

# St. Anne/St. Catherine Collaborative PPC Minutes

## June 20, 2016

### Attendees

Pastor: Fr. Peter Quinn

Parochial Vicar: Fr. Joe Rossi    Senior Priest in Residence: Fr. David White

Parish Pastoral Council (PPC) Members: Wes Baker, Valerie Farley, Francine McGrath, Ken Hanly, Mihran Keoseian, Joe Mc Gann, Judy Moodie, Oscar Monarrez, Jackie Welham.

Ex Officio Members: Peg Hicks, Jackie Butterfield, and Denise Van Veen

### PPC Member Regrets

Rita Biagioni, Diane Crory and Lisa Dougherty

### Location

The June meeting was held at the St. Catherine rectory.

### Meeting Notes

Dinner and fellowship began at 6:00 PM. The meeting commenced at 7:15 PM with an opening prayer led by Father Peter followed by a reading of the St. Anne and St. Catherine mission statements. Co-chair Joe McGann facilitated the discussion. The meeting ended around 9:15 PM.

### Open Meeting Agenda Items

There were no Open Meeting Agenda items.

### Executive Session Agenda Items

Approval of the April 2016 PPC meeting minutes was placed on hold; updated minutes were compiled by a member who could not attend the session. Approval of these minutes will be coordinated via an email notice prior to being published on the St. Anne & St. Catherine websites.

### Old Business

#### 1. Pastoral Plan Update

The proposed "final" plan was forwarded to the Archdiocese on May 31, 2016. We are awaiting approval by Cardinal Sean. The submitted plan is available on the St. Anne & St. Catherine websites.

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The May plan submission incorporated feedback from multiple sources to the January 2016 draft plan. While the primary feedback source was our collaborative parishioners, the writing team also received feedback from the Archdiocese and parish staff, the PPC and the Finance Council.

Most relevant feedback was incorporated. However, the writing team deemed that some feedback would be addressed more appropriately by other mechanisms e.g. priority specific tactical plans. The writing team will provide the PPC with non-incorporated feedback deemed more appropriate to address outside the plan. In turn, the PPC and staff will track and assess opportunities to address these open feedback items.

As an example of this approach, multiple parishioners felt that we should amplify our “Inclusiveness” value and add more detail related to this under Priority A, Goal 1 which had an evangelization focus. Based on input from a former parishioner, Father Peter, in consultation with his fellow priests, staff and PPC members, adopted the suggested “Welcome” message that is now on the front of our parish bulletins. Writing team members believe that this addresses the stated concern.

Throughout the plan development and feedback process, writing team members saw several common themes emerge that are key to moving forward. Specifically, as parishes and a collaborative, we need to:

- Inform parishioners of our plan and enhance their understanding of the collaborative concept, process and timeline.
- Clarify, as needed, that our plan provides top level guidance for three priorities over the next three years; it does not represent all parish and/or collaborative areas of involvement (either on-going or new) during that time frame.
- Ensure that we: 1) identify “who” (e.g. PPC) will take ownership of the overall plan and 2) attract qualified and energized individuals to plan, organize and oversee implementation/execution of various plan priorities, goals and tasks.

In preparation for a discussion at our September meeting, PPC members and ex-officio staff were asked to think about ways to address effectively these areas. Use of Town Hall type meetings, as done in the past, was raised as one approach and Q&A videos appropriate for local cable access and YouTube was another. Most likely, our collaborative will adopt a multi-faceted approach e.g. bulletin inserts, emails, web posts, information forums that works most effectively for our two parishes..

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Fr. Joe noted that we need to ask continually if parishioners truly know what we are doing and why in regards to collaboration. Specifically, we should explore methods to provide more timely communication on collaboration to our parishioners. As part of our future discussion, Father Joe asked the PPC to consider if it makes sense to use existing ministries as one approach to inform parishioners about our plan and the overall concept of collaboration.

Several members familiar with strategic plan implementation stressed that vital success elements for implementation include: establishing clear ownership of various plan aspects; benchmarking and tracking expected progress; and avoiding an obsessive focus on plan dates at the expense of quality outcomes and/or our stated values.

In his closing comments, Fr. Peter asked that each PPC member look at the overall plan and identify candidates that have the necessary knowledge, skills, ability and time to assume a key role in addressing our priorities, goals, and tasks.

### 2. On-Line Giving Promotion

Ken Hanly provided an update on On-Line Giving program within St Catherine parish. Results, including parishioner comments, from the early June mass survey were presented. The survey data was augmented by additional information. Approximately 265 individuals responded to the survey with 109 individuals noting that they currently use On-Line Giving. Major themes from non-users focused on: a preference for the traditional envelope approach to giving; a reluctance to do any on-line banking for a number of reasons including security concerns; and a preference to give by check. Staff will contact parishioners who requested more information or indicated that they had a negative experience.

Parish staff provided additional information to augment the survey results. Currently, 500+ individuals/families are enrolled in this program and an additional 250+ use envelopes. From a bottom line perspective St. Catherine receives approximately 50% of its revenue from on-line giving. Our numbers are above those of most Archdiocesan parishes. Moving forward, any increase in on line participation will require additional efforts to address parishioner concerns and outline the benefits to the parish.

Once St Anne conducts their survey, Rita Biagioni will update the PPC on the St. Anne results.

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### New Business

1. PPC & Finance Committee Membership Changes

Fr. Peter introduced Mihran Keoseian as a new member to the PPC; Mihran is from Groton and is a parishioner of St. Catherine parish. He replaces Ken Hanly who will become a member of the collaborative Finance & Administration Committee.

2. PPC Meeting Schedule 2016/2017

#### 2016/2017 PPC Meeting Schedule

<u>Date</u>		<u>Location</u>
Monday	September 19, 2016	St. Anne
Monday	October 17, 2016	St. Catherine
Monday	November 21, 2016	St. Anne
Monday	December 19, 2016	St. Catherine
Monday	January 23, 2017	St. Anne
Monday	February 27, 2017	St. Catherine
Monday	March 20, 2017	St. Anne
Monday	April 24, 2017	St. Catherine
Monday	May 15, 2017	St. Anne
Monday	June 19, 2017	St. Catherine

### Final Comments: Fr. Peter

- Fr. Peter thanked Ken Hanly for his service and contributions to the PPC and his willingness to take on a role on the Finance & Administration Committee.
- Also, he thanked Mirhan Keoseian for his willingness to join the collaborative PPC.
- Fr. Peter asked PPC members to provide input through the PPC Co-chairs in terms of who would be good choices and why to lead certain areas of our collaborative plan. Having some support framework ideas prior to our September meeting discussion would be very useful.
- Fr. Peter and the Finance & Administration Committee has realigned some duties amongst collaborative staff and assigned new duties to effectively meet the needs of our parish and parishioners. Stewardship is a new emphasis area. Fr. Peter asked PPC members to recommend individuals to work with our designated staff person and lead our various stewardship efforts e.g. developing an understanding and culture of stewardship within the collaborative. Plans to provide exposure through various stewardship conferences and training for selected individuals are in process.

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- Fr. Peter asked Ken Hanly to follow-up with Gary McGrath and the new head of the St. Anne's Men's Group to explore establishing some synergy between the two groups.
- Fr. Peter had a number of summer assignments for PPC members including:
  - A suggested summer read entitled "Joy of the Gospel"
  - Development of each member's vision of where we see the Catholic Church in five years. A special emphasis area is our collaborative and what we need to do to prepare people for the reality of our individual vision.
  - Think about what we need to do in 2016/2017 to improve our collaborative.

Valerie Farley led the closing prayer.

The next meeting will be held at St. Anne Rectory on September 19, 2016.