

Discovering Christ Planning Team: Meeting Minutes January 5, 2015

St. Mary of the Hills Parish, Rochester, Michigan

Present: Clem Valot, Deb Valot, Karen Schenk, Mark Joyce, Jay Fedewa, Tom Malysz, George Phillips, Susie Phillips, Denise Kay, Meghan Schuler, Beth Belesky

1. **Opening Prayer:** George Phillips

2. **Introduction of Members:** Clem Valot introduced St. Mary's team members to Denise Kay and Tom Malysz, who were in attendance from St. Irenaeus.

3. **Agenda:**

- a. **Dinner/Hospitality Team (Mark Joyce)** – The first two weeks' menu has been worked out by Marlene DeBrosse and Mark. The subsequent weeks will be catered. Catering list has been narrowed down. Might use a caterer and meal twice based on which are successful. Still need a few more volunteers. Mark has contacted Paula to get desserts from the Cookie Ministry. Clem has contacted Arnie and we will plan on having rows of chairs in front of the stage, and the tables around the perimeter of the gym. There are better acoustics in front of the stage, and some advantage to having people stand up and leave the tables to focus on the DVDs. Helpers can clear the table while the DVD is being shown.
 - i. **Mark will work out the use of paper products with Arnie.**
 - ii. **Mark will reach out to Sherry Link at SMOTH for confirmation students helping, and Melanie Avila (on staff at St. Irenaeus) for teen helpers.**
 - iii. **Meghan will look into using the capability to print nametags from Eventbrite.**
 - iv. **Clem will ask Arnie about using the pads around the windows for sound and warmth.**
- b. **Small Group Facilitators (George and Jay)** Table groups will be assigned one week in advance. Tables will be assigned based on mix of men, women and ages. Might put together a youth table. Once tables are assigned, that will be the next email to go out to the SGFs. George has some ideas for icebreakers, and tips from Randy Husaynu and others. An email was sent recently to SGFs with the training link and documents. Suggestion is to put the table number on the name badge, so participants can locate their table easily. Also suggested to put the facilitator's name and table number in the center of the table. Can use the table numbers when tables are called for dinner. Will also capture which SGFs want a helper and will try to accommodate this based on availability. Goal is max of 6 participants per table.
 - i. **Susie will schedule a meeting location for the pre-meetings each week.**
 - ii. **Susie will forward the training link email to Denise Kay, whose name was omitted from the SGF list.** Denise is doing double duty as SGF and Retreat planning.
 - iii. **George and Susie will work on table signs with facilitator name and table number.**
- c. **Worship Leaders (Beth):** Dan Greig said he can help get leaders for each week. Someone can step out of choir practice to sing/ lead worship and prayer for the 15 minutes as called on the sample schedule.

- i. **Beth will follow up with Dan** to get leaders identified for all 7 weeks.
 - ii. **Karen will confirm with Barb Sheldrick** that Barb is covering the first two weeks.
 - iii. **Clem will confirm with Arnie that we have Powerpoint capability** for the worship leader.
 - iv. **Clem and George will identify prayer leaders** to do a one-minute prayer after the song.

- d. **Retreat Team Update (Beth and Denise)** Meeting is scheduled for January 8. There is a full agenda of items to be discussed. The retreat is a combined SMOTH and St. Irenaeus team effort, and will be held at St. Irenaeus. There will be a point person for food from St. Irenaeus, and Mark Joyce will work with the St. Irenaeus team as needed.

- e. **Child Care service (Deb)** – Deb talked to Chris Kozlowski. We have one child care request so far. We will need to provide a meal to the children since they will be there at dinner time through the evening. Could have a box meal planned to feed the children in the child care room, or pizza or mac and cheese. Keep it simple and provide foods that kids like.
 - i. **Meghan will keep track of the count of children and bring up meal planning needs after registration is closed.**

- f. **ChristLife Training March 18-20, in Maryland. (Susie)** Cost is \$160 - 185 per person fee, plus 3 nights lodging, plus travel costs to Maryland. Group suggested that we ask Father Alex if there is any additional training coming to the AOD, for the “Going Deeper” track.
 - i. **Susie will follow up with Father Alex.**

- g. **Question came up: If a person has to miss a session, can they attend the other day at the other parish? TBD. Not ideal.**

- h. **Registration: (All)** Suggestion was to use Welcome Center instead of a table. Table location near bulletin boards is too crowded, and there are no Coffee and Doughnuts next weekend in the gym.. Need balloons, perhaps along with the Father Stan cut-out, to call people’s attention.
 - i. **Mark will follow up with “Our Lady Star of the Sea” in Grosse Pointe, whose Discovering Christ program is starting next week, to see how their registration went.**
 - ii. **Deb will get balloons to call attention to the registration location.**
 - iii. **Deb will also talk to Laura Corrion so Laura can let the welcome center staffers know about the registration.**

- i. **Speaker after masses January 10/11: (Susie and Tom)** There is a need to call attention to the Registration table, the registration timeline, and to encourage registration. Tom read the script that St. Irenaeus used after their Christmas masses. It is very compelling.
 - i. **Susie will follow up with Father Stan for his permission to have a speaker after masses next weekend, and request a strong intro to the speakers.** (Example: “We have some very important news. Please stay and listen”encourage to register.)
 - ii. **If approved, Susie will cover 5:00, Karen will cover 9:00, Beth will cover 11:00 mass.**
 - iii. **Susie will tweak the St. Irenaeus script to fit the St. Mary’s time and details.**

4. Next Meetings:

- a. **Dry-Run meeting January 8 (Clem)** This is the last Thursday available before January 22.
 - i. **Clem will send out a meeting invitation.**

- b. **Wrap-up meeting January 20 (Clem).** West Overflow 7 p.m. to 9 p.m.
 - i. **Clem will send out a meeting invitation.**

5. Closing Prayer: Clem Valot