

Cluster 23 Meeting Minutes
June 28, 2005
Hosted by Our Lady of Perpetual Help

Attendance:

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|--|---|---|--|
| <input checked="" type="checkbox"/> Fr. Joseph Manship | <input checked="" type="checkbox"/> Fr. Lawrence Conley | <input checked="" type="checkbox"/> Fr. Norm Carpentier | <input 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 checked="" type="checkbox"/> Anna Cutter |
| <input checked="" type="checkbox"/> Bernie Filieo | <input checked="" type="checkbox"/> David Bois | <input checked="" type="checkbox"/> Dr. Martha Corkery | <input type="checkbox"/> Ernie Lebel |
| <input checked="" type="checkbox"/> Ben DeRoche | | | |
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Meeting began with a prayer led by Fr. Manship, then turned over to Bernie Filieo, Chairman for the cluster. Binders were distributed and content reviewed, along with the meeting agenda and list of committee members.

Two new members to the team were introduced:

Dr. Martha Corkery (address and phone already provided) from OLPH

Ben DeRoche from the Westbrook community

23 Constitution Drive

Westbrook, Maine 04092

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2-1 Reading of Minutes

Lynn

Minutes were reviewed briefly and open action items identified. Hard copy of minutes will be provided at the next meeting:

- A meeting facilitator at all sessions – Ernie was to pursue this. Facilitator training will not be completed until late August. Fr. Manship suggested we should forge ahead with Bernie functioning as the facilitator.
- Westbrook Catholic Community clustering and its impact on decisions made by Cluster 23 – Ernie has not provided clarification to the group. Fr. Manship states he sought clarification and confirmed that current goals for Westbrook are considered separate from Cluster 23 decision-making. Westbrook is using various worship sites and a temporary administrative center at St. Mary’s while the community evaluates which will become the permanent site (whether to renovate or build). Bernie will contact Ernie Lebel in follow-up
- “Future Direction” of the cluster – Fr. Conley reiterated the importance of and urgency in meeting with various pastoral councils across our cluster; Bernie prepared a draft worksheet to assist in preparing for such meetings.

2-2 Agenda Review

Bernie Filieo

Primary focus will be on developing a summary worksheet that includes what the group believes is important information to obtain from each parish when meeting with the various pastoral councils. Other business:

- *Meeting Schedule and Times*
Group agreed to meet on Tuesdays; agreement was reached to schedule meetings 3 weeks apart during the next two months. As the project work becomes clearer, frequency of meeting times will be reassessed. Next meeting will be held in **Bridgton on Tuesday, July 19 at 6:30pm**, and the next will be held at **St. Anne’s in Gorham, August 16 at 6:30pm**. Further discussion is necessary for preparing meeting formats/agendas for addressing the pastoral councils.
- *Budget*
Agreement was reached that each parish will contribute \$50 each to Fr. Norm/Donna-Marie for the purpose of Cluster 23 expenses. Host parishes will be responsible for leading prayer and providing refreshments for meetings.
- *Review of Draft Model Summary*
Group was reminded that regardless of which model we felt we wanted to pursue for this cluster, the constant will be a loss of one priest, going from 4 to 3 sometime between 2006 and 2010. Of these 3 priests, one will be named the pastor and the other two will be vicars. We will also be responsible for labeling our new, overall parish name for all worship sites for cluster 23. Bernie then led reviews of each model summary and edits made

as appropriate. Updated summary sheets will be provided by next meeting. Clarification was provided re: definition of “pastoral support” – this could be in the form of deacon support, a parish coordinator, etc.

- Model One – no changes recommended (one parish with multiple worship sites)
- Model Two – More than one parish, but only one pastor; that is, there could be two or three legal entities with one pastoral council. Recommended edits: change “parish pastoral council” to “pastoral council” and delete “merged records”
- Model Three – Close and Build a New Church (example: Lisbon Catholic Community); no edits
- Model Four – Combination of all models; recommended edit: delete “merged records”

• *Major Statistics Summary Worksheet*

Bernie provided the group with a draft worksheet in the hopes of brainstorming for other important elements to include as part of the information gathering from each parish. Fr. Conley provided the group with an information sheet that has basic statistics for each parish. Mention was made that some information might be available thru parish assessments completed with Fr. John Skeehan during the past few years. Committee members are encouraged to update this sheet and provide changes/additions to Lynn for inclusion to the final list. Sharon volunteered to create a map outlining the territory/mileage for the entire cluster. Suggestions made during brainstorming session (in no particular order):

<i>Census of parishioners</i>	<i>Annual Income x3yrs</i>	<i>Support Facilities/Properties</i>
<i>Number of Households</i>	<i>Annual Expenses x3yrs</i>	<i>Projected Town Growth</i>
<i>Weekly mass attendance</i>	<i>Seating Capacity</i>	<i>Upcoming Maintenance Issues</i>
<i>Holiday mass attendance</i>	<i>Parking Capacity</i>	<i>Music/Choir</i>
<i>Seasonal attendance</i>	<i>Current Housing Facilities</i>	<i>Faith Formation Participants/teachers</i>
<i>Parish Demographics (Births, Baptisms, Deaths, Weddings, etc.)</i>		
<i>Parish related and non parish related activities held within church facilities</i>		
<i>Identification of major strengths and weaknesses of each parish</i>		

Bernie will update this spreadsheet and provide to the group. Goal will be to organize, categorize, and prioritize this listing so it may be provided to the various parishes for completion. In the meantime, members of this committee will initiate collection of more general data prior to the July meeting.

2-3 Communications

General Group Discussion

The importance of consistent communication regarding the group’s progress was discussed. A message for the bulletin was helpful, but limited in reaching large numbers of people. Some felt that reading the bulletin message would be beneficial, as would placing an occasional article in the local newspapers. The need for a spokesperson was identified (thank you Bernie for reluctantly agreeing to this!) especially since a local community paper had already contacted Fr. Conley to learn more about the clustering efforts. It was felt that it would be prudent to meet with the pastoral and finance commissions prior to making a more public statement to the community. Overall, the group must maintain a consistent message when representing the cluster’s progress and be mindful how all of this change will generate apprehension and frustration among community members.

2-4 Action Items Summary

- Follow up with Ernie Lebel re: Westbrook Catholic Community (Bernie)
- Update Model Summary Sheet (Bernie)
- Update Major Statistics Summary Worksheet (Bernie)
- Prepare Bulletin Statement (Lynn)

NEXT MEETING:

**TUESDAY, JULY 19TH AT 6:30PM
ST. JOSEPH’S IN BRIDGTON**

Thanks to Fr. Norm again for providing refreshments and a comfortable atmosphere in which to meet.