

Holy Family Parish Council Meeting Minutes – November 26, 2018

Attendees: Deacon Pat Wright, Jackie Mudd (Chairperson), Pat Carrico, Theresa Meehan, Jim Gast and Becky Morris. **Absent:** Fr. George Munjanattu, Helen Arnold, Jackie Bourke, Nikki Gordon and Scott Lehmann.

Items discussed follow agenda submitted by Jackie Mudd to the Council members.

1. Deacon Pat opened the meeting at 7:05 p.m. with a prayer.
2. Audit Committee – Deacon Pat has 5-6 interested volunteers. He needs to contact each to confirm they will serve. Deacon Pat will also check with the Archdiocese about possible training. **ACTION ITEMS:** Deacon Pat will contact the potential committee members to confirm their participation. He will also check on available training. Committee to be confirmed by year-end (meeting parish commitment to Archdiocesan audit). Committee will determine how they will proceed once trained.
3. Stewardship Forms – Approximately 400+ forms mailed. To date, 63 have been returned. The lists of volunteers will be forwarded to the various committees by the end of January. **ACTION ITEM:** Jackie Mudd will give the volunteer lists to committees by end of January. Future Action Item: continue Stewardship committee discussion in light of responses to Stewardship forms.
4. FORMED Rollout to Parish – This new web site is now available for parishioner sign-ups. A formal presentation will be made to the parish. Deacon Pat will manage the Holy Family part of the site (until another person identified). **ACTION ITEM:** Deacon Pat will outline steps for signing up on the site. Suggested a table be set up at the Feast of the Holy Family breakfast to assist parishioners with sign-ups. Deacon will also check if site has “filter” capability to set limits to emails.
5. Project Committee Flow Sheet – tabled until January meeting. Deacon Pat and Jackie Mudd need to develop for review.
6. Electronic Giving Rollout to Parish – The set up with Vanco has completed. Deacon Pat will obtain credit card devices for use in the office and at fish fries. **ACTION ITEM:** Deacon Pat to identify parish volunteers to set up accounts and document steps before rolling out to the entire parish.
7. Pastoral Associate - Deacon Pat is canvassing for a part-time associate. Still needs to define job description and logistics on where the person will sit, computer access, etc. Original goal to have person in place by year-end will probably not happen. The position will require approximately 10 hours per week. **ACTION ITEM:** Deacon Pat to complete job description and continue job search.
8. Parish Donation Mailing Lists – Picnic Committee and Altar Sodality are comparing their donor/sponsor lists to identify overlap and which donor/sponsor better fits which event. **ACTION ITEM:** Jackie Mudd to get with Susan Hart to complete lists.

9. Review of Quarterly Projects:

- a) Church flooring – have received recommendations/bids from three vendors (Korfhage, Kinnard, Carney). A parish committee is in place to review bids and carpet types/colors. **ACTION ITEM:** After the first of the year, the committee will share recommendation with the Finance Committee and Parish Council for final decision. Note: New carpet in chapel may wait until 2019-2020 fiscal year.
- b) Parking Lot Hole – not completed Thanksgiving week due to contractor backing out. Archdiocese will look for a new contractor. Council members mentioned several contractors for Deacon Pat to pass on to Archdiocese. **ACTION ITEM:** Deacon Pat will work with Archdiocese to assist as needed.
- c) Awnings over church doors to provide weather protection – project has not begun. Has been deferred until spring or pushed to the 2019-2020 fiscal year. Will require a volunteer committee to manage.
- d) New parish website – A contract has been signed for vendor to design and maintain a new parish website. The new website should be available for viewing by the Parish Council sometime in December before going live. The parish will have the capability to update. **ACTION ITEM:** Deacon Pat to notify the Council members on when/how to access for viewing prior to going live.
- e) Lighting Change-out – only two of the external lights on Saffin Center have been placed. The remaining lights need to still be ordered. Inside the Saffin Center starting slowly. Those that required maintenance have been replaced. Restrooms will be done first. The gym lights will be upgraded last. LG&E has indicated they are unable to place a pole/light/meter between church and rectory without Holy Family providing right-of-way. Deacon Pat is discussing options with David Allgeier on adding lights to sides of church to provide better lighting (security) across front of rectory/campus.
- f) Bell Tower Windows – the last repair is currently holding. Deacon Pat will continue to watch.

10. 2019 Project List – In January, the Finance Committee will begin identifying a list of parish needs for fiscal year 2019-2020. Council members urged to provide items to the Finance Committee members or Deacon Pat.

11. Other items:

- A suggestion was made and Deacon Pat will make available “briefings” issued by Archbishop Kurtz concerning the priest scandal to let parishioners know what steps are being taken by the Archdiocese.
- Continuing Education – No event in December. (Advent/Christmas Season busy.) Deacon Pat will put announcement in bulletin for January (Mass Parts 5, 6).
- Deacon Pat will get with Tim Deely about placement of counter and refrigerator in hallway of Riede Room for use by renters.
- Deacon Pat is moving ahead to identify speaker for parish Mission.

Meeting adjourned 8:40 with a prayer by Deacon Pat. Next meeting will be January 28, 2019.