

St. Anne/St. Catherine Collaborative PPC Minutes

March 16, 2015

Attendees

Pastor: Fr. Peter Quinn, Parochial Vicar: Fr. Joe Rossi. PPC Members: Joan Cardillo, Diane Crory, Lisa Dougherty, Valerie Farley, Ken Hanly, Francine McGrath, Oscar Monarrez, Mary Schneller, Jackie Welham. Ex Officio Members: Jackie Butterfield, Sue Gormley, Joan Mattila, Debbie Rhodes.

PPC Member Regrets

Wes Baker, Rita Biagioni, Joe McGann.

Location

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

Meeting Notes

Dinner and fellowship began at 6:00 PM. Our thanks to everyone who provided the food for the potluck dinner. The meeting began at 7:00 PM.

The meeting opened with a prayer. Co-chair, Oscar Monarrez facilitated the discussion. The St. Catherine and St. Anne Parish Mission Statements were read. There were no Open Meeting agenda items.

The February 23, 2015 PPC meeting minutes 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. Pastoral Plan Writing Team

Fr. Peter reviewed his March 10th Interoffice Memorandum stating that he considers everyone who works in our two parishes to be valued and important, therefore he would like all 21 staff members to attend the pastoral plan training.

Because all of the staff will be attending the training sessions, this will necessitate closing our parish offices during four of the training sessions.

The Phase II Collaborative training meetings for the Staff (1-4 pm) and Writing Team (6-9 pm) are scheduled to take place on April 15th, May 13th, June 10th, Sept. 10th and Oct. 7th.

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The writing team will consist of: the two co-chairs of the PPC (Oscar Monarrez and Joe McGann – or a replacement appointed by Fr. Peter), two lay members from St. Anne (Mike Whitney & John Feudo), two lay members from St. Catherine (Peg Donahue & Christine Liona), two pastoral associates (Peg Hicks & Sue Gormley), and two priests (Fr. Peter & Fr. Joe)

In conclusion, the memo states that: After conferring with staff members, listening to parish focus groups, and reviewing the results of the survey, the writing team will construct a draft of our pastoral plan for additional comments and review.

2. Pastoral Plan Template and Samples

Sue Gormley forwarded to Oscar a Pastoral Plan writing template that she received from Fr. Paul Soper during her Pastoral Theology class. Oscar, emailed the template to all PPC members. The template is useful in giving us a sense of the length, format and content (Cover Letter, Vision, Purpose, Values, 3-5 Priorities, each with a set of measurable goals) that Cardinal Sean and the Disciples in Mission team will be looking for in our Pastoral Plan.

Three of the Phase I Collaboratives (Billerica, Cranberry Collaborative and Salem) have posted their Draft Pastoral Plans on their websites. These plans were emailed to all PPC members for review.

The general impression from those who reviewed the three plans was that they are: short, specific and contain measurable goals.

It was noted that the Cranberry Collaborative and Salem Collaborative both created names for their plans: Harvesters in Christ and Bright Future, respectively. Also that the Cranberry Collaborative has done a great job of providing information about the "Pastoral Planning Journey" through their website. It outlines the formation of the writing team, the training process, the plan writing process, and includes a draft of their plan. In addition, they have links to 14, short (30-60 seconds) YouTube videos of their priests answering questions about Disciples in Mission, or the formation of the Collaborative, and what has it been like for their priests to transition out of their former parishes and into the new collaborative.

We discussed the importance of sharing our own Pastoral Planning journey with the Collaborative. Sue and Jackie W. said they would be willing to work on putting together some communications materials. Oscar said he could help with getting the information onto the websites. Debbie suggested having people speak at the

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weekend masses to share regular updates with the congregation. Rita Biagioni was suggested as a possible spokesperson.

3. Catholic Leadership Institute (CLI) Collaborative surveys

We received from Karen Brown at CLI, feedback on how many surveys were completed by our collaborative. From St. Anne they received 215 surveys (133 email, 82 hard copy) and from St. Catherine 399 surveys (285 email, 114 hard copy). CLI received 17,000 online responses and 1,500 paper surveys from Phase II Collaborative Parishes in the Archdiocese during this survey timeframe.

Overall, parishes had a 17% response rate to their email lists, with the highest response rate of 49% for parishes with less than 299 emails, a 40% response rate for parishes with email lists between 300-1,400 emails and a response rate of 30% for parishes with email lists greater than 1,500 email addresses.

The question was asked regarding what we plan to do with the survey results once we have received them. The information will be used to help in the formation of the new pastoral plan and the survey results will be shared with parishioners.

4. St. Catherine Columbarium Update

Fr. Peter reviewed what he had presented at a previous meeting, that over the winter, sprinkler system pipes in the St. Catherine Columbarium burst, causing extensive water damage. The cremains were immediately removed, and the families were reimbursed the money they had paid for the niches. The wooden niches were also removed, to prevent the growth of mold. Fr. Peter is seeking creative input as to how to best use the Columbarium space.

One suggestion was to use the space to build crying rooms for families with young children. Fr. Peter said that he was not too concerned about babies causing a disturbance and that he prefers to have the families and children sitting in the pews. The masses when the Children's Liturgy Of the Word (CLOW) are offered are a comfortable environment for parents of young children and are very well attended.

Two other options mentioned, were using the space as a chapel, or perhaps tearing down the columbarium to allow for expansion of the church to accommodate the growing congregation. The populations of both Littleton and Westford are growing and in the near future, many collaborative may only have one priest, requiring a reduction in the number of masses offered and the need for a larger worship space.

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After receiving input on how to best use the columbarium space, Fr. Peter would like to form a building committee.

It was also mentioned that since St. Anne parish owns a large piece of land, it would be wise to consider how best to use the land. A church in Boston for example, leased out land that they owned that was being used as a parking lot, to a developer to build condominiums. This has provided the church with an additional source of income.

New Business

1. St. Anne Parish Debt

St. Anne parish has formed an agreement with the Archdiocese that we will pay off our remaining debt in one year and they will forgive us of the remaining interest on the debt. Fr. Peter would like to form a committee to address this issue. Our current action item is to recommend names of people to be on the committee. Fr. Peter will then contact them and determine their interest level and availability.

Francine suggested that it might be helpful to divide the amount we owe by the number of families in the parish, to arrive at a number that we can ask people to contribute. For example, if all 1,400 families contributes \$27 then we can pay off the \$38,000 debt in one year.

Jackie Welham recommended that we revisit outstanding pledges. Debbie thought we might be able to take in \$8,000 of remaining pledges.

Jackie Welham voiced concern over the timing of the various financial appeals. We don't want to be asking people for contributions to multiple appeals (Cardinal's appeal, the Grand Annual Collection, Debt repayment pledges, Faith formation registration) at too close an interval.

Debbie shared information on a successful fundraiser she participated in at another parish, centered on theme dinners. The program was successful in raising the money, was fun to participate in and helped build relationships among parishioners.

An additional fundraising idea proposed, was a drawing for cash prizes. A limited number of tickets would be sold (approx. 300) at \$100 each. From the \$30,000 cash taken in, cash prizes would be awarded and the church would still net a large profit.

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2. Construction Changes to Confessional at St. Anne

The current confessional at St. Anne has only a very small glass window on the door. Fr. Peter would like to add a large window in the wall for the safety of both the penitent and the priest. This will also give the parents a sense of comfort when their young children are going to confession. We have received a quote of \$1,800 to cut a hole in the wall and install a 30" x 32" window. We will get additional quotes. Fr. Peter would also like to redesign the layout of the confessional so that the penitent can remain anonymous if they desire to utilize the screen rather than a face to face confession. With the current configuration, the priest can see the person when they come into the confessional.

Valerie asked if there are any carpenters at St. Anne who might be willing to offer their services for free.

Diane mentioned that Mark Flanagan constructed the current confessional.

3. St. Catherine & St. Anne High School Youth Mission Trip

Ken Hanly said that this will be the 10th year of the high school summer mission trip. In the past the group chose its travel destination based on where natural disasters had occurred and where cleanup and rebuilding were desperately needed. This summer the group will travel to Presque Isle Maine. They hope to continue going to this destination for several years. There will be 110 students and 47 adults participating. We are hoping to increase the number of participants from St. Anne. Because there is a large number of people participating, he anticipates needing a significant amount of time to process all of the CORI forms and ensure that everyone completes the Protecting God's Children training.

Debbie mentioned that she had not heard about the mission trip except for a brief mention in the bulletin. Joan explained that Bennet Wilson visited each of the high school faith formation classes and shared his personal witness about participating in the mission trip. Debbie suggested that it would be helpful for students who participate in this summer's trip to give witness talks at weekend masses next fall to spread awareness and enthusiasm among St. Anne students, and to boost enrollment for next summer.

4. Special Olympics

Joan Mattila provided an update on the Special Olympics event held in Worcester, where St. Anne youth and adult chaperones participated, as they have for the past 8

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years. This event is not a faith formation activity, but rather more of a youth ministry community service event. An incident involving one of the St. Anne participants and one of the athletes was reported which unfortunately, was not addressed adequately when reported. After discussing further, the recommendation was made that if St. Anne plans to continue participating in this event, a strong orientation program should be presented to advise students and adults on how best to respond to these kinds of situations.

5. Blood Drive Request

The Red Cross has asked to hold upcoming blood drives at St. Anne. Several concerns were expressed. St. Anne is not air conditioned, making it a less desirable location for summer blood drives. In addition, when the Red Cross used St. Anne classrooms in the past, they were rough on the facility and inadvertently left medical waste behind. It was decided that since the St. Catherine parish hall is air conditioned, and is situated in a more favorable position (physically separated from the classrooms, offices and church, with easy access to the restrooms and kitchen) that we will offer the use of the St Catherine facility versus the St. Anne facility for collaborative blood drives.

6. USCCB Books - Stewardship: A Disciple's Response

Copies of Stewardship: A Disciple's Response were distributed to all attendees. Fr. Peter said he would like to incorporate the spirituality of stewardship into our collaborative pastoral plan. We want to help form or educate parents and children on discerning how we are utilizing the precious gifts that we have received from the Lord and what constitutes appropriate giving of one's time, talent and treasure. Fr. Peter instituted this program at his former parish in Quincy. They were able to then donate 10% of their parish income to charities. Fr. Peter asked the members of the PPC to read and study the booklet.

All joined in a closing prayer and the meeting concluded at approximately 9:00 PM.