

Cluster 23 Meeting Minutes
August 16, 2005
Hosted by St. Anne's Church

Attendance:

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| <input type="checkbox"/> Fr. Joseph Manship | <input checked="" type="checkbox"/> Fr. Lawrence Conley | <input checked="" type="checkbox"/> Fr. Norm Carpentier | <input checked="" type="checkbox"/> Fr. Joseph Daniels |
| <input 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 type="checkbox"/> Ben DeRoche | <input checked="" type="checkbox"/> Martha Conroy | | |
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Meeting began with a prayer led by Fr. Conley, then turned over to Bernie Filieo, Chairman for the cluster. Minutes from last meeting and agendas were distributed. Please make a note in your address listings that Fr. Daniels has a new email address of virtue@localnet.com.

4-1 Reading of Minutes **Lynn**

Minutes were reviewed briefly and open action items identified:

- Identification of the cluster's official facilitator: Martha Conroy has received training and has been named to our cluster. Bernie updated the group that she is still considering the position and the commitment it would require. She was invited to attend the second half of this meeting.
- Westbrook Catholic Community: new parish name has been identified as the "*Parish of St. Anthony of Padua*"; The newly assigned priest has not yet officially moved to the community as of this meeting
- Cluster 23 Map: Sharon continues to work on developing a map that identifies the extent of territory involved within this cluster
- Communications by the Diocese/Director of Parish Planning: Bernie has spoken with Ernie, who states that the priests should take the lead in sharing communications with cluster members prior to full distribution. A decision was reached at this meeting to have the priests send email communications to Lynn for immediate distribution across all parish cluster members *before* these communications are shared with the parish communities.
- Completion of Major Stats Worksheets: dedicated time during this meeting to address this item
- Cluster 23 Objective Statement: first draft shared by Bernie and discussed further as part of the agenda

4-2 Agenda Review **Bernie Filieo**

- *Objective Statement:*
Clarification was requested regarding the cluster committee's involvement for the implementation phases for our recommendations. Based on information located within the document "Telling Anew the Story of Jesus" it was felt that this group was primarily responsible for the recommendation, whereas the implementation will likely fall upon the pastor and his pastoral council. Of note, progress reports to the Diocese must be provided on 12/1/05, 3/1/06, and 6/1/06. After much discussion and consideration, the following statement was agreed upon:

After careful consideration of the pastoral needs of parishioners and the analysis of parish data, we will recommend to the Bishop the administrative model that works best for our parish cluster, along with a plan for implementation.

Agreement was also reached to make special effort to refer to our group as the "Parish Cluster" rather than simply the "Cluster" which has been somewhat misunderstood.

- *Major Statistics Worksheet*
Spreadsheets were reviewed for completeness. Bernie added a field to identify distances to the nearest church from each parish. Updated reports were provided by Bridgton and Fryeburg. Group agreed to complete data collection by Wednesday, August 24th. All are given the option of providing hardcopy to Bernie or Lynn (fax 828-2241, attn: Lynn) or to enter directly into the spreadsheet and forward to Bernie/Lynn.

Bernie also suggested that we need to consider how all of this data will be used in the decision making process, as there will be an extensive amount of information. Some expressed concern that it may be too early to begin that process, but felt a first run was appropriate. A “scorecard” has been developed for all of you to review and prioritize according to your belief of what is the most critical of information vs. what is less pertinent (all will be given opportunity to advocate for an item before it is dropped of the “top ten” list.) Once completed, return to Lynn via email prior to our next meeting for compilation of data.

- *Agenda and Goal Development for meeting with Pastoral and Finance Councils*

Group had open discussion as to the best approach for handling this important session. It was felt that an effective implementation of the parish cluster’s recommendations was highly dependent on the people in leadership within each parish. Recommendation was to hold a full meeting with all existing pastoral and finance council members before going to individual parishes, holding tours of facilities, and encouraging open dialogue among these smaller groups. Agreement was reached that the larger meeting should occur within the September or early October timeframe, and that Ernie or someone from the Diocese should be present to facilitate such a meeting. September 27th or 28th at Our Lady of Perpetual Help will be the setting, pending confirmation from Ernie that he is available. The parish priests will have the responsibility of sending out invitations to the pastoral council and finance committee members, once a date has been confirmed.

Suggested Meeting Agenda:

- Opening Prayer
- Introductions
- Review of the Parish Cluster Process
- Sharing of our Objective Statement
- Overview of the Models we need to work within
- Overview of Next Steps by the Parish Cluster
- Open Discussion – Q&A to a designated panel*
- Closing Prayer

* It was recommended that we avoid answering questions that are not specific to the agenda items

- *Meeting Schedule and Times*

Group agreed to meet on Tuesday at **St. Joseph’s in Bridgton, September 20th at 6:30pm.** Primary goal for this meeting is to finalize planning for the general meeting being held the following week.

4-3 Group Facilitation

Martha Conroy

Martha introduced herself to the group and shared her experiences with planning development up to this point. She congratulated us on our progress and expressed a desire to work with us, but was concerned about how her own commitments may prevent her from being as available as she would desire to be. Our group is also excited about the opportunity to work with Martha and to have access to her knowledge and experience with this challenging process. We’ll keep our fingers crossed ☺ ...

4-4 Action Items Summary

- Complete Cluster 23 map (Sharon)
- Complete data collection for “major statistics worksheet” (All)
- Confirm the date of the General Meeting with Ernie – Sept. 27 or 28 – then send out invitations (Bernie)
- Create listing of Data Collection Elements (Lynn), distribute to the group for prioritization/ranking (All) and return to Lynn for data compilation

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| NEXT MEETING: | TUESDAY, SEPTEMBER 20TH AT 6:30PM ST. JOSEPH’S IN BRIDGTON |
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Thanks to Fr. Conley for providing refreshments and a comfortable atmosphere in which to meet!