

St. Aloysius Catholic Church - Team Leaders Meeting – January 22, 2009

Della Ryan – Service
 Margaret Nelson – Hospitality and Social Life
 Sandy Waselewski – Hospitality and Social Life
 Teresa Hartmann – Adult Faith Formation
 Joan Breunig – Development and Fundraising
 Cathy Lins – Development and Fundraising
 Sarah Ramthun – Prayer and Worship
 Laura Breunig – Youth Faith Formation
 John Ramthun – Youth Faith Formation
 John Brennan – St. Aloysius School and Development and Fundraising
 Father Jared Hood - Administrator

The meeting began at 7:10 PM. Father Jared started with prayer. Introductions were made for team members and their assignments. Each team then provided the highlights from their group's effort.

Adult Formation –

Great Adventure Bible Study: It is underway and will continue on Monday nights, until the end of February 2009. This is a multimedia Bible Study where 30min. is spent watching a DVD presentation by Jeff Cavins. The video from the previous week's session will be shown beginning at 6:00 for anyone who missed it, or would just like to view it again. Teresa Evans is facilitating the program. Kay Ringelstetter is the contact person.

ENDOW: This women's group will begin in March 2009. The group will meet on Monday nights. Endow is a program for women to study what the church teaches, especially what Pope John Paul II had to say about the dignity and nature of woman. "The Genius of Woman" The first study will be an 8 week study of John Paul's letter to women. Cathy Lins and Margie Watson will be facilitating the program and are the contact people. The cost is \$60 per person, but group has decided to partner with Philothea, who will donate money raised from cookie dough sales, to make the fee \$30 per person.

Lenten Talks and Retreat: The priests will be leading this session on Tuesday nights during Lent.

Lenten Books: The books are in the process of being updated.

Coming Home: This would be a group that would be designed for those who have left the Catholic Church. This group would seek to provide relationship, healing, and formation for those who have left and/or been hurt by the Church. This program will begin for returning Catholics two weeks after Easter.

Theology on Tap: This program discusses the faith in an informal setting. Sessions will be held during the summer. Black Hawk Restaurant has agreed to be the location.

Random Speakers: More needs to be done on this so. We will have various speakers for the fall.

Help Needed:

1. The team will connect with the Service Team to help with promotions and phone calls.
2. The team will connect with the Development and Fundraising Team and the Youth Faith Formation Team to coordinate cookie dough sales and offset ENDOW program costs.

Service Team –

Della explained that there are 6-7 people involved and the group has a schedule so members work in two week shifts. (CORRECTION: The members who send out cards - see #6 below - work in two week shifts; the service team in general has many members, all of whom work in whatever capacity and time frame they are able. Correction made 2/4/09 by Sarah Ramthun.)

1. A group got together on November 11, 2008 and checked and repaired the red Worship hymnals in church.
2. On January 6, 2009, one of the groups helped with copying, stamping, labeling and stuffing envelopes.
3. Telephone calls were made to remind the Confirmation Class about the Sponsor Meeting on Sunday, January 11. Some individuals on the Food Preparation list brought some of the food for the lunch. Some of last year's Confirmation class helped to setup, serve the lunch, and clean up afterwards.
4. Another group helped to collate and staple 90 booklets for the High School students, and also make copies and folders for the second grade First Reconciliation Retreat.
5. On Friday, January 23, 2009, a meeting will be held for the Mission Trip. The group will also work on writing the senators' names on the FOCA cards which will be filled out on the weekend of the 24 and 25. These are the Freedom of Choice Act (FOCA) cards that we received from the diocese.
6. The group is also sending Grief, Get Well, and Sympathy cards to parish members.

Help Needed:

The group could always use more people.

Hospitality and Social Life –

The two groups decided to combine.

Mardi Gras Potluck: This is scheduled for February 15. (CORRECTION: The Mardi Gras was originally scheduled for February 22, and was recently rescheduled to February 21. Correction made 2/4/09 by Ann Cicero.)

Movie Night: This is scheduled for January 30.

Donut Sunday: This event is continuing, though they are looking for volunteers to help.

Welcome Basket and Brochure: Sandy W. is working on the brochure we are going to use in our Welcome Baskets for new parishioners. She will finalize the brochure and have Fr. Jared approve it. The group will watch the paper for monthly listings of new people. New potential members would get a mailing that consists of a welcome letter, the mass times, contact information, any current events, etc. If they register, they would receive a basket. Members suggesting including the Stewardship booklet – so they could see what opportunities they could join.

Prayer and Worship –

It was mentioned that the wording for the readers needs to be adjusted. When they try to refer to the Book of Petitions and the intentions listed inside of it, it's difficult for the readers to make the announcement. The book was recently moved into the center aisle in the back of church.

Prayer Aspects -

Prayer Chain: The group is working on improving the process. They have set up an email group of 20-30 people and a phone call group.

Adoration: They are trying to increase numbers, especially in the morning.

Spiritual Adoption: First communion and confirmation participants are currently listed for spiritual adoption by parish members. The group is trying to expand this effort. Their goal is to have all parish members prayed for by others at least once a month.

Worship Aspects –

People Involved in Liturgy: The group is working on increasing the number of people involved in the liturgy. They will be making adjustments to the green board in the lobby – which is used to list ways to get involved.

Youth Faith Formation -

John explained that this is not an activity-focused group. They are trying to get the people involved connected. Looking into how we can help each other and bridge the gaps. Their goal: To bridge the gaps between school families, home education families, Spanish-speaking families, and religious education and youth ministry families.

Development and Fundraising –

Joan explained that the group is trying to coordinate among the various groups involved in funding for the church and school. The group felt that if parish members knew what we were fundraising for – it would be an easier process and flow together a little more.

Calendar: Members from the school, youth ministry/religious education, and parish programs are in the process of creating a calendar. We are reviewing what has been in 2008 and checking what we can learn from that – what's works, what doesn't. Then starting to plan ahead for 2009 and deciding what we can and can't fix. During this discussion, people realized how busy the year is, and how much we ask for funding in addition to the Sunday giving. This is one step to creating a more formal structure to our fundraising and development efforts.

Market Day: This fundraising is available for St. Al's.

SCRIP: They are working on getting more people involved in selling SCRIP on the weekends.

UW Concessions: They are looking at new Feb. or March dates. During the last season, the group raised \$900, which went to Mary Statue Fund.

Estate Planning: They are working on getting the information into laymen's terms. John Brennan has made contact with lawyers and staff from Edward Jones (parish members). Hope to have a meeting to discuss how to present it to parish members.

Endowments: Two million dollars has come in through the endowments over the years. It would be nice if we could put more information into the bulletin on Estate Planning and Planned Giving.

Home and School Group: Have an annual goal of dollars they work to contribute to the school/parish. They meet once a month. We have just begun discussions with them to coordinate our efforts.

The group discussed getting the parish to the point of a parish email database. We could use the new sign-up sheets to guide the effort. This would save costs in postage. Margaret explained that the parish was getting a new software program – Parish Soft. It is in coordination with the Diocese's efforts for technology. Currently the staff members get their emails from their Charter Email Service or from the Diocese – St. Raphael service. Cathy was asked to put this groups' emails into Google Group for easier communication with each other.

Building and Grounds –

They had a Fall Clean Up, which went very well. The numbers increased over past efforts. They hope to have another Spring Clean Up this year.

Members noted that the Maintenance Staff/Situation has been continually overlooked and it has many needs. We should have a more thorough discussion with the staff and discern the costs/items that need to be addressed at the parish and the school. For example, the doors need to be replaced. This should be included in future budgets and fundraising plans.

How Can We Help Each Other?

Members were asked to get connected to each other as you need things so we can help each other. Please go through the Team Leaders so it doesn't get confusing. The Team Leaders will then make contact with their Team members for the request. If teams get multiple requests, Team Leaders are asked to discuss the priorities among the items, and work out a schedule for completion. This is the first step in setting up a system for team work.

Members noted that they could have conflicts with other parishes in our cluster. Father Jared agreed to contact the secretaries in the other parishes within our cluster and ask them to forward calendar dates for events/fundraisers to our team members. He will also make sure our information gets to them.

Margaret noted that the attendance for Hospitality and Social Life had dropped from the first meeting. She wanted some suggestions on what to do. Members suggested:

- Verify that people know what they are coming for. Provide details in their meeting announcements on what they will be working on.
- Clarify if they just wanted to help or actually wanted to be on the planning committee for activities. Work to their interests and strengths so they can be successful. Engage them at the level they prefer.
- Adjust the Finance Email Address and have a clear subject line. Be sure that they can tell that it's St. Al's Church contacting them, so it doesn't get lost in spam or deleted as a virus.

Process to Get to This Point

Staff members wanted to know – how did it go? What should be done differently? Members noted that the sign-up form should have separate items that parish members could check instead of the bullets. People couldn't sign up separately for the Oversight Committee vs. Helpers – so people who only wanted to be helpers got overwhelmed with calls, emails, etc.

Recommended wording:

- I am involved and want to stay involved.
- I am involved and wish to bow out this year.
- I am not involved and want to get involved.

Members wondered if parish members could renew their involvement online. Would that work with Parish Soft? Margaret will inquire with the Diocese on this. Cathy mentioned that another option could be Survey Monkey, an online survey site. Members suggested that we start with an announcement in the bulletin – indicating that members could renew online for a designated time period. If parish members have not renewed by the deadline – we would then follow up with them by mail/hard copy.