

Auburn-N. Cayuga Pastoral Planning Team  
Minutes 7/17/17

Present: **Holy Family:** Fr. John Gathenya, Liza Kelly, Robert Ringwood, **Our Lady of the Snow:** Fr. William Darling, Diane Case, **Sacred Heart/St. Ann:** Fr. Michael Brown, Patrick Dooley, Frank DeOrio, Kim Guinnip (alternate), **Ss. Mary and Martha, St. Mary's:** Fr. Frank Lioj, Fr. Erick Vilorio, **Ss. Mary and Martha:** Dan Szozda, Jim Malinowski, **St. Alphonsus:** Fr. Timothy Niven, Lisa Ann Homic, Nancy Camardo, **St. Mary's:** Joe Manning, Ed Fenzl, **St. Joseph School:** Michael Carney, **Staff representatives:** Aaron Wilson, Shawn Gillen-Caryl, **Diocesan staff:** Karen Rinefierd, Tom Kubus, **Secretary:** Abigail Moss

Excused: **Our Lady of the Snow:** Edward O'Neil

Guest: Seminarian Steven Lewis

<b>Action Items</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	8/29
<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	ASAP
<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	ASAP

Welcome, introductions, review of member list, opening prayer led by Fr. Michael Brown

Opening Remarks

- Some pastoral planning processes throughout the diocese are directed by the Bishop, some are initiated by local pastors, and some are a hybrid of these two approaches. This planning process is initiated by Bishop Matano and driven by fewer available priests and the need to more efficiently use financial resources. There will be a consideration of what more we can do collaboratively.
- We will gather needed information and then share it with others (pastoral councils, finance councils, staff, and parishioners at large) before making any recommendations or decisions. Input from others will be important.
- No decisions have already been made.
- We will need to have clarity about who makes which decisions and whose input is necessary before particular decisions can be made
- We will be communicative and transparent with our parishioners about the planning process through distribution of minutes and updates in bulletins, websites, etc.

### Reviewing the 5/2/17 letter from the Bishop to each of the Pastors

- Assessing ministry needs
  - What can we do more effectively?
  - What are our ministry priorities?
  - How and where do we utilize our clergy?
- Assessing administrative needs
  - What do our offices need?
- Realigning staffs and ministries
  - Shared business office
  - Other areas are open to discussion and local planning
- Volunteer leadership needs
  - What are our ministry volunteer priorities?
  - What parishes might work together on which ministries?
  - What training would be necessary for these volunteers?
- Building usage plans
  - Two kinds: church buildings and non-church buildings
  - The Bishop would not like to close a church building, but is open to recommendations from Pastors after local planning efforts
  - We will be gathering information on non-church buildings such as maintenance cost, projected repair cost, and usage
  - Rectory sale or rental is not off the table
- St. Joseph School
  - Bishop would like St. Joseph School to remain open
  - Bishop is concerned about cash flow—we need to increase our financial reserves
  - Improve fundraising
  - Improve recruitment
  - Connect SJS more directly with the parishes

### Reviewing Planning Guide

- Overall goal: To ensure that the church's mission of Word, Worship, Community and Service continues in a vibrant way in the Auburn-N. Cayuga area under the constraints of priest availability, demographics, and financial resources
- The planning team will coordinate the process of addressing each of these issues and ensure good, two-way communication throughout planning
- Sacramental and Ministerial Responsibilities
  - This area currently has 6 Priests (5 Pastors and 1 Parochial Vicar). With two priests beyond the current retirement age and the possibility of other priests being reassigned, these numbers will diminish over the next few years. While not stated explicitly in Bishop Matano's letter, Priest Personnel has projected and the Bishop stated orally to the Pastors on May 2 that our parishes will likely be served by 4 priests (not all of whom will necessarily be pastors) in the near future.

- If there are 4 priests, how would we configure the parishes? The committee will be looking at different models during the planning process. The Bishop will have the ultimate decision about the arrangement, but he will be taking into consideration the planning team's recommendation.
- Assessing ministry needs
  - Using tools such as surveys and focus groups
  - **Action item:** everyone on the planning team should look over the statistical information, resources, and tools provided on the website of the diocesan Office of Pastoral Resources and Planning: <http://oprp.dor.org/>
- Determining options for sacramental and ministerial responsibilities beyond the parishes
- Determining weekend and weekday Mass schedules
  - What Mass schedules will look like with 4 Priests serving the area
  - Pastors and the rest of the planning team should come to consensus, but the Mass schedule will be ultimately determined by the Pastors
  - Bishop will bless the Mass schedule once decided to lend his support to it.
- Human Resources
- Gathering current job descriptions
- This staffing information and planning will involve the Pastors, Shawn Gillen-Caryl, and the diocesan HR Director
- Volunteer leadership development will involve councils, staff, Parochial Vicar, the Planning Team, and Pastors
- Pastor/Priest/Deacon appointment: appointed by Bishop Matano
- Buildings and Infrastructure
- The Planning Team will only be making recommendations and will not be actively closing any buildings
- St. Joseph School
- Improving the already vibrant relationship with the parishes
- Comments
- We should identify how we are already collaborating

Data Compilation Ideas: what information do we need to gather to address each of these areas?

- In which areas are we already collaborating and how?
- Spreadsheet of Mass schedules with differentiation between weekday and weekend
- Weekly Mass attendance weekend AND weekday Mass attendance (October Mass attendance over the past 5 years, year-round for parishes that record attendance weekly)
- Pew measurements for church capacities—completed by members of Planning Team
- Building/infrastructure statistics—use and costs (insurance, utilities, projected repairs) for each individual building, tenants and rents

- Fundraising efforts of each parish
- Ministries of each parish
- Number of parishioners registered at each parish with the understanding that the numbers are not completely precise. Numbers over the past 5 years plus a projection. Using donation statistics (how many contributed through envelopes during the past 12 months) and Mass attendance is helpful.
- Is it possible to get the overall sum financial information (balance sheet and income statement) of all six parishes? The sum of all can be distributed to the Planning Team.
- Deadlines for the gathering of this information

#### Other general information the Planning Team would like

- What is happening in the other 11 counties of the diocese?
- How many seminarians are there?
- What are the ages of priests within the diocese?
- How many parishes reached their CMA goals? This information is available on the diocesan website ([www.dor.org](http://www.dor.org)). [Karen checked the website after the meeting and that information is no longer posted. She will get that information from the Dept. of Stewardship and Communication.]

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

- The same information should go to all parishes at the same time
- We will have to take into consideration different bulletins and different websites
- Is it possible to have one Planning website to which all parish websites can link? Jerome Brabant is the webmaster for Our Lady of the Snow and is very responsive—  
**Action item:** Fr. Darling will check with him
- One-sheet summary bulletin insert when necessary
- Regular bulletin articles
- We may want to hold parishioner meetings
- **Action item:** Pastors to email parish bulletin editor name and weekly deadline to Karen
- Process for drafting/finalizing minutes: Abigail drafts minutes, Karen edits/clarifies, Planning Team edits by a deadline, then minutes are finalized

#### Next meetings

- Tuesday, August 29 at 6:45pm at St. Mary's
- Wednesday, September 27 at 6:45pm at St. Joseph's in Weedsport
- Thursday, October 26 at 6:45pm at St. Alphonsus