

Minutes  
Goal #1 Implementation Committee Meeting  
September 27, 2008

Meeting convened on September 27, at 8:30 AM, HNJ Music Bldg.

Members present included: Joe Hank (coordinator), Carmen Hank, Carmen Brezna, Maria Lewis, and Serafina Dunn. Unable to attend were: Elizabeth Conrad, Michelle Conrad, Maria Olsen, Sarah Leahy, Amy Sharpe, Mark Rasins, Maureen Farabaugh, Becky Schniepp, and Kyle Hodgen.

Joe Hank reviewed the new parishioner welcoming process for all those present. Joe explained the welcoming process begins with our receiving an "Interested in Joining the Parish" card as a result of our Deacons greeting first time attendees at the beginning of weekend masses and asking them to complete a card or a new parishioner registering at the office. Upon receiving an Interested in Joining the Parish card, a member of the welcoming committee completes an "Invitation" letter, which is signed by Father Dominic that welcomes them, provides them with parish, fellowship, & ministry information, and registration forms to complete and return to the church office. Upon registration, the church office prepares "Welcome" letter signed by Father Dominic. The new parishioner's name is placed on a list to be invited to the next Welcoming Brunch hosted by Father Dominic and the Pastoral Council in the rectory approximately every six months. Ministry Leaders are encouraged to attend the Welcoming Brunch to provide information about their ministry to the new parishioners as needed. A Welcome Packet, containing information about our parish ministries and fellowship activities, is given to all newly registered parishioners. Joe showed all members present the contents of our Welcome Packets. It was noted that Ministry Booklet in the Welcome Packet did not include information about our church library and the telephone number for Joe & Carmen Hank was incorrect. It should be 678-7276.

Joe Hank then led a reviewed the minutes from the August 30th 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:** Currently, the primary objective of this area is to make the HNJ website the primary source for HNJ Ministry information for both the use of the ministry and recruiting new members. The goal is to have each ministry web page explain:

- the role of the ministry in the parish and specifically what it does,
- the benefits of the ministry to the recipient,
- how to obtain the product of the ministry,
- the benefit(s) of participating in the ministry as a member,
- how to become a minister,
- if the ministry is in need of help (needs more members or other resources),
- provide administrative & scheduling information to the current ministers,
- provide contact information.

Carmen Brezna stated that she was continuing to make some progress in contacting ministry leaders, getting updated information for the website, and getting the new information posted to the website. Carmen noted that two ministries in particular still need additional information: Knights of Columbus & Ushers

**Welcoming Committee Update:** Elizabeth Conrad was not available to provide an update on her actions. Carmen Brenza reviewed the Stevens Ministry information booklet in the Welcome Packet and determined that it was OK for now but that she would review it quarterly for update. Joe Hank provided that three of six new parishioners/families had registered after receiving their "Invitation"

letters. Joe noted that we need to follow up on the three who have not yet registered. Joe also informed the committee that no complimentary KofC pasta dinner tickets had been used at the Sept 6<sup>th</sup>, pasta dinner.

**Welcoming Committee/Welcoming Brunch:** Joe Hank informed the committee that we have as many as 40 new parishioner/families or reinvites to date and that we need to go ahead with a Welcome Brunch as soon as possible. Carmen Hank informed the committee that she had coordinated the date for the next Welcome Brunch with Father Dominic, Deacon Gary, and the church office and it has been set for Sunday, Nov 16<sup>th</sup>, in the rectory immediately following the 8:00 AM mass. The committee discussed alternative brunch locations (Parish Hall, R. E. Bldg CYM Zone) due to the limited space in the rectory but were unable to come up with any workable alternative due to conflicting usages at that time. It was noted that much help will be needed before, during, and after the brunch, to make it successful. Specifics will be discussed at the next Goal #1 meeting prior to the brunch.

**Greeters Program update:** Joe Hank indicated that he had not received any further feedback on the status of incorporating the greeter's program requirements into the Ushers program. He indicated he would attempt to get an update by the next meeting.

**Fellowship Committee:** Michelle Conrad was not available to provide an update on this area; however, Joe Hank provided that the Pastoral Council had agreed to two World Priest Day celebration actions. The Pastoral Council agreed to host Father Dominic and the Deacons at a private dinner at a local restaurant on Saturday evening Oct 25<sup>th</sup>. Additionally, a parish potluck lunch is planned for after the 11:00 AM mass on Sunday, Oct 26<sup>th</sup> in honor of Father Dominic and our Deacons. The Ladies Sodality with help with the setup, food arrangement, and clean up. Parishioners are encouraged to bring a dish and help out where they can.

**Publicity Committee:** Joe stated that he had discussed with Deacon Gary that Maria Lewis and Amy Sharpe indicated that they would be willing to give this area a try. Deacon Gary asked that they get with him to review the tasks of this area and receive his guidance.

**“Welcome/Ministry Table” update:** Joe stated that he also had discussed with Deacon Gary the ideas that had come out of our last meeting to use a bulletin board approach for setting up a “Welcome/Ministry” area and that Deacon Gary had agreed with the ideas. Carmen Brezna & Maria Lewis agreed to work on getting a bulletin board for the area.

Joe stated that, at the last Pastoral Council meeting, he presented the idea of using the AV system in the church before and after mass to provide ministry and welcome information to the congregation. Joe stated that the PC felt use of the system before mass could be distracting to praying/meditating parishioners and that after mass would not capture many parishioners. Father Dominic offered that the use of the system combined with a short pulpit talk after communion would be acceptable.

The next Goal #1 meeting has been set for Saturday, November 1st, **Parish Hall**, from 8:30 – 10:00 AM. Coffee, juice, & milk, bread, and PB&J will be provided. Anyone wishing to bring pastries or goodies to share is welcome to do so. Please let me know if this date & time will not work for you. I can be reached at 678-7276 or email at [hankje@juno.com](mailto:hankje@juno.com).

The meeting adjourned at 10:00 AM. Thank you to all who attended and for all of your inputs.

Joe Hank, Goal #1 Coordinator