

Portland Cluster Planning Committee

March 26, 2006

2 – 4 p.m.

St. Patrick's Parish Hall

Minutes

Opening prayer: Prayer for a New Evangelization

Introductions: Msgr. Stefanko, Gene Fetteroll and Peter Lancia, Cathedral; Fr. Bertrand and Ray Rier, SHSDP; Fr. Morse, Chris Hoppin and Susan Hanley, St. Christopher; Fr. Kaseta and Sylvia Harlow and Ed VanLoenen, St. Joseph; Bob Konczal, St. Louis; Ted Borduas and Paul Lablonde, St. Patrick; Barbara Linnehan Smith and Greg St. Angelo, St. Peter; Fr. Smith, John Bowman and Andy Litcher, St. Piux X; and facilitator, Lori Arsenault.

Terminology: the group agreed that the term “church” will be used to describe all of our buildings and their communities, therefore the term “worship site” will not be needed. More clarification may be needed through the process to determine the proper use of the terms “Cluster” vs. “Parish.” The term “partner” was introduced to mean other churches in a cluster.

Create List of Data: Using an easel with a large writing pad and marker, brainstorming techniques were used to list categories and details of the types of data that will need to be collected to create a “snapshot” of the entire cluster.

Appoint a Chair: Suggestion was made and agreed by all that it would not be necessary to appoint a chair at this stage. A suggestion was made that the group might consider co-chairs at some time as it becomes appropriate to the needs of the group.

Communication plan: For the time being, the main means of communication within the group is e-mail to which everyone agreed. It was agreed that it will be by “blind list” but with the recipients’ addresses contained in the body of the message, thus avoiding excessive e-mails to the whole group. The Web site will be kept current with news and information as available, and the Web site address will be added to each church’s weekly bulletin. At a later date, printed communication will be made available to each church community by way of bulletin inserts. Other means of communication will develop over time.

The Web site to be published is: www.shsdp.org/newevangelization

Meeting schedule: To be determined after an analysis of the available times of the members of the group.

Action items:

1. Compile a spreadsheet template to hold the category/detail data that was named so that data on each church can be seen side by side as much as feasible, based on a model that is being used by another cluster. Distribute the template to each of the churches along with the meeting minutes. Message will contain the contact e-mail addresses for the whole group.
2. Pastor/delegate teams will begin the work of collecting data after receiving the template during the last week of March, with a target date for completion as May 1.

3. Each team will check in by e-mail two weeks following the receipt of the template to report what the obstacles are, or if the May 1 goal will still be realistic.
4. Next meeting should be scheduled for 1 week following completion of data collection at a new location, so that all of the churches are eventually visited.
5. A poll of available meeting times will be taken of the whole group, and an analysis presented to all to determine the best meeting schedule in the months to come.

Respectfully submitted on 3/28/2006
Lori Arsenault
Facilitator