

## Cluster 21 Pastoral Council Meeting

January 11, 2009, 2-4 p.m.

St. Peter's Parish Hall

**Present:** Peter Lancia, Msgr. Paul Stefanko, Fr. Lou Phillips, Fr. Richard Bertrand, S. J., Dan Chuhta, Mary Duffy, Peter Gribbin, Chris Hoppin, Pennie Kimball, Lee Kimball, Fr. Kevin Martin, Fr. Fred Morse, Sr. Theresa Rand, Greg St. Angelo, Ray Rier, Lori Arsenault (admin)

### Minutes:

1. Opening Prayer and welcome from Peter Lancia. Introductions around the table. Welcome to Fr. Lou Phillips. Fr. Michael Seavey was not able to come because of the weather. Fr. Lou expressed his thanks for the invitation to attend. He has been named Administrator of Cluster 21. The official date of his appointment is January 30, but he was able to make arrangements to take off this day to sit in the 10 a.m. congregation at Cathedral and attend the Cluster Pastoral Council meeting to meet some of the members ahead of time.

2. Review of Minutes from November Meeting, accepted with no changes.

3. Information –

- background given for Fr. Lou's benefit about information sharing part of our regular meetings.
- Peter shared a simple form that could be used for announcing events for the bulletins and Newsletters.
- Mary Duffy suggested giving examples.
- Sr. Theresa suggested a 12-month calendar to see what is currently being done.
- Fr. Kevin pointed out that Faith Formation people are already working together.
- Discussion about the distinction between what are parish events and what are Cluster events.
- Fr. Lou expressed that there will eventually be another vehicle for coordinating events which is some kind of centralization of an office, and working with a business manager.
- ***Action: Lori will collect annual events for a parish calendar for the Web site to be used for planning purposes. Everyone should help by sending the names of the annual and current events to add to this calendar.***
- School News – Sunday January 25<sup>th</sup> is the start of Catholic Schools week, and the major event will be the 10 a.m. Mass at Cathedral.
  - Family game night, January 29, Thursday, challenging present families to bring another family, in Cathedral School.
  - Drama club is putting on their play, "The Frog Prince and Princess Brat," This Friday, Saturday at 7 p.m., and 2 p.m. on Sunday in Guild Hall.
- Vocation Awareness, Fr. Robert Vallaincourt presentation, January 15, Thursday
- Our Lady of Alta Gracia at Sacred Heart / St. Dominic, Sunday, January 18 after the 12:15 p.m. Spanish Mass. Pot luck.
- Other Parish News, Events, and Information
  - Peter passed out a handout with a format for reporting events.

- **Disciples in Mission** – Fr. Kevin reported a meeting yesterday, briefly reflecting about last year and encouraging participation this year two, which is to focus on outreach.
  - Fr. Kevin passed out a timeline that will make a good resource document
  - Two sign-up Sunday's are being held. Some people are willing to do a head start contacting people who participated last year.
  - The Cluster Web site is updated with Disciples in Mission materials being added, and the Council is encouraged to make use of them.
  - Cluster reflection day is a Cluster-wide event, target date is June 14, 2009. Lots of good feedback came from the last one.
  - Over 300 people participated in Disciples in Mission last year. 38 individual and 3 group evaluations were turned in. This was due in large part that we did not get them out in time. We will provide evaluations sooner to the participants this year.
  - A goal of Disciples in Mission is to provide a way for parishes to interact. People who participated did it in different ways, some with people they were familiar with, and some groups had people from several parishes in them.
  - Fr. Kevin's planning team will be looking for more people to take ownership of various roles, and would like to have every parish represented.
  - Disciples in Mission Retreat, February 7<sup>th</sup> at St. Max in Scarborough, 9 a.m. to noon. Ruth Oakley is leading a reflection for the coming year. It will be different than the one that was held last year, relevant to this year.
  - Challenge people to invite someone new so that we can double the experience.
  - Discussion about using the Disciples in Mission song.
  - *Action: get the music people together to decide how the song should be used.*

#### 4. Old/New Business

- **Appointment of a Vice-Chair** – Lee Kimball offered to be a vice chair. Peter asked for others willing to serve in that role. With no other volunteers, the council agreed to appoint Lee Kimball as vice chair.
- **Common Bulletin Cover** – Communications committee presented five bulletins as a sample common cover. It is a common design with some common content, and some different content individual to each parish. Feedback was requested.
  - Sr. Theresa asked about have a totally common cover. Discussion about the options. Pros and cons were discussed both ways.
  - Chris Hoppin suggested that this might be a first step, which recognizes the individuality of the parishes.
  - The name "Cluster 21" was discussed, and it was pointed out that the name to describe our cluster will continue to evolve over time.
  - Discussion about moving toward a common bulletin. It is recognized that the bulletin is the major communication piece for each parish, and there are five parishes in the cluster, making it somewhat different than the clusters that are a single parish.
  - *Action: Communication Committee will send the draft file to the bulletin editors for their feedback, and then bring the feedback to the February meeting.*
- **Weekday Mass Schedule and Location** – was put on hold until the clergy come together to discuss it. Priests are meeting in the coming week to determine where the clergy stand on various things. They will also be determining who will be living where.

There may need to be some immediate changes in the daily mass schedule depending on availability of clergy, but probably not to the weekend schedule.

- Peter reminded the group that this council is advisory to the administrator, and encouraged feedback from the council. Fr. Lou assured the council that unilateral decisions will not be made without a good deal of study. Significant changes will normally be made in response to specific difficulties.
  - **Cluster Office Space** – This is tabled until the February meeting when Fr. Lou has had a chance to get settled.
  - **Timeline for Hiring Business Manager and Parish Life Coordinator** –
    - *Action: Lori will send the job descriptions to the council. Everyone should review these positions, but focus first attention on the Business Manager.*
    - Staffing Assessment still needs to be done.
    - *Action: Peter will contact Liz Allen, the new HR director at the Diocese, and ask for a Human Resource Assessment, framed as a request from this council to better know what the Cluster needs are.*
    - Need to set a realistic timeline at the February meeting for hiring a business manager and parish life coordinator. Fr. Lou would like to have it in place for the new fiscal year. Both positions are essential, and he would like the business manager hired as soon as possible. Discussion about how long it might take to recruit someone, and other matters regarding the hiring of these positions.
    - Will have to table any further discussion until after the priests meet on Wednesday of the coming week.
    - There was discussion of Fr. Lou's plans for his first weekend (Jan 31 / Feb 1).
5. A Thank You was expressed to Msgr. Paul Stefanko and Fr. Ireneusz Chodakowski.
6. Closing Prayer

**NEXT MEETING: February 8, 2009, Sacred Heart / St. Dominic Parish Hall**

## Parish Events in Cluster 21

Name of Event:

Date, Time, Location of Event:

Sponsored by:

Description of Event:

Cost if any:

Contact Person:

Is this a parish event or a cluster event?

Are parishioners from other parishes invited to attend?