

Minutes  
Goal #1 Implementation Committee Meeting  
April 11, 2009

Meeting convened on April 11, 2009, at 9:00 AM, R.E. Bldg., Rm #1

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

**Review of Feb 21, 2009 Meeting Minutes:** Joe Hank asked for any comments or changes to the minutes of the Feb 21, 2009 committee meeting, and all indicated they had no additional comments or recommended changes.

**Ministry Support Update:** Mark Rasins discussed a plan for systematically reviewing the HNJ website. Going on the site every week and reviewing 2-3 ministries' sections and sending out e-mails asking for actions (as needed). This is taking on the task in bite-sized pieces, and based on the sheer number of ministries, could result in each being looked at about once every 6 months or so. This discussion and the fact that the Assembly Day has been postponed led to the committee deciding that we need to ask Deacon Gary to call for a meeting of all ministry leaders. Bringing them all together and articulating our desire to assist them and explain what we have already done will greatly aid the parish.

**Welcoming Committee Update:**

Joe Hank indicated that the "New Parishioners Action Log Book" has been implemented. It is currently being maintained and updated as needed, primarily, by Maria Olsen. All actions relating to Invitation letters/packages, Welcome letters, follow-up telephone calls, and all other welcome actions are now being documented. The book will eventually be maintained in the church office for office staff and welcoming committee member use. Anyone needing access to the book at this time should contact Joe or Maria Olsen.

Maria Olsen indicated that she was continuing to prepare the "Invitation" letters/packages as needed for all new "Interested in Joining the Parish" cards that we receive. Maria also indicated that she was continuing to prepare Welcome letters/packages for newly registered parishioners within a few days after they register. Maria provides the letters/packages to the church office for mailing after Father Dominic has signed the letters. Maria also has completed some follow-up telephone calls and coordinated any ministry interests with the appropriate ministry leader. Maria talked with one parishioner who thought they were already registered. Maria agreed to check with the church office concerning the discrepancy.

The committee then briefly discussed the welcome packets. No new updates have taken place since the last meeting. Of note, one of the free spaghetti diner tickets did get used this month. The committee agreed to have Mark mention to the Knights that identifying these new families when they present the ticket will go a long way towards making them feel welcome to our parish.

Joe Hank provided some sample "Welcome Cards" (to be placed in the church pews for newcomers) for the committee's review that he had developed after discussing the idea with Father Dominic and Deacon Gary. The committee suggested some changes which Joe indicated he would work to incorporate and present to Father Dominic and Deacon Gary for approval and implementation.

Joe Hank updated the committee on actions to look into the potential for new parishioners to register directly on the HNJ website to facilitate new registrations. Joe indicated the HNJ

website had recently been updated so that parish registration documents can now be downloaded from the website to any computer and printed out for use. Joe also provided that Sarah Leahy had looked into the idea of registration directly on the HNJ website and determined that it could be done if the church office computers had a specific software package that would cost around \$700. The committee agreed that it probably was not worth the cost for the convenience of direct website registration and that the current availability of registration documents from the website was a good step in helping to facilitate new registrations.

The idea of asking the ushers to conduct head-counts at all Masses was discussed again. Joe approached Deacon Gary about this during the past month. Gary agreed it was a good idea and would consider the idea. Joe or Mark will approach Gary again to see if a decision has been made, and if the Usher coordinator has been contacted yet.

Joe Hank informed the committee that the next Welcoming Brunch had been tentatively scheduled for Sunday, May 24<sup>th</sup>. After some discussion, it was recommended that we change the date to Sunday, May 31<sup>st</sup> since May 24<sup>th</sup> is Memorial Day weekend. Joe agreed to check with Father Dominic, Deacon Gary, and the church office concerning the change. (Update: After follow-on discussion with Deacon Gary, the Welcome Brunch has been scheduled for Sunday, May 31<sup>st</sup>). Amy Richards agreed to lead/coordinate the actions needed for this Welcome Brunch and indicated that she would ask Maria Lewis to assist her. Maria Olsen agreed to assist in getting the ham, phone calling, and other actions as needed. Joe Hank provided Amy with a copy of the Welcome Brunch SOP (arrangement actions), the current invitation list, and the calling list of the food providers. Joe agreed to send electronic copies, including the invitation used for the last brunch, via email to Amy and Maria Lewis.

Discussions concerning the invitation list to the “Welcome Brunch”, led to a conversation about parish registrations. We have a good feel for the new families that have registered or even filled out guest cards since the last brunch. However we don’t know how many families are attending each week but have never registered. The last time HNJ pushed for all to get registered was nearly 2 years ago. We also know there are families that have moved away but are still registered. We think that a good scrub of the parish rolls needs to take place and then announcements made (and posted to the bulletin), sighting examples of typical “issues” discovered during the scrub. This way HNJ will have a better feel for the accurate registrations, which will aid many church efforts and potentially save money on wasted postage.

**Fellowship Committee:** Joe Hank stated that he had not received any updated information in this area.

**“Welcome/Ministry Bulletin Board” update:** Amy Richards provided that some ministry information is now on display on the Welcome/Ministry bulletin board in the administration building hallway. She indicated that Gina Shreck will be providing usher information, and Lori Ubowski will be providing one sheet for the Music Ministry. The suggestion was made that she obtain additional ministry information, which is currently posted on the HNJ website. From that, it was recommended that the most current Ministry Leader list from the HNJ website be posted on the bulletin board. Amy indicated that she would continue to try to contact other ministry leaders to seek any needed updates.

**Publicity Committee:** Amy indicated that they have not yet received any requests for publicity action from any of the ministry leaders. The committee felt that publicity is a major weakness for HNJ. Much more emphasis needs to be placed on this area. Very little about all our good actions and activities is known to the general public, and that needs to change. We don’t even know what we don’t know about missed opportunities for evangelization that has already

happened. There is a system in place for getting stories out. This is just one item that needs to be discussed at any ministry leader meeting.

**Other:** In response to a request from Deacon Gary for each goal committee to come up with a one or two word or short phrase that best describes our goal, this committee agreed to the following suggested phrase for our committee: “Ministry Awareness and Fellowship Committee”. Mark agreed to present this suggestion at the Pastoral Council meeting Tuesday, April 14<sup>th</sup>, 2009.

**Next Meeting:** The next meeting is scheduled for Saturday, May 16<sup>th</sup> **9:00 – 10:30AM, R.E. Bldg., Rm #1.** Joe Hank will be out of town but Mark Rasins has agreed to lead that meeting. The 16<sup>th</sup> was chosen in order to provide enough time to review and influence the “Welcome Brunch” details. **Please let Mark know if this date & time will not work for you.** Mark can be reached at 897-6820 or email at [ssrasins@aol.com](mailto:ssrasins@aol.com).

The meeting adjourned at 10:45 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