

## Holy Family Parish Council Meeting Minutes – October 28, 2019

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

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

1. Deacon Pat opened the meeting at 7:00 p.m. with a prayer.
2. Stewardship Forms – Per Jackie Mudd, new forms complete, cover letter written and envelopes stuffed. Should be mailed this week with returns by year-end. Information should be consolidated and distributed to chairpersons in January. **ACTION ITEMS:** Jackie Mudd to see that forms are distributed and information consolidated and distributed.
3. Website – Jordan Mudd is reviewing website each Sunday. **ACTION ITEM:** Deacon Pat to meet with Jordan to discuss process and flow of information to maintain site.
4. Electronic Giving – Eleven parishioners have signed up. Discussion that additional presentations needed at Masses on value of E-Giving and how to sign-up, especially going into new calendar year. Suggested directions be available by early January on how to do on-line sign-up for 2020. **ACTION ITEMS:** Deacon Pat to get with Beth Garr to do additional presentation at Masses. Deacon Pat to pursue adding Saint Vincent de Paul donations to the e-giving account. Deacon Pat to also have sign-up directions available in the bulletin.
5. Background check policy – Council members reviewed a draft “background check policy” prepared by Jackie Mudd. Members modified the draft. Deacon Pat will review and suggest how the Audit Committee might review process. **ACTION ITEMS:** Deacon Pat to review the Policy Draft and determine how the Audit Committee might review the policy annually. Council members to vote on Policy in next meeting on 11/25.
6. Welcome Initiative – Jackie Mudd and Theresa Meehan have worked on the welcome packet. They asked several of the new members and obtained a list of suggested items/ requests. One suggestion is to invite new members to a parish dinner to meet parishioners and committee members. Council members decided to invite new members to the brunch scheduled on December 29th to celebrate the Feast of the Holy Family. It was also decided to have bulletin announcements welcoming new members (perhaps quarterly). Depending on the number of new members, the type and frequency of each welcoming event will be unique. **ACTION ITEMS:** Jackie to work with Deacon Pat to identify the new members. Jackie will call them and Deacon Pat will send a welcoming letter inviting them to the 12/29 brunch. It was suggested the new members and various parish committee members wear color-coded name tags to better identify each other for meet and greet.

7. Parishioner List Update – Deacon Pat will have list available at Masses in November and at the brunch on 12/29 for Feast of Holy Family. Once database updated, phone calls will be made to the remaining names on the list (where possible). **ACTION ITEM:** List will be available in the back of church following Masses for three (3) weekends in November and at the brunch on 12/29. Phone calls to begin in January.
8. Parishioner Solicitation – Jackie Mudd proposed to Council members that we seek opportunities to promote Holy Family to our community. One suggestion is to do mass mailings (postcard) to the 40213 zip code. Jackie suggested postcard mailings in January, February and March (and other future dates) inviting the 40213 community to the Altar Sodality Card Party, fish fries, Lenten and Easter events. Council agreed Jackie could pursue this. Council members commented familiarity with companies providing this service. **ACTION ITEM:** Jackie to investigate what is available through US Post Office or mail-merge companies that could produce and do mass mailings to the 40213 zip code.
9. New Council Member Process – There were no new volunteers to serve on the Parish Council submitted on the in-church survey in October. Council members discussion pointed out parishioners may not have sufficient information on requirements and time involved to serve on the Parish Council. Suggestion made to find ways to educate parishioners. **ACTION ITEM:** Jackie Mudd or Deacon Pat to put a description of Parish Council responsibilities (and time involved) in the bulletin PLUS put an invitation in the bulletin to parishioners to attend an OPEN Parish Council meeting on 11/25.
10. In-church Survey – None suggested for November except encouraging return of Stewardship Forms.
11. Health Ministry update – Becky informed group of success of Health Fair. More than 60 vendors and 400 attendees. Team complimentary of support from Holy Family Community. Next meeting scheduled 11/18/19 at 7 p.m. in Riede Room.
12. Worship Committee – There is interest in resuming a formal Worship Committee. **ACTION ITEM:** Deacon Pat to discuss with Jim Gadlage.
13. Review of Projects:
  - a) Steeple windows – Cost to replace windows exorbitant. BJB contracted to do other work to repair existing windows.
  - b) Saffin Center Back Door handles – Mike Jefferson to place handle on rear door (by the dumpster).
  - c) Rectory improvements – Carpet replacement on first floor to proceed. Friars to look at samples.

- d) New projects for 2019-20 and future budgets: windows in the rectory, portable lift, awnings/canopies over church doors, new sign at front. Current spreadsheet to be updated and reissued by Deacon Pat.

Meeting adjourned at 8:55 p.m. with a prayer by Deacon Pat. Next meeting scheduled for November 25, 2019. (Minutes submitted by Becky Morris.)