

St. Anne/St. Catherine CPC Minutes

March 19th, 2018

Attendees

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

Deacon: Bill Dwyer

Collaborative Pastoral Council (CPC) Members: Rita Biagioni, Diane Crory, Lisa Dougherty, Valerie Farley, Joe McGann, Francine McGrath, Oscar Monarrez, and Jackie Welham.

Ex Officio Members & Others: Peg Hicks and Clare O'Brien

CPC Member Regrets

Collaborative Pastoral Council (CPC) Members: Wes Baker, Mihran Keoseian, and Judy Moodie.

Location

The March meeting was held at the St. Anne 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-chairs Joe McGann and Oscar Monarrez facilitated the remainder of the meeting.

Open Session

No open session agenda items

Executive Session: Introductions and Here and Now

There were no introductions needed. A brief here and now session was held.

Meeting Minutes

Members approved the February 2018 Meeting Minutes unanimously.

Executive Session: Old Business

1. Prior Action Item Review

- (A) Lisa Dougherty updated the CPC on the status of open Faith Formation items for Kindergarten through eighth grade in the Collaborative Pastoral Plan ("CPP"). This update included conversation about the upcoming change in structure of the religious education program across the collaborative. This update led into a discussion about the changing mass times (St. Anne 8am mass to become 7:30am mass and

St. Anne/St. Catherine CPC Minutes

March 19th, 2018

St. Catherine 11am mass to become 11:15). The first presentation of the time shift to parishioners will occur during the Faith Formation information sessions being held on March 20 and March 23.

- (B) It was decided that the shift in mass times needs to be presented to the rest of the collaborative as soon as possible – preferable at masses on March 24 and 25. It was also requested that the mass time change be not presented as solely for the benefit of students in religious education, but also as a safety/traffic issue.
- (C) Rita Biagioni updated the CPC on the proposed procedure to communicate progress about CPP implementation. Her plan is to provide the CPC with a draft proposal within the week. The procedure includes brief talks at mass and handouts, wrapped around the theme of stewardship. Rita hopes to emphasize the fact that the CPP is a “living document,” which continues to be updated and revamped. It was recommended to make a simplified RACI chart available to parishioners. Father Peter recommended making use of a brief video, which was quite successful with the recent Catholic Appeal.

2. Collaborative Meeting Approach

(See Addendum 1 at the end of the minutes)

We discussed the proposed CPC meeting document. Key items include: (1) permanent action items to be followed up upon each month, (2) perhaps one time per quarter invite all staff members to attend (e.g. Director of Stewardship, Directors of Religious Education, Director of Finance and Administration, (3) add permanent “Standing Agenda” items (e.g. Action items, CPC member feedback).

3. Mass Count Publication Update

Joe McGann requested this topic be tabled until the April 2018 meeting.

4. Religious Education Updates

Father Peter praised the four Religious Education directors for the many hours of work that they have done on the revised collaborative religious education program. To do’s include figuring out job descriptions and how to take credit card payments (in hopes to reduce unpaid bills).

Executive Session: New Business

1. Parishioner Listening Session

Joe McGann suggested maybe having these sessions quarterly. The CPC discussed several possibilities, including set “office hours” and sessions for coffee with CPC members. It was agreed that we need a more formalized mechanism for parishioner feedback. Father David suggested that CPC members possibly could wear nametags or badges at mass. He also suggested posting pictures of members on bulletin boards at the parishes. Father Joe wants to ensure that we find a way to balance any negative feedback with positive feedback.

Action item: Finalize a plan for this by the end of June, so that it may be implemented in fall 2018.

St. Anne/St. Catherine CPC Minutes

March 19th, 2018

2. Emergency Shelter

It was asked whether the churches could be used as emergency shelter when town residents suffer power outages (referring to the recent storm where 87% of Westford residents were without electricity). The Cameron Senior Center in Westford currently can be utilized for this purpose. Items for the parishes to consider would be how, where, when, and how to deal with potential safety issues. At this point, no action item resulted from this discussion.

Executive Session: On Hold Business

1. Collaborative Mission Statement

This item is postponed to a future meeting. Father David estimates to have samples in about three months.

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

Father David asked what arrangements are in process for priest coverage for Father Peter's upcoming back surgery and recovery, which could be a period of up to three months. Father Peter and Father Joe are reaching out to other priests and to the bishop for help. One item for consideration would be combining the 4:00pm masses during that time.

Father Peter mentioned several items:

- For St. Anne, he is looking to have a rail installed due to the step up to the altar. He also discussed the need for better lighting out front.
- Do we need a social justice committee? The churches receive many requests from parishioners to support various causes, fundraising, etc.
- Should we have some sort of a workshop on transitions? How can we best help parishioners when necessary transitions occur?
- The changing religious education model lets us better sustain the programs for the future.
- Posting photos of the CPC is important so that all parishioners may see who we are.
- An usher recommended making it clear that anyone not receiving communion should come through the line with arms crossed in order to receive a blessing. The priests are stating this clearly at each mass now.

Closing Prayer

Meeting was closed with closing prayer led by Claire O'Brien.

The meeting concluded at 9:20 p.m. **The next CPC meeting is on April 23rd at St. Catherine rectory.**

St. Anne/St. Catherine CPC Minutes

March 19th, 2018

Addendum 1: Topic for Consideration - Attendance Structure for Collaborative Pastoral Council Meetings

Background:

Several Collaborative Parish Council (CPC) members have requested that the entire membership review the current operating philosophy of the CBC. Specifically, they believe that moving to a different model of who attends and how the meeting flows would enhance the Council's ability to provide advisory opinions to the pastor and identify potential parish issues that need discussion. Their proposed approach represents a hybrid between the current Collaborative Parish Council approach and the Finance and Administration Council meeting approach.

Proposed CPC Attendance Structure and Meeting Approach:

The Council will continue to meet ten (10) times per year from September to June. CPC members and ex-officio members are invited to participate in all meetings. On a quarterly basis the CPC will invite identified staff holding various positions to attend a meeting. If an agenda topic for any meeting requires input from a particular staff position or ministry lead the individual(s) will receive an invite to participate in a discussion relating to the specific topic. Individuals presenting as part of the Open Meeting Agenda session do not participate typically in the Executive Session.

Any new approach should incorporate the following two changes:

1. Inclusion of a permanent Agenda Item where CPC members provide parishioner feedback that they have received.
2. Better tracking and reporting of existing or newly identified action items. Without proper tracking and follow-up new ideas and activity to address existing action items and topics may get lost. Proper follow-up via discussion, recognition and resolution will allow us to provide better service to our pastor, parochial vicars and parishioners.

Collaborative Parish Council Membership

- St Anne: 6 members
- St Catherine: 6 members
- Collaborative Pastor: Father Peter Quinn
- Collaborative Parochial Vicars: Father Joseph Rossi & Father David White
- Ex-officio Members
 - Permanent Deacons
 - Pastoral Associates

Staff Invited to Quarterly Meetings (Tentative List for Discussion)

- Finance & Operations Director

St. Anne/St. Catherine CPC Minutes

March 19th, 2018

- Director of Stewardship & Development
- Director of Music
- Director of Communications
- Director(s) of Faith Formation
- Coordinator(s) of Faith Formation
- Pastoral Support Administrator(s)

Decisions Needed:

1. Should the CPC implement the proposed meeting attendance structure either as presented or modified?
2. Should the CPC adopt the proposed feedback and action item items?
3. When should the CPC implement the agreed upon changes (e.g., April meeting, 2018/19 meeting year)?