

Parish Cluster 23 Meeting Minutes
February 7, 2006
Hosted by Our Lady of Perpetual Help

Attendance:

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|--|--|---|--|
| <input checked="" type="checkbox"/> Fr. Reggie Brissette | <input type="checkbox"/> Fr. Lawrence Conley | <input checked="" type="checkbox"/> Fr. Norm Carpentier | <input checked="" type="checkbox"/> Fr. Joseph Daniels |
| <input checked="" type="checkbox"/> Sharon Williams | <input checked="" type="checkbox"/> Pat McHatton | <input checked="" type="checkbox"/> Elaine Rioux | <input checked="" type="checkbox"/> Jessica Hart |
| <input checked="" type="checkbox"/> Donna Libby | <input checked="" type="checkbox"/> Dick Peterson | <input checked="" type="checkbox"/> Lynn Shorty | <input type="checkbox"/> Anna Cutter |
| <input checked="" type="checkbox"/> Bernie Filieo | <input type="checkbox"/> David Bois | <input checked="" type="checkbox"/> Dr. Martha Corkery | <input type="checkbox"/> Ernie Lebel |
| <input type="checkbox"/> Ben DeRoche | <input checked="" type="checkbox"/> Martha Conroy | <input type="checkbox"/> David Twomey | <input type="checkbox"/> Jim Soma |
| <input type="checkbox"/> Russ Champagne | <input checked="" type="checkbox"/> Lisa Champagne | <input checked="" type="checkbox"/> Leo Lambert | |
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Meeting began with a prayer service led by Fr. Carpentier, attendance taken, and then turned over to Martha Conroy. Minutes from the January 10th meeting, agendas, and PowerPoint handout were distributed. Also distributed were handouts called “Sunday Celebrations in the Presence of a Priest” and “Norms for Sunday Assemblies in the Absence of a Priest”

10-1 Review of Action Items

Lynn Shorty

- Complete remaining data collection for “major statistics worksheet”-- Still some items to be obtained from OLPH and Westbrook. With regard to maintenance issues, the group was asked to prioritize items by necessity (safety, required), identify costs, and develop a timeline for a 5 year protection plan – (Facilities Committee)
- Develop a five year capital plan once a recommendation is identified (All)
- Initiate development of an organization chart (Bernie): Completed and responsibility turned over to Personnel Committee
- Development of a FAQ sheet (Lynn) – Ongoing project – add information as clarification is obtained: Responsibility extended to Communications committee
- Liturgy Committee – will review a proposed mass schedule at the February Meeting: To be accomplished this meeting
- Religious Education – set up initial meeting with PCLs and provide them with an outline of their task (Lynn)
- Communications Committee – develop a proposal for best approach in our next wave of meeting with parishioners; submit bulletin update

10-2 Reflection Questions re: Liturgy

Martha Conroy

The group will receive a brief theological presentation (as well as reflection questions) at four consecutive meetings, this being the first on Liturgy. The presentation was followed by a discussion on one of the questions provided for cluster planning: “How will you celebrate Eucharist, Baptisms, Reconciliation, Anointing of the Sick, Weddings, and Funerals?” 15 minutes was devoted to sharing thoughts/comments/concerns:

- We will need to improve our coordination of efforts to maintain all liturgical services
- The goal of this restructuring is to free up the Pastor/Vicars for liturgical celebrations
- The people will adjust to the new schedules; “not a big problem”; there is a greater need to focus energy on educating the people
- People will need to familiarize themselves with various priests and deacons and become comfortable with the varying support systems
- Will the scheduling of these celebrations be coordinated thru the administrative office – will there be secretaries at the individual churches and an executive secretary at the central office?
- Should the baptisms become a part of mass rather than a separate celebration? This may or may not work depending on the church locations and mass time constraints
- We need to begin training of laity – there are people who are ready to lead services with proper guidance
- Our recommendation needs to keep the people and the priests connected!!!

Further discussion of reflection questions deferred due to time constraints

10-3 Sub-Committee Updates

Bernie Filieo

Bernie asked subcommittee members to develop a report by the end of March. This should include a plan of major action items and approximate project timelines; this will be used as the outline for the final recommendation report.

- Communications (Lynn, Sharon, Jessica)
 - A copy of the write-up for the Mustard Seed newsletter was shared with the group. This will also be submitted to the individual churches to be included as a bulletin insert. There was some discussion re: the appropriateness of information to submit to local papers; the article would need to be re-worked to accentuate the local community impact in order to be considered for publication.
 - A copy of the proposed pulpit sharing statement was provided/reviewed. Recommendation was made to add comments re: hearing everyone's concern about the cluster process' impact on finance management and maintaining commission identity. Pulpit sharing was to be delayed until the weekend of February 18th. An updated write-up will be forwarded to all cluster members within the week.
 - Suggestion was made to mail a copy to all members of the parishes; agreement was reached to hold off on this approach until we have a more substantial piece with detailed information

- Facilities (Dick, Lisa, Fr. Daniels)

The subcommittee will attempt to have a report by mid-April

 - A list of questions for each finance commission was distributed to the group
 - Each member of the subcommittee will be meeting with the individual finance commissions before mid-March. Dick will meet with OLPH and St. Anne's; Lisa with St. Anthony's; and Fr. Daniels with St. Joseph's and St. Elizabeth Ann Seton

- Personnel (Martha, Donna, Elaine, Fr. Carpentier)
 - The group has met a few times to look at what will be needed to support the church's efforts
 - There is a group at the Diocesan level that is working on creating job descriptions, etc. The subcommittee was told to "hold off" on their efforts, but there is concern re: time constraints for the process; the subcommittee will continue with its work and modify as needed based on input from the Diocese

- Demographics (Bernie, Pat)
 - This group hopes to have a preliminary proposal at the next meeting; this will include an outline for the various communities population and anticipated growth rates to 2010
 - Goal is to get a flavor of where we may need to expand services or move closer to...

- Liturgical Schedule (Priests and Donna)
 - Recommending one priest to cover masses in Bridgton and Fryeburg, while the remaining two cover the other three churches. The Bishop is limiting each priest to no more than four masses each weekend.
 - The actual schedule is a work in progress; there needs to be consideration for realistic travel times between churches/masses. Still to be detailed: daily masses, holiday celebrations, special liturgies and Holy Days

- Religious Education (Lynn)
 - Lynn is meeting with various parish catechetical leaders on Wednesday, Feb. 8th. A report should be available by mid-April.
 - There was a strong desire within the group to maintain religious education at every church

- Social Justice and Peace (Martha and Leo)

- A request was made to receive contact information from each parish for leaders in Social Justice; there is a strong need to build “relevance” regarding Social Justice in order to build community within the cluster
- Services to hospitals and prisons will be considered as a part of this subcommittee’s work
- Finances (All priests, Bernie)
 - A request was made to obtain the 2006 budgets for each parish within the cluster

10-4 Sharing re: Various Parish Meetings

Bernie Filieo

Bernie asked the group to share their thoughts re: common themes identified at the various meetings. These are all items that need to be considered as we continue our process and develop our recommendation:

- Concern re: finance management
- Maintenance of Religious Education programs at each church
- Maintaining commission identity and purpose
- Concern re: maintaining the sense of community – a self-identity at each church
- The need to communicate honestly, frequently, and thru different venues
- Many are concerned about the accessibility of the priests after the restructuring occurs
- Maintaining the community/ecumenical programs already established

10-5 Action Items:

Bernie Filieo

- Ongoing subcommittee work and report development; desired timeline is mid-March
- Communications Committee – revise the pulpit sharing statement and submit for reading during the weekend of Feb. 18th.
- Martha will prepare a brief presentation for the next meeting, with the focus being on “Word”; the committee members are asked to review the associated Reflection Questions previously distributed

10-6 Schedule of Upcoming Events

- Tuesday, **February 28th** at 6:30pm – Cluster Committee meeting at St. Anne’s in Gorham. Members are invited to **arrive at 6pm to enjoy a “Mardi Gras” supper** with the community
- Wednesday, **March 29th** at 6:30pm – Cluster Committee meeting at St. Joseph’s in Bridgton
- Saturday, **April 8th** at St. Dom’s in Lewiston – Follow-up meeting with Brother Loughlan Sofield, to include chairs of Pastoral Councils and Finance Councils. Location to be announced.
- Tuesday, **April 18th** at 6:30pm at St. Anthony’s in Westbrook (at the former convent)
- Tuesday, **May 2nd** at 6:30pm at Our Lady of Perpetual Help in Windham

Meeting ended at 8:45pm after a closing prayer