

# St. Anne/St. Catherine CPC Minutes

## June 18<sup>th</sup>, 2018

### Attendees

Pastor: Fr. Peter Quinn    Parochial Vicar: Fr. Joe Rossi    Retired Priest in Residence: Fr. David White

Parish Pastoral Council (PPC) Members: Wes Baker, Rita Biagioni, Lisa Dougherty, Mihran Keoseian, Joe McGann, Francine McGrath, Judy Moodie, and Jackie Welham.

Ex Officio Members & Others: Deacon Bill Dwyer, Debbie Rhodes, Peg Hicks, Sue Gormley, Clare O'Brien, Jackie Butterfield

### PPC Member Regrets

Parish Pastoral Council (PPC) Members: Diane Crory, Valerie Farley, Oscar Monarrez

### Location

The June meeting was held at the St. Catherine Rectory.

### Meeting Notes

Dinner and fellowship began at 6:00PM. The meeting commenced at 7:20PM with an opening prayer "Reflection" authored by Fr. Richard Rohr and a reading of the parish mission statements. "Reflection" focused on the need for both "accountability and healing forgiveness" as cornerstones for "a sustainable future for humanity".

Co-chair Joe Mc Gann facilitated the remainder of the meeting.

### Open Session

No items scheduled or brought up.

### Executive Session: Introductions and Here and Now

No introduction of those in attendance was required. A brief here and now session was held.

### Meeting Minutes

Members approved the May 2017 Meeting Minutes.

### Executive Session: Old Business

1. Periodic Mass Count Publication (On Hold)
2. RACI Faith Formation Update

Claire O'Brien (with input from Jackie Butterfield) provided a top-level update on Faith Formation Pastoral Plan related tasks (Priority A, Goal 2). Approximately 77% of the related tasks and activities are either

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completed or in an “active” state. Some of the tasks/activities will continue always over time (i.e. “active”) and will never reach completion.

In response to CPC member questions, Claire noted that:

- Participant registration is in process and going well.
- An on-line registration system is now in place; the system is integrated with the data base that tracks participants.
- An avenue exists for those who are not in a position to pay the registration fee (\$ 150 for an individual or \$ 250 for a family) at this time to still register. Students will not be placed in a specific class until the fees are either paid or waived after discussions with the Faith Formation staff in accordance with existing policy guidelines. **No individual will be turned away from our program based on an inability to pay a fee.**
- Late fees are deferred until July 1, 2018.

Fr. Peter noted that the registration fees cover approximately 60% of the Faith Formation program costs. The remaining funds come from the weekly collection. The Business Operations manager is developing a cost profile to share with parishioners. Eventually, the goal is to have fees cover 75% of program costs.

### 3. Feedback from Weekend Mass Presentations on Collaborative Pastoral Plan (CPP) Status

Rita and Mihran provided input on the parishioner CPP update provided at all masses on the weekend of June 9<sup>th</sup> and 10<sup>th</sup>. Parishioner feedback was generally positive. Several parishioners noted that they liked that the presentation material was precise, concise and used benchmarks to gauge progress. The use of targeted surveys is considered a plus. Filling surveys out at mass is not popular for several reasons including: 1) it draws away from the mass focus and 2) people like to review the overall survey and reflect on the questions, answer the questions and review their overall response before handing it in. How many parishioners actually absorbed the CPP presentation information, took a hard copy home or viewed the information on-line is not known. (See Attachment 1 for CPP Update material)

### 4. Preliminary Proposal for Parishioner Feedback Mechanisms to the CPC

Jackie and Mihran provided a preliminary report outlining potential vehicles for promoting parishioner feedback to the CPC. They stressed the need to focus on what makes sense and is doable. Their report outlined four viable suggestions to consider. Members need to review the report, provide feedback to Mihran and Jackie and submit any additional ideas for consideration. The cutoff date is August 1 for this feedback. The intent is to reach closure on this topic at the September meeting.

### 5. Collaborative Mission Statement

Fr. David presented a final version of the proposed Mission Statement; CPC member Lisa Dougherty was part of the group responsible for the proposed statement. After some discussion the CPC agreed to a slightly modified version of the original statement. Everyone agreed that moving forward towards an “unveiling” of the new Collaborative Mission Statement will require additional discussion and coordination

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with other parish elements. Rollout will be a topic at the September meeting (NOTE: The actual statement is not included in the minutes).

### Executive Session: New Business

#### 1. Communication Strategy for the Future (Rita)

Rita discussed the need for a coordinated, consistent and modern platform driven approach to collaborative communications. Currently, she is working with Denise and Lee to create a similar structure, look and feel for the weekly bulletin. Eventually we should provide the same look and feel for all forms and communications across both parishes. She noted that deciding how we communicate the new collaborative mission statement across parishes is an important step in the collaborative communication process. Rollout needs to be a September meeting topic.

#### 2. Parish Survey Results (Debbie)

Debbie noted that she expects the final report this week. The delay is due to the significant number of comments received from parishioners. The overall report is nearly 100 pages; most likely, data input has caused some delay. Mihran and others noted that the service provider should have software capable of aggregating comments into specific categories; this would ease the burden on our end. Debbie noted that the final report will include some recommendations. Once received, Debbie will need a small group to review comments. She will coordinate a request through the CPC co-chairs who can reach out to other ministries, as needed.

#### 3. 2018/2019 CPC Preliminary Meeting Schedule (Joe)

Joe provided a handout that outlined potential CPC meeting dates for the 2018/19 fiscal year. He will meet with Denise this week to resolve differences in the schedule she provided. Note: The proposed meeting schedule developed with Denise is contained in Attachment 2. It now reflects school schedules, evenings when no priest is available due to other commitments (e.g. confessions, Stewardship meetings) and Easter week. The meeting location may change based on location of the Confirmation dinners.

### Final Comments: Fr. Peter / Fr. Joe / Fr. David

Father Joe noted that being part of the Faith Formation and Stewardship groups has been a blessing to him. As the CPC, other Councils and ministries move forward with the collaborative model he stressed that we need to remain pastorally sensitive to families and individuals. His sense is that we have laid a good foundation for the future and must continue to be future oriented in our perspective.

Sue Gormley noted that we were asked recently to form a panel to discuss collaboration with staff and parishioners of the St. Agnes/St. Athanasius collaborative in Reading. Members from the pastoral staff, CPC, Stewardship, and Finance and Administration Committee served on the panel.

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Father Peter provided an article entitled *When Parishes Must Close* from the America Magazine. The article focus was on the new reality facing the Pittsburg, Hartford and Chicago dioceses. In contrast, the article noted that church construction can hardly keep up with growing Catholic populations in the South and West. The article stressed the need for parishioners “to make a good-faith effort to see the bigger picture beyond their parochial walls.”

Father Peter noted that transparency in church finances is essential. He noted the issue of one Boston parish that has been heavily in debt for years but no one bothered to tell the parishioners until the new pastor showed up. In general, parishioners have little understanding of the costs to run a parish. In an effort to be transparent and increase parishioner awareness he has asked our business office to develop a comprehensive overview of faith formation costs that will be shared with parishioners.

### Closing Prayer: Father Peter / Father Joe

Wes Baker provided the closing prayer.

The meeting concluded at 9:15PM. **The next PPC meeting is on September 17, 2018 at St. Catherine Rectory.**

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### Attachment 1 – Pastoral Plan Update to Parishioners

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## *Looking Back to Move Forward*

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*“Planning is bringing the future into the present so that you do something about it now”.*  
*Alan Lakein*

### **Dear Parishioners,**

As we enter year five of the St. Anne - St. Catherine Collaborative, the Collaborative Pastoral Council (CPC) would like to update you on the implementation of the Pastoral Plan that was authored two years ago. We are excited to share this summary with you, so, you too, can become an even more integral part of the strategic planning process for our vibrant and sustainable collaborative future. This summary highlights the accomplishments and progress of our efforts to date and shares the areas we continue to work on and improve.

**Background:** Four and a half years ago St. Anne and St. Catherine entered into a Collaborative formation set forth by the Archdiocese of Boston. This Collaborative has created many unique opportunities for us to come together as a community and share our gifts and talents to better serve our parishioners, and to reach even more people in our parishes and towns—with your help, we will do even more.

As part of the process, under the direction of our Pastor, Father Peter Quinn, and Parochial Vicar, Father Joe Rossi, a Collaborative Pastoral Plan Writing Team of 10 individuals was formed, including 2 members of the CPC, 2 parishioners, our 2 Pastoral Associates, and 2 staff members from both Parishes. This team worked together to author a Pastoral Plan as directed by the Archdiocese.

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Initiatives of the Plan were reviewed with families and parishioners at both churches at the onset of this process. The Plan was then sent to the Archdiocese for review, input and approval, and now, for the past few years we have been working as a team, with many volunteers and staff, to implement the many tasks included in the Plan.

The Plan has three Priorities:

- A. Faith Formation & Religious Education
- B. Stewardship
- C. Vocation to the Priesthood & Religious Life

Prior to the start of implementation, volunteers, CPC members, and appropriate church staff members took on responsibilities and tasks aligned with the plan goals and their respective ministries and job duties. Like all good strategic plans, benchmarks and timelines are an integral part of the plan and, as such, are monitored and updated quarterly.

**Where Are We Now?** In total there are thirty-three (33) tasks that comprise the Plan. Twenty-one (21) of these or 64% have been completed, 10 more or 30% are active at various stages of completion, and only 2 or 6% (both under the Vocations priority), are currently listed as inactive awaiting for resources to become available to address them.

While progress being made towards the implementation of the plan has been outstanding, there is still more work to be done. We are encouraged by the commitment and passion of the volunteers and staff members working to integrate and execute the Plan. Their dedication is commendable, and we invite you to join us. If you have an interest, particular skill, or have some time to help, there are many opportunities to make an investment of your time and talents into the Plan and therefore our collaborative family.

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### **Where Are We Going?**

The Plan is a living document that allows us to take our flourishing Collaborative, with all of its many facets and opportunities, and bring it forth into the future, task by task, year by year so that we can continue to provide a sustainable and nurturing environment for our current and future parishioners.

If you have any questions about a specific priority, goal, or task, please feel free to contact the Co-Chairs of the CPC, Joe McGann and Oscar Monarrez, or any Council Member. Thank you for your time—and we look forward to you joining us with your talents.

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### Attachment 2 – CPC Proposed 2018/2019 Meeting Schedule

<b>Month</b>	<b>Date</b>	<b>Location</b>
<b>September</b>	<b>17-Sep</b>	<b>St. Catherine</b>
<b>October</b>	<b>29-Oct</b>	<b>St. Anne</b>
<b>November</b>	<b>26-Nov</b>	<b>St. Catherine</b>
<b>December</b>	<b>No Meeting</b>	<b>No Meeting</b>
<b>January</b>	<b>14-Jan</b>	<b>St. Anne</b>
<b>February</b>	<b>11-Feb</b>	<b>St. Catherine</b>
<b>March</b>	<b>18-Mar</b>	<b>St. Anne</b>
<b>April</b>	<b>8-Apr</b>	<b>St. Catherine</b>
<b>May</b>	<b>20-May</b>	<b>St. Anne</b>
<b>June</b>	<b>17-Jun</b>	<b>St. Catherine</b>