



Holy Spirit Parish Annual Meeting
Monday, November 13, 2017 - 7:00pm
Kimberly Parish Center - Conference Room


Agenda

Topic	Responsible	Time Allotted
1. Welcome and Introductions	Tim Wyngaard	5 min 7:00pm - 7:05pm
2. Opening Prayer (Alpha)	Father Bob	20 min 7:05pm - 7:25pm
3. Knights of Columbus - New Ministry	Dan Angiulli	5 min 7:25pm - 7:30pm
4. Financial Report	Tim Wyngaard/Melody Buchinger	20 min 7:30pm - 7:50pm
5. Update on Parish Development	Rich Curran, Parish Success Group	30 min 7:50pm - 8:20pm
6. Meeting Adjourned	Questions can be addressed individually to any committee/team member	8:20pm
7. Enjoy Refreshments!		

Minute Taker: Shelia Blair
 Time Keeper: Roy Verstegen

Individual Ministry Annual Reports, along with the financial report, will be distributed at the annual meeting to all in attendance. They will also be available at both churches and on the Parish website following the meeting.

HOLY SPIRIT PARISH



Annual Meeting

Monday, November 13, 2017

*1

HOLY SPIRIT PARISH – INCOME STATEMENT as of June 30, 2017

	Actual	Budget	Variance	Prior Year 6-30-16
REVENUES:				
SACRIFICIAL GIVING	\$ 1,010,321	\$ 1,088,526	\$ (78,205)	\$ 1,065,104
OTHER REVENUES	\$ 232,965	\$ 284,695	\$ (51,730)	\$ 324,211
TOTAL REVENUES:	\$ 1,243,286	\$ 1,373,221	\$ (129,935)	\$ 1,389,315
TOTAL EXPENSES:	\$ 1,311,867	\$ 1,289,263	\$ 22,604	\$ 1,394,023
OPERATING INCOME:	\$ (68,581)	\$ 83,958	\$ (152,539)	\$ (4,708)
MORTGAGE REDUCTION	\$ 74,232	\$ 71,232	\$ 3,000	\$ 68,147
NET INCOME	\$ (142,813)	\$ 12,726	\$ (155,539)	\$ (72,855)

*2

HOLY SPIRIT PARISH – BALANCE SHEET as of June 30, 2017

	2016-17	2015-16
TOTAL ASSETS	\$ 16,005,338	\$ 16,053,975
LIABILITIES	\$ 2,066,844	\$ 2,060,413
CAPITAL	\$ 13,938,494	\$ 13,993,562
TOTAL LIABILITIES & CAPITAL	\$ 16,005,338	\$ 16,053,975

*3

HOLY SPIRIT PARISH – 2016-2017 Budget

	Actual 2016-17	Budget 2016-17
TOTAL REVENUES:	\$ 1,243,286	\$ 1,373,221
TOTAL EXPENSES:	\$ 1,311,867	\$ 1,289,263
OPERATING INCOME:	\$ (68,581)	\$ 83,958
MORTGAGE REDUCTION	\$ 74,232	\$ 71,232
NET INCOME	\$ (142,813)	\$ 12,726

*4

- ### HOLY SPIRIT PARISH
- › MORTGAGE PRINCIPAL 6-30-16....\$474,571
 - › MORTGAGE PRINCIPAL 6-30-17....\$400,338
 - › MORTGAGE PRINCIPAL 9-30-17....\$382,052
 - › INTEREST RATE.....4.2%
 - › MORTGAGE PAID IN FULL..... JUNE 2022
 - › LINE OF CREDIT 6-30-17.....\$200,000
 - › LINE OF CREDIT 9-30-17.....\$200,000
- *5

Faith Formation Report

November 13, 2017

Parish Annual Meeting

1. Numbers:
 - a. Grades 1 – 8: 282 students
 - b. High School: 160 students (only those who have registered at this time)
 - c. Confirmation: 69 students
 - d. Total: 511 students
 - e. Catechists: 70 catechists
2. Our Coordinator for Grades 1 – 8, Bridget Nyarko, has made a successful transition in leading the program. Bridget is bringing many years of classroom experience into the program.
3. Catechist Certification:
 - a. This year our catechists are going through a hybrid version of the Alpha program. The result of this process will be an emphasis on sharing the message of Christ in our lives and with the parish.
4. Confirmation
 - a. Our Confirmation program has moved to Wednesday evening to better fit the schedules of the students. The program's emphasis is on small group discussion; including short teaching videos and small group reflection time.
 - b. Liturgy of the Word for Children:
 - i. Three weeks in, during the 9:30am Mass, we have six catechists and five aids that help facilitate the program.
5. State of the Program
 - a. Our program Faith Formation program is full of life – our catechists are presenting the message of Jesus Christ in a dynamic way and our students are responding. Bridget Nyarko, our coordinator for Grades 1 – 8 has made a successful transition.

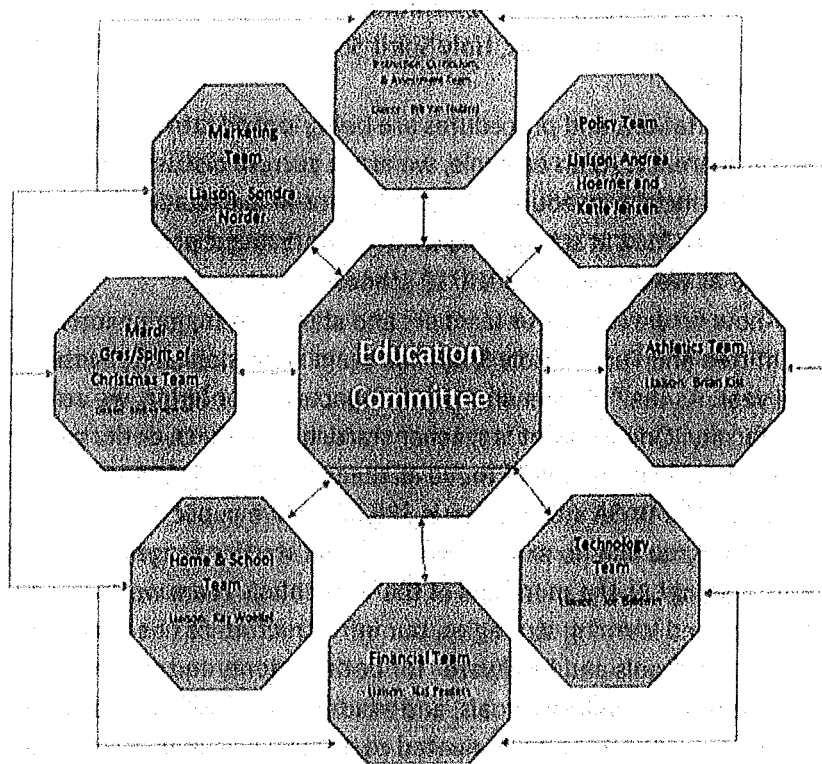
Holy Spirit School

November 13, 2017

Principal's Report to Parish

Holy Spirit School continues to move forward, as we build upon the work of the past years to enhance the learning opportunities for the children and families who have selected this parish ministry to best meet their children's faith and academic learning needs.

The 2017/18 school year is focusing upon the governance model for the Education Committee, first introduced at the end of the 2016/17 school year. The rationale is to design a model which supports the vision and mission of the Church and Diocese of Green Bay, while addressing the needs of Holy Spirit School. A representation of this model is pictured below.



In compliance with the expectations of the Diocese of Green Bay and those of the WRISA Accreditation process, the members of the Education Committee began to design a strategic plan for Holy Spirit School. As the process evolves, the above model was designed. This model for the school, encompasses such action words as accountability, transparency, stability and defines organizational structures-- role identifications and communicative processes. The role of the members of the Education Committee is an advisory one. However, within this new model, members are active participants, sharing their time and talents to support the mission of the school.

This model identifies eight areas or Teams, identified in the Strategic Planning process which will develop specific goals and strategies to meet these goals. Each Team has from 3 to 10 volunteers as

members with specific skills related to that Team. The Teams are: Policy, Athletics, Technology, School Finance, Home & School, Mardi Gras & Spirit of Christmas, Marketing and a Team representing Instructional, Curriculum and Assessment. Each member of the Education Committee is a Liaison to a specific Team. Then this Liaison person will report back to the Education Committee the actions and needs of each Team. These Teams work in collaboration as they accomplish their goals. During this 2017/18 school year our challenge will be to improve our new model especially in communication, addressing timetables and goals for each Team, role descriptions with specific responsibilities, as well as, evaluate how this model will impact current procedures and expectations between the parish and school.

As the Education Committee moves forward in developing our new model/Strategic Plan, collaboration is critical to ensure stability and viability for the school. A few highlights:

- Enrollment is slowly increasing: in 2016/17 enrollment was 236 students, in 2017/18 enrollment is 247. To assist in building enrollment, Holy Spirit School is currently evaluating should it become a Choice school.
- School financial expectations and procedures are being looked into to improve accountability, accuracy, and transparency. As an example, we are in current discussions related to bringing back to the school financial procedures to meet the above expectations.
- In 2016/17 we began to look at school data to improve financial projections and expectations, which will continue as we design the 2018/19 school budget.
- Faculty stability-how do we retain our teachers and staff—is a major concern for all on the Education Committee and Teams. Holy Spirit has again been blessed by those we hired for the 2017/18 school year. As the “teacher shortage” impacts on our hiring, we are looking into ways to maintain our faculty. One element is teacher starting salaries. Over the past three years (including this year) we have strived to move all teachers on the DASA scale-this is great news! However, in 2017/18 the DASA starting pay is \$29,081 while public schools are starting salary for a person with a BA degree and no experience are in the starting range of \$38,000-42,000.
- Technology is expanding! As the members of the Technology Team work with the school in blending technology and learning strategies, our infrastructure has been enhanced, as well as, our ability to purchase “tools and hardware” for both students and teachers.
- Resources to support our Standards, goals, and academic expectations have also been expanding as our 5-year plan is being evaluated each year. This year, our Curriculum team is looking at K-8 Social Studies needs, as well as K-5 math.

God Bless!

Mr. Krainz
Principal
Holy Spirit School
920-733-2651

ANNUAL MEETING REPORT SISTER ANNETTE KOSS 11-13-17

LITURGY AND WORSHIP

LITURGY COMMITTEE MEMBERSHIP Sheila Blair, Margaret Franz Deacon Bud

Klister Fr. Bob Kollath Tom Langenhuisen Sr Annette Koss Mary Zuleger

LITURGY MINISTRY

Restructured the purpose and action plan of the Liturgy Committee

Evaluate the needs of the worshipping community

Promote full, conscious and active participation

Enhance God's presence in Word, Eucharist, Community

Provide on-going liturgical formation

Identify, train, support and mentor liturgical ministers

Communicate with councils, committees, departments

Developed theology and descriptions for Liturgy Committee

Hired music coordinator, Mary Zuleger part time

Developed an Art and Environment Document with committees for each church

Developed Hospitality Document with training with 80 ushers and greeters

Cleaned church storage spaces and organized fabrics

Provided cantor training and renewal and provided a new cantor stand

Baptismal font sanded and purchased lead crystal vessels for holy oils DC

Study of lighting for Kimberly church, cleaning of fans and pulleys for fabric KC

New ambry with pedestal and pedestal for Mary statue DC

Donated by Rick and Leo Uitenbroek

Monstrance restored by Rollie Probst DC

Researched church furniture DC KC

Created a memorial gift list for donations

Meeting 1st Thursdays, 1:30-3:00 pm Kimberly or Darboy Church

8-3 9-7 10-26 11-16 12-7 1-4 2-1 3-1 4-5 5-3 6-7

PASTORAL CARE

COMMITTEE MEMBERSHIP Carol Boots, Roxanne Grambsch Kathy Hurst Joanne

Kiefer Sr. Annette Koss Katie Renz Rita Thiel Julie Van Hoof

PURPOSE

Pastoral and spiritual outreach to parishioners

PASTORAL CARE MINISTRY

52 Care Ministers 57 Known Homebound

Hospitals visited daily and services at Kimberly Assisted Living and Atrium weekly

Mass at Aspire and Hallmark monthly

Healing Masses at health facilities bi-annually

Remembrances of persons homebound

Summer 9:18-23 Kalanchoe Plants Photo Cards

Christmas 12: 18-24 Poinsettias Cards Missals

Valentine Tree: Jan. 27-28 Feb. 3-4 Feb. 10-11

Valentine trees with triple names and addresses of persons homebound

Cards bought or homemade, mailed or delivered

Easter Mar. 25-31 Holy Saturday Braided Palms Photo Cards

Grief Support

Monthly letters and anniversary of death cards

Grief support: personal visits and support groups available

All Souls Evening Prayer Nov. 2-17 7:00 pm Darboy church DC

We celebrated the funerals of 53 persons

Anointing Masses

11-15 10:00 Aspire 825 Cobbleston E Dr., Kimberly

11-15 1:30 Darboy Church

11-21 11:00 Kimberly Assisted Living 820 Shelfhout, Kimberly

11-22 11:00 Kimberly Assisted Living 816 Shelfhout, Kimberly

11:30 2:15 Atrium Health Center 601 N Briarcliff Appleton

5-3 6:30 Darboy Church

5-8 11:00 Kimberly Assisted Living 820 Shelfhout, Kimberly

5-9 11:00 Kimberly Assisted Living 816 Shelfhout, Kimberly

5-10 2:15 Atrium Health Center 601 N Briarcliff Appleton

Retreat Pilgrimage: 1-16 9:00 3:00 Sr. Laura Zelton, Norbertine Spirituality Center

Meeting Wednesdays 1:30 Parish Center

9-20 10-18 11-8 1-10 2-21 3-21 4-18 5-16 6-20

SOCIAL CONCERNS

COMMITTEE MEMBERSHIP Kathy Cross Deacon Bud Klister Sr. Annette Koss Rita Thiel Lisa Thiry Wendy Van Nuland Kari Van Roy

PURPOSE

To help People in need outside the parish

SOCIAL CONCERN MINISTRY

Community Clothes Closet Back to School Sock & Pajama Collections

Homeless Connections Family Shelter: Serves 80 children and adults, we cook and serve meals the 3rd Friday 80 persons an evening supported by the Harvest Tree gift card collection

Loaves and Fishes: meals at Saint Therese Parish Mon. Wed. Fri.

Warming Shelter: 50 people a night have supper overnight, breakfast

Bowl for Life for Mother & Unborn Baby Care Oct. 9, 2016

Thanksgiving Day Food Collection: Nov. 24, 2016 9:00 Mass

Donated to St. Joe Food Program, Menasha

Advent Giving Tree Nov. 24 - Dec. 24, 2016

Gifts for Fox Valley Agencies and parishioners who are homebound

Rotate support to 23 agencies in the Fox Valley

Human Sex Trafficking

Brochure on Human Sex Trafficking being revised

New documentary produced, "Innocence Sold."

Talks given by 5-Stones members and Sr. Carol Haanen for youth and adults

Lenten Collection: Bottles for Change support selected Fox Valley Agencies

Jakes Diapers: homemade and reusable diapers for the missions

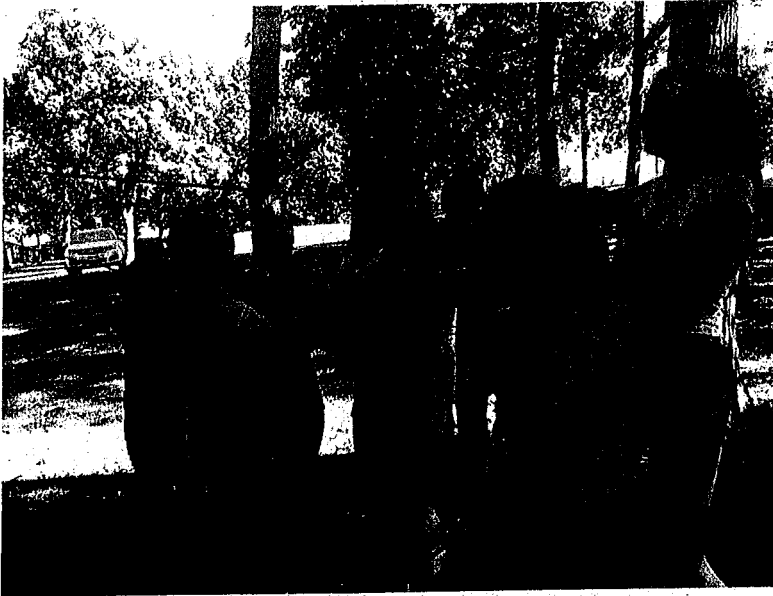
Mothers' Day Rose Sale May 13-14, 2016

Meetings Thursdays 5:30 Parish Center 2017-18

9-14 10-12 11-9 14 1-11 2-8 3-8 4-12 5-10 6-14

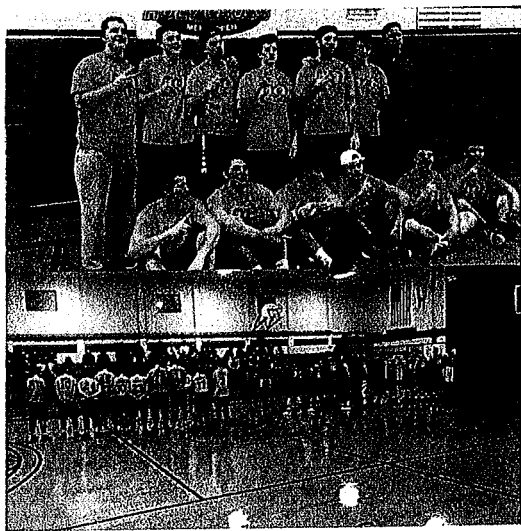
Youth Ministry
Annual Meeting – November 13, 2017

YM Goals from 2016-2017 which aimed at continuing to connect, engage and evangelize our young people.



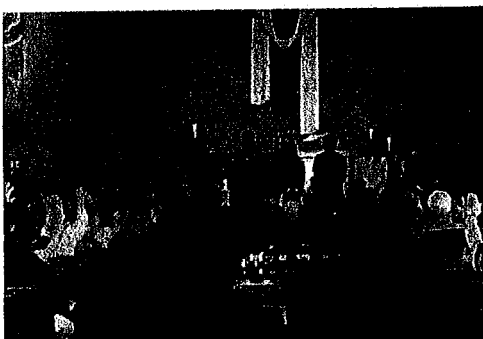
Goal: Continuing to expand and push our peer leaders by 1.) Keep pushing the teens out of their comfort zone - the teens attended a Diocesan retreat with other peer leaders throughout the area and 2.) To share their faith stories- YMs shared own faith witness and taught the peer leaders to do the same. So at each meeting and retreat we had 1-2 high school students sharing their witness story.

Goal: Continue to give youth a safe and positive experience through CYO basketball by - 1.) Find new chairpersons- YM took on much of the bookkeeping, organization and correspondence between



coaches, refs and league directors. While it demanded extra time, it was also beneficial in understanding the program and making connections with the parents, coaches, players and school district 2.) Possibly host the girl's tournament- was not given the opportunity too due to booking of the gym 3.) Hire a gym supervisor for game days- this was incredibly successful in helping to understand the flow and needs of the day, as well as provide an ongoing HSP connection with CYO and 4.) Offer a CYO end of the year banquet- held at Stone Toad with games, pizza, and prizes for all the teams. Even the refs showed up for the fun!

Goal: Adult Leadership- continuity and investment among our adult leaders. Was able to secure several adult leader commitments to programs like the youth mass, middle school events, CHWC, and retreats.



Goal: Continue to grow Youth and Family Mass through 1.) Hospitality 2.) More "youth friendly" music selection 3.) Free Dinners 4.) Homily Prep group. Mass attendance did increase and the free dinners were well received and a great time of community building.

Goal: Evaluate CHWC and, newly established, Love Begins Here Mission Trip experiences. CHWC is more costly, travels further, requires more fundraising and time investment but is by far the favorite choice of our young people. The great value is bringing our youth out of their comfort zone, learning a new culture, making friends from across the country, and being asked to pray and serve in new ways. Love Begins Here is a local mission experience that is cheaper, travel is closer, and has a great focus of prayer and service. This is a viable option for our younger students who do not want to travel as far. The issue will be obtaining the leadership needed to



offer both types of camps.

Goal: Continue to find new and innovative ways to reach out to young people, to build relationships one at a time. Attended a multitude and variety of extracurricular events, personally invited youth to coffee shop hours, reached out to the youth who had family members pass away.



Goal: Survive Kayln's maternity leave. Check!



Goals for 2017-18

Focus on Emotional Virtue! *(This is a need that came up through hearing our peer leaders share their faith stories and felt it deserved a concentrated effort this coming year).*

-Evaluate the need for a Spiritual counselor Wednesday evenings

-Host Sarah Swafford, national speaker

Peer leadership- develop discussions, lessons, group building with missionary discipleship as the end goal.

Youth and Family Mass- engage a variety of families and youth in leadership who otherwise are not engaged; find a new choir director; offer more youth friendly music.

Offer Mini courses for middle schoolers during open gym time to reach a wider variety of youth than just the "athletes."

Continue forming connection with CYO and HSP: Offer CHWC, Mass times, and other YM invites to athletes; CYO banquet growth in attendance; establish a "peer leader", ie team captain, on each team so YM has a point of contact with a youth from each team.

Create a space and opportunity for ongoing weighted blanket making.

Survive Sarah's maternity leave!

Business & Stewardship Activities
Annual Meeting – 11/13/2017
Patty Vande Voort
Administrator of Business & Stewardship

Business Office Support Staff:

Parish - Joan Boots, Sara Van Heuklon, Rene Smits

Faith Formation – Bridget Nyarko

Accomplishments:

Being Christ's hands and feet in the daily interactions with parishioners in working together to bring Christ to others.

Buildings & Grounds

Committee Members:

Dave Hoh, John Heck, Nick Josephson, Patty Vande Voort, Ryan Koenigs, Sherrie Grogan, Tom Langenhuizen,

Accomplishments:

- Continue to be active in the prevention maintenance of all of our buildings
- Plan for a successful future at Holy Spirit by ensuring that all of our space needs are being met
- Started to study all of our parking lots to determine their length of life left and need to replace
- The parking lot lights have been replaced with LED fixtures
- Continue to evaluate additional parking options for parishioners

Holy Spirit Joint Cemetery:

Committee Members:

Mike Kabat, Ben Dietzen, Patty Vande Voort, Father Bob, Dave Gossens, Tim Paltzer, Pete Van Dyke, Ray Wells, Sherrie Grogan

Accomplishments:

- Continual ground maintenance at Holy Angels Cemetery and Holy Name Cemetery to beautify the sacred space
- It is this committee's intention that our cemeteries be adequately funded, perpetually cared for, and fully operated within the guidelines of the Green Bay Diocese and the State of Wisconsin
- Cemetery surveying, numbering, mapping, and recording, maintenance of the grounds, plot selling, grave opening/closing, and coordinating tasks associated with burials with funeral directors, families, and others involved

Stewardship

Committee Members:

Annette Schultz, Fr. Bob Kollath, Gerry Philipsen, Jen Van Nuland, Jenny Jahnke, Kathy Hurst, Patty Vande Voort, Sara Van Heuklon

Accomplishments:

- Chaplet of Divine Mercy - Fridays 3 pm Darboy Church
- Stations of the Cross - During Lent on Fridays
- First Friday Adoration - Offered the 1st Friday of each month beginning in April

Ripples of Hope

Committee Members:

Angel Thomas, Bonnie Godin, Elaine Brochtrup, Kara Vassar, Kathy Cross, Meghan Pierre, Patty Vande Voort, Sandra Piotrowski, Sue Carew

Accomplishments:

- Jake's Diapers
- World Relief
- May Day Wishes
- Created and printed a pamphlet on the ministry.
- Thanksgiving Meals to 12 families
- Christmas Giving to 11 families
- Easter Gifts

Sunday Suppers

Committee Members

Andrew Reimer, Jan & Dave LaCount, Patty Vande Voort, Sara Van Heuklon

Accomplishments:

- Monthly community meals to anyone in the community who would like a warm meal and some companionship.
- The ministry served approximately 2,600 people. Donations are given for all costs and a core group of 23 families give of their time and talent for others.

CHRP

Men's February CHRP Chaired by: John Bishop & Nick Thyssen

Men's October CHRP Chaired by: Russ Raddatz & Sam Pakala

Ladies February CRHP Chaired by: Beth Dunphy & Allison Geiger

Ladies October CRHP Chaired by: Ann Appleton & Katie Renz

Accomplishments:

Growing deeper in faith while connecting with our parish and parishioners through a weekend of prayer and reflection.

Men's CHRP retreats held: February 11 & 12, 2017
September 30 & October 1 2017
Approximately 20 men made the retreats

Women's CHRP retreats held: February 4 & 5, 2017
October 7 & 8, 2017
Approximately 20 ladies made the retreats

Fish Fry

Committee Members:

Tina Keller, Pete Scherer, Molly Weberpal, Amy Hooyman, Rob Magnin, Sue Vosters, Al Watry, Tom and Kathy Wippich, Tony Wisneski, Patty Vande Voort, Sara Van Heuklon

Accomplishments:

The parish was able to open their doors and welcome the community to a wonderful fish fry during two Fridays during lent. The event created fellowship and \$11,897 in revenue.

Parish Picnic

Committee Members:

Mike Van Asten, Kari Van Rooy, Rob Magnin, Tina Keller, Betsy Wisneski, John Heck, Mary Hamilton, Steve Hamilton, Bob Buchinger, Melody Buchinger, Bill Van Nuland, Tim Thomas, Angel Thomas, Ryan Koenig, Penny Hoh, Natalie Peperak, Patty Vande Voort, Sara Van Heuklon

Accomplishments:

Provided a fun filled picnic which brought our Parish family together and took in \$45,018

Calendar Raffle

Chaired by: Marcia Trentlage, Sara Van Heuklon, & Rene Smits

Accomplishments:

Provided education and awareness of the Church's Holy Days along with providing entertainment and revenue to the Parish. \$3,944

Funeral Luncheon Ministry

Chaired by: Marcia Trentlage & Betsy Wisneski and supported by 50 of our active Christian parishioners

Accomplishments:

- The Memorial Luncheons at Holy Spirit parish are prepared by volunteers who reach out with loving compassion to accommodate family and friends with a beautifully prepared meal after a wake or funeral.
- Served 3135 grieving people at 23 funeral luncheons

Scrip Program

Oversight Committee: Brian Much, Bill Vande Voort, Flo Vanden Hogan, Ron Buchinger, Jeanne Konwal, Tina Keller, Chuck Kuen, Stacy Hietpas, Father Bob Kollath

Accomplishments:

- Monthly reviews of the scrip program to provide a wonderful program to the parish through constant monitoring of inventory and sales which provides a constant revenue source to the parish. \$40,000
- ShopWithScrip
- Marketing of scrip sales
- Inventory of Scrip at both locations

VASNRE (Valley Area Special Needs Religious Education)

Committee members: Stephany Leurquin, Ron Rademacher, Adam Arneleson, Patty Vande Voort, Tammy Schmahl, Justin Krueger, Vicky Verhasselt, Patty West

Accomplishments:

- VASNRE promotes spiritual educational growth among persons with disabilities and fosters the personal growth of its members. It also promotes awareness of the existence of and the need for religion education programs for persons with disabilities.
- Monthly religious education classes from September through April with talents and resources from engaged and passionate volunteers. Twenty nine children and adults attend religion class from six local parishes.

Bingo

Committee Members: Mike Van Asten, Rob Magnin, Betsy Wisneski, Joan Boots

Accomplishments:

- Bingo is held just about every Monday night throughout the year.
- Brings community members together for an evening of companionship and entertainment along with creating \$35,000 in revenue for the parish annually.