

## **Cluster 21 Pastoral Council meeting**

February 8, 2009, 2 – 4 p.m.

Sacred Heart / St. Dominic Parish

**Present:** Peter Lancia, Fr. Lou Phillips, Ray Rier, Fr. Mike Seavey, Fr. Kevin Martin, Peter Gribbin, Pennie Kinney, Lee Kimball, Mary Duffy, Patricia Wallace, Fr. Richard Bertrand, S.J., Fr. Fred Morse, Peter Donnelly, Dan Chuhta

**Guests:** Michelle Bernier, Catherine Bernier (Cathedral School)

### **Minutes:**

1. Opening prayer

2. Introductions

### **3. Cathedral School Update** by Michelle Bernier and her daughter Catherine.

1. Social Justice in action
2. Unable to meet fundraising goal from auction, so came up with the idea of "Unity Day."
  - a. New idea for fundraising – something not just a fundraiser but a community builder, "community builder" kind of day, carnival type atmosphere with food and entertainment from the various ethnic communities. "Unity Day" could become a celebration of all our parishes coming together with the things that make us unique as well as the things that make us one.
  - b. Postcard passed around, "called to one table."
  - c. Early stages of Unity Day, but a lot of excitement already.
  - d. Initial flyer created. 5K road race may not happen until fall.
  - e. School can be a catalyst to unify the Cluster.
  - f. Asking cluster parishes to also help to support the school and realize the blessing of it, a place where children grow and learn.
  - g. \$30,000 shortfall in this year's budget.
  - h. To raise consciousness about the school, start small, think big.
3. Open house March 29 at Cathedral School

### **4. Sr. Theresa's report, given by Peter Lancia**

1. Two mandatory meetings for parents whose children are attending Cathedral School regarding tuition, Feb 11, 6 p.m. in Cathedral Chapel, and April 1, 6 p.m. in school multi-purpose room.
2. Open house March 29.

### **5. Parish Announcements** – send to Lori for announcing in the Newsletter

### **6. Disciples in Mission**

1. People are talking
2. Not as many signed up this year as last year
3. Target date for June 14, Cluster-wide reflection day.
4. Diocesan day postponed to Feb 14.
5. Web based signups
6. Still need to gather data
7. Pass out materials to leaders and participants next weekend.
8. Small group leader training being offered by Michelle Bernier, date to be determined.
9. Next week will begin the prayer campaign (Feb 14/15).
  - a. *Action: Clergy will discuss how this will work at their next meeting.*
10. A special small group will be meeting at Cathedral for new Catholics for those who might be interested.

### 7. Fr. Lou comments

1. Things are going relatively well
2. By next week will have been to every parish at least once
3. Next month will have more comments.
4. People have been receptive to the next step in realizing the Cluster plan.
5. In some parishes will need to work on lay involvement. We're well staffed now with clergy, but there may be a time that we are not. Look for the best use of the priests' time.
6. St. Louis Parish has needed some help getting started, and catching up. Someone has come forward to do the bulletin
  - a. *Action: give this name to Lori for the bulletin editor's distribution list*
7. Money will be counted after a meeting on Monday, 2/9.
8. Money will be counted after the 11 a.m. Mass thereafter.

### 8. Old business

1. Communication – report from committee given
  - a. Discussion of cluster name – **Portland Peninsula and Island Parishes**
    - i. will appear in communications and Newsletter
    - ii. article about the name
  - b. St. Peter's has been proactive about saving space reducing their parish news to two pages.
  - c. announce celebrant before Mass
  - d. list of celebrants in Newsletter has been good.
  - e. consider a Cluster bulletin with an insert from each of the various parishes, because it's a compact area.
    - i. discussion of focus of the bulletin, and the idea of a common bulletin. Everyone has a different way of looking at it. There may be a goal to come together.
  - f. by Spring, have a series of information and listening nights
    - i. members of the council present
    - ii. gives Fr. Lou a chance to hear from people, especially those who are most concerned, periodically maybe in spring in fall, but not until we have more answers

## 9. Lent, clergy schedules

1. Schedule for Ash Wednesday (liturgy of the word at Cathedral Chapel)
  - a. **Action: Send schedule of any parish Lenten services (to whom? Lori? Mary?)**
2. Holy Week schedule discussed
3. Publish a Cluster Newsletter dedicated to Lent, maybe 4 pages
4. Discussion of Penitential Service
  - a. Fr. Mike suggested a Holy Week penance
  - b. Discussion of Location
  - c. 7 p.m., Penitential Service at Cathedral
  - d. **Action: Arrange musicians for Penitential Service - Lori**
5. Change in confession schedule,
  - a. 3 – 3:30 at Sacred Heart / St. Dominic Parish
  - b. 3 – 3:30 at Cathedral (St. Peter celebrant)
  - c. 3:30 – 4 p.m. at Cathedral (Cathedral celebrant)
  - d. Not schedule at St. Louis, but available on request
6. Change in Mass schedule for National Holidays
  - a. One Mass for the whole Cluster in the Cathedral Chapel, first one is Patriots Day.

## 10. Cluster office space

1. Common office space at Cathedral would need major upgrades that we should not do until it's certain.
2. Would like to move on this during the Summer
3. **Next meeting, have a walk-through in Guild Hall, which is proposed for the office space (March 8)**

## 11. Staffing the Cluster

1. Priority to hire a Cluster business manager, to have in place by the first of July, but preferably sooner than that. Possible time table – qualities
  - a. Have a Job description ready for next month
  - b. Search April and May
  - c. Handout: "Employment Opportunities: Parish Business Manager" Think about something like this.
2. Qualities of a Business Coordinator:
  - a. What are the challenges? – what is the most difficult aspects of the job? Discussion - to be an effective supervisor, diplomatic – will be the direct supervisor of all the non-pastoral staff. Must have good people skills.
  - b. Frequent evening and weekend work
  - c. Must be available 9 – 5, Monday through Friday
  - d. Not the bookkeeper
  - e. Delegating and supervising
  - f. Property and HR background
  - g. Organizational abilities
  - h. Prior experience with multiple sites preferred

- i. Someone who will be invested in the Cluster, the faith dimension was discussed in some detail.
  3. Concerns expressed about layering of employees
  4. **Action: Look over the job description again as a template (included with the minutes)**
  5. **Action: Invite Dave Alexander, business coordinator in Augusta, to speak to the council about his position.**
  6. **Next meeting, set a date for advertising the position.**
  7. What is realistic for us to be able to pay? \$40 – 50,000 for the position. Cost sharing among parishes will probably be based on offertory.
- 12. Pastoral Council / Finance Council Policies & Norms – Handout**
1. Next meeting agenda, 3 items only: 1) Business manager, 2) office space walk through of Guild Hall, 3) Pastoral Council norms
  2. **Action: Read the Pastoral Council Norms (especially page 10 and 11) regarding pastoral councils.**

The meeting adjourned at 4:20 p.m.  
Submitted by Lori Arsenault