

Holy Spirit Church
Pastoral Council
July 25, 2023

1. Opening Prayer – The Angelus
2. The meeting was called to order at 7:08 pm. Minutes of the May 23, 2023 meeting were approved. (MMS Mary Marcellus, Catherine Weeks)
3. Attendance: Father Ken Sales, Jeff Van der Sluis, Allan Visitacion, Lissa Pastor, Vinitha Sequeira, Dan Custodio, Catherine Weeks, Justin Ma, Cynthia Thomas, Mary Marcellus & Chris Carvalho

I. DISCUSSION

Report from the Pastor-Father Ken

- In order to better serve the community as well as make the campus safer and more beautiful, many projects have been undertaken this summer: painting the school, new sail coverings for St. Francis Plaza picnic tables, wayfinding signage, pole banners, upgraded projectors for the Church, Peace Center, and deSousa House theater; Domain server and many PC upgrades; carpeting in deSousa House offices, irrigation controls updated and repairs to the irrigation system, flooring in the Rectory dining room and Business Manager's office, replaced fire roll-up door in the Parish Center, repaired a major leak in the water main.
- Projects still in progress are cost estimates for the Campus Master Plan, perimeter gates and fencing, and a new access control system.
- Fr. Celso Gomes is a guest priest from Goa, India. He has been granted faculties during his stay with us.
- Sem. Ronald from St. Patrick's Seminary is on vacation, will be back in two weeks to return to seminary.
- Fr. Frank is back and completing a summer language course in German.
- HS Parish Staff and Team Annual Report is 7/27-7/28-pray for us! The theme is Eucharistic Revival- Spirit and Life.

Report from the Parish Business Manager –Jeff Van der Sluis

Collection Month & YTD through May 2023

	ACTUAL	BUDGET		ACTUAL	BUDGET
MTD: Plate	\$157k	\$145k	YTD	\$713k	\$681k
MTD: Expenses	\$239k	\$231k	YTD:	\$1246k	\$1172k
MTD: Net Ordinary Income	\$-59k	\$44k	YTD :	\$-236k	\$-121k*

**Including Depreciation of \$197k Y-T-D*

Summary: Below are the financials for the month of May 2023. May income came in under budget, plate collection was strong, expenses slightly over budget yet consistent month to month.

- **Top Line YTD**
 1. YTD income is \$1.01M; 96% of budget (of which \$142k is donations/gifts).
 2. YTD Expense is \$1.2467M; 106% of budget.
 3. Cash balance is approximately \$1.810M. (April was \$1.823M)
- **Income for May**
 1. Total Income for May was \$180k; 96% of budget. (April was \$222k; 89% of budget).

2. Plate collection for May (key indicator) was \$158K; 107% of budget. (April was \$123k; 103% of budget.)
3. Included in May income were new donations of \$10k.
4. Facilities Use (rentals) for May was \$11k

- **Expenses for May**

1. Expenses were \$223k; 103% of budget. (April was \$236k; 104% 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 \$16.5k and expenses totaled just under \$15.6k.

Note: Final profit figures for the Parish Festival are not yet available. Expense reimbursement requests are still Trickle in. Expect final figures to be available in 7-14 days.

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 – A revised permit set has been submitted to the City. We are responding to their comments.
- 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.
- New Wayfinding signs have been installed.
- New banners on poles have been installed throughout the campus.

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 (submitted via email)

- Enrollment for 2023-24 is 273 students.
- August 14 is the first day of school.
- Teachers will be back on campus beginning August 7.
- Still trying to fill a position for first grade teacher. Interviews scheduled.
- Working with Grandparents’ Club to replace outdoor crucifix in the morning announcement area.
- Students will be attending 8:15 Mass on Mondays and Fridays this year. (First Fridays and Holy Days at 11:00)
- Bulletin boards will be installed on exterior walls of school displaying information about student faith activities.
- School updates will be included in the first Sunday bulletin, hoping to strengthen the connection between school and parish.

UPDATES

- Liturgy Committee – Justin Ma
 - Upcoming Holy Days: Assumption, August 15; All Saints’, November 1
 - The visiting statue of Our Lady of Fatima is returning to Holy Spirit Parish on Tuesday, August 15.
 - Justin will be moving to San Diego on August 24, joining the Oblates of St Augustine.

- St. Vincent de Paul- Cynthia Eugene
 - Going forward, the SVdP report will be reporting individuals served (not families).
 - SVdP participated in the Parish Festival along with Vocation Ministry. Served 229 soft-serve cones and sold 40 raffle tickets.
 - Back to School backpack drive concluding. We have had an amazing response and are grateful for the opportunity to meet & greet parishioners.
 - For May through July 25, 2023 the following were served:
 1. Food – 1335 individuals (adult & children)
 2. AC Transit – 76
 3. Gas cards – 33
 4. Vehicle (registration/repair) - 2
 5. Utility Bill – 1
 6. Storage Fees – 1
 7. Rent – 1
 8. Spiritual – 3
- The Stephen Ministry—Catherine Weeks
 - Report for May - July 2023

1 minister at 11 masses	= 11 ministers
2 ministers at 11 masses	= 22 ministers

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TOTAL 33 ministers at 2.5 hours = 82.5 volunteer hours

22 Masses: 21 funerals/ 1 memorial
 - As the only parish in the Oakland Diocese offering Saturday funeral masses, our numbers increased in this reporting period.
 - Membership may be on the rise with several people expressing interest in joining the Ministry. In addition, school parents may now earn volunteer hours for their service in the Stephen Ministry.
 - We are scheduling Eucharistic Minister training for our members as a valuable addition to our service at funeral masses.
- CYO-Allan Visitation
 - Parish Center Update
 - HY Flooring has scheduled gym floor resurfacing for 7/30-8/9.
 - CYO Room "furniture updates" ongoing. Donation of gently used office furniture was received from Peper Machinery via Marie Herbert.
 - Gates installed on stairwells and stage steps. A chain should be added to the floor cover rack to prevent children from climbing on it.
 - Wall construction is ongoing in the kitchen/front lobby area. The rollup fire door is being replaced with a smaller footprint. (The old door did not pass code inspection. A smaller door was chosen at a 70% savings to a door of the same size.)
 - There may be an issue with the ventilation in the kitchen.
 - Sports Update 2023-24 CYO season begins 9/1/23
 - Boys Basketball
 - Registration ends 8/15/23.
 - Cheerleading
 - Registration ends 9/30/23.
 - Girls Volleyball and Cross-Country registrations begin in August. (TBD)

Service Update

- CYO Scholarship Awards went to Chloe Sunarto and Jaden Vinoth.
- CYO sold 200 books of raffle tickets for the Parish Festival.
- Parish Festival 3-Point Shootout was a success, raising over \$600.
Open Division winners: Jon Taburaza and Matt Lundag (15/25).
12 and Under Winner: Nathan Duguman (14/25)
 - 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 Basketball skills camp is planned for 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

- Actively looking for a replacement Athletic Director for Cross Country/Track and Field.
- Filipino Society – Lissa Pastor
 - Traditional Filipino breakfast food sale ongoing (once or twice per month). Funds various ministry projects.
 - Participated in the Parish Festival. Proceeds of \$3000+ benefits Church Grounds Improvement Project.
 - Annual contribution of \$3000 to HSS Endowment Fund will be presented Back to School night.
 - \$1000 Scholarship awarded to 8th grade HSS graduate, pursuing Catholic High School education at St. Francis, Mountain View.
 - \$1000 Scholarship awarded to HSFS member whose child graduated HSS.
 - Casino trips temporarily halted due to strict regulations of the casino.
 - 45th Anniversary celebration will be on August 20. 10:45 am Thanksgiving Mass followed by a luncheon in deSousa House. Various ministries, staff, and clergy will be included.
 - Family Weekend Getaway at Lake Don Pedro over Labor Day weekend. All are welcome. Please contact Danny at 510-468-7980 for details.
 - Weekday ZOOM Rosary began October 2021 and is open to all, Monday – Friday from 7:00-7:15 PM.. The meeting ID is 842 4196 5694. No password is necessary.
 - Young Adult Ministry and Faith Formation will receive a donation this August.
- Indian Society-Vinitha Sequeira
 - June - participated in the Parish Festival, selling 150 to-go meal boxes.
 - July – donating to SVdP for Back-to-School Backpack Drive.
 - August – hosting Table of Plenty on August 19.
- Faith Formation-Chris Carvalho
 - Registration for 2023-34 school year opens August 1, 2023.
 - Back-to-School Planning Day of Catechists is August 26, 2023 beginning with 8:15 mass.
 - First Saturday of the Month FF teaching mass (8:15) is being discontinued in favor of inviting all FF grade levels to join us at First Sunday FF Family Mass (10:45). The goal is to have all FF families attending Sunday mass on a regular basis.

- First day of classes is Monday, September 18. The schedule is pushed back one week this year to accommodate catechists to attend the Eucharistic Revival Congress at the Cathedral (English Track 9/15-16; Spanish Track 9/8-9).
- Table of Plenty – Mary Marcellus
 - TOP collaborated with Abode Group and Drive-Through Prayer ministries to provide cold drinks at the Parish Festival.
 - Report for May and June
Hot meals served – 1736
Pantry guests – 880

II. **NEW BUSINESS**

- Fr. Ken would like the Council's help in recommending parishioners or businesses known to parishioners that might have the experience and skills to serve on a Buildings and Grounds Committee. The Committee, expected to be 5-9 persons headed by Jeff Van der Sluis, will protect parish assets by routine assessment of property and grounds to detect deficiencies and make repairs before they become costly emergencies.
- Parish Festival – Comments/feedback can be obtained by a questionnaire available to parishioners. Suggestion to include making the form available on the website, thereby increasing site traffic.

III. **CONCLUDING PRAYER**

- The meeting concluded with the Parish Prayer at 7:49 PM.

The next Parish Council meeting is scheduled for Tuesday, September 26, 2023, 7PM. We expect this meeting to be in person, at the Fireside Lounge.