

## Minutes

### Goal #1 Implementation Committee Meeting

February 21, 2009

Meeting convened on February 21, 2009, at 8:45 AM, R.E. Bldg., Rm #4

Members present included: Joe Hank (coordinator), Maria Olsen, Serafina Dunn, Maria Lewis, and Mark Rasins. Unable to attend were: Elizabeth Conrad, Michelle Conrad, Carmen Brezna, Amy Richards, Sarah Leahy.

Joe Hank reviewed the minutes from the Jan. 10, 2009 committee meeting. Joe reviewed some the highlights of that meeting that needed continued discussion at this meeting. There were no additional comments or recommendations relating to minutes.

**Ministry Support Update:** Joe reviewed an email from Carmen Brezna in which she stated that she would be unable to continue working in the Goal #1 committee due other HNJ ministry commitments. She extended her apologies and gratitude for the committee member's support. Mark Rasins indicated that he would take over the website oversight that Carmen had been doing. Joe Hank indicated that he would send Mark a copy of the task description and standard website content documents for reference. Mark also indicated that he was working with the Knights of Columbus on updating their information on the Holy Name of Jesus website

**Welcoming Committee Update:** As stated in the minutes of our last meeting, Elizabeth Conrad had informed the committee that she would be stepping down from her role in this committee to take over leadership of the Goal #4 committee from Michelle Conrad. Elizabeth sent an email that she would be unable to attend this meeting.

Joe Hank presented the committee with a finalized copy of a "New Parishioners Action Log Book" for review and comment. Joe had revised the "New Parishioners Actions Log" sheet from the comments and suggestions provided at the last meeting and initiated the sheets with the latest HNJ "Interested in Joining the Parish" and "New Registrations". Joe indicated that he had presented the log book to Father Dominic & Deacon Gary and received their approval to implement using the book. The committee agreed with proceeding to implement using the book immediately. The book will be maintained in the church office for office staff and welcoming committee member use.

Maria Olsen indicated that she will continue to prepare the "Invitation" letters/package as needed for all new "Interested in Joining the Parish" cards that we receive. Joe indicated that he had discussed the "Welcome Letter" process with Father Dominic and Deacon Gary, and that they had agreed that the Welcome Committee could prepare the "Welcome Letter" & package that would then be mailed by the church office staff to new registered parishioners. Maria Olsen agreed to prepare those letters/packages as needed and take them to the church office for mailing.

Maria also agreed to perform the follow-up telephone calls as needed. Joe Hank asked other committee members to assist Maria when she needed assistance.

Joe Hank indicated that he has also reviewed the idea of placing special envelopes or cards in the pews for newcomers with Father Dominic and Deacon Gary. They agreed with the idea but felt a card would be better than an envelope and asked that we provide them with our proposed format for their final review and

approval. Joe agreed to work up a card format for review at the next meeting.

The committee also discussed a suggestion that we look into the potential for new parishioners to register directly on the HNJ website. Joe Hank indicated that he would check with the church office on the feasibility of the suggestion and with Father Dominic and Deacon Gary on whether they would agree/approve of the idea.

The committee also discussed weekend Mass attendance. It was noted that it seemed that attendance has been dropping recently with the church seeming to be less full at all Masses. It was suggested that ushers perform a head count all weekend Masses to be able to make an accurate determination of Mass attendance. Joe agreed to provide the suggestion to Father Dominic and Deacon Gary.

**Fellowship Committee:** Joe Hank stated that Deacon Gary confirmed that Michelle Conrad was no longer able to continue working this area and that he was working to find someone to replace her in this ministry. Joe stated that he suggested to Deacon Gary that the parish establish a list of regular fellowship functions throughout the year and ask our various HNJ ministry groups (CYM, YAM, Ladies Sodality, K of C, Ushers, LEMs, etc.) sign up to manage/facilitate specific events on a recurring basis. That way no one person and/or ministry would be burdened with all of our fellowship functions and we would potentially be able to do more. Deacon Gary indicated he would consider the suggestion.

**“Welcome/Ministry Bulletin Board” update:** Maria Lewis stated that she had sent out an email on Feb 17<sup>th</sup> to all ministry leaders advising them of the new “Welcome/Ministry” bulletin board in the administration building hallway and asking them for inputs to be posted on the board. Maria indicated that she and Amy would be posting ministry information soon.

**Publicity Committee:** Maria Lewis stated that email she sent out on Feb 17<sup>th</sup> to all ministry leaders also advised them of her and Amy Richards roles as HNJ Publicity Co-Chairs and solicited any inputs they might have for public publication.

The next Goal #1 meeting will be either Saturday, April 4<sup>th</sup> 1:00 — 2:30PM or April 11<sup>th</sup>, 9:00 — 10:30AM, R.E. Bldg. Rm#2. Please let me know which date & time will work for you. As a reminder, April 11<sup>th</sup> is Holy Saturday. I can be reached at 678-7276 or email at [hankje@juno.com](mailto:hankje@juno.com). Coffee, juice, & milk will be provided. Anyone wishing to bring pastries or goodies to share is welcome to do so.

The meeting adjourned at 10:15 AM. Thank you to all who have been working on our committee tasks and for all of your meaningful inputs.

Joe Hank, Goal #1 Coordinator