

# St. Anne–St. Catherine CPC Meeting Minutes December 3<sup>rd</sup>, 2019

## Attendees

Pastor: Fr. Peter Quinn

Parochial Vicar: Fr. Joe Rossi

Pastoral Council Members: Wes Baker, Rita Biagioni, Mihran Keoseian, Francine McGrath, and Oscar Monarrez.

Ex Officio Members & Others: Fr. David White and Debbie Rhodes.

CPC Member Regrets: Judy Moodie and Jackie Welham

Ex Officio Members Regrets: Deacon Bill Dwyer and Sue Gormley

## Location

The meeting was held at the St. Catherine Rectory.

## Meeting Notes

The meeting commenced shortly after 7:00PM. The meeting began with a prayer shared by Fr. Peter and led by Francine McGrath.

Council chair Oscar Monarrez facilitated the meeting.

## Open Session

Our Faith Community Business Manager, Dave LeBleu, came into the meeting's open session to obtain feedback from the team on the idea of potentially running a Local Mission Trip, in addition to the current Mission Trip to Maine. A local mission trip would be focused on helping a local charity. It would also not be a 100% overnight trip but could perhaps include 1 or 2 overnight stays. Dave stressed this is just an idea at this point that is being brought forward to see if there are merits for it.

Fr. Peter suggested to Dave to contact Barbara Smith, who currently coordinates the Mission Trips, to get her feedback on this idea.

## Introductions plus “Here and Now”

No introduction of those in attendance was required and the here and now session was skipped due to time constraints.

## Meeting Minutes

Members approved the November 2019 Meeting Minutes unanimously.

# St. Anne–St. Catherine CPC Meeting Minutes

## December 3<sup>rd</sup>, 2019

### Old Business

#### Pastoral Council Reconstitution insert (Mihran/Wes/Oscar)

As part of the Pastoral Council Reconstitution process that is about to kick-off in early 2020, the team decided to draft an insert to be included in the bulletin to let parishioners know about this, and also to encourage them to consider participating in the Pastoral Council.

A fourth draft of the insert was shared with the team for review and feedback. It informs parishioners that the nomination/selection process for the 8 members that need to be replaced, will take place in the February 2020 timeframe.

This process is similar to what both, St. Anne and St. Catherine used in the past, but with some modifications.

The insert is planned to be included in the bulletin for the Masses of the weekend of December 14<sup>th</sup> and 15<sup>th</sup>. The Council also agreed that it would be useful to highlight this by having members do a 2 minute presentation at each of the weekend Masses. Mihran and Wes agreed to cover the St. Catherine Masses (Wes – Sun 9:30AM, Mihran – Sun 11:15AM), and Oscar and another council member (TBD) agreed to cover the St. Anne Masses (Oscar – Sun 7:45AM, TBD – Sat 4:00PM). Rita agreed to reach out to Jackie and Judy to see if one of them can cover the Sat 4pm Mass.

#### Pastoral Council Constitution and Bylaws draft (Oscar/All)

Oscar shared with the team a first draft of the Pastoral Council Constitution and Bylaws, based on the RCAB Guidelines for Parish Pastoral Councils. He asked team members to review it and send their feedback, so this can be incorporated into the document prior to the next meeting. Ideally, this document will be reviewed one last time, finalized, and published after the next Pastoral Council meeting.

### New Business

#### Pastoral Council Reconstitution for 2020 – next steps/timeline (PC Reconstitution sub-committee)

Members of the PC Reconstitution sub-committee (Wes, Rita, Debbie, Jackie and Judy), reviewed with the team the next steps in the process of reconstituting the Pastoral Council (8 members will need to be replaced in 2020). They include:

# St. Anne–St. Catherine CPC Meeting Minutes

## December 3<sup>rd</sup>, 2019

1. Preparing and distributing a letter to parishioners to inform them of the process that is about to take place and invite them to become Parish Council members. This letter will be distributed in the form of an insert in the Dec. 14<sup>th</sup>/15<sup>th</sup> bulletin. A short 2-min presentation will also be delivered by current Council Members from the pulpit at each of the weekend Masses (see *Pastoral Council Reconstitution insert* agenda topic above, under Old Business).
2. Nominations will take place in Feb 2020, after the Stewardship Renewal is complete. Snow date for Stewardship Renewal is scheduled for the second weekend in Feb, but team didn't think the nominations would be in conflict.
3. Nomination/Selection is expected to last 4-6 weeks, through March 2020.
4. Newly selected members will be introduced at the March or April meeting, depending on when in March the process is completed.

### Update from Joint Council meeting held on 11/20 (Fr. Peter)

Fr. Peter provided a brief summary of the Joint Council meeting that took place at St. Catherine's Parish Hall on 11/20, where Deacon Mike Curran (Parish Service Consultant for the Merrimack Region for the RCAB) spoke.

### Collaborative Pastoral Plan update – letter to Fr. Soper (Debbie/Rita/Oscar)

Debbie, Rita and Oscar shared a copy of a letter that Joe McGann started drafting to send to Fr. Paul Soper (Director of the Office of Pastoral Planning), who led the Disciples in Mission initiative that led to the creation of the Collaboratives across the Archdiocese.

The main objective of this letter is to share with Fr. Soper a summary of all the work done across our Faith Community since the Collaborative started, including an update on the status of the Pastoral Plan that was created and implemented approx. 3 years ago.

Joe, Rita, Debbie and Oscar will continue to work on this letter and will review it with Fr. Peter before sending it to Fr. Soper.

### Finance Council presentation update (Oscar)

Oscar quickly reminded team members of the FY 2019 Financial Report and FY 2020 Forecast that the Finance and Admin Councils recently shared with parishioners, highlighting the results for FY 2019 in terms of income and expenses, as well as the projected for FY 2020. He asked council members to familiarize themselves with this report in case they need to answer questions from parishioners.

# St. Anne–St. Catherine CPC Meeting Minutes

## December 3<sup>rd</sup>, 2019

### Stewardship Council update (Debbie)

Debbie informed the team that plans are moving forward for the Stewardship Renewal 2020 to take place during the month of January and early February.

The Stewardship team has invited Rev. Joe Creedon, author of the book “Stewardship: A Life-Giving Spirituality”, to speak about Stewardship.

The theme for this year’s Stewardship Renewal is “Stewardship begins at Home”.

Debbie provided a handout of what the renewal materials, including the renewal cards, will look like.

She also shared a handout for the “Super Goal Family Challenge 2020” that will be part of the Stewardship Renewal activities in Jan’20. The objective of this challenge is to encourage families to do as many stewardship activities at home, as a family, as possible. At the conclusion of the Family Challenge there will be a Super Goal Party, scheduled for Friday, January 31<sup>st</sup>, at St. Catherine’s Parish Hall from 6:30pm to 8:30pm.

### Final Comments (Fr. Peter/Fr. Joe/Fr. David)

Fr. Joe reminded the team of the importance of letting the priests know if they learn of any parishioners that may be sick and might appreciate a visit from them.

Fr. David commended the Religious Education team for successfully increasing the percentage of collection of registration fees (90%+).

Fr. Peter also reminded the team to encourage parishioners who may have a complaint, to reach out and speak to one of the priests. He also recommended that team members watch David Ramsey’s video “Proven Biblical Money Principal”, available on YouTube (<https://www.youtube.com/watch?v=3uQamcyNYig>).

### Closing Prayer

The meeting concluded at 9:00 PM with a prayer led by Fr. Peter.

**The next Pastoral Council meeting will be a Joint Meeting with the Stewardship and Finance & Admin Councils. It is scheduled for Monday, January 13<sup>th</sup>, 2020 at the St. Anne Parish Hall.**