

# St. Anne/St. Catherine Pastoral Council Meeting Minutes September 9, 2019

## Attendees

Pastor: Fr. Peter Quinn

Parochial Vicar: Fr. Joe Rossi

Pastoral Council Members: Rita Biagioni, Mihran Keoseian, Wes Baker, Francine McGrath, Oscar Monarrez, Judy Moodie

Ex Officio Members & Others: Debbie Rhodes

## CPC Member Regrets

CPC Members: Joe McGann, Jackie Welham

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

## Location

The meeting was held at the St. Catherine Rectory.

## Meeting Notes

The meeting commenced shortly at 7:15 PM. Mihran began the meeting with a welcoming prayer from Sainte-Radegonde de Giverny Church, France in honor of Merlyn Cajolet

Co-chair Oscar Monarrez facilitated the meeting.

## Open Session

No items.

## Executive Session: Introductions plus “Here and Now”

A round robin “Here and Now” delivered by members suggested an overall good summer was had by all.

## Meeting Minutes

The June minutes were not approved as written since clarifications were needed on the fall 2019 – spring Sunday morning religious education schedule. Oscar will follow through accordingly with Sue Gormley and Jackie Butterfield. Once corrections are made (if needed), Oscar will follow-up with this Council to get the minutes approved.

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## Executive Session: Old Business

### 1. Review CPC Executive Session Procedures (Mihran)

At the June 2019 CPC Meeting, Mihran agreed to research and draft protocols and procedures for convening executive sessions for Pastoral Council to follow. Before presenting the draft to the Council, Mihran worked with Joe and Oscar to fine-tune the document before submitting it to the Council.

Opinions/Concerns voiced by CPC members:

Input was provided by several members of the Council. All recommendations will be incorporated into the next draft to be presented at the October meeting.

**Action Item:** Mihran will incorporate the suggestions made and present for approval at the October meeting.

### 2. Discuss Next Steps for Finalizing CPC Meeting Structure, Procedures, and Protocols (All)

Discussion regarding agenda item #2 focused mainly on developing a procedure for attendees who wish to present at future meetings with a guide for them to prepare before presenting. It was agreed the process needs to be formalized and forwarded to the Council before the next meeting.

**Action Item:** Oscar will do a 1<sup>st</sup> round draft of a presentation template for all to review and refine at the October meeting.

There was also limited discussion on creating an overall Pastoral Council bylaws document. The purpose of this document would be to clearly outline the structure, procedures, and protocols by which the Pastoral Council is to operate.

**Action Item:** Oscar will provide a draft outline and/or sample documents to council members for them to review and provide feedback, and eventually, develop our own Pastoral Council bylaws document.

### 3. Finalize Procedures for Reconstituting the CPC for 2019/2020 (All)

Members reviewed and discussed the key elements of the draft plans for reconstituting the CPC. It was suggested and agreed that given the importance and timeliness of this action item a sub-committee should convene prior to the October meeting. The sub-committee will more precisely define and articulate a next step plan of action to include concrete timelines for reconstituting the CPC by February 1, 2020.

**Action Items:** A sub-committee will be formed consisting of Sue Gormley, Joe McGann, Wes Baker, Oscar Monarrez, and Mihran Keoseian. The primary objective of the sub-committee is to: develop a plan of action with timelines for the procedures of how and when to secure new members for the Pastoral Council as well as a timeline for the exit plan for existing members over the next three years.

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

- Fr. Peter shared with the group his request from the Diocese for retirement as well as his thoughts regarding such.
- Fr. Joe reminded everyone that next year will be his 6<sup>th</sup> year at St. Catherine's / St. Anne's.

## Closing Prayer

The meeting concluded at 9:00 PM with a prayer from Francine.

**The next CPC meeting is scheduled for Monday, October 7, 2019 at the St. Catherine's Rectory.**