

Cluster 22 Pastoral Council Meeting Minutes

Monday, November 25th, 2019

6:30 pm @ St. Maximilian Kolbe

Present: Terry Gray, David Steinbrink, Richard Borrelli, Msgr. Paul Stefanko, John Moreshead, Dave Greeley, Ed McGarrity, Kris Benson, Deacon Mark Tuttle. Amanda Doherty joined via phone.

Absent: Fr. Innocent

Msgr. Paul opened with prayer.

Jennifer Hansen confirms that she has agreed to serve as the new council secretary.

Meeting notes from September 23rd meeting unanimously approved.

Msgr. Paul reports that the Safe environment audit did take place and Diocese of Portland passed with flying colors. Our diocese will be doing this yearly even though it is only required every three years.

Dates of upcoming Committee meetings which the Council is invited to attend:

Parish Life: Jan 7 @ 6:30 @ STM, March 3 @ 6:30 @ STB, May 2020 date TBD @ 6:30 at SJHC

Liturgy: Jan 27th @ 6:30 @ STM, Apr 27 @ 6:30 @ STM, Aug 17 @ 6:30 @ STM

Social Justice: Jan 14 @ 5:30 @ STM, Feb 11 @ 5:30 @ SJHC, Mar 10 @ 5:30 @ STB, Apr 14 @ 5:30 @ STM, May 12 @ 5:30 @ SJHC, June 16 @ 5:30 @ STB

Review of minutes from Committees.

Jennifer Hansen attended the Parish Life meeting; Ed McGarrity & Jennifer Hansen attended the SacPrep Listening Session.

Question re: Liturgy committee notes. To Kris: please explain the handbook and the changes to procedures? Liturgy Committee created a handbook. Changes were made to procedures (Eucharistic ministers lining up, instructions for lectors & altar servers, etc.) to make procedures more uniform between all three parishes so that volunteers can comfortably serve at any parish. Training sessions were held for all Liturgy roles. Kris tried to introduce a new Sacristan role but there were no takers. Goal would be to have 4 volunteers per mass so that they could rotate, serve once per month. Sacristan makes sure everything is ready for the mass (vessels, books, servers), communicates any changes in the day's service, and opens/closes the church. Suggestion to provide parishioners with more information on what a sacristan is so they understand the role. Since there were no volunteers, these duties will continue to be handled by other members of the liturgy teams.

Question re: Liturgy notes indicated that a Worship & Spirituality Commission had been discussed and the plan was to hold a two part "class" to instruct people about the purpose of the commission before forming one. No class has yet been scheduled. Kris says that "we are not ready for this committee yet."

Suggestion box:

Note: While we do not have the power to address all suggestions, the staff is trying to address as many as they can. All suggestions are logged by Caleigh and reviewed by the staff.

Question re: why were there changes to the music? Changes were made to make the mass uniform at all three parishes. Music will change seasonally: St. Francis mass will be used for Ordinary Time. Belmont mass for Advent and Lent. Resurrection mass for Christmas and Easter. Suggestion to communicate why these changes were made to the parishioners. Note that due to the music minister's preference, STM does not have the same songbooks/missal that STM & STB share. Therefore, STM did not have the written version of the new music; Kris has heard that OCP has a deal to purchase 500 copies of the music for \$80; she will look into this so that the music could be made available in the pews at STM.

Mention: STM does not have pew cards (these are available at both other parishes); request to get pew cards for STM.

CLI Plan/Update:

Using February's survey and the results of the recent listening sessions, a PC subcommittee created a suggested sequence of steps in the areas of Welcome, Mass and Spirituality to address the needs expressed in the survey and at the listening sessions. (plan follows at end of minutes).

Discussion re: should the PC be handling these CLI updates as there was a CLI committee in the past. Concern that this process not overload the PC. Concern that the PC committee not be suspended in favor of only a CLI committee. Conclusion that the CLI process of survey, listening, planning is exactly the PC's job, and the PC should be handling this process, not a separate committee.

Vote to accept the steps set forth by the PC subcommittee. Council votes unanimously to accept the plan.

Suggestion to incorporate this plan into the existing CLI plan & priorities, placing the suggestions under the existing priorities as "Smart Goals." Suggestion to create a sub-committee to handle this step before the next PC meeting in January. David Steinbrick, Richard Borrelli, and Ed McGarrity have agreed to serve as the subcommittee; they will meet in early January and share the new smart goals with the larger council in advance of the Jan 27th meeting. Once the suggestions are incorporated into the CLI plan, the PC will share the updated plan with the parishes as promised.

Msgr. Paul's Report:

Entire diocese is counting the number of people at masses during the months of October and June. Our parishes will be counting at all masses from October THROUGH the end of June. Currently, numbers appear to be consistent (except for a large jump at STB at the end of November). Msgr. Paul reports that while the total numbers were consistent, the people (faces) in the pews vary each week. None of the parishes experience a huge surge for summer. Our numbers change due to snowbirds, skiing in winter, camps in summer.

Msgr. Shared that that the STB PC members were invited to the STB Finance Council meeting in October where the FC expressed concerns regarding the finances and asked STB to explore different options for partnering with the other parishes in the cluster. There are several different options for cluster models, which all three finance councils have been exploring on their own and together. Suggestion to invite all

three finance councils to the next Pastoral Council meeting in January. Msgr. Paul will issue the invitation to the finance councils and the business manager. PC wishes to hear from them about the models, specifics on any potential financial benefits, current state of the finances of all three parishes, and their opinions on the different models. Suggestion that this would be a good time to share the updated plan with the FCs so they can use it for budget planning.

Open to the floor:

Request from Holy Cross school for the Council to list 10 “Wow” factors for HC school. Ed McGarrity agreed to handle this on behalf of the PC.

Suggestion for the HC Principal to attend the Cluster PC meetings. Suggestion for one PC meeting per year to be held at Holy Cross school and include a short tour of the school to familiarize the PC with the school.

Request for Kris Benson to send out reminders for Pastoral Council meetings and subcommittee meetings.

Closing prayer.

Meeting adjourned at 8:57 pm.

Next meeting: Monday, January 27th @ 6:30 at St. Max

	immediate	short term	long term
welcome	<ul style="list-style-type: none"> • rename mini-office to "welcome desk" • start welcome desk at St. Max • recruit more people for welcome desk • Kris Benson to rotate amongst the parishes each Sunday to work at welcome desk 2x/month @ SB, 1x/month @ SJHC, 1x/month @ SM which will help her meet parishioners, make connections, recruit volunteers while providing some staff presence at all parishes 	Create welcome committee (to include welcome of new parishioners, welcoming people to the mass, and welcome desk) (January 2020)	Expand welcome, combine with Parish Life, and create Stewardship Committee (Fall 2020)
	Dinners: "Family Faith Dinners" on a more family friendly day?	Consult with Parish Life Committee on other ways to create connection through social events	
mass			
greeting	Lector or cantor (whoever makes the opening announcements) introduce him/herself, invite everyone to greet the people around them before mass begins	Host nametag Sunday quarterly	
	<ul style="list-style-type: none"> • bulletin announcements re: liturgical music facts from USCCB book (Michelle Dokka) • Talk with music ministers re: results of input session: <ul style="list-style-type: none"> ○ "joy" ○ setting a "one new song per mass limit" ○ possibility of second communion song being instrumental (SM) (now) 	<p>Music 101: Why we sing what we sing</p> <p>Music 102: Music throughout the liturgical year</p> <p>Music 103: Singing from the Pews (Feb 2020/Michelle Dokka)</p>	Consider a "Making Music, Praying Twice" class for toddlers to welcome children and families to something outside the mass (Fall 2020)
music			
homily	Priests to examine the feedback from the parishioners and pray where God is calling each of them to grow	each priest/deacon to choose one suggestion and implement (Jan/Feb 2020)	
youth education	<ul style="list-style-type: none"> • invite families to bring up the gifts and/or greet people and hand out bulletins; • recruitment for altar servers & youth lectors 	Childrens/youth mass 1x per month (not a children's liturgy where they leave but a children's mass where children participate) (Jan 2020)	Recruit active families to become part of the Faith Formation Committee
	Schedule and publicize upcoming teaching mass(es)	teaching mass (Winter/Spring 2020)	teaching mass annually

hospitality	Continue recruitment for coffee & donuts at all parishes	Expand coffee & donuts @ SJHC & SM to be a weekly event (simplify if necessary to just coffee/juice?)	
spirituality	Insert a prayer at the end of mass (all parishes) before dismissal which all present will pray together. Suggestion to use "Come Holy Spirit" prayer.	Mission committee to convene and start planning of next event (Jan 2020)	Mission (Fall 2020)
	Sign ACTS agreement (now)	ACTS retreats Spring 2020 & Fall 2020	ACTS ministry/Worship & Spirituality Committee
	Create an adult faith formation committee (first meeting no later than Jan 2020)	<ul style="list-style-type: none"> plan for support and training of small group leaders brainstorm & research opportunities for men's spirituality/faith sharing group (Winter 2020 for fall 2020)	expand faith formation committee to include adult, youth, & children's faith formation (Winter 2021 for fall 2021)
communication	Invite parishioners (via pulpit announcement, email news, & bulletin) to submit photos taken at parish & cluster events to be posted on Facebook account and/or website	<ul style="list-style-type: none"> Create a poster which invites parishioners to "like" or "follow" the Facebook account (Xmas 2019) 	<ul style="list-style-type: none"> Expand use of Facebook (& other social media) to post upcoming events, post photos of events, post deadlines for (Jan 2020)
other	Pastor or Pastoral Coordinator to lead staff in daily prayer for the parishioners and for the work to be performed in the day ahead.		