$1000 scholarship. The award will be announced at HSS graduation on June 2. Jianna will attend St. Francis, Mountain View.
 - Matthew Lundag, the son of a HSFS member, has been awarded the \$1000 Rudy Salazar Scholarship. Matthew will attend Washington High School.
 - Regular meal deal menu items will be available at Festival. The street food, introduced at last year's festival, is being sold by the Usher Ministry this year.
 - The 45th Anniversary of the HSFC is still in the planning stage, in search of a local venue to host a dinner dance.
- Indian Society-Vinitha Sequeira
 - April-Hosted Senior Luncheon, following Anointing Mass, serving 120 meals; served 150 meals at monthly Table of Plenty
 - May-served 150 meals at Table of Plenty
 - June-selling \$12 Indian meals at Parish Festival.
- Faith Formation-Chris Carvalho
 - FF Department welcomes Rosalyn Jose as the new DRE. We are excited to begin collaborating with her.
 - Classes concluded on Saturday, April 16. We were pleased to be drawn into the Parish community: First Saturday 8:15 am mass; participation at First Sunday FF masses as lectors (14 trained), ushers, greeters, and acolytes (12+ trained); live Nativity program; invitation to the International Rosary and Simbang Gabe; and recently in OLPH masses (Wed 6:30pm).
 - Dominic Nagaya, a middle-school junior lector, is being commissioned into the Adult Lector Ministry on May 28 at the 12:30 mass.
 - On May 7, 59 students received their First Holy Communion at both the 9:00 and 10:45 am masses. Thank you to Mrs. Marsh for forfeiting the lector spots at 9:00 on May 7. Four new lectors from the class proclaimed the Word, and ten children read Prayers of the Faithful at those masses. Several of the children are currently training to proclaim in June through August First Sunday masses (9:00 and 10:45 for July and August while HSS is on hiatus.)
 - Oakland Diocese Vicar General, Father Lawrence D'Anjou, conferred the Sacrament of Confirmation upon the 93 Confirmandi at 5:00pm mass on May 20, 2023. The class gathered for fellowship on Sunday, May 21 as their final formal meeting.
 - First Communicant families are asking me about Acolyte training for their children. At the same time, those already trained are not being scheduled frequently enough

to maintain their skills. Can more children be scheduled for each mass to allow them to become more skilled and to maintain interest?

- Registration for 2023-23 classes begins August 1, 2023.
- Table of Plenty – Mary Marcellus
 - Report for April and May (less May 27)
Hot meals served – 1202
Pantry guests – 670
Homeless Outreach bags prepared – 44

II. ACTION ITEMS

- Mary Marcellus lined up a retired Police Officer to offer a ZOOM meeting for the training of Table of Plenty volunteers who encounter irate or uncooperative guests. Allan Visitacion suggested that this type of training would be beneficial to a wider audience: coaches, ministry leads & members, parishioners-at-large. Father Ken has asked Mary to arrange in-person training with her contact.

III. CONCLUDING PRAYER

- The meeting concluded with the Parish Prayer at 7:44 PM.

The next Parish Council meeting is scheduled for Tuesday, July 25, 2023, 7PM. We expect this meeting to be in person, at the Fireside Lounge.