

Auburn-N. Cayuga Planning Team

Minutes from September 27, 1017
St. Joseph Church, Weedsport, NY

Attendance

Present: **Holy Family:** Liza Kelly, Robert Ringwood, **Our Lady of the Snow:** Fr. Bill Darling, Diane Case, Edward O’Neil, **Sacred Heart/St. Ann:** Fr. Michael Brown, 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 representatives:** Shawn Gillen-Caryl, Aaron Wilson, **Diocesan staff:** Karen Rinefield

Excused: **Holy Family:** Fr. John Gathenya, **Diocesan staff:** Tom Kubus, **Secretary:** Abigail Moss

<u>Previous Action Items</u>	<u>Who</u>	<u>By When</u>
Compile info on areas where the parishes already collaborate	Shawn	Done
Send weekly Mass attendance numbers (7/1/2016-present) to Tom	Someone from each parish	Done
Pew measurements for each church	Dan and Patrick	10/26
Send Elmira example of a completed building usage spreadsheet to planning team members	Tom	Done
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 revised to 10/26
Compile identified St. Joseph School information	Michael Carney, Rebecca Williams, Karen	11/20
Draft bulletin insert for review by planning team	Karen	Done
Post finalized minutes and data already gathered on shared website	Karen to Jerome Brabant	Done
Ensure that documents posted on the website are also available in parish offices	Karen	ongoing
Send parish configuration models to planning team	Karen	Done

New Action Items from this meeting	Who	By When
Send to Karen a proposed scenario for how the parishes might be re-configured with 4 priests serving rather than the current 6.	Planning team members	10/19
Send to planning team members the compiled scenarios re. parish configuration and priest assignment	Karen	10/20
Add Tyburn Academy to the draft document "Areas for Pastoral Planning in Auburn-N. Cayuga"	Karen	ASAP
Survey bulletin article and pulpit announcement, link to survey included on parish and shared websites and on parish social media	Karen, parish bulletin editors and webmasters	10/14
Apprise planning team of the response rate so that parishes can continue reminding parishioners to complete the survey	Karen	Regularly through 11/10
Enter data from hard copy surveys into survey monkey	Each parish	12/1
Provide information about diocesan vocation efforts	Karen	
Provide description of each Mass at one's parish (e.g. music, composition of congregation, anything special that happens at the Mass)	Diane (OLOS) Staff (St. Alphon) Fr. Lioi (SM, SMM) Frank (SH) Pat (St. Ann) Liza (HF)	11/20
Compose a prayer to be used by parishioners and committees during the planning process	Fr. Erick	

Agenda Items	Discussion	Action items / Home Work
Questions and input since last meeting	<p>We should be focusing on evangelization. Response: The assessment of ministry needs will help us identify areas of focus for ministry. We do need to work with parish configuration right now as well since the Bishop will need our input if any of our priests move to senior priest status or are given new assignments next year.</p> <p>Proposal to include Tyburn Academy in list of non-parish entities (i.e. St. Joseph School, The Commons on St. Anthony, Auburn Community Hospital, Cayuga Community College, Auburn Correctional Facility) included in Auburn-N. Cayuga pastoral planning</p> <p>Oct. 8 bulletin insert ready for dispersing</p> <p>Reinforce keeping information available to people who have no internet access.</p>	Karen will add to the draft document "Areas for Pastoral Planning in Auburn-N. Cayuga"
Distribution of information gathered since our last meeting	<ul style="list-style-type: none"> • Areas where parishes already collaborate • Weekly Mass attendance (7/1/16-present) 	

<p>How will we assess our ministries?</p>	<p>Whose input will we gather: broad based or smaller groups, such as councils, staff?</p> <p>Helpful to know which ministries need safeguarding, improving.</p> <p>How do we reach out to parishioners who aren't on councils?</p> <p>Undertake the assessment in 2 stages: (1) entire parish, then (2) through focus groups or committees if we need more input from particular groups (e.g. youth and young adults).</p> <p>People need to feel they were consulted. When we are later looking at Mass schedules, parishioner input will be even more important.</p>	<p>Decisions:</p> <ol style="list-style-type: none"> 1) Reintroduce the parish ministry assessments and ask all parishioners to complete -- done through survey monkey (paper version for non-internet users). 2) Each parish will be responsible for inputting on survey monkey the data from the hard copy surveys received. 3) We will add survey link to the Auburn-N. Cayuga website and all parish websites, social media, and included in bulletins. <p>Karen to keep planning team apprised of the response rate so that parishes can continue reminding parishioners to complete the survey.</p> <p>Timeline:</p> <p>10/14-15: bulletin article, links active on the parish and shared websites, hard copies of the survey available</p> <p>11/15: survey closed</p> <p>12/1: deadline for each parish to input the hard copies of the survey returned by parishioners into survey monkey</p>
<p>General Models of Parish Configuration/ Clusters—questions, discussion</p>	<p>In the past, in our diocese most parishes that clustered also moved to merge within 3-5 years—for example, St. Francis and St. Hyacinth merged.</p> <p>Now there is no expectation that clustered parishes will move to merge without a compelling reason. In Elmira, 3 parishes with 6 churches are in the process of merging, partly for financial reasons and partly because they had already been sharing most ministries and staff.</p> <p>Our future: 6 priests projected to go down to 4; additional clustering possible.</p> <p>3 possible models of clustering, definitions in handout:</p> <ol style="list-style-type: none"> 1) Traditional clustering model 2) Clustering model with the end goal of merger 3) Clustering model with one pastor and leadership team—this model is different from 	<p>Homework: due one week before October meeting: Each planning member indicate the priests, which churches might you put together. To be discussed at Oct. meeting</p>

	<p>traditional clustering since it creates a leadership team so that Pastors don't have to oversee / supervise each staff member/ ministry.</p> <p>Comment: RCIA needs to be unified, centralized.</p> <p>The Bishop makes decisions regarding priest personnel and parish configuration. The planning team's role is to offer our recommendation after discussion and input from pastoral and finance councils since local people have more complete knowledge of our communities. We need to get our recommendation to the Bishop by the end of January in case there will be priest changes next summer.</p> <p>Possible discussion on long term planning, 5-20 years.</p> <p>How is the diocese promoting vocations to the priesthood?</p>	<p>Karen will get information about diocesan vocational efforts to share with the planning team.</p>
Other	<p>Info needed from each church, each mass time, with a description of the type of mass, age demographic, choir size, music style</p> <p>Compose a "planning prayer" for parishioners</p> <p>St. Joseph subcommittee was formed consisting of Michael Carney, Anne Marie Duffy, Ed O'Neil, Diane Case, Fr. Tim Niven, Lisa Ann Homic, Joe Manning (Currently 153 students)</p>	<p>Person identified from each church to provide Mass descriptions</p> <p>Fr. Erick will create the prayer.</p> <p>This subcommittee will meet TBA</p> <p>Review August assignments and see how the info gathering is coming along</p>
Review	Individual action steps decided/assigned	<p>Next Meeting: Thursday October 26, 2017 St. Alphonsus</p>