

St. Anne/St. Catherine Collaborative PPC Minutes

June 20th, 2017

Attendees

Pastor: Fr. Peter Quinn

Senior Priest in Residence: Fr. David White

Parish Pastoral Council (PPC) Members: Diane Croy, Lisa Dougherty, Valerie Farley, Mihran Keoseian, Oscar Monarrez, Judy Moodie, Joe McGann, and Jackie Welham.

Ex Officio Members: Jackie Butterfield, Sue Gormley, Peg Hicks, Mary Collins, Joan Mattila, and Debbie Rhodes

PPC Member Regrets

Parochial Vicar: Fr. Joe Rossi

Wes Baker, Rita Biagioni, Francine McGrath,

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 a reflection ("*Longing to be Grafted*" by Fr. Henri J. M. Nouwen), read by Fr. Peter.

The Parishes mission statements were then read by Mary Collins (St. Catherine's) and Judy Moodie (St. Anne's), followed by a brief "Here and Now" session.

Co-chair Joe McGann facilitated the discussion.

Meeting Minutes

The May 2017 Meeting Minutes were approved with 7 yea and 1 abstention.

Introductions

None Required

Open Meeting Agenda Items

No Items on the Agenda.

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Executive Session Agenda Items

Old Business

1. Update on Accountable Individuals Notification/Response

An email was sent out by Joe McGann to all but two of the identified Accountable individuals from the Collaborative Pastoral Plan. The two for which email addresses weren't available, Joe and Oscar will reach via phone. Emails sent out were aimed to be personal.

Of those who received the email, some have already responded accepting the role assigned to them. However, some have not yet replied. Joe and Oscar will follow-up with them, also.

A dashboard template for tasks that are more complex and require more extensive work to complete was developed and will be shared with the appropriate Accountable individuals. The purpose of this dashboard is to help these teams track and report progress on the completion of these tasks.

2. Ministry Survey Update

A short survey was sent out via mail to all 70 ministry leaders within the Collaborative. The purpose of this survey is to establish a solid baseline of the ministries, their status, best practices, support needs and volunteers. The mailing includes two documents: 1) a ministry survey (10 questions), and 2) a list of current volunteers for ministry leaders to validate/update.

The survey was due back to Debbie by June 15th. She indicated however, that she has only received approximately 50% of the responses. She also explain that it is important to receive the validated/updated list of current volunteers for each ministry, to make sure that Denise includes them all when sending the official invitation to the Volunteer Appreciation event planned for late August 2017.

Both Debbie and Fr. Dave pointed out that filling out this survey may require ministry leaders to invest some additional time this year. However, they also pointed out this information will be extremely useful to the leaders in helping them run their ministry.

3. Stewardship and Communication

Debbie provided an update on the Communications Ministry kick-off meeting that took place at St. Anne, on May 17th. Meeting was attended by some 12 individuals, most of whom are already involved in one or more ministries. More participants will be needed, and specially, one or two that can help lead this new and important ministry.

The two main objectives of this meeting were:

1. To begin forming a team that would be responsible to define and oversee the overall communication strategy for the Collaborative, and
2. To brainstorm on how this team will also help manage the use of the various communication tools available to reach out to parishioners.

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Once in place, this team will also help determine which tools need to be in place (if not already), to ensure that the communication with parishioners is effective.

The next meeting is scheduled for Thursday 6/22.

With regards to Stewardship, Debbie mentioned the committee continues to prepare for the upcoming witness talks and ministry fairs this fall.

She also mentioned that the team recently met to brainstorm on ideas of the areas what they would like to address during 2018.

Finally, Debbie reminded the Council of the planned trip to Wichita, KS this August for the next conference on Stewardship. This time, 5 new individuals from both parishes are being invited to participate. There will also be another conference in April 2018.

4. Café Update

Peg Hicks and Sue Gormley continue to work on the idea of establishing a 'café' area within each of the two parish buildings, with the intent of promoting hospitality among those coming to the parish for various reasons (attending Mass, picking up kids from Religious Education classes, attending events organized by other ministries, etc.). Peg and Sue met on 6/20 with other volunteers to discuss potential spaces that can be used for this purpose.

Overall, the feedback received to-date with regards to implementing this idea, has been very positive, and these 'café' spaces are expected to be used a lot.

For St. Anne, the best proposal so far is to use the Kaye room. It is an area where people already tend to gather, so it seems a natural fit for this purpose. Also, it already has an area where a 'café' can be situated with relatively minor adjustments. The downside however, is that it could potentially occupy a space that is already being used for other purposes at times. There are other areas being considered as well. At St. Catherine, there are also a couple of areas being considered. Fr. Peter asked the team to look into the cost of mitigating floor noise that foot traffic causes on the classrooms below the parish hall. Fr. Peter also suggested the possibility of reconditioning another area that is not heavily used.

Peg and Sue agreed to talk to Dave LeBleu about the various options and noise mitigation issue. They will adjust their preliminary budget estimates accordingly.

The PPC views the "café" concept as an idea worth exploring with the Finance & Administration Committee. Peg and Sue agreed to provide an update to the PPC in the fall (September 2017 meeting).

5. Combined Mission Statements

This item wasn't included in the original meeting agenda. It was added at the beginning of the meeting.

Fr. Dave has been working with a group of staff members and parishioners from both parishes, to develop a Mission Statement for the Collaborative.

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A rough draft is nearly done, and he expects to send it out to the team soon. He will also include a couple more volunteers from both parishes, which were recently identified.

Fr. Peter urged the team to be mindful of each parish's history when developing this combined Mission Statement, and also to be respectful of all voices.

Mihran Keoseian suggested to Fr. Dave to look at a book titled "*Built to Last: Successful Habits of Visionary Companies*" by Jim Collins and Jerry I. Porras, as a source for how to approach developing this new Mission Statement.

Fr. Dave agreed to provide an update on this at the September 2017 PPC meeting.

6. July Meeting Discussion

As discussed in the May 2017 meeting, a mid-summer PPC meeting will be held on Monday, July 31st. The meeting is expected to be rather informal. It will be mainly focused on progress around Pastoral Plan activities. However, if any other topics require the PPC's attention at the time, members are encouraged to bring these up with Joe or Oscar to ensure these are also included in the agenda.

The team agreed to meet at the St. Anne rectory (dining room area).

New Business

1. 2017/2018 Meeting Schedule

Team briefly discussed the schedule for the PPC Meetings during 2017-2018. To improve attendance, the team agreed to make an effort to avoid vacation weeks and holidays.

We will also coordinate with Denise and Lee to ensure that to the extent that is possible, meetings do not conflict with other events in each parish.

A proposed meeting schedule is expected to be available later this summer.

Final Comments: Fr. Peter / Fr. Dave

Fr. Peter mentioned that he recently received a notification from the Roman Catholic Archdiocese of Boston (RCAB) with regards to people collecting signatures for various causes outside the parishes. The RCAB will no longer support these activities.

With regards to the issue of transgender individuals, Fr. Peter explained that no consensus on the topic was reached at the U.S. Conference of Catholic Bishops. Instead, the decision on how to address this was 'kicked back' to the archdioceses. The RCAB however, has not provided clear direction on it, either. In the meantime, Fr. Peter's approach is to "Welcome all".

Fr. Peter also mentioned to the PPC that the RCAB plans to conduct a Capital Campaign aimed at collecting \$350M. Parishes can choose not to participate. No additional details were provided.

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The sound system at St. Catherine is in need of replacement (the current system is several decades old). Dave and Al are currently researching this. At the moment, it is estimated this will cost approximately \$29K.

Fr. Peter informed the PPC that our Collaborative will be getting an SMA priest this summer. However, he also reminded the meeting attendees of the need to continue planning for an appropriate liturgical schedule based on the 2 priests officially assigned to the Collaborative.

With regards to CORI forms, Fr. Peter and Debbie continued to stress the importance of getting these done. Debbie mentioned some are not being completed correctly. SSN information is missing in some forms. This information used to be optional some year ago. Then, providing the last 4 digits became a requirement, and more recently, this was changed to include the last 6 digits. Some people have reservations with this due to security concerns. However, no security breaches to-date have been reported from collecting data for CORIs.

Fr. Peter informed the team that Jaye Russo (St. Catherine's Director of Religious Education) decided to step down. Fr. Peter is working with the RelEd team to identify a replacement, but wants to make sure this is done carefully and not rushed. He expects the process to start in the July timeframe.

Lastly, Fr. David asked everyone to be mindful of requests to make announcements at the end of Mass. He encouraged everyone to help keep these to a minimum. Some staff members commented that announcements also need to be better prioritized.

The next meeting will be held at St. Anne Rectory on Monday July 31, 2017.

Closing Prayer: Father David

Fr. David led the group in a closing prayer.