Minutes of the Meeting of the SPSJOA Parish Leadership Team

November 3, 2026

In attendance: Fr. David Schalk, Brian Gianangeli, Jason Risser, Cristian Avalos, Daniel Cisneros, Judy Grimes, Deacon Fidel Pitones, Pam Subler, Sue Bazzoli, Elena Mora, Rick Guzak, Jen Vance, Colleen Spallino, Erika Boll .

Immediate Action Items:

1. If any of your Ministries is not listed on the Parish website, please provide that information to Rosallin at rwylie@spsjoa.org so it can get updated.
2. Notify your Ministries about the updated expense reimbursement policy and provide them with the corresponding form.
3. Review ministry key fob assignments and update information.
4. We are in need of a Ministry to support the Donut Sunday at SJOA on November 22 at the 8:00am and 10:00 am Masses. Please confirm with Erika Boll by November 11.
5. Inform your Ministry Leaders that Robin will send out a survey and to be on the lookout for it.
6. We need to work on developing new guidelines for vestibule displays and evaluate new communication channels.
7. Submit outstanding sanctuary storage requirements to Elena and Christy for compilation.
8. Help to coordinate bringing food to share for the next session on December 1.

1. **Meeting Minutes:**

The meeting began with an icebreaker activity of sharing our favorite parable and why.

2. **Old Business:**

   a. Ministry Assignments & Website information
      i. Rosallin is working on updating the website information
      ii. A PLT section has been added to the Website with PLT members , Ministry assignments and Minutes of the Meeting.
      iii. All information sent to the parish email address is monitored by staff and forwarded to appropriate ministry leaders as needed.
   b. Facility access and control policy for all premises.
      i. Key fobs must not be shared or transferred without authorization.
      ii. Ministries must leave share spaces clean and in their original condition
      iii. The Hospitality team can provide walkthroughs for rooms, kitchens and audiovisual equipment.
      iv. Facilities policy acknowledgment forms are required for all ministry leaders.
   c. Ministry Expense Reimbursement and Budgeting.

i. Ministries must submit an annual budget and calendar (fiscal year) with their planned activities and facility usage.
ii. All purchases will require to be approved before they are made.
    1. These procedures apply to staff and ministries receiving reimbursement from the parish.
    2. The expense reimbursement form should preferably be completed in Excel, but handwritten will also be acceptable.

3. New Business

a. Parish Communication discussion
    i. The following are communication channels that we are currently using
        1. Bulletin - remains the primary communication channel
        2. Social Media
        3. From the Pastor's Desk
    ii. The Parish is considering guidelines for vestibule displays to prevent clutter and improve consistency.
    iii. A-frame sidewalk signs are being considered to promote all of the events that happen at our Parish every day.
    iv. Different social media platforms should be considered to reach younger parishioners.
    v. PLT members are a very important source of communication channels through ministry leaders.
    vi. Mass announcements are carefully prioritized.

b. Donut Sunday
    i. Donut Sunday at SJOA is transitioning from one individual to rotating Ministries.
    ii. Ministries will provide 2 volunteers and service only for about two hours; there is no financial responsibility.
    iii. There is a new step by step guide with photos on how to set up the tables.
    iv. Upcoming Donut Sunday dates are November 22, January 17 and February 14 so far.
    v. Ministries hosting Donut Sunday may promote their ministry at that time.

c. Sanctuary Renovation
    i. Sanctuary work is scheduled for November 9 through December 19, culminating in the Bishop's dedication.
    ii. Weekday construction will take place in the sanctuary and social hall area.
    iii. Weekend liturgies will be held inside the church in front of the veil. Liturgies will have limited seating with no servers.
    iv. Funerals and baptisms will be held at SP during renovation.

v. There will also be new furnishing to create a more symmetrical appearance. The Crucifix will remain.
vi. The Ambo, which is a custom piece donated by the Bishop when the parish was founded, will be moved to the left side of the altar to match SP.

4. PLT Feedback & Comments

a. Ministry Fair Survey Feedback
   i. Overall survey feedback was positive
   ii. It would be helpful to add participation activity with small prizes to encourage parishioners to visit more tables.
   iii. Use survey feedback to guide planning for next year
   iv. Preparing for the fair encourages ministries to revisit their mission and their purpose.
   v. Ministry fair planning should be incorporated into each ministry's annual calendar and budget discussions.
b. Veterans Day Recognition
   i. The rosary is planned after Mass on Veterans Day.
c. Communion Distribution in the rear center aisled at SJOA and SP
   i. New ideas will be shared to help solve some of the difficulties that have arisen while distributing Communion.

5. Closing Prayer

The meeting concluded with a short prayer

6. Next Meeting

The next meeting is scheduled for Tuesday, December 1, at 7:00 at St. Peter.

Upcoming Meetings: Jan 5, Feb 2, March 2, April 6, May 4, June 1

7. Parking Lot / Future Meeting Topics

- PLT expectations document
- PLT governance framework
- PLT assignments… how do we decide
- 2027 New Member brainstorming (March)