

Pastoral Council Meeting

Portland Peninsula and Island Parishes

March 8, 2009, 2 – 4 p.m.

Present: Fr. Lou Phillips, Peter Lancia, Fr. Richard Bertrand, S.J., Dan Chuhta, Mary Duffy, Peter Gribbon, Lee Kimball, Pennie Kinney, Chris Hoppin, Fr. Kevin Martin, Fr. Fred Morse, Sr. Theresa Rand, Greg St. Angelo, Fr. Mike Seavey, Patricia Wallace, Lori Arsenault (admin)

Invited guest: David Alexander

Minutes:

1. Tour of Cathedral Guild Hall for possible use as Pastoral Center.
2. Opening prayer
3. Minutes from the February meeting were accepted
4. Invited Guest – David Alexander
 - David is the business coordinator for St. Michael's in Augusta. He described his business coordinator position as more than an accountant—The person we hire should be an administrator, personnel manager, property manager, politician, have demonstrated exceptional people skills, and understand him/herself to be a servant to all. Customer service has to be a focus. Business coordinator has to be sensitive to the needs of the people who do not want change, and have "thick skin." David described his prior experience working in accounting and administration, and in various ministries, and gave examples of the challenges he faces.
 - Staff of St. Michael's business office – one bookkeeper, one accounts payable clerk, 2.5 secretaries (one for reception desk and primary support for pastor, one for church management, 3 sextons for the 7 worship sites, plus some cleaning people). Feels he needs more staff.
 - Challenges working with people who came from the various churches of the cluster, trying to get the cluster mentality going among them all takes patience. Discussion of the challenges of working with separate sets of books, and the need for more time and assistance.
5. Discussion of business coordinator search – two handouts given of Diocesan process.
 - Business coordinator search
 - Business coordinator job description
6. Timeline:
 - Post the job announcement and job description on the Cluster Web site first, send around for approval
 - In the Newsletter by this weekend
 - Send to Sue Bernard for the weekly mailing
 - Press release of news of the new business coordinator search – Chris Hoppin will work with Lori on this.

7. Communication reminder – celebrants should take an opportunity to emphasize from the pulpit that the Newsletter is relevant to each parish, and contains information that will be important to parishioners.

8. Discussion about establishing the cluster pastoral and finance councils with representation from the five churches, and the Diocesan norms.

- Create a visual to describe the councils and committees of the cluster – Pennie has a visual that she has begun creating. Peter will also work on this.
 - Pastoral/parish councils may become coordinating committees at the parish level, to coordinate the local commission activities.
 - A new Pastoral Council will be formed at the cluster level with representatives from the parish coordinating committees, with 3 members from each parish for a total of 15 members.
 - Finance Council for the cluster will consist of 10 members, 2 from each parish.
 - Fr. Lou is planning to attend upcoming parish council and finance/stewardship meetings to begin the transition.

9. Unity Day at Cathedral School – May 16, 2009.

10. Cathedral School Open House on May 29th.

11. The question of promoting area Catholic schools in our Newsletter was discussed. Fr. Lou will discuss this with the pastor of the Deering Cluster.

Meeting adjourned at 4:45 p.m.
Submitted by Lori Arsenault