

Parish Cluster 23 Meeting Minutes
September 20, 2005
Hosted by St. Joseph's Church

Attendance:

<input type="checkbox"/> Fr. Joseph Manship	<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 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 checked="" type="checkbox"/> Ben DeRoche	<input checked="" type="checkbox"/> Martha Conroy		

Meeting began with a prayer led by Fr. Daniels, then turned over to Martha Conroy, Facilitator for the parish cluster. Primary goal for this meeting was to prepare for the upcoming Parish Meeting scheduled for next week. Minutes from last meeting, agendas and updated statistical worksheets were distributed. It was noted that David Bois had relocated and will no longer be involved in the process – please remove him from your mailing list. An encouragement from Martha as we continue with this process:

...Speak your truth – be an instrument of the Holy Spirit...

5-1 Reading of Minutes

Lynn

Minutes were reviewed briefly and open action items discussed:

- Parish Cluster 23 Map: Sharon provided Bernie with a map for review. He will examine and distribute accordingly
- Completion of Major Stats Worksheets: Data collection is approximately 96% complete. Addendums were not included in the agenda packet but are forthcoming.
- Confirm the date of the General Meeting with Ernie: Confirmation has been obtained for Sept. 27th. Invitations have been submitted to leadership of each parish community (Finance Commission, Pastoral Council)
- Create listing of Data Collection Elements: Had a 25% return rate on this item. Discussion ensued regarding the purpose of this task, and the difficult process of ranking. Purpose is to familiarize self with data and to begin prioritizing data in a manner that supports us making the decision for a model. It was recognized that not all data could be gathered via statistical means and it was important to be mindful of meeting spiritual needs of the communities. This information would be obtained at the individual parish meetings that will occur after the general meeting. Once all data has been reviewed, we will look at what we believe are the possible solutions and use the data to support the final recommendation. The task was simplified by suggesting that each member identify seven elements that they view as important, rather than ranking them in numeric fashion. This would enable us to identify the primary elements among the group.
- Martha informed the group of an additional task for the group, as requested by the Diocese. A five year capital plan needs to be developed and reviewed by all priests within the cluster for submittal with the final recommendation of our group.

5-2 Parish Meeting Agenda

Bernie Filieo

- *Agenda and Goal Development for meeting with Pastoral and Finance Councils*
Concern was expressed regarding St. Anthony's availability to participate in this meeting. Bernie will send out an additional reminder to Ernie Lebel confirming his availability for Sept. 27 – his presence, representative of the Diocese of Maine, is essential in this process. It was expressed that we needed to anticipate and be prepared for some questions from the audience, ie. amount of input we'll be seeking from the parish and how will decisions be made. In addition, we felt it was important to explain the models explicitly, with emphasis on the decision-making process, ie. we make a recommendation, but the Bishop has the final say in which model will

be followed, and when it will be implemented. We also want to the parish leaders to be informed and encourage participation.

Suggested Meeting Agenda:

- Opening Prayer (Priests)
- Introductions (we will provide our name and identify our current parish)
- Why are we doing this? Telling Anew the Story of Jesus (Ernie)
- Review of the Model Options (Ernie)
- Sharing of our Objective Statement (Bernie)
- Review of the Parish Cluster process and next steps(Bernie)
 - Statistical data collection and review
 - Obtaining input from the leaders of each church
 - Obtaining input from the parishioners – what do you value most in your parish?
 - Analyzing data
 - Additional meetings for the Parish Cluster committee members and various parish groups
 - Final recommendation to the Bishop
 - Timelines for these steps will be shared in generalized terms, with the goal of accomplishing these tasks between now and April/May.
 - The term “input” needs to be defined and we must emphasized that we are only responsible for a recommendation to the Bishop
- Open Discussion – Q&A
- Homework Assignment in preparation for the individual parish visitations (Bernie)
 - What are the values within your parish that are vital to your parish community?
 - This information will be shared at individual parish meetings with a portion of the Parish Cluster 23 committee.
- Closing Prayer (Priests)

*** *Not discussed, but a gentle reminder from last meeting:* It was recommended that we avoid answering questions that are not specific to the agenda items***

● *Meeting Schedule and Timelines*

- Group agreed that this meeting should last no longer than 90 minutes.
- Refreshments will be provided by OLPH members (at end of meeting)
- Martha Corkery will prepare a PowerPoint presentation
- Flipcharts will be available, along with markers. Jessica and Lynn will act as scribes during the meeting to note any suggestions/concerns from the audience. A “parking lot” of items we are unable to address at the time of the meeting to ensure follow-up and communication of findings to participants.
***Again, not discussed but a suggestion – an attendance sign-in form should be completed by participants so that email or snail-mail addresses may be obtained. Lynn will provide a summary of the meeting to all participants.**

5-3 Individual Parish Meetings

Martha Conroy

Some time was devoted to discussing this process and how could we accomplish this in our limited time.

- Goal is to complete two visitations per month, with the hope this could be completed by end of 2005
- We will take the “divide and conquer” approach, splitting the group in two while also ensuring that there is fair representation of all church communities
- This process would be more informal and allow for more open discussion than the general parish meeting

5-4 Action Items Summary

- Complete Parish Cluster 23 map (Sharon and Bernie)
- Complete remaining data collection for “major statistics worksheet” (Gorham, Westbrook, Windham)
- Identification of top seven Data Collection Elements (All) and return to Lynn for data compilation
- Develop a five year capital plan once a recommendation is identified (All)
- Need to clarify with Ernie the necessity of having a representative from the Chancery at the individual parish meetings (Bernie)

PARISH MEETING:

**TUESDAY, SEPTEMBER 27TH AT 6:30PM
OUR LADY OF PERPETUAL HELP**

PARISH CLUSTER MEETING:

**WEDNESDAY, OCTOBER 12TH AT 6:30PM
ST. ANNE’S IN GORHAM**

Thanks to Fr. Daniels and his crew for providing refreshments and a comfortable atmosphere in which to meet!