

2017-2018 ANNUAL REPORT

Holy Spirit



OUR MISSION & STAFF

YEAR IN REVIEW

EXECUTIVE SUMMARY

FINANCIAL REPORT

SCHOOL SUMMARY

EDUCATIONAL FOUNDATION

FAITH FORMATION

HAITI



OUR MISSION

The Parish of the Holy Spirit is a Christ-centered community that is challenged by the Spirit to live and spread God's word through ministry and outreach.

PARISH STAFF

Fr. John Vallier, Pastor
Daryl Nowicki, Business Manager
Vicki Bouwkamp, Development Director
Deb Russo, Parish Secretary
Mary Szotko, Bookkeeper
Joe Houdek, Music Director
Kathleen Houdek, Director of Children's Choir
Diane Schoof, Rel. Ed Director
Sean Donovan, Youth Minister
Dan Wood, Maintenance Engineer

PARISH LEADERSHIP

PASTORAL COUNCIL

Shelly Kilroy
Bill Majewski
Doug Mileski
Maureen Schaut
John Simonds
Jason Strockis

EDUCATIONAL FOUNDATION

Duane Kluting (Chairman)
Damon Bouwkamp
Christopher Brown
Pat Kalahar
Doug Mileski
Dominic Niewald
Daryl Nowicki
Alan Rheault
Colleen Roth
Adam Schwallier
Kathy Woronko

FINANCE COUNCIL

Dave Buczkowski
Craig Coulson
Mark Davey
Carrie Kozak
Bruce Mickelson
Carrie Miedema
Daryl Nowicki
Mary Szotko

SCHOOL STAFF

Pat Kalahar, Principal
Paula Ryan, Assistant Principal
Melanie Francis, Childcare Director
Terri Kelly, Office Manager
Laura Russo, Office Secretary
Lisa Kalahar, Teacher
Kristen Mersino, Teacher
Kathleen Houdek, Teacher
Laura Stroh, Teacher
Kelly France, Teacher
Melissa Swider, Teacher
Nikki Kastner, Teacher
Lizzie Duffy, Teacher
Tanya Kooistra, Teacher
Lisa Carlstrom, Teacher
MC Covington, Teacher
Elizabeth Liebler, Teacher
Michelle Null, Teacher
Lisa DiGiovanna, Teacher
Tom Wisniewski, Teacher
Kelly Clancy, Teacher
Andrea Berndt, Teacher
Sue Gignac, Teacher
Emily Andersen, Social Worker
Anna Russo, Preschool Aide
Melissa Radlinski, Preschool Aide
Mark Nawrocki, Athletic Director

Jean Leikert, Bookkeeper
Amy Norder, Childcare Provider
Allison Aardema, Childcare Provider
Liz Price, Childcare Provider
Amy Stuitje, Classroom Aide
Jane McAlary, Classroom Aide
Lisa Feist, Foodservice Director
Maggie Kosnik, Foodservice
Marie Church, Foodservice
Chris Nawrocki, Foodservice

BOARD OF DIRECTORS

CURRENT 2018-2019 BOARD

Phil Nicholson, President
Kay Groszkiewicz, Vice President
Jane Mead, Secretary
Todd Beaudoin
Vonnie Bouwkamp
Mary Darrow
Jane McAlary
Jim Mead
Joe Pawlanta
Scott Russo
Kevin Simon

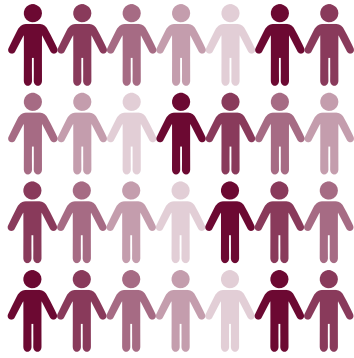
EX-OFFICIO

Pat Kalahar, Principal
Paula Ryan, Assistant Principal

LIASON

Mark Nawrocki, Athletic Director

YEAR IN REVIEW



4,386

REGISTERED PARISHIONERS

REGISTERED HOUSEHOLDS

1,479



ENROLLMENT

285

Holy Spirit
Catholic School
Students

120

Holy Spirit
Parish Faith Formation
Students

SACRAMENTAL LIFE

43 BAPTISMS



44 FIRST COMMUNIONS



31 CONFIRMATIONS



23 MARRIAGES



34 FUNERALS



8 RCIA CANDIDATES



EXECUTIVE SUMMARY

FISCAL 2018

If I had to recap the 2018 financial activity of the parish in one line it would be, “Fiscal 2018 was a year of accomplishment.” Often times when an organization puts together a strategic plan there is a lot of excitement in the beginning and as the years pass the vision and determination weans and the plan sits on the shelf collecting dust. That was not the case with Renew, Restore, Rejoice which dates back to 2009. We had five major goals in the campaign which were:

- 1. Bolster parish savings as to create a “rainy day” fund.**
- 2. Complete much needed capital improvements to our campus.**
- 3. Provide immediate funds to the school to allow for re-organization.**
- 4. Pay off our pledge to the Cathedral Square project.**
- 5. Hire a full-time Development Director.**

In fiscal 2018 we accomplished four of the five goals, and capital improvements continue to be a work in progress. Early on we were able to set aside a significant amount of money in our general parish savings, which at year end had a balance of \$338,991.

The school has gone through a significant restructuring over the last ten years and as a result we are beginning to see the fruits of our sacrifice with an enrollment that will exceed 300 students in the 2018/2019 school year.

Our parish commitment to the Cathedral Square project was significant back in 2008. The \$162,624 pledge represented our commitment to the vision of the Diocese. On June 6, 2018 we fulfilled our commitment and the pledge was paid

in full, all while providing annual funding in paying our assessment to the Catholic Services appeal.

Last year the parish committed to building a worship space for our brothers and sisters in Haiti. With savings from prior year’s collections and support from the current collections we provided \$170,000 to the construction of our sister parish in Seguin, Haiti all while maintaining our monthly operating support which goes to pay teacher salaries, clean water, and latrines. A total of \$218,099 was spent on parish outreach.

We completed the year with the hiring of a full-time Development Director. The Finance Council, School Board of Directors, and Educational Foundation spent nearly a year carefully crafting a job description and searching for the most qualified candidate before extending an offer to Mrs. Vicki Bouwkamp to become the first full-time parish based director in our Diocese.

Lastly, we bid farewell to our beloved Pastor, Fr. John, who navigated us through this whole process. When the Spirit closes a chapter you can believe He has a vision on how the next one should be written. Fr. Mark and Fr. Mike assumed the helm to the greatest ship in the Diocesan fleet and the leadership of Holy Spirit Parish has already started planning for the next ten years.

—Daryl Nowicki, Business Manager

STATEMENT OF FINANCIAL ACTIVITIES | JULY 1, 2017-JULY 30, 2018

	CHURCH	FAITH FORMATION	SCHOOL	PARISH AFFILIATES
REVENUE				
Sunday, Bequests, and Stipends	\$1,420,082			
Haiti and Local Donations	\$112,297			
Tuition and Student Fees		\$9,354	\$1,023,031	
Education Foundation and Other Grants		\$20,000	\$110,332	
Capital Donations	\$52,866		-	
Scrip Orders	\$256,244			
Parish Ministry Support Transfer (From)/To	(\$464,608)	\$86,573	\$378,035	
Fundraising from Parish Affiliates				\$136,854
TOTAL REVENUE	\$1,376,881	\$115,927	\$1,511,398	\$136,854
EXPENSES				
Personnel	\$522,180	\$90,480	\$1,394,522	
Church Administrative	\$93,109			
Scrip	\$254,566			
Maintenance and Utilities	\$253,585			
Catholic Secondary School Support	\$110,000			
Haiti/Local Donations and Parish Social	\$224,786			
Liturgy Supplies and Environment	\$30,288			
Faith Formation Adm. and Instructional		\$25,447		
School Adm. and Instructional			\$116,876	
Fundraising, Church and School Support				\$103,693
TOTAL EXPENSES	\$1,488,514	\$115,927	\$1,511,398	\$103,693
EXCESS/(DEFICIT) BEFORE DEPRECIATION	(\$111,633)	-	-	\$33,161
Depreciation of Blds., Improvements, and Equipment	\$277,570			
Parish Excess/(Deficit)	(\$356,042)			
ASSETS				
Land, Buildings and Equipment (net)	\$2,895,020			
Tuition Receivable and Prepaid Expenses	\$27,955			
Cash-Checking and Savings	\$889,422			
TOTAL ASSETS	\$3,812,397			
LIABILITIES				
Accounts Payable/Accrued Expenses	\$105,365			
Cathedral Square Pledge	-			
Haiti Church Pledge	-			
Pre-paid Tuition for 2018/2019	\$24,928			
TOTAL LIABILITIES	\$130,293			
NET ASSETS				
Beginning	\$4,038,146			
Change to Net Assets	(\$356,042)			
TOTAL NET ASSETS	\$3,682,104			
TOTAL LIABILITIES AND NET ASSETS	\$3,812,397			

HOLY SPIRIT SCHOOL AND CHILD DEVELOPMENT CENTER



OUR MISSION

To promote the message and teachings of Jesus Christ. Students, parents, and faculty form a Catholic family of faith. Together, we challenge our students to achieve their fullest spiritual, academic, social, emotional, and physical potential.

Holy Spirit School was blessed to have our first year of enrollment growth in several years. The growth is a reflection of the incredible support of our parish and diocese as both organizations have made great sacrifices to advance our school and mission. Through the Bishop's Catholic Schools Initiative and our strategic plan, we have seen a renewed energy in our school community.

This was the first year of our three-year school theme "Be Christ," which challenges all school community members every day to be Christ in our thoughts, words, and deeds. The theme kicked off with school-wide shirts emblazoned with the theme, and we gathered for a "Be Christ" photo captured by a drone as community members came together to form human letters in spelling out the theme. We parlayed the "Be Christ" theme with the "Be Nice" program, which we also joined this year through the Mental Health Foundation of West Michigan.

Our staff saw the retirements of three long-time members: Mark Nawrocki (Athletic Director), Barb Dennis (Preschool Aide), and Deb Roden (Social Worker). Their service over many decades helped put us in the position that we are today. Joining our staff this year were Emily Andersen (Social Worker) and Holy Spirit alumnus Damon Bouwkamp (Athletic Director).

Every five years our school must be accredited by the Michigan Non-Public School Accrediting Association, and this past year we were fully accredited. The accrediting team was particularly pleased with our Measure of Academic Progress (MAP) and Assessment of Catechesis and Religious Education (ACRE) standardized test scores. On the spring MAP scores, we exceeded the national average in all 24 testing categories, exceeded the Diocese of Grand Rapids average in 22 of the 24 categories, improved in 58% of the categories, and scored in the top 15% of the country. On the ACRE, we exceeded the national Catholic school average in 7 of the 8 pillar categories. Financially we were deemed to be fiscally sound, and we finished the year \$42,000 under budget.

Our Strategic Plan calls for us to have more non-traditional visitors to campus in order to market our school to a wider constituency. Consequently, we hosted our inaugural Career Day in April. We had nineteen professionals on campus to discuss their careers with our 4th - 8th graders, followed by lunch with our staff. Also in the spring, ninety students participated in the musical production of Willy Wonka, Jr. The students put on three shows that attracted over 600 people to campus.

Holy Spirit is committed to social justice and helping our fellow brothers and sisters in need. Our advent Penny War collected enough money to buy 142 water filters for our friends in Haiti. We also had reciprocal visits with Rwandan refugees in Grand Rapids that included game nights, delivering school supplies, and inviting them to Evening of Worship.

The energy on campus has translated to not only growth in the school, but in the Child Development Center (CDC) as well. The CDC had 128 students in the program, including 94 in summer care. We continue to draw students from several other Catholic schools in the summer care program because we are one of the few Catholic daycares that is open all year. As a result of their increased numbers, the CDC recorded their highest year of revenue by over 7% from the previous high.

The growth in the CDC was also aided by facility improvements and creative programming. A new drinking fountain and water filtration system were installed this year, along with a Smart TV projection system to facilitate enhanced audio visual learning opportunities. The CDC theme for the year was "Joy in our Journey," which they used as the focus of their ongoing teaching and activities. A central part of the summer program is the Summer Care Reading Program in which the students read for at least twenty minutes per day, and their hours are tracked throughout the summer. Students made field trips to several places, including Circle Theatre, Boulder Ridge Wild Animal Park, and the Kent County Recycling Center. They were also treated to visits by an African drumming expert, Grand Rapids Search and Rescue dogs, a magician, and the Grand Rapids Fire Department.

—Pat Kalahar, Principal



HOLY SPIRIT

EDUCATIONAL FOUNDATION



BE A PART OF THE FOUNDATION – WE'RE BUILDING SOMETHING GREAT!

The Holy Spirit Educational Foundation is a tax exempt, 501(c)(3) charitable trust established in 1988 to provide financial support to the education ministries of Holy Spirit Parish. With the mission to “help make Catholic educational opportunities affordable to all members of the Parish of the Holy Spirit,” the Foundation has provided \$1.9 million in support over the years. All gifts to the endowment fund are permanently retained and invested. Annual disbursements are directed toward tuition assistance and providing opportunities for both the adults and youth of the Parish to participate in a variety of faith formation programs. Thank you for your continued support of the Foundation!

2017-2018 FOUNDATION IMPACT:

- *87 students received a total of \$109,000 in need-based tuition assistance*
- *120 students were able to participate in faith formation*
- *Provided funds to allow the parish to sponsor events and provide free tickets to community speakers and events*
- *17 students received the “Big School” Scholarship of \$500 for a total of \$8,500 (The “Big School” scholarship is given to students that transition from Preschool at Holy Spirit to Young 5's or Kindergarten at Holy Spirit)*

STATEMENT OF FINANCIAL ACTIVITIES

JULY 1, 2017—JUNE 30, 2018



RECEIPTS

Donations and memorials	\$99,545
Fundraising activities	\$7,733
Total receipts	\$107,278



EXPENSES

Commissions and fees	\$1,457
Marketing	\$3,857
Supplies	\$267
Total expenses	\$5,581
Profits for activities	\$101,697
Market returns	\$364,286



LESS GRANTS TO

EDUCATION PROGRAMS	\$150,000
Change in fund balance for year	\$315,983

Fund balance: June 30, 2018	\$3,575,538
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Our mission is to help make Catholic educational opportunities affordable to all members of the Parish of the Holy Spirit.

FAITH FORMATION



The Religious Education Office was able to provide the children of our parish that attend public schools with the Wednesday night program to help with their faith formation. This program was possible because of the wonderful adult volunteers that are willing to share their faith. On Sundays, we offered the Children's Liturgy of the Word Program (Ages 5-10) and the Junior Disciples Sunday School (Ages 3-5) during the 10:00 AM Mass. We created and ran a jungle themed vacation bible school called The Lion of Judah which focused on the kingship of Jesus and helped to promote our Catholic identity for children in Kindergarten through 5th grade. The Youth and Child Protection also falls under this department as we try to provide our children with a safe and secure environment by performing background checks and offering the required "Protecting God's Children Awareness" classes for all volunteers.

The Religious Education Department is responsible for preparing parents and their children to receive the sacraments of baptism, reconciliation, communion, and confirmation. We also tutored students in Religious Education and the school that had not yet received some of their sacraments.

Advent started out with the ever popular Advent by Candlelight for the ladies, Advent by Bonfire for the men, and an Advent Family Gathering. We also took a four week Advent program on the road to Covenant Village Retirement Home where we had about 30 residents, including three retired non-Catholic ministers participating. We distributed Matthew Kelly's *Perfectly Yourself* at the Christmas Masses and January brought the Divorce Recovery program. Lent had small groups partake in The Journey

program as well as a book study on Jesus: A Pilgrimage. The RCIA program prepared two catechumens and seven candidates to receive their sacraments and come into full communion with the Church.

In addition to the Christmas give away book, *Perfectly Yourself*, we funded the Journey program for Lent, the Little Books for the liturgical seasons, the Faith Magazine that is mailed to every parish family, and the monthly Growing in Faith and Partners in Faith that are distributed to the parish, school and religious education families. We also provide a free parish subscription to all parishioners to Formed so they may have Catholic resources available on-line for their own personal growth and/or to form their own small group faith communities wherever and whenever they like.

As always, we encourage everyone to get involved in our programs for their own faith formation and to assist in the faith development of other adults and our young people. We are always looking for volunteers to facilitate short term programs. As Jesus said, "Do not be afraid." We all have different faith stories and experiences that make us both teachers and learners at the same time. We welcome and encourage everyone to attend weekend Mass and be part of our faith community. We are a sacramental people that need to support each other in community to continue the mission Jesus gave to all of us — share the Good News. Why not get more involved? You'll be glad you did!

—Diane Schoof, Director of Religious Education

SEGUIN, HAITI



HIGH SCHOOL SPRING BREAK MISSION TRIP

Our Holy Spirit School students raised over \$4,000 to buy water filters which the students from West Catholic and Catholic Central delivered to our friends in Seguin. The high school students walked for miles through the countryside to deliver the filters and put tarps on cornstalk houses. The students were able to experience Holy Week in the unique Haitian way with a 3-hour Holy Thursday celebration, a 4-hour Good Friday Stations of the Cross, a 5-hour Easter Vigil with 30 new members joining the church, and a 3-hour Easter Sunday Mass followed by a dance party. Yes, faith is alive in Seguin!

OUR LADY OF GRACE CHURCH

Thanks to your generosity the new church is almost complete. After years of standing room only, the

parishioners at Our Lady of Grace are looking forward to celebrating Mass in the new building which will house everyone, even you. They are grateful for your prayers and support and will always welcome you with open arms!

DENTAL CLINIC, FEBRUARY 5-9, 2018

Each year we are impressed by the improvement in the dental health of the students thanks to education and our annual dental clinic.

550 FLUORIDE TREATMENTS

352 DENTIST APPOINTMENTS

339 SEALANTS APPLIED

285 CLEANINGS

192 FILLINGS



Holy Spirit

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