

St. Anne/St. Catherine Collaborative PPC Minutes

Jan. 19, 2015

Attendees

Pastor: Fr. Peter Quinn, Parochial Vicar: Fr. Joe Rossi. PPC Members: Rita Biagioni, Joan Cardillo, Diane Crory, Valery Farley, Ken Hanley, Joe McGann, Francine McGrath, Oscar Monarrez, Jackie Welham. Ex Officio Members: Jackie Butterfield, Kelly Clark, Mary Collins, Sue Gormley, Peg Hicks, Denise Van Veen.

PPC Member Regrets

Wes Baker, Lisa Dougherty, Mary Schneller.

Location

The January meeting was held at the St. Anne rectory.

Meeting Notes

Dinner and fellowship began at 6:00 PM. Our thanks to Jackie Butterfield for providing the main course and to all who brought side dishes, desserts and beverages to share. The meeting began at 7:00 PM.

Co-chair, Joe McGann, facilitated the discussion. Jackie Butterfield led us in an opening prayer. The St. Catherine and St. Anne Parish Mission Statements were read. There were no Open Meeting agenda items.

Introductions - Peg Hicks introduced Sue Gormley, our new Pastoral Associate, who was attending the PPC meeting for the first time.

The meeting minutes of Dec. 15, 2014 were approved unanimously. We will publish the meeting notes on the St. Anne & St. Catherine websites and archive the previous monthly meeting notes.

Old Business

1. Mass Count Update

Diane mentioned that they have people lined-up to do headcounts at St. Anne for two of the Masses and are looking for a counter for the third Mass. Denise said she would email the ushers at St. Catherine to remind them to conduct headcounts at all of the Masses.

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2. Holy Week Schedule

- Holy Thursday – A combined 7:30 pm Mass will be held at St. Catherine
- Good Friday – A combined 7:30 pm Service will be held at St. Anne
- Sat. Night Easter Vigil – 7:30pm Vigil Masses will be held at both St. Anne & St. Catherine.
- Easter Sunday – 8:00 am & 10:00 am Masses will be held at St. Anne & 7:00 am, 9:00 am & 11:00 am Masses will be held at St. Catherine. Fr. Peter will ask Fr. Bill Russell if he is available to help out with the Masses

The Collaborative Holy Week schedule will be published at both churches.

The Next Liturgy Committee Meeting will be held on Feb. 21st. Potluck dinner begins at 5:30 pm and the meeting begins at 6:30 pm at the St. Anne Rectory.

New Business

1. The February PPC meeting date has been changed from Feb. 16th to Feb. 23rd. It will be held at St. Catherine.

2. Reception of Communion by the Choir at St. Anne.

When is the best time for the choir to receive communion, before or after the congregation receives? - In the past, the practice at St. Anne was for the choir to process down from the choir loft, while singing, to receive communion, before the congregation receives, then to process back up to the loft, while singing.

If there is just a cantor and accompanist, they usually receive communion at the same time as the Eucharistic Ministers. If there is a large choir, it would create a lot of congestion for them to receive at the same time as the Eucharistic Ministers, so they have been receiving communion after the congregation has received, during the meditation song.

Kelly will present this question at the next liturgy committee meeting, on Feb. 21st for feedback.

3. Use of the choir loft for Mass seating at St. Catherine.

When masses at St. Catherine are filled to capacity and people are standing in the isles, the question is raised: "Why don't we seat people in the choir loft?" The answer is that it is structurally unsafe. The stairs are narrow, the balcony wall is very low and it cannot support a lot of weight. It is a small balcony, which even if repaired could only seat about 20 people.

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4. Training of new Eucharistic Ministers

On Jan. 4, 2015, 11 new Eucharistic Ministers were trained at St. Catherine and on Jan. 15th, 7 new Eucharistic Ministers were trained at St. Anne. They will be recognized at the Feb. 8th 8 am & 10 am Masses at St. Anne & the 9 am & 11 am Masses at St. Catherine.

5. Change in procedure for distribution of Communion to disabled parishioners at St. Anne

Last weekend (Jan. 17/18), Eucharistic Ministers brought communion to those who could not comfortably walk to the front of the church, after the general congregation had received communion. Fr. Peter made an announcement during the Mass that this change would be taking place. At the appropriate time, parishioners may stand or raise their hand to signal the Eucharistic Minister that they would like to receive communion. This seemed to work out better than the previous practice of bringing Communion to them before the rest of the congregation.

6. Collaborative PPC email distribution list

The question was raised as to whether to stick with the current Collaborative PPC group email address stannestcatherineppc@gmail.com, or to create a new domain name. Also, it was discussed whether all of the members of the PPC want to receive all of the messages sent to the PPC, or instead to assign members to monitor and respond to messages for a week or two at a time. The decision was made to keep the existing PPC group email address domain.

7. Disciple Maker Index Survey

A handout containing the Disciple Maker Index Survey timeline and copies of Sister Pat Boyle's presentation from Dec. 18th were distributed. Denise explained that Phase II Collaboratives are being given the opportunity to participate in a survey, free of charge, administered by the Catholic Leadership Institute. The survey will provide parishioner feedback on their personal spiritual growth and discipleship, ways in which the parish supports that growth and opportunities to better support that growth in the future. The results will provide data to help with collaborative planning and will establish a baseline.

The first step in this process is for both parishes to gather email addresses of those who would like to participate. Those who do not use email can complete surveys on paper. We plan to request updated contact information from parishioners via, pulpit announcements during Mass, slips of paper in the pews, announcements with

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coupons in the bulletin, and postcards sent to all parishioners. This process will also help us update our parish databases.

The survey opens electronically on Tues. Feb. 17, 2015 and closes on March 10, 2015. All paper surveys must be sent to the Catholic Leadership Institute in one FedEx package on March 10, 2015.

We should receive the results of the Disciple Maker Index in May 2015.

8. Pastoral Plan Writing Team

It is recommended that the Pastoral Plan Writing Team be composed of approximately 10-12 people including the pastor, 6-8 representatives from the Pastoral Team (pastor, parochial vicar, designated full & part-time staff) council members and parishioners at large.

Good candidates are people who are: strategic thinkers, who are agenda-less, have valuable experience or perspective, are committed but not overly committed, are highly engaged and newly engaged in the collaborative. Joe Mc Gann noted the importance of having an individual who can represent young families as part of this team.

Action Item - PPC members need to recommend potential candidates to Fr. Peter. They can email their recommendations to Oscar to forward to Fr. Peter.

Official Collaborative meetings for the Writing Team are scheduled to take place on April 15th, May 13th, June 10th, Sept. 10th and Oct. 7th. Recommended individuals will need to make a significant time commitment for Archdiocesan Writing Team meetings.

9. Preparing Parishioners for the new Pastoral Plan

Reflecting back on how much time and effort was spent on preparing parishioners to understand that the archdiocese was beginning Disciples in Mission and that we would be forming a collaborative, the question was asked: "How should we go about preparing the parishioners that we will be formulating a new Pastoral Plan?"

This is an important topic of ongoing concern that we will plan to continue discussing in upcoming PPC meetings.

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10. Communications Committee

Joe McGann will invite Gary from the Communications Committee to attend next month's PPC meeting to share what he has been working on regarding the functionality of the St. Catherine website.

Kelly Clark asked if St. Anne has a Facebook page. She offered to work with Lee to establish one.

11. St. Anne Debt

St. Anne's has scheduled a meeting on Feb. 2nd with representatives of the Archdiocese, to request that the interest on the \$60K renovation debt be forgiven.

12. St. Catherine Columbarium

Recently, sprinkler system pipes in the columbarium burst, causing a flood. The 3 cremains that were being stored in the columbarium are temporarily being stored in the safe. Dave Lebleu is meeting with the families of the deceased to offer other options for the cremains. They can be buried or placed in another columbarium.

Peg Hicks mentioned that the columbarium was formerly used as an adoration chapel. It held about 20-30 people.

13. Large Monstrance

Fr. Peter mentioned that the large monstrance from St. Catherine was brought over to St. Anne for use during Adoration.

The meeting concluded at approximately 9:15 PM with a closing prayer led by Fr. Joe.