

Evangelization Committee Meeting Minutes

Location: St Mary of the Hills

Date: November 11, 2014

Attendees: Paula Petkau, Beth Belesky, Jay Fedewa, Mark Joyce, Susie Phillips, George Phillips, Karen Schenk, Susan Kowalski (St. Irenaeus)

1. **Opening Group Prayer:** George Phillips

2. **Old Business:**

- a. **The meeting was devoted to planning for Discovering Christ Training day which is scheduled at St. Mary's on November 22. The planning matrix, including a November 20 update, is below.**

| Before Training Day: (GREY indicates Nov. 11 Planning Meeting Agenda) | | | |
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| Time | Activity | Leader | Status as of November 20 |
| Submit for Nov 9 and 16 bulletin | Advertise in bulletin | Susie | No time. Rely on volunteer network. |
| Send reminder by Nov 9 | Contact email list from Information Night, etc. | Susie/Clem | Sent Sunday Nov 16 |
| Discuss at meeting Nov 11 | Determine number of attendees: 40 - 50 ?? | Susie/Clem/Susan | 15 from St. Irenaeus, 25 from SMOTH Info night + few = 50 |
| Reserve by Nov 11 | Contact and schedule prayer ministers: 4 teams?? | Beth/Paula | Beth, Paula, and others from parishes will staff these teams. Need 4 teams. |
| Schedule for Nov 10-15 | Talk to Father Stan about overall plan and budget | Susie/George | Sent email to Chris and Father Stan and DC leadership team |

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| Discuss at meeting Nov 11 | Determine breakfast and lunch menu | Mark/Marlene | Marlene baking muffins for bkfst; lunch will be sandwiches, etc. |
| Discuss at meeting Nov 11 | Purchase breakfast food | Mark/Marlene | Marlene baking. Paula will call cookie ministry for dessert for lunch. |
| Discuss at meeting Nov 11 | Book lunch caterer | Mark/Marlene | Cosco, etc. – purchase. Total cost BKFST and LUNCH: Estimated \$300 |
| Discuss at meeting Nov 11 | Pick Facilitators for the Small Group Clinic: 1 per table; need up to 8 | George/Jay | Pick 4-5 from those trained at St. Cyrils's. |
| Discuss at meeting Nov 11 | Discuss roles still needed and reach out to individuals to fill them | All | No music for Nov 22. Need Worship leader for Jan. (Beth talk to Dan for Jan. music needs) |
| forDecide by Nov 16 | Decide on Handouts needed | Clem | Clem: use handouts from Stewardship Fair? Anything else? |
| Send reminder by Nov 16 | Send 2nd email reminder with more details | Susie | Sent Nov 16. |
| Print by Nov 17 | Print Training Booklets | Susie w/ SMOTH office | Clem and Deb using SMOTH office and plastic folders. \$1.90 each. |
| Print by Nov 20 | Print Handouts | Deb | Sent request to Deb Nov 20. |
| Post by Nov 22 | Create and Post signs directing visitors from St. Irenaeus | Karen S. | Karen S doing this. |

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| Procure by Nov 20 | Procure sign in sheets, name tags, markers | Karen S. | Karen S doing this. |
| Purchase by Nov 13 | Purchase copies of Discover Christ | Susie | Susie purchased 4 copies from Fr. Alex. Keep 1 sample; give 3 away Nov 22. |
| Other | Invite Father Stan | Susie | Father Stan will attend and do opening prayer. |
| Other | Sign up sheets: Should make it clear WHICH SESSION the volunteer wants to help with (St. Irenaeus or SMOTH) | Clem/Susie | Susie/Deb/Clem discuss Nov 20. What about babysitting? |

| Training Day: November 22 (GREY indicates Training Day Agenda) | | | |
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| Time | Activity | Leader | Status |
| 8:00 a.m. | Set up tables and Chairs | Arnie and Crew | Susie will send reminder email to Arnie Nov 20 |
| 8:00 a.m. | Set up and Check AV equipment: Gym | Arnie and Crew | Susie will send reminder email to Arnie Nov 20 |
| 8:00 a.m. | Set up podium | Arnie and Crew | Susie will send reminder email to Arnie Nov 20 |
| 8:00 a.m. | Set up Sign in table (this will be book sale/ sign in table later) | Arnie and Crew | Susie will send reminder email to Arnie Nov 20 |
| 8:00 a.m. | Set up and Check AV equipment: EOF | Arnie and Crew | Susie will send reminder email to Arnie Nov 20 |
| 8:30 a.m. | Decorate tables | Mark/ Marleen | Marlene |
| 8:30 a.m. | Greeters and Sign in | TBD | St. Irenaeus (Susan and Paul Kowalski, Denise Kay), SMOTH (Karen Schenk) |
| 8:30 a.m. | Coffee and Breakfast snacks | Mark/ Marleen | Marlene |
| 9:00 a.m. | Opening Prayer | TBD: Ask Father Stan | Father Stan |
| 9:05 a.m. | DVD: "What is Discovering Christ and Why Does It Work?" | Intro: Clem/ Tech: Jay | |

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| 9:45 a.m. | Breakout Session 1: (EOF) Flash Drive: Facilitating the Small Group | Intro: George/ Tech: Jay | George has two support handouts as well. Susie will work with George. |
| 9:45 a.m. | Breakout Session 2: (Gym) DVD: Preparing to Run a Fruitful Course | Intro: Clem/ Tech: Arnie | Clem and Deb to lead this portion of session w/ Mark and Malene |
| 10:45 a.m. | Break (Water, coffee, tea available) (Sign up for Volunteer Role) | All | Have volunteer signup sheets on tables (Deb) |
| 11:00 a.m. | General Session: Small Group Clinic | Intro: Clem/ Tech: Jay | Volunteers experience wk 1 (SGFs = George, Susie, Clem, Beth, Mark) |
| 12:00 p.m. | Lunch (Sign up for Volunteer Role) | Mark/ Marleen | Have volunteer signup sheets on tables (Deb) |
| 1:00 p.m. | DVD : "A New Pentecost for a New Evangelization" | Intro: Susie/ Tech: Jay | |
| 1:45 p.m. | Prayer Ministry | Beth/ Paula | Beth, Paula and Team: Who are the volunteers? Need 8 ideally. |
| 2:15 p.m. | Break (Sign up for Volunteer Role) | All | Sign up sheets on table. Give away 3 DC books at end of break. |
| 2:30 p.m. | DVD: "Where the Rubber Meets the Road: Making the Invite" | Intro: Susie/ Tech: Jay | |
| 3:15 p.m. | Discussion | Intro: Susie/ Tech: Jay | We may be running behind by now. |
| 3:45 p.m. | Large Group Sharing | Intro: Susie/ Tech: Jay | Wrap it up and finish ON TIME. |
| 400 p.m. | Closing Prayer/ Go Home! | George | Start prayer at 3:50. |

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| 4:00 p.m. | Clean up | All | |
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3. **Closing Prayer:** George Phillips

Submitted by Susie Phillips 11/30//2014