

# St. Anne/St. Catherine Collaborative PPC Minutes

## December 4<sup>th</sup>, 2017

### Attendees

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

Collaborative Parish Pastoral Council (PPC) Members: Wes Baker, Rita Biagioni, Diane Crory, Lisa Dougherty, Valerie Farley, Mihran Keoseian, Joe McGann, Francine McGrath, Oscar Monarrez, Judy Moodie, and Jackie Welham.

Ex Officio Members & Others: Debbie Rhodes, Peg Hicks, and Jackie Butterfield

### PPC Member Regrets

Parish Pastoral Council (PPC) Members: None

### Location

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

### Meeting Notes

Dinner and fellowship began at 6:00 PM. The meeting commenced at 7:00 PM with an opening prayer and a reading of the parish mission statements.

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 October 2017 Meeting Minutes.

### Executive Session: Old Business

#### 1. Stewardship Update

Debbie Rhodes provided a comprehensive handout of the stewardship renewal results. A top-level summary showed:

- 1342 prayer commitments from 242 households
- 1015 “talent” commitments from 235 households; this included 606 “already involved commitments” and 388 “interested in joining commitments”. Those interested in joining spanned all ministries.

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Debbie noted that the Stewardship Committee is developing some lessons learned from the recent Stewardship event. Examples of lessons-learned include:

- Witness talks were typically viewed as top-shelf.
- Six (6) weeks is a better time frame over which to conduct the effort.
- Use 2017 as a sample to improve on during 2018.
- Brochure modifications are needed to address parishioner feedback and/or concerns. While many felt the brochure was insightful, others were uncomfortable with various aspects of it. For example, the Time Panel was seen by some as creating a sense of “bragging” as they filled it out and by others as an invasion of their personal space.
- The Stewardship event asked parishioners to focus on their prayer life, the sharing of their talents, e.g. volunteerism and their ability to provide financial support for the church and other charitable endeavors. Regrettably, to some parishioners the focus of the event came down to money. Future stewardship events need to keep this perception in mind and work hard to refocus on all three purposes of the event.
- Every effort needs to be made in the future to avoid sensory overload via pulpit announcements, bulletin notices, etc., that draw focus away from stewardship effort information.
- Recommend that the FINCOM incorporate stewardship into their discussions and deliberations.

One PPC member noted that several parishioners from their parish had raised a concern about the cost of the Stewardship event and the newsletter. Deb and Fr. Peter noted that the event is one of three initiatives undertaken this fiscal year. Others include the Ministry Fair and the newsletter both of which received very positive feedback to date. Each of these initiatives seeks to engage current church attendees and volunteers, plus others who occasionally worship with us and those who are registered but do not necessarily attend our worship services. The decision to adopt this approach was viewed as one exploratory step to address the need to evangelize both within and beyond the walls of our parish buildings. The recent monthly newsletter went out to over 4200 households in our collaborative area; printing and mailing of the newsletter cost about \$0.60 per household (*Note: weekend mass attendance in the collaborative typically runs between 1600 and 2100 people*).

From a cost perspective these activities consume a very small portion of the overall collaborative budget. Fund sources include pooling previously allocated funds for similar activities plus “designated gifts”, specifically for evangelization-related activities, provided by several parishioners. The Collaborative leverages these funds by using a nationally recognized stewardship organization that has done similar things successfully for dozens of parishes and archdioceses across the country. On our own, the effort would be too costly. For example, we would need to hire multiple part-time staff with a variety of specialized skills, e.g. web design, content management, IT and graphic design.

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### 2. Religious Education Update

Father Peter provided an update on the overall Religious Education Program. He noted some minor glitches but gave kudos to the teachers and coordinators for an A+ job. Different options are being tossed around by the Religious Education Board on how to proceed to advertise the position

### 3. Parish Pastoral Plan's Implementation (Update on Accountable Individuals Notification / Response)

Some time was spent on this task. More work will be done at the January meeting. Members of the 3 sub-committees formed to track progress on each of the plan's priorities, are asked to provide updates on the work that has already been done or is being done to complete the tasks under each priority. Also, feedback to the PPC is required if a member senses that additional support or clarification is required to move a task along. At the December meeting a handout was provided on Priority C (*Develop a Collaborative culture of discernment around vocations especially to the Archdiocesan priesthood*). It provided a status update on each of the goals. It was noted that St. Anne is also conducting a monthly "Prayer for Vocations". Members were informed that the Archdiocese is now including "marriage" in their references to encouraging vocations.

## Executive Session: New Business

### 4. PPC Email List Management Process (On Hold)

### 5. Periodic Mass Count Publication (On Hold)

### 6. Parish Safety Training

Father David and Oscar Monarrez praised the recent Archdiocesan-sponsored Parish Safety Training event they attended. The training focused on an active shooter scenario. While the hope is that no one ever has to put the training to use, it is prudent to be prepared. Another session will be held by the Archdiocese in January at St. Catherine's. A future effort will look at steps we might consider in both parishes to develop a contingency risk management plan for such an event. One PPC member noted that the Westford schools have such a plan (aka "ALICE") and that the students are familiar with it. Littleton most likely has a similar plan. We should seek to dovetail our approach and terminology with these existing plans. Also, we have a number of parishioners in law enforcement at the local and state level who may be willing to contribute their time in developing or reviewing our plan.

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

Father Peter and the other priests thanked the members for sharing their time and talent with the collaborative.

## Closing Prayer: Father Peter / Father Joe

Fr. Joe provided the closing prayer.

The meeting concluded at 8:55 p.m. **The next PPC meeting is on January 22<sup>nd</sup> at St. Anne rectory.**