

St. Anne/St. Catherine CPC Meeting Minutes

June 18th, 2019

Attendees

Pastor: Fr. Peter Quinn

Parochial Vicar: Fr. Joe Rossi

Collaborative Pastoral Council (CPC) Members: Rita Biagioni, Diane Croy, Mihran Keoseian, Joe McGann, Francine McGrath, Oscar Monarrez, and Judy Moodie.

Ex Officio Members & Others: Deacon Bill Dwyer, Sue Gormley, Debbie Rhodes, Fr. David White

CPC Member Regrets

CPC Members: Wes Baker, Jackie Welham

Ex Officio Members & Others: Peg Hicks

Location

The meeting was held at the St. Catherine Rectory.

Meeting Notes

Before the meeting CPC member photos were taken by Pat Pawlak.

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

Co-chair Oscar Monarrez facilitated the meeting.

Open Session

No items.

Executive Session: Introductions plus “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 2019 Meeting Minutes unanimously.

Executive Session: Old Business

1. Review of Revised *Draft Meeting Structure, Procedure and Protocol Document*

At the May 2019 CPC Meeting, a *Draft Meeting Structure, Procedure and Protocol* document was distributed for review and comment. The Council’s general viewpoint on this process was to make

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a Council session open to parishioners such that non-Council members could attend as observers for the purpose of learning what is taking place within their Faith Community. As in the past, non-Council members would be welcomed to make advanced arrangements to come before the Council and present information on a specific Ministry activity (e.g. St. V de P golf tournament) or topic (e.g. Cemetery upgrade), or request consideration of a topic (e.g. faith community outreach on a specific piece of legislation). Under the proposed revised procedures protocol, the non-Council members could stay for the remainder of the meeting, if they so desired; however their participation in the meeting would be limited to an observatory role.

Joe McGann made revisions to the document based on feedback from the May meeting. A discussion of the revised draft was held at tonight's meeting.

Opinions/Concerns voiced by CPC members:

- Regarding open session & executive sessions, we don't want to appear to be biased by allowing some presenters and not others stay and listen to the CPC discussion.
- It would be beneficial for the presenting person(s) to make an oral presentation to the CPC then to submit a written document to the CPC for follow-up.
- The CPC doesn't have to discuss/make a decision necessarily on a proposal at the time it is presented. After hearing the presentation, the CPC may need time to digest the information, gather additional data and do some research to help with the decision-making process. If more information is required to make a prudent decision the proposal request may be assigned to a subcommittee. The CPC should provide the requestors with a timeframe for the decision.
- At the Littleton town meetings, when an executive session is held, the doors are closed to the public, the camera is shut off, and when a decision is made, it is published in the meeting minutes.
- Sometimes when a new pastor comes into a collaborative, he can undo a lot good that has been done and create problems. Do our policies & procedures allow for the CPC members to meet without the pastor being present? What if there are problems with the pastor that need to be discussed?
- Is it possible within the approved Archdiocesan CPC structure for the members to meet without the pastor?

Action Item: Mihran will prepare for the September meeting, a protocol/procedure for when & how the CPC goes into an executive session.

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2. Reconstituting the CPC for 2019/2020 (All)

Following the discussion held at the May CPC meeting and the revised document emailed to CPC members, a continued discussion was held on how best to reconstitute the CPC for 2019-2020.

- Members felt that it is important to recruit some younger CPC members to represent the viewpoint of this population segment and to have new members in place who can serve the CPC when older members step down.
- It would be helpful to know how long each of our current CPC members has left in his/her term so that we know who will be remaining and who will be stepping down each year.
 - This information exists in a prior reconstitution package and can be made available to those who do not have the information.
- It was suggested that new members be assigned an experienced CPC member to act as their mentor.
- It was suggested that we follow the past procedure of having parishioners nominate others whom they feel would be good additions to the CPC and that letters be sent to the nominees ascertaining their willingness to serve. For those indicating an interest, individual conversations would be held to explain the scope of the commitment and gauge what skills and talents each candidate brings to the table.
- In the past, photos and biographies of potential candidates were posted so that parishioners could learn about the candidates and be prepared to vote. It was recommended that we not vote this year, or draw names from a chalice, but instead have the CPC consider the candidates and vote on new members. The remaining names of interested candidates could be kept on hand for use by the Pastor in the future if he wants to invite additional new members.
- If we use this method, we can get new members on board sooner, perhaps by fall 2019, instead of waiting until January 2020.
- In the end, the CPC agreed that in the interest of time, it would select the three missing members this fall, while the procedure is finalized and the formal selection process is executed.
- The finalized procedure would go into effect once the new Pastor comes onboard.

3. CPC Directory Update

Pat Pawlak was present to take photos of CPC members and staff that will be used in the formulation of a Collaborative Pastoral Council Directory. Similar directories are also needed for the Finance Council, Stewardship Committee, and Staff. These directories will be included in the

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Ministry Guide for next year. Pat will also be available to take photos on Monday June 24th before the Finance Council meeting.

4. Proposed 2019-2020 CPC Meeting Schedule

A proposed 2019-2020 CPC Meeting Schedule was distributed for review. The proposed schedule included alternative dates for December, January, February and March in case they are needed due to inclement weather. The January and April meetings are going to be combined meetings with members of the Finance Council and Stewardship Council invited to attend. It was noted that the May 4, 2020 meeting date conflicts with a Littleton Town Meeting. As we get closer to May the CPC will consider options.

5. A Stewardship Council Event Calendar was distributed by Debbie Rhodes.

July 2019	July 13 Sendoff breakfast and July 24-25 Monsignor McGreed Stewardship Conference
Sept. & Oct. 2019	CORI weekends
Sept. 12, 2019	8 week Landings program
Dec. 2019	24 Hour Adoration
Jan. 2020	Annual Stewardship Renewal
Feb. 2020	Ready, Set, Lent
March 2020	Power of Prayer
April 2020	24 Hour Adoration
May 2020	Dynamic Catholic – Find Your Greatness
2019-2020	Quarterly Newsletters
	Monthly Council Meetings
2019-2020 TBD	Nametag Distribution
2019-2020 TBD	Ministry Leaders Retreat
2019-2020 TBD	Combined Councils Retreat

6. A Sample of a Proposed Bulletin Insert was distributed by Debbie Rhodes (see below)

Really – We aren't on vacation!

Yes, we do have a reduced Mass schedule through Sept. 1st, and some groups and ministries do take the summer off – but we aren't gone for the season! So many things are happening over the summer that we can't list it all here – but we'll try!

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There are still baptisms, weddings and funerals being celebrated. The priests still perform Anointing of the Sick and make communion calls to those in need. Ushers & Greeters, lectors, Eucharistic Ministers, altar Servers and our Music Ministry are all working together to ensure that all those attending masses are welcomed and have a sacred and uplifting experience.

Ministry members are still visiting our three nursing homes and visiting the homebound; three mission trips are taking place (adults, college & teens): vacation Bible School is taking place at both churches; meals are still being served at Neighborhood Supper and Cor Unum; and our St. Vincent de Paul conferences are both working hard to serve those in need over the summer.

Action Item – Fr. Peter recommended printing this on the bulletin cover rather than as an insert.

Executive Session: New Business

1. Mass Attendance Data & Proposed New Fall Mass Schedule – Fr. Peter shared data on average Mass attendance: currently 674 per weekend for St. Anne and 1070 for St. Catherine, which support the decision to have a reduced summer Mass schedule and going forward to propose a Weekend Mass Schedule that one priest could potentially handle. Note: With the new schedule, baptisms would be moved to Saturdays.

Proposed Mass Schedule Sept. 8, 2019– June 21, 2020			
Model 1		Model 2	
Sat. 4:00 pm	St. Anne	Sat. 4:00 pm	St. Anne
Sun. 7:45 am	St. Anne	Sun. 7:45 am	St. Anne
Sun. 9:30 am	St. Catherine	Sun. 9:15 am	St. Catherine
Sun. 11:15 am	St. Catherine	Sun. 11:00 am	St. Catherine
Sun. 5:30 pm	St.C 6 Confirmation Masses Fall & Spring	Sun. 5:30 pm	St.C 6 Confirmation Masses Fall & Spring

Proposed Sunday Morning Religious Education Schedule Fall 2019 – Spring 2010	
St. Anne	St. Catherine
Sunday 9:00 -10:00 am	Sunday 7:45 – 8:45 am
Sunday 10:15 – 11:15 am	Sunday 10:45 – 11:45 am

Fr. Peter mentioned that the two models for a new Mass schedule were presented at the Staff Calendar Meeting on Monday morning June 17th and that the staff present preferred Model 1 because it allows for 45 minutes between both Sunday morning Masses whereas model 2 allows for only 30 minutes between the 7:45 am Mass and 9:15 am Mass for the priest to travel from one church to the

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other and to prepare for the next Mass. The staff present at the calendar Meeting thought that the model 1 schedule would accommodate the Faith Formation schedule.

Some concerns and questions were raised by various CPC members.

1. If we are reduced to one priest, it will be exhausting for him to celebrate 3 Masses on a Sunday morning, and are we being realistic asking him to celebrate 4 Masses on those 12 Sundays with a 5:30 Confirmation Mass?
2. If the second Sunday morning Mass at St. Catherine is at 11:15 am, then those catechists and students participating in faith formation from 10:45 – 11:45 will not be able to attend the 11:15 am Mass.
3. With the morning Masses at St. Catherine being so close together time-wise, we foresee traffic jams in the parking lots and have concerns about safety, especially of children being dropped off and picked up for faith formation.
4. Why are all of the Confirmation Masses being held at St. Catherine? Why don't we have the fall Confirmation Masses at one church and the spring Confirmation Masses at the other church?
5. One member felt that if we have to drop a Mass, it would make sense to drop one at St. Catherine, perhaps the 11:15 Mass, rather than at St. Anne.
6. The parishioners were promised that after the reduced Summer Mass Schedule that we would return to the current schedule. Now we are contemplating another change. This may cause anger and distrust among the parishioners. We will need to give them a good explanation as to why we are not honoring our promise. The fundamental factors need to be outlined. For example, when we said we'd be returning to the existing Mass schedule, we were not aware that Fr. Peter would require surgery in the fall.

There was limited discussion and no consensus was reached on these items. The CPC co-chairs will follow up on the Confirmation Mass concern. The revised Mass schedule will be the subject of a Newsletter article and Bulletin announcements.

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

- Fr. Peter reiterated the need to plan for a future with potentially only one priest.
- Fr. Joe passed as he provided his inputs during the overall meeting discussion.

Closing Prayer

The meeting concluded at 9:20 PM with a prayer.

The next CPC meeting is scheduled for Monday, Sept. 9, 2019 at the St. Anne Rectory.