

**Holy Spirit Church
Pastoral Council
September 26, 2023**

1. Opening Prayer – The Angelus
2. The meeting was called to order at 7:00 pm. Minutes of the May 23, 2023 meeting were approved. (MMS Mary Marcellus, Catherine Weeks)
3. Attendance: Allan Visitacion, Lissa Pastor, Filomena Fernandes, Maria Furtado, Dan Custodio, Catherine Weeks, Cynthia Eugene, Holly Marsh, Mary Marcellus & Chris Carvalho

I. DISCUSSION

Report from the Pastor-Father Ken (No Report)

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

Collection Month & YTD through August 2023

		ACTUAL	BUDGET		ACTUAL	BUDGET
MTD:	Plate	\$147k	\$154k	YTD	\$1,146	\$1,098k
MTD:	Expenses	\$225k	\$223k	YTD:	\$1,966k	\$1,881k
MTD:	Net Ordinary Income	\$ -21k	\$4k	YTD :	\$ -397k	\$ -273k*

**Including Depreciation of \$315k Y-T-D*

Summary: August 2023 income was lower than budget, plate collections (our leading indicator) was lower than budget. Expenses were right on budget; overall we continue through August in solid financial health.

Top Line YTD

- YTD income is \$1.570M; 98% of budget (of which \$80k is donations/gifts).
- YTD Expense is \$1.966M; 105% of budget.
- Cash balance is approximately \$1.739M. (July was \$1.697M)

Income for August

- Total Income for August was \$204k; 90% of budget. (July was \$179k; 104% of budget).
- Plate collection for August was \$147K; 94% of budget. (July was \$149k; 116% of budget.)
Included in August income were new donations of \$17k.
- Facilities Use (rentals) for August was \$9.7k.
- Program ministries was \$21k (an annual income – new school year)

Expenses for August

- Expenses were \$225k; 101% of budget. (July was \$234k; 93% of budget).
- Monthly property depreciation of \$38.4k is included in expense but does not use cash.

Other Income and Expenses

- Revenue in total came in at just under \$29k and expenses totaled just under \$13k.

CP Campaign/CP Operations

- Projects are being reviewed considering Diocesan announcement related to pending litigation.

Buildings and Grounds:

- Campus Master Planning Committee (CMPC) - We have received preliminary cost estimates for each part of the master plan, which do not include construction of a new school. Feasibility studies will be conducted prior to presenting plans to the community.
- Front Entrance Project – We have changed the design based on the city’s input and are revising the permit set now. This includes closing the campus with new fencing, gates, and access control.
- Repair, seal, coat, and fresh striping for parking areas in complete.
- The proposal for a better secure access control system (mostly school for now) has been approved.
- All projectors on campus have been replaced with higher-performing units. All will operate like the systems recently installed in deSousa House.
- We have approval for the next phase of stained glass in the Church, to include a rendition of “La Pieta”.
- New flooring has been installed in the Rectory dining room and business manager’s office.
- Parish Center and school exteriors have been painted.
- Sail shades now cover the picnic tables in St. Francis Plaza.
- Evacuation signage is now displayed in all buildings.
- New electrical outlets have been installed around the Church for Christmas decorations, etc.
- The Church’s sound mixing system has been updated. The organ and piano are tuned.

Report from the School Principal – Holly Marsh

- Enrollment for 2023-24 is 267 students, Grades K-8; 35 Preschool (waitlist for 2024-25).
- Student/Parent/Teacher Conferences October 3-5.
- Teachers will be back on campus beginning August 7.
- Liturgical living activity for October: Sunday, October 1 and Monday, October 2. To celebrate the Feast of Therese of Lisieux, students will make sacrifice beads with their buddies. We hope this reminds students about the importance of doing good deeds throughout the day, every day.
- Virtual dance-a-thon will be held on Tuesday, October 10. Dance-a-thon was rescheduled and occurred on Thursday, October 19.
- Students and staff attend 8:15 masses on Monday and Friday (except First Fridays). The goal is to have the students preparing and serving those masses by year end.

UPDATES

- Liturgy Committee – No report -ministry lead appointed?
- St. Vincent de Paul- Cynthia Eugene
 - For July 25 through September 25, 2023 the following were served:
 1. Food – 621 individuals (adult & children)
 2. Clothes – 93 individuals
 3. AC Transit – 30
 4. Gas cards – 66 (valued at \$25 each)
 5. Hygiene – 63 families
 6. Baby items – 46 individuals
 7. Utility Bill – 1 family
 8. Storage Fees – 1 individual
 9. Telephone Bill – 1 family
 10. Home Visits – 3 families
 11. Spiritual Aid – 10 families
- The Stephen Ministry—Catherine Weeks
 - Report for August - September 2023

1 minister prep only at 1 mass	= 1 minister
1 minister at 11 masses	= 11 ministers
2 ministers at 9 masses	= 18 ministers
3 ministers at 3 masses	= 9 ministers
5 ministers at 1 mass	= 5 ministers

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TOTAL 44 ministers at 2.5 hours = 110 volunteer hours

25 Masses: 24 funerals/memorials 1 Mass-prep only

- The number of Saturday funeral masses has decreased in this reporting period.
- Two new members have joined the ministry. We now have 4 active ministers.
- The Mass of Remembrance is scheduled for Thursday, November 2 at 6:30 pm. The names of the deceased will be chanted at Mass, and their names will be displayed on an easel near the Baptismal Font for the month of November.
- Adult Acolytes will begin serving at some funerals. Student Acolytes have been serving these masses and report that the frequency has become burdensome due to missed class time.

- CYO-Allan Visitation

Parish Center Update

- Gym floor resurfacing/maintenance is complete.
- A chain should be added to the floor cover rack to prevent accidents from children climbing on it.
- Wall construction is complete in the kitchen/front lobby area.
- New projectors installed; control interface upgraded.

Sports Update 2023-24 CYO season in progress

- Boys Basketball
 - 13 Boys' BB teams
 - Regular season games begin 11/3
- Cheerleading
 - 20 Girls enrolled
- Girls Volleyball
 - 6 Girls' VB teams
 - Regular season games begin 11/3
- Cross Country
 - 24 Athletes enrolled
 - 2 of 5 meets complete
 - Upcoming events: 10/4 and 10/6; 10/13; 10/20
- CYO Mass is October 22 at 10:45 am. Athletes will receive a blessing at the end of mass and pose for group photos in St. Francis Plaza after Mass.
- 10/22 12:00 PM – 3rd Grade Jamboree
- Holy Spirit Hardwood Classic Tune Up Edition: Fridays and Sundays of October

Service Updates

- Bill Ford Scholarship 2023 awarded to Holy Spirit CYO player Ella Mangonon (Moreau High School)
- CYO BB skills camp missed. Retry for next season.
- "Socks for Swishes" Philanthropy Tournament scheduled during school break for Christmas holidays.

Misc Updates

- Actively looking for a replacement Athletic Director for Cross Country/Track and Field.

- CYO engaged with HSS to improve communications
- Filipino Society – Lissa Pastor
 - Annual commitments to HSS Endowment Fund (\$3000); Young Adult Ministry (\$1000); and Faith Formation (\$1000) have been satisfied.
 - 45th Anniversary of HSFS (August) was celebrated, with most of the senior members in attendance.
 - Weekend getaway on Labor Day Weekend at Lake Don Pedro had members and other parishioners in attendance. Hope to have more participation next Labor Day.
 - Another San Lorenzo Ruiz Novena and Feast, begun in 2018 at Holy Spirit, is complete. Although the Feast Day is September 28, the Feast was celebrated on Sunday, September 24 at 12:30 mass, with a reception following in the Parish Center.
 - HSFS will sponsor the last day of Simbang Gabi with a reception/dinner following mass on December 23.
 - Facilities issues experienced: Parish Center: oven not heating to a desired temperature; kitchen lacking ventilation; sealed and marked boxes of frozen food were discarded. Peace Center: hose bib by the trash bins continuously leaking.
- Indian Society-Filomena Fernandes
 - August 19- served 120 meals at Table of Plenty
 - September 9-celebrated Feast of Our Lady of Valenkanni at 5:00PM mass. Served refreshments in St. Francis Plaza following mass with 120 to-go boxes containing samosas, cupcake, gulab jamuns, & water.
 - October 15 & November 12- Indian food sales after all morning masses.
 - Indian Society feeds Table of Plenty the 3rd Saturday of every other month. Next service is October 22.
- Faith Formation-Chris Carvalho
 - Classes resumed the week of September 18. (One week later than normal due to the Eucharistic Revival taking place at the Cathedral the previous weekend.)
 - Enrollment stands at 462 students with the breakdown as follows:
 - 252 Grades 1-5 First Communion I & II; Getting to Know the Mass I & II. 4 new Catechists joining the lineup this year with classes held Monday, Wednesday, & Friday
 - 54 Middle School (6-8) Pre-confirmation classes meet on Thursday.
 - 145 Confirmation (Year 1-75; Year 2-70) Year 2 enrollment expected to grow. Classes meet on Sunday, concluding at 5:00 pm Mass.
 - 11 RCIA
 - Catechesis of the Good Shepherd (CGS) is growing. 2 new Catechists have been added this year. Toddler sessions are Monday and Tuesday and First Communion Prep is Wednesday.
 - Faith Formation will continue to host and serve at the First Sunday 10:45 am mass. Our first sponsored mass this academic year is October 1.
 - FF students appreciate the opportunity to proclaim in July and August at both 9:00 am and 10:45 masses while HSS took a break. This allowed more eager students to take part in this beautiful ministry, fostering the desire for more regular Mass attendance and participation of both students and their families.
- Table of Plenty – Mary Marcellus
 - July 29-September 23
 - Hot meals served – 1233
 - Pantry guests – 613
 - Homeless Outreach Bags distributed – 38

- Now that school is back in session, HSS students may earn service hours for service performed for TOP.

II. OLD 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. NEW BUSINESS/ACTION ITEMS

- Security Training (for Mary)
- Liturgy Committee Lead (open)
- Student Acolytes-Funerals (Holly to ask Alex)
- Parish Center ventilation; oven (for Jeff)
- Peace Center leaking hose bib (for Jeff)

IV. CONCLUDING PRAYER

- The meeting concluded with the Parish Prayer at 7:37 PM.

The next Parish Council meeting is scheduled for Tuesday, November 28, 2023, 7PM. We expect this meeting to be in person, at the Fireside Lounge.