Holy Trinity Parish Pastoral Council (PPC) Meeting Minutes
September 30, 2026

Attendance: PPC President Eric Nicoll; PPC Vice President Jacqui Pascal; Colleen Kennedy; Richard Lee; Frank Butler; Bryan Walsh; Malcolm McCluskey; Paul Ravenscroft; John Czajka (online); Jim Hennessey (online); Fr. Kevin Gillespie, Pastor.

Not Present: Pat Towell, Thomas Hill, Flavia Rusznak

The meeting convened by Eric Nicoll at 7:00 p.m.

Opening Prayer: Jacqui Pascal led the Council with an opening prayer and Ignatian reflection focused on today's gospel reading. The Council will work to incorporate similar reflections into our work throughout the year.

Recognitions and Introductions: Eric Nicoll thanked Malcolm McCluskey and Frank Butler for their service last year as the President and Vice President, respectively. New members Richard Lee and Bryan Walsh were welcomed to the Council and introduced themselves.

The PPC welcomed Nora Heimann, the new parish Sr. Coordinator of Youth Ministry. Nora spoke about her long history at Holy Trinity, extensive experience in Ignatian spirituality and working with young Catholics and approach for the youth program.

Parishioner Open Forum: There were no parishioner attendees.

Pastor's report: Father Gillespie addressed the role of the PPC and way of proceeding in synodality, listening and collaborating together in a strategic way so that all may co-labor to live the Magis. He shared some activities throughout the parish and highlighted that there are **o**ver 300 volunteers and 80 programs at work. He shared that he's been invited to serve on the priest council for the ADW.

Fr. Gillespie also provided a high-level overview of the structure of the parish operations, including the role of the parish council, committees and staff, and how they integrate with the work of the Archdiocese of Washington and the Society of Jesus. He also shared his approach to leadership and guiding the work of the parish.

Catherine Heinhold, Pastoral Associate for Ignatian Spirituality & Prayer, shared the work of the parish staff to coordinate, facilitate and further their ministries. The staffing and organizational structures and their complexities were explained to those in attendance. Specifically mentioned were the relationships between the Archdiocese of Washington, the Jesuit Province, the Pastor, the Staff and the role of the PPC. The Pastoral directors meet monthly.

The Pastoral Associate Planning Team (PAPT) -- Liturgy, Social Justice, Faith Formation, Ignatian Spirituality & Prayer, Parish Life-- is a group that meets to collaborate, prayerfully plan, and work in a synodal manner. This group prays and engages in their own ongoing formation through reading articles, documents, and issues related to the Church. The structures and procedures for planning parish-wide events were explained, especially the successful communication structures that need to be taken into consideration. For the PAPT and the PPC, Fr. Kevin is the point person to bring the requests of the PPC to the PAPT. Frank Butler shared a statement from Pope Leo calling on the Diocese of Rome to discern and evaluate its activities before adding new activities.

A question was asked about the parish organization chart and changes in recent years. Fr. Gillespie referenced the creation of the position of Managing Director of Parish Operations to assist with the supervision and management of the parish ministries. The structure and membership of PPC, the Mission Statement and creation of PAPT and other staff processes have enhanced the functions of the parish.

Agenda Items:

- The Meeting Minutes from June were approved with no objections

- The topic of By-Laws section VI was discussed and the new language (provided to all PPC members via email on September 26, 2026) that was added to resolve the outstanding conversation about open meetings and parishioners attending Committee Meetings. motion to approve Section IV of the By-Laws was made by Frank Butler and seconded by Colleen Kennedy. A vote was taken and approved with no objections made. The language will be reflected in the posted By-Laws on the parish website.

- Committee liaison assignments for PPC members during the 2026-2027 year were discussed. There was discussion regarding the benefit of PPC members being on a committee for multiple years for consistency. Malcolm McCluskey raised the need to develop a stronger reporting structure, and Frank Butler offered caution to PPC members to not get bogged down in the weeds of the operations of the parish.

- Colleen Kennedy explained that Mass is not the only time when PPC members are approached, and provided the example of handicapped parking availability being brought up to her at a 5:30 Mass. Malcolm McCluskey said he would bring this up with Tom Favrett as the PPC representative to the Facilities Committee.

- The topic of attending Masses before a PPC meeting was brought up again, and there was consensus of the benefit of members of the PPC being visible and available at these Masses. Badges are being made for the PPC members and Eric will contact Ted Newton about getting pictures on the website for the PPC page.

- Fr. Gillespie brought up the topic of Security referencing a recent funeral where the security team members provided exemplary support.

- Eric Nicoll asked for volunteers for preparing Meeting Minutes throughout the year, and for volunteers for other aspects of PPC work.

- Christopher Dake, Director of Advancement and Stewardship, provided the PPC with an update to the Capital Campaign. Just under $6M of the $14M goal has been raised. Gifts are being made on a regular basis with a $50K gift most recently. Two events will be held in October. Work is being done to get the new giving system in place by the end of the month. Chris spoke about the generosity of the parishioners. Bryan Walsh commented that communication has been improved from the perspective of people in the pews, and this was seconded.

- Jacqui Pascal provided an update and an outline of the Oct. 24 retreat for lay leaders of Holy Trinity Committees and PPC members. The goal is to make this date/timing annualized. The retreat will be half-day, include breakfast and prayer, presentation regarding the finalized by-laws, committee assignments, and the work of synodality of the PPC. A time for committee reflection will also be included and a discussion on finances, tithing, and development. The day will conclude with prayer. PPC members were encouraged to email Paul Ravescroft, Eric Nicoll, and Jacqui Pascal with questions. Parishioner Paula McCabe asked how committee members were invited to the retreat. Eric explained that Committee chairs were invited and that they and Pastoral Associates were asked to recommend additional Committee members.

- The next meeting will be held on October 21 at 7:00 p.m. in McKenna Hall.

Closing Prayer: Colleen Kennedy closed the meeting with prayer.

Adjournment: The meeting was adjourned at 8:40 p.m.