SNCP New Member Welcome Team
Meeting Notes
September 8, 2022, 6:30 PM, St. Dominic Gathering Space

Members Present:  Mary Jo Bugembe (HNJ—Core Team); Patty Harms (SC); Sarah Hizon (SD); Carol Loeffler (SD); Kay Miller (HNJ); Jill Niemi (SC—Core Team); Mary Petrie (SNCP Staff); Ann Scharrer (SD—Core Team); Jenny Shipley (SC); Bea VanGeffen (HN).

Excused Members:  Tiffany Bierman (SD); Beth Burch (HNJ); Judy Calderon (SC); Mary O’Malley (SD); Tina Rautmann (SD); Chris Roenitz (SC); Grace Starnella (SD); Maggie Teunissen (SD); Cherie Wadle (HNJ); Pam Yoder (SD).

- Welcome reflection and prayer- Ann Scharrer.

- The main focus of the meeting was to review plans for the September 24-25 Welcoming Event taking place at the three churches after all Masses.

- PUBLICITY

**Bulletin Announcements**
- September 10-11:  Flyer Insert announcing the event
- September 17-18:  Repeat scaled down announcement within the Bulletin
- September 24-25:  Publish names of all new member families

**Verbal Announcements**
Team members reviewed the announcements developed by Bea VanGeffen.

Weekend of September 17-18. This message will explain the Welcome Event and invite all parishioners to participate. It was recommended that specific information about the name tag process (see below) be a part of this announcement so that parishioners would have a better understanding of what to expect the following weekend at the actual welcoming event.

The following New Member Welcome Team members have volunteered to make announcements at the Masses at their respective churches on the weekend of September 17-18:

Ann Scharrer  St. Dominic  5:30 p.m. and 10:30 a.m.
Jenny Shipley  St. Clement  9:00 a.m.
Weekend of September 24-25. The lectors at each of the churches will make the announcement. This message will encourage all parishioners to join the welcome event after Mass.

**Phone Call Campaign**
The team decided to call each of the new member families to personally invite them to the welcome event. A script has been developed and contact lists of the new families are being prepared for each of the churches.

**Other Publicity—Facebook and SNCP Website**
Mary Petrie volunteered to check with Lori Biebel, SNCP Director of Communications, to make sure the welcome event is featured on Facebook as well as the SNCP website.

- **WELCOME TABLE/REFRESHMENTS**
  New Member Welcome Team members are primarily responsible for organizing the event at their respective churches, i.e., making sure enough volunteers are on hand, setting up the logistics at each church and coordinating refreshments. Pastoral council members have been asked to play an active role by being present at the Masses and at the social to meet and greet our new members.

- **Name Tag Process**
  All parish members (new and old) will be greeted prior to Mass on September 24-25 and asked to fill out a name tag.
  - Badges for new members will have a star
  - All parish committee members/volunteers/staff will be asked to list their ministry and/or parish role on their name tag.
  - Volunteers will need to be stationed at each entrance of the church and be prepared to stay after the Mass starts in order to greet late-comers.

- **Welcome Table**
  Alphabetical lists of all new member families will be provided to each church. The list is to be used to keep track of who attended the event and picked up their welcome packet. It was recommended that this take place at the welcoming table after Mass rather than at the time name tags are filled out.
Welcome Packets
Welcome packets in both English and Spanish are being assembled by parish volunteers to be distributed to each new member family. Each packet will contain the following:

- Pocket folder with a decorative label that lists all three churches with their phone numbers
- Welcome letter from Pastor Mark Brandl
- Ministry list
- Information card for FORMED, the Catholic faith on demand service
- Information on the Love One Another Capital Campaign
- Magnet listing contact information for all three churches

It was noted that these welcome packets are a work in progress and additional information could be added for the future. Also, if someone is not on a list and requests a packet, it is important to record their name and contact information for follow-up.

In addition to the welcome packets, coloring sheets and lollipops will be available for children in attendance.

Refreshments
Team members from each church will recruit bakers as well as helpers to serve, replenish and clean up on the day of the event. A variety of beverages, coffee, water, lemonade, etc. will be offered as well as baked goods.

- SPECIAL BLESSING
A special blessing for our new member families will be delivered at the end of all Masses on the weekend of September 24-25. Mary Petrie will coordinate this with our priests.

- FOLLOW-UP
Calls will be made to all families who did not attend the welcome event and a welcome packet will be mailed.
• NEXT MEETING DATE
  To be determined.

Respectfully submitted,

Mary Jo Bugembe
September 14, 2022