

Parish Cluster 23 Meeting Minutes
February 28, 2006
Hosted by St. Anne's in Gorham

Attendance:

<input checked="" type="checkbox"/> Fr. Reggie Brissette	<input checked="" 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 Conroy	<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 checked="" type="checkbox"/> Russ Champagne	<input checked="" type="checkbox"/> Lisa Champagne	<input type="checkbox"/> Leo Lambert	

Meeting began with a prayer service led by Fr. Conley, attendance taken, and then turned over to Martha Conroy. Minutes from the Feb. 7th meeting, agendas, and PowerPoint handout were distributed.

11-1 Key Parish Life Elements: Reflection on WORD Martha Conroy

PowerPoint presentation was shared regarding the importance of maintaining a worshipping community that expresses and develops its relationship with God and one another. Presentation focused on **Word (Formation, Catechesis and Evangelization)**. Open discussion was encouraged afterwards; some comments/reflections:

- How do we challenge our adults to participate?
- Can we capture the audience thru use of technology?
- Encourage reading about our faith
- We need to educate others re: the need to continue our faith educations!
- Consider development of programs that are of short duration (3-4 weeks)
- We need a new approach – what will draw the people back to the church?
- We need to recognize that our lives have changed – we have less family time, and no true “special days” of rest and quiet; some feel that they need religion only during traumatic times

11-2 Review of Last Meeting's Minutes/Action Items Lynn Shorty

- Develop a five year capital plan once a recommendation is identified (All)
- Ongoing subcommittee work and report development; desired timeline is mid-March (Ongoing)
- Communications Committee – revise the pulpit sharing statement and submit for reading during the weekend of Feb. 18th (Completed – pulpit sharing occurred on Feb. 25-26)
- Martha was to 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 (completed)

11-3 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.

- Liturgical Schedule (Priests and Donna)
 - Fr. Conley asked for clarification re: the statement from the last meeting minutes: “Recommending one priest to cover masses in Bridgton and Fryeburg, while the remaining two cover the other three churches.” This was not to imply that a priest would be exclusively assigned to the Bridgton/Fryeburg churches, but instead, on a given weekend, one priest would cover all masses in those locations.
 - The actual schedule is a work in progress; there needs to be consideration for realistic travel times between churches/masses. In particular, there is concern re: the need for a priest to travel from Westbrook to Windham within a 30 minute period.
 - Recommendation was made to keep the schedule very similar to the current schedule initially, then gradually change over time
 - Should we consider a late Sunday liturgy?
 - Will need to allow some time during the week in order for the priests to gather together
 - Will need to educate parishioners on the protocols for scheduling meetings with the priests

- Will need to prepare ourselves to be more “inter-community” minded – how do we move from “MY” church to “OUR” church? Leadership will need to get involved and buy into the larger community...
- Still to be detailed: daily masses, holiday celebrations, special liturgies and Holy Days
- Religious Education (Lynn and Fr. Reggie Brissette)
 - Meeting was held on Feb. 8th in Westbrook and report initiated (draft shared with Bernie/Martha)
 - Group would like to maintain a local presence for many programs
 - Other programs, such as Youth Ministry and Adult programs, should be extended to the larger parish cluster community
 - Question was raised as to when to involve college leadership in the clustering process; no definitive plan of action outlined
 - Much of the subcommittees work will be accomplished via email conferencing – draft report will be available by March 29th.
- 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
 - Martha shared her frustration with ongoing difficulties in reaching the appropriate people at each church
- Communications (Lynn, Sharon, Jessica)
 - Efforts continued to get our information (minutes, bulletin inserts, etc.) onto various websites; we are now “online” at OLPH, St. Anne’s, and St. Anthony’s.
 - Consideration is being given to pulpit sharing between each planning committee meeting
 - Will continue to build on FAQ list as appropriate
 - Consideration is being given to developing a master website for Cluster 23 – this may be a recommendation in our report for a collaborative effort among the churches once our “model recommendation” is made/approved.
- Facilities (Dick, Lisa, Fr. Daniels)

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

 - Members of the subcommittee have been meeting with the individual finance commissions; to date, the Fryeburg meeting will occur within the week; no meeting has been set with St. Anthony’s, as they do not have a finance commission at this time.
- Personnel (Martha, Donna, Elaine, Fr. Carpentier)
 - Draft personnel org charts have been created for each possible model
 - Looking at the variability of the percentages charged to each church for the priests – it is not a consistent formula and is being looked at closely
 - Martha will be contacting Dave Twomey/Ernie Lebel to gain more information about the decision-making process for personnel salaries
- Demographics (Bernie, Pat)
 - Draft objective statement and demographic findings were shared with the group

To develop an information and growth profile for each of the towns located within and in close proximity to the worship sites in our cluster for the purpose of determining if the current worship sites will appropriately support the cluster’s parishioners.
 - Recommendation was made to identify percentages of Catholics within the categories reviewed
 - Bernie will contact David Tre (?spelling) and Bill Richards at the Diocese for further assistance in gathering the necessary data

- Finances (All priests, Bernie)
 - Bernie provided the group with a handout to be distributed to the chairperson of each finance commission; much discussion followed re: the need to develop a five year financial plan, as requested in the handout. Group felt that we were responsible for a 5 year Capital plan vs. financial plan. Bernie will discuss with Dave Twomey for clarification
 - Request was made to revisit the budget plans to extract personnel costs hidden within

11-4 Development of the Final Report

Bernie Filieo

We still have much work to be done; a request was made to have one representative from each parish that would be willing to work on the final document. Members at present include: Martha Corkery, Bernie Filieo, Fr. Daniels, and Fr. Conley. Two four hour sessions were scheduled to have the entire planning committee available to work on the various sections of the report:

- Saturday, April 1 from 9am to 1pm at St. Anne's in Gorham. Lunch will be provided
- Saturday, May 6 from 9am to 1pm at Our Lady of Perpetual Help in Windham.

11-5 Action Items:

Bernie Filieo

Ongoing subcommittee work and report development; desired timeline is mid-March

- Liturgy: work on schedule for daily masses, Holy Days, summer schedule
- Religious Education: complete report to the planning committee
- Social Justice and Peace: continue efforts to reach the appropriate people within our cluster
- Communications: prepare another bulletin insert/pulpit sharing; work on website development
- Facilities: complete meetings and develop report
- Personnel: Contact Dave Twomey/Ernie Lebel re: salaries for personnel
- Demographics: Contact David Tre and Bill Richards re: breakdown of % of Catholics within our cluster
- Finance: Contact Dave Twomey re: clarifying the need for a 5 year financial plan vs. capital plan
- Martha will prepare a brief presentation for the next meeting, with the focus being on "Community"

11-6 Schedule of Upcoming Events

- Wednesday, **March 29th** at 6:30pm – Cluster Committee meeting at St. Joseph's in Bridgton
- Saturday, **April 1st** at 9am to 1pm – Cluster Committee meeting at St. Anne's in Gorham (report writing session)
- Saturday, **April 8th** from 11am to 4pm at St. Dom's Regional High School in Auburn – Follow-up meeting with Brother Loughlan Sofield, to include chairs of Pastoral Councils and Finance Councils.
- Tuesday, **April 18th** at 6:30pm at St. Anthony's in Westbrook (at the former convent)
- Wednesday, **May 3rd** at 6:30pm at Our Lady of Perpetual Help in Windham
- Saturday, **May 6th** at 9am to 1pm – Cluster Committee meeting at OLPH in Windham (report writing session)

Meeting ended at 8:45pm after a closing prayer

*Thank you to our hosts at St. Anne's for a wonderful
Mardi Gras celebration/feast before our meeting!*