

Staff Meeting Minutes January 19, 2010

Present: Frank, Father Don, Bridget, Monica, Jim, Arlene, Randy, Bobbie.

Christmas:

Christmas went well. There will be a change in Mass schedule for Christmas, 2010. Christmas Eve Masses will be at 3:30, 6:30 & 10:00 pm. Christmas Day will be 8:30 & 11:15 am.

Arlene purchased 25 sets of lights on sale. They will be used to decorate the valances and the canopies. Frank will check if lights are hidden on the valances.

Payroll Problem:

Father Don said that payroll will not reach staff accounts until Wednesday, January 20th due to problems with the banks. If they need it for their bank, Father Don will give staff members a copy of the official bank letter.

Blessed John XXIII University Parish Holidays:

Since the holidays listed for the Archdiocese and the parish differ, we will continue to use the holidays listed in the John XXIII University Parish Handbook. If necessary, staff may use flex time.

Change of Schedule Forms:

All staff members are required to fill in time sheets, request for absence, and flex time sheets and give them to Randy. A paper trail is required. Time cards are passed on to Maria and Randy keeps the other forms in a file.

Information to Accountant:

Papers delivered to the accountant's drop box last Saturday are missing. These may include check requests, which may need to be duplicated.

Development Position:

Father Don has 13 resumes for the Development position. He has requested that those interested send a YouTube or video of themselves answering questions. This will produce a short list and the 3 finalists will be invited to come to Fort Collins for an interview. Resumes will be on the counter in the office for staff to look at.

Key leadership people as well as staff are invited to a meeting with the Personnel Committee on Wednesday, February 3rd at noon in the Conference Room.

Leadership Retreat:

The annual Leadership Spiritual Retreat will be on February 13th from 8:30 -3:00. Pot luck breakfast will be at 8:30. Lunch will be catered. Father Don is asking Mark, the FOCUS regional director to lead the retreat around how FOCUS can add another dimension to parish life and how it fits in the big picture. Other questions might include how FOCUS sees campus ministry, how to integrate parish ministry and

campus ministry, and what value does J23 parish bring to campus ministry. There will be prayer time. Details will follow.

Pastoral Council/Staff Workshop:

This event will be held on Friday, February 12, 2010 in the Student Commons. It will begin with 4:30 social and 5:00 catered dinner. The intent is to spend time updating the priorities of the Pastoral Plan. Staff suggests that there be an orientation to new Pastoral Council members prior to this meeting. This might include a description of the pastoral plan, its organization and history, strategy, purpose, and structure. It would be beneficial for the new members to at least have seen the mission of the parish and the document Empowered by the Spirit.

Jim will call Diane Duvall about the orientation, since she is helping Dave Hattis, the new chair of Pastoral Council.

Monica will meet with Mark regarding the leadership retreat.

Bobbie will order food.

Pastoral Council/Staff Communication:

Better communication between staff and Pastoral Council would benefit parish life, especially in two areas: 1) initial calendaring and 2) honoring requests for calendar. This may need to be one of the discussion points at the workshop.

Next Business Meeting on February 2, 2010.

Chair—Jim

Prayer—Bobbie

Minutes—Bridget

Submitted by Bobbie Bonk