

Cluster 21 Pastoral Council
Sunday, May 18, 2008, St. Peter's Parish Hall
2 – 4 p.m.

Present: Peter Lancia, Sr. Theresa Rand, Dan Chuhta, Fr. Fred Morse, Msgr. Paul Stefanko, Fr. Kevin Martin, Peter Gribbin, Peter Donnelly, Fr. Richard Bertrand, S.J., Lori Arsenault, Guest: Teresa Schulz, Diocesan Director of Human Resources

Minutes:

1. Opening prayer
2. End of the year retreat, June 22nd on Peaks Island, 2:15 boat for most mainlanders.
3. Think about terms for serving on the Cluster 21 Pastoral Council--three year terms with staggered departures. Most current council members have one more year to serve, and new members have two. All members are asked to communicate intentions to continue to their pastors, who would appoint any needed replacements according to the criteria established by each parish.
4. Recap of recent Cluster events.
 - Fr. Rob Lupo's ordination, and his first Mass. Sr. Theresa commented on the large number of families with young children at the ordination. He has a temporary assignment at Maine Medical, and then will be going to Cluster 25--Biddeford (St. Andre, St. Joseph, St. Mary), Biddeford Pool, Lyman, Old Orchard Beach, Saco (Most Holy Trinity, Notre Dame).
 - Fr. Kevin commented that we have celebrated all seven sacraments in the cluster over the past week.
 - Last week the Cluster Confirmation and First Communion was held at Cathedral. Peter commented on how good he felt about the hard work our churches have done to come together.
 - Msgr. Paul discussed the need to get more planning and coordination in the fall for the spring liturgy. A date will need to be chosen early for next year for the Cluster. Lori asked to include all the parishes in determining the date so that all five parishes can be present. Msgr. Paul mentioned that because of the numbers, it may be two back-to-back Masses on the same day, and that since the Cathedral is the Bishop's "seat" he has traditionally set the date for the Feast of Pentecost Sunday, which is May 31 next year. Sr. Theresa announced a tentative meeting for catechetical leaders on October 28 at 6:30 at St. Louis, and a Cluster parent meeting is tentatively scheduled for January 27 at 6:30.
 - Fr. Fred spoke about ways to formalize the initiation experience across the five parishes to capitalize on the shared experience.
 - Evangelization Day on May 2. Reflections from those who attended:
 - Chancery staff were presented as resources
 - Tool for New Evangelization was given out, and may be of use to our cluster.
 - Business Manager job descriptions have more flexibility than we have thought.
 - Catechetical session, encouraged people to stay connected to the offices that exist.
 - School meeting included discussion about parochial schools becoming the new private school for the elite, a problem that we don't seem to have at Cathedral School but is a problem in other places in the state and around the country.
 - Importance of developing youth ministry was stressed at the catechetical meeting.
 - Notes from the meeting are being included in the Newsletter "Cluster Corner" each week

5. Upcoming Cluster Events

- Disciples in Mission Reflection Day on June 14. Fr. Kevin pointed out that it is not just for those who attended Disciples in Mission, but also to discuss and promote evangelization in the cluster.
- Cluster Newsletter to publicize exclusively Cluster events, business and news. More newsy articles about things that are happening. Contributions are welcome. Parish bulletins may include items from neighboring clusters.

6. School News

- Almost all of Cathedral's graduates will be going on to Catholic high school.
- Enrollment looks promising but needs the actual contracts to know.
- 240 is maximum. 210 would be ideal. Budget is based on 195.

7. School Funding Formula – A handout was given that explains the current funding formula. It is clear that the business subcommittee has to meet right away to work on this formula since Tuition Contracts are being signed now for the next year.

8. Peter asked council to continue moving forward the other initiatives outside of the council meetings, such as marriage and baptism preparation, and youth ministry, and return reports to him for wrapping up the work of this year at the June meeting.

9. Human Resource, staffing audit: Teresa Schulz described the work she has been doing with other clusters that are restructuring, with regard to staffing. It depends on the needs of the cluster, and their readiness.

A staffing assessment looks at what currently exists, what the positions are, and the role descriptions. She sits down with each person who is an employee and with each volunteer who manages a program, gets their role down on paper, along with their responsibilities and accountabilities, status, compensation, and how the role might change with reorganization. In some clusters it has meant eliminating positions, or revamping the positions and moving people around so that the roles can still be filled and the people employed.

The proposal put before the council, and accepted is that pending approval from all five pastors, Teresa will begin a staffing assessment with the following criteria:

Data Collection process:

1. What staff do we now have?
2. What are their roles, and skills?
3. Where are our duplications?
4. Where are we not now adequately staffed?
5. What are the issues of the employees in this cluster?
6. What are the parish life activities that need to be supported by staff?
7. Recommendations and options on staffing and restaffing Cluster 21?

Steps:

1. Collect Data
2. Report Data
3. Council makes staffing decisions after consideration of Teresa's recommendations or suggestions.

The meeting was adjourned at 4:35 p.m.

Submitted by Lori Arsenault