

**Church of the Holy Spirit
Pastoral Council - Minutes of the Meeting
September 15, 2011**

Chairman Mark Schultz called the meeting of the Pastoral Council to order at 7:03 p.m. Msgr. Troncale opened the meeting with a prayer. The following were:

Present: Mark Schultz, Msgr. Charles Troncale, Arleen Alexander, Terry Barber, Pat Barranco, Janet Beard, Brian Bonikowski, Harold Dobbs and Jim Gatz.

Excused: Ellie Burden, Raymond Gueret, Maria Nolen

Guests: Paul McTear, Becky Goff

Review of Minutes: The minutes of the August 25, 2011 meeting were distributed and reviewed. Chairman Schultz reminded council members that the minutes would be emailed to members in advance, thereby providing an opportunity for corrections. He asked if there were any further comments or changes to be made to the minutes. Hearing none, a motion was made by Mr. Terry Barber to accept minutes as presented and seconded by Mr. Pat Barranco. The motion passed.

Old Business:

1. **BITS Update** – Mr. Brian Bonikowski updated the council on the building construction, stating that parking for the weekend Masses, especially the 11:00 AM Sunday Mass, was a problem. He stated that he had acquired a gate key from JESCO in order to open the construction gate for additional parking and while that helped, there was a need for manpower to assist with directing parishioners as to where to park. Currently several members of the Men’s Club were assisting. Msgr. Troncale suggested that since the construction would be a year-long process, that maybe Parking Assistance could become a ministry for several parishioners to take on. He recommended that maybe the Men’s Club (via Brian Bonikowski) could take the lead and that an announcement could be made after each Mass, requesting parking assistance for the next Mass. It was suggested too that Karen Franklin put something in the bulletin and that an IRIS announcement could be made reminding parishioners to get to Mass early so they aren’t delayed by the parking issue. Mark Schultz also asked Brian Bonikowski to talk to Brant Hill about updates on the construction for future council meetings.
2. **Finance Council Update** – Chairman Schultz stated he would defer Mr. Terry Barber making his report until New Business when the Budget Preparation Item was considered.
3. **Pictorial Directory Update** – Mr. Raymond Gueret was absent from the meeting, but Chairman Schultz reported that the directory was on schedule.
4. **First Friday-First Saturday Adoration** – Ms. Arleen Alexander updated the council on the status of the Alliance of the Two Hearts/First Friday-First Saturday Adoration. She stated that Mr. Marc Karam was going to return to assist in the October adoration since Msgr. Troncale, she and Anna Lee Ingalls were going to be out of town and that a decision on future months had not been resolved. She stated that she was going to have a table at the upcoming weekend Ministry Fair to see if there was any interest from other parishioners, and that she would meet with Fr. Driscoll about it when he becomes pastor.
5. **Steve Barranco Status** – Chairman Schultz stated that he spoke to Mr. Steve Barranco, who had been elected to serve on the Pastoral Council, and that Steve had concerns about there being a conflict of interest since he works for an accounting firm that may wish to bid on future parish audit/financial projects as they become available. Steve Barranco asked that he be relieved of his

responsibility as a member of the council in order to avoid any conflict. A motion was made by Brian Bonikowski that Steve Barranco be replaced on the council by the individual who received the next highest number of votes in the recent council election, and that if that person was not available/interested, then Msgr. Troncale would ask the next candidate receiving the next highest number of votes. The motion was seconded by Terry Barber and the motion carried.

6. **Stewardship “Ministry Fair” Sunday** – Msgr. Troncale stated that the Ministry Fair had been announced the week prior and that Stewardship booklets and flyers were available to parishioners to review the various ministries at Holy Spirit Church. He added that tables for each of the ministries would be set up in the Parish Hall after the weekend Masses by representatives of the ministries, so parishioners could either sign-up or obtain more information on each ministry. Chairman Schultz asked that the members of the Pastoral Council be available at the weekend Masses to assist and reminded council members to wear their name tags.

New Business:

1. **New Ministry Proposal** – Ms. Becky Goff was recognized. She presented the council with a proposal for a new ministry on Spiritual Formation. The purpose of the ministry would be to support and deepen the personal prayer experiences of Holy Spirit parishioners by providing prayer awareness, spiritual direction, and offering retreats and missions. In proposing the new ministry, she also requested approximately \$200 be budgeted in 2012 budget for expenses associated with the ministry. She also discussed the parish mission and the options available to the parish: to continue as we have in the past (citing that in past years attendance has been decreased); do nothing in 2012 (take a break); do something else for Lent instead of a mission; book David O’Brien (Catholic Week columnist); or book a ‘bigger’ name which could cost more than is typically spent for the mission. It was recommended that a decision on the mission be tabled until Fr. Driscoll became pastor in October. Regarding the Spiritual Formation Ministry, Arleen Alexander made a motion that the council accept the new ministry and give consideration to the budget appropriation requested. The motion was seconded by Pat Barranco, and the motion passed. Ms. Goff then requested an opportunity to discuss the Evangelization budget. She was asked to hold that request until the October council meeting.
2. **2012 Budget Preparation** – Mr. Paul McTear, Finance Council Chairman was recognized. Mr. McTear stated that the Finance Council had not yet begun preparing the 2012 budget, but presented the Pastoral Council with the Profit & Loss Statement for the parish for the period January-August 2011. The statement also included the Forecast for Sept-Dec 2011 and the 2011 Budget. Mr. McTear reviewed the statement, commenting that the forecast was ‘right on the money’, and that while the church did a very good job in controlling expenses, there was no growth in revenue. He also stated that the P&L included \$185,000 for the Building Loan (under Expenses) in the 2011 Budget, and that since the church had not used any of those budgeted dollars, we would realize an approx. \$219,000 in Net Income. He recommended that the Pastoral Council begin prioritizing the needs of the parish in our preparation for the 2012 Budget, adding that one of the considerations would be the capital needs for the parish. He discussed the problems with the church roof and recommended that the Pastoral Council consider this item in the 2012 budget. He updated the council on the status of the construction and building loans for the Holy Spirit Campus, adding that the Finance Council was in the process of trying to estimate what the operating costs would be for the school once it’s completed/opened. He finished his report by commenting that the Pastoral Council’s real challenge was in generating future revenues for the parish. Msgr. Troncale commented that usually in late September, he presents parishioners with the tithing pledge drive cards, asking parishioners to make the pledges for the new year so the Finance Council could develop a budget; but he was not planning to do this in September because of the pastoral change at Holy Spirit in October. He also added that Ms. Susan Wallace, who is Director of Stewardship and Development for the

Archdiocese of Mobile, was expected to develop a stewardship program for the entire archdiocese, and that was expected in early November. Msgr. Troncale stated that the Pastoral Council would need to clarify several issues with the new pastor, Fr. Driscoll. He further added that one consideration could be the sharing of expenses with other parishes, e.g., Holy Spirit parish and St. Bede parish currently share Youth Minister (Ryan Bravata). Msgr. Troncale recommended that Chairman Schultz and Mr. McTear meet with Fr. Driscoll in the near future to begin discussing the direction for the budget.

In regards to the needs for the roof repairs, Mr. Harold Dobbs made a motion that the Finance Council be permitted to get bids for roofers (with the assistance of Mr. Brant Hill) and then select a roofing contractor to complete the work, with an allowance of up to \$40,000 (based on the approval of either Msgr. Troncale or Father Driscoll – depending on who the pastor is when the selection is made.) Brian Bonikowski seconded the motion and the motion passed.

Chairman Schultz then directed the Pastoral Council to begin reviewing the financial statements provided by Mr. McTear, and to direct any questions to Mr. Mike Powell (parish bookkeeper), Terry Barber (as Finance Council representative) or the ministry head (if the question is related to a ministry's expenses.) He further added that if there were any ideas for the budget, they should be directed to him for discussion with Fr. Driscoll. Ms. Janet Beard reminded the council that under the chairmanship of Mr. John Jacobs, a request was made of the council for ideas to generate revenue and she questioned what became of that information. Chairman Schultz stated he would contact Mr. Jacobs for that information.

- 3. Installation Mass and Reception for Fr. Driscoll** – Msgr. Troncale stated that on October 15, 2011, he would become the pastor of St. Vincent de Paul parish in Tallassee, and that Fr. Patrick Driscoll would become the new pastor at Holy Spirit Church. He added that it is customary that when a new pastor comes to a parish, the Archbishop installs the new pastor, and that the installation would take place on October 23, 2011 at the 11:00 AM Mass. Chairman Schultz asked if the Pastoral Council were involved in this event, or if they should be. It was the consensus of the council that they should be involved. Arleen Alexander volunteered to contact Mrs. Phyllis DeHeck (parish kitchen) to offer the council's assistance. Ms. Beard also volunteered to work with Mrs. DeHeck.

Other Business: Chairman Schultz asked if there was any other business to come before the council. He reminded the council that he would send the minutes to the members in advance for their review and edits. He asked that the council “REPLY ALL” when they email any changes (even if their only comment was ‘no change’.)

Finally, Chairman Schultz, on behalf of the Pastoral Council, expressed our gratitude and thanks for Msgr. Troncale for his 12 years of service to the Council and as pastor of Holy Spirit Church. He will be missed.

Next Meeting: The next meeting for the Pastoral Council was set for Thursday, October 20, 2011.

The meeting adjourned at 8:47 p.m., after a prayer led by Msgr. Troncale.

Respectfully submitted,

Arleen Alexander, Vice Chairperson