

Auburn-N. Cayuga Pastoral Planning Team  
 Minutes 8/29/17

**Attendance**

Present: **Holy Family:** Fr. John Gathenya, Liza Kelly, **Our Lady of the Snow:** Fr. Bill Darling, Diane Case, Edward O’Neil, **Sacred Heart/St. Ann:** Kim Guinnip (alternate for Fr. Brown), Patrick Dooley, Frank DeOrio, **Ss. Mary and Martha, St. Mary’s:** Fr. Frank Lioi, Fr. Erick Vilorio, **Ss. Mary and Martha:** Dan Szozda, James Malinowski, **St. Alphonsus:** Fr. Tim Niven, Lisa Ann Homic, Nancy Camardo, **St. Mary’s:** Joseph Manning, Ed Fenzl, **St. Joseph School:** Michael Carney, Anne Marie Duffy, **Staff representative:** Shawn Gillen-Caryl, **Diocesan staff:** Tom Kubus, Karen Rinefierd, **Secretary:** Abigail Moss

Excused: **Holy Family:** Robert Ringwood, **Sacred Heart/St. Ann:** Fr. Michael Brown, **Staff representative:** Aaron Wilson

<b>Action Items from 7/17/17 meeting</b>	<b>Who</b>	<b>By When</b>
<ul style="list-style-type: none"> <li>Review the information and resources available on the website of the Office of Pastoral Resources and Planning: <a href="http://oprp.dor.org/">http://oprp.dor.org/</a></li> </ul>	All	Done
<ul style="list-style-type: none"> <li>Check with Jerome Brabant to see if he can include a Pastoral Planning page on the Our Lady of the Snow website</li> </ul>	Fr. Bill Darling	Done
<ul style="list-style-type: none"> <li>Email the name of the parish bulletin editor and the weekly deadline for submitting articles to Karen</li> </ul>	Pastors	Done

<b>New Action Items from this meeting</b>	<b>Who</b>	<b>By When</b>
Compile info on areas where the parishes already collaborate	Shawn	9/27
Send weekly Mass attendance numbers (7/1/2016-present) to Tom	Someone from each parish	9/15
Pew measurements for each church	Dan and Patrick	10/26
Send Elmira example of a completed building usage spreadsheet to planning team members	Tom	ASAP
Fill in building usage template for one’s own parish including usage and frequency of use and send to Tom to compile	Someone from each parish	10/26
Compile 2016/17 cost of insurance/utilities for every parish building	Shawn and Tom	11/20
Compile projected costs of upcoming building projects for each parish	Shawn and Tom	10/26
Compile list of fundraisers (which ones are held and when) for one’s own parish	Business managers/ bookkeepers	10/26

Compile list of the ministries at one's own parish with a brief description of each	Pastors to delegate to someone at their parish(es)	11/20
Compile how many contributed through envelopes at each parish in 2016/17	Tom	10/26
Total the 6 parishes' balance sheets (as of 6/30/17) and 2016/17 income and expense statements	Tom	9/27
Compile identified St. Joseph School information	Michael Carney, Rebecca Williams, Karen	11/20
Draft bulletin insert for review by planning team	Karen	ASAP
Post finalized minutes and data already gathered on shared website	Karen to Jerome Brabant	Weekend of bulletin insert
Ensure that documents posted on the website are also available in parish offices	Karen	ongoing
Send parish configuration models to planning team	Karen	Week before 9/27 meeting

### Thoughts and Questions since Our Last Meeting

- Being open and transparent to the community—what will be kept confidential?
  - Karen: Minutes will be public online. Some things could be omitted from minutes if agreed upon. There will be no individual names mentioned.
  - We should be open about sensitive issues.
  - Everyone should be reviewing the minutes' drafts thoroughly for accuracy and clarity, especially considering that they will be read by those not attending planning team meetings.

### Information Identified by the Auburn-N. Cayuga Planning Team as needed for Pastoral Planning, Distribution of Information Already Gathered, and Determination of Who will Gather Other Information Identified as Needed

- Areas in which the parishes already collaborate
  - Shawn will compile by 9/27
- Weekday and weekend Mass schedules of each parish
  - Abigail has completed
- October Mass attendance over past 5 years
  - Tom has completed
- Year-round Mass attendance for parishes
  - Every parish records this already
  - From 7/1/2016 to present (will continue to update each month through the coming year) by Mass
  - Send 7/1/2016 numbers through the present to Tom by 9/15

- Pew measurements for each church
  - Two volunteers to schedule visits to each church: Dan Szozda and Patrick Dooley
  - This is not maximum occupancy according to fire codes
  - Allow 22" per person
  - Done by 10/26
- Template for Building Usage
  - Completed by Tom
  - Missing: St. Alphonsus Food Pantry
  - Missing: Halls from Our Lady of the Snow churches
  - Update with all usage and frequency of use sent to Tom by 10/26
  - Tom to send Elmira example
- Cost of every parish building
  - Insurance/utilities costs (actuals for 2016/17) to be compiled by Shawn and Tom by 11/20
  - Projected costs of building projects to be discussed and compiled by Shawn and Tom by 10/26
- Fundraising efforts of each parish and St. Joseph School
  - Business managers/bookkeepers to compile list of fundraisers—which ones are held and when
  - No need for fundraising figures
  - To complete by 10/26
- Ministries of each parish
  - Name and brief description of each ministry
  - Pastors to delegate task to someone in their respective parishes to be done by 11/20
- Number of registered households of each parish over past 5 years plus a projection
  - Tom has completed
- How many contributed through envelopes at each parish over past 12 months
  - Tom to compile from last fiscal year by 10/26
- Overall balance sheet (as of 6/30/17) and 2016/17 income and expense statements total for the 6 parishes
  - Tom to complete by 9/27
- St. Joseph School information—what do we need?
  - 5-year compilation of enrollment reports
  - Staffing numbers
  - Tuition rate(s)
  - Overall financial situation (from Rebecca Williams in the diocesan Catholic Schools Office)
  - Funding (subsidy, tuition)
  - Level of poverty—Karen to work with Mike about how to quantify
  - Due by 11/20

### **Other General Information the Planning Team Would Like**

- Parish configurations in the 12 counties of the diocese
  - Karen has provided outline of configurations
  - Team members are encouraged to look at maps online
- Number of seminarians; number of priests by age
  - Karen has provided data with best-case outcomes
  - Half of the diocesan priests are 70 and older
- Parishes reaching CMA goals
  - Karen has provided reports
  - All second-collections are mandatory, but are not given a goal amount to reach

### **Communication with parishioners at large, staff members, pastoral councils, finance councils, and others**

- Website
  - Jerome Brabant to serve as webmaster
  - Domain: auburnweedsportcatholicchurches.org
  - Things will be posted starting in September
- First bulletin insert to parishioners—what to include, date for publication
  - Karen will draft the publication for early September
  - Include points raised in the Bishop's letter
  - Share why planning is needed
  - Identify members of planning team
  - Tell parishioners that they will be continually updated (for most current information, go to our website) at least after every meeting
- Should we hold parishioner meetings?
  - It's too early right now to address many questions from parishioners
  - All documents posted on the website will also be available in parish offices for parishioners who cannot access the internet

### **Review and modify as necessary a draft timeline for the work of the planning team**

Recommend parish configuration with fewer priests (projected to decline to 4)

- When we decide what parish configuration to recommend to Bishop Matano, a lot of other things will fall into place
- We will likely eventually have 4 priests serving this area, but it's not definite
- We should plan for ambiguity and work without needing definite situations
- Next meeting we'll be looking at parish configuration models
- In October we will compile advantages and disadvantages of possible models and discuss what would best serve our area
- In November we will take these discussions about models to finance and pastoral councils
- December: no meetings, Karen & Tom to be working "offline"
- January: deciding on preferences and communicating that to Bishop Matano
- Karen to send models to planning team week before 9/27 meeting

#### Assess ministry needs for Auburn-N. Cayuga area

- Determine whether to use ministerial assessment tool at the 9/27 meeting and how we want to go about using it—how will we gather feedback?
- October/November: Implement tool and/or focus groups
- November: Collect results
- November: Collect staff input
- December: Analyze and summarize results
- February: Pastoral & Finance Councils meet to discuss input received; identify priorities for their own parish
- January/February: staff discussions
- January: identifying ministry needs/opportunities at The Commons on St. Anthony, Auburn Community Hospital, Cayuga Community College, and Auburn Correctional Facility
- Comments/questions
  - How are we going to be a successful, better community—not just about cutting back
  - When the Elmira parishes did a ministry assessment as part of their pastoral planning process last year, they offered the ministry assessment tool to all parishioners. After data was compiled, the pastoral councils, finance councils, staff, and planning team worked together to identify important ministries that needed to be safeguarded and those which needed improvement
  - Can we compile what parish goals have already been set?

#### Determining Mass Schedules

- September/October/November: gather needed data
- November: Discuss and agree on principles & practical considerations that need to be met by the weekend Mass schedule
- December/January: Brainstorm possible Mass schedules
  - Will happen outside of meetings
- January/February: pick a few options to show to parishioners for feedback
- March/April: parishioner meetings to receive feedback
- April: Recommending Mass schedule
- April: Pastors and Bishop ratify new weekend Mass schedule

#### Realigning Ministerial Staffing and Ministries

- All decisions will be decided offline by the Pastors in April, May, and June

#### Create a shared finance/business office

- Shawn to create recommendation in October for pastors' review in November
- November: set process for implementation

#### Long-term plan for building usage

- Compile current usage in September/October
- Create subcommittee for building usage proposals in November with work to be done January through March
  - Which spaces are best suited to shared ministerial/administrative needs
  - Identify options for rental/sale

#### St. Joseph School

- Create subcommittee to work with Mike in September
  - Gather data
  - Benchmark against other Catholic schools
  - Prepare proposal outlining possible strategies to address recruitment/enrollment, cash flow, increasing financial resources, and fundraising
  - Planning team reviews proposal and finalizes for presentation to St. Joseph administration and diocesan schools office

#### Identify, recruit and train needed volunteer leadership

- Farther down the road ideas for identifying volunteer leadership needed, etc.

#### Next Meetings

- Wednesday, September 27 at 6:45 pm at St. Joseph, Weedsport
- Thursday, October 26, at 6:45 pm at St. Alphonsus
- Monday, November 20 at 6:45pm at St. Francis (Nacca Hall) 303 Clark St
- Tuesday, January 16 at 6:45pm at St. Hyacinth (parish center—in the cafeteria in the former school building)

#### Minutes at September 27 meeting: Lisa Ann Homic