

**Auburn-N. Cayuga Planning Team
Minutes from November 20, 2017
St. Francis of Assisi, Auburn**

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:** Fr. Michael Brown, Frank DeOrio, Kim Guinnip (alternate for Fr. Brown), Patrick Dooley, **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 Rinefierd, Tom Kubus

Excused: **Holy Family:** Robert Ringwood, **Secretary:** Abigail Moss

Previous Action Items	Who	By When
Compile 2016/17 cost of insurance/utilities for every parish building	Shawn and Tom	done
Compile projected costs of upcoming building projects for each parish	Shawn and Tom	done
Compile list of fundraisers (which ones are held and when) for one’s own parish	Business managers/ bookkeepers	done— needs to be distributed
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
Compile identified St. Joseph School information	Michael Carney, Rebecca Williams, Karen	done
Post finalized minutes and data already gathered on shared website	Karen to Jerome Brabant	ongoing
Ensure that documents posted on the website are also available in parish offices	Karen	ongoing
Apprise planning team of the response rate so that parishes can continue reminding parishioners to complete the survey	Karen	done
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)	done for HF, OLOS and SH

	Pat (St. Ann) Liza (HF)	
Prepare scenario descriptions and advantages/disadvantages document to go to pastoral and finance councils	Abigail, Karen	done
Each parish's pastoral and finance councils meet to discuss 9 scenarios and generate additional advantages and disadvantages of each	Pastoral and finance councils	During November
Feedback from each pastoral and finance council to be sent to Karen who will email all these documents to the planning team	Someone from each pastoral council and finance council; Karen	12/15
Dates of St. Mary's and Ss. Mary and Martha pastoral council and finance council meetings to Karen	Fr. Lioi	done
New Action Items from this meeting	Who	By When
Select and invite members to serve on the buildings subcommittee; email name and contact information to Tom	Pastors	12/15
Send out the parish configuration advantages and disadvantages identified by each parish's pastoral and finance council as well as a compiled list	Karen	1/9
Prepare summary and complete reports of the Ministry Assessment Survey results	Karen	January
Update the Mass attendance data to include October 2017 and the accurate worship space capacities	Tom	January
Do layout and graphic design for prayer created by Fr. Erick	Lisa's husband (if possible) or Kim will arrange	ASAP

Sharing of information regarding St. Joseph's School--Presentation by Dr. Anthony Cook, diocesan Superintendent of Catholic Schools and Rebecca Williams, Business Manager of Catholic Schools followed by questions and discussion

Some comments by Dr. Cook

- In the past, we have not taught directly to the NYS assessments. At the same time, we want our students and teachers to be successful. Therefore, the Department of Catholic Schools has provided the necessary resources, curriculum materials, and pacing guides.
- The Middle States Accreditation objectives for ELA and Mathematics are for all Catholic schools to have a 90% proficiency by 2023. There are action plans in place that all schools are utilizing to reach this goal.
- The i-Ready diagnostic tool that is used three times each year is 85% predictive of how students will perform on the NYS assessments.
- The use of Chromebooks would increase students' technological literacy and expand collaboration among students.

Some comments by Rebecca Williams

- The school had enrollment growth totaling 57 students in years 13/14, 14/15, and 15/16 but a decline in enrollment of 53 students in the years 16/17 and 17/18.
- The school received a green audit in 15/16. The schools are audited every three years.
- Need parents, staff, and Auburn community support to reach school fundraising goals. The school needs more parent volunteers to assist with fundraising efforts.
- All schools in the diocese are working on increasing weekly pastoral participation and spiritual teaching.
- St. Joseph's has resumed participating in the district's school lunch program.
- Tuition delinquencies are now being addressed – no more balance rollover.
- Tuition needs to be increased 3-5% every year.
- Increase in enrollment would considerably help the ongoing revenue stream and cash flow.
- Reserves depleted by \$429K over 5 years.
- Focus on staffing has helped reduce labor costs.
- Question: why do the parishes have to pay for the school's over budget performance? The parishes share the financial support of the school with the school subsidy they pay annually. If the school has a loss, the parishes would be responsible to split it based on the subsidy percentages they are each responsible for. When the school can build a reserve, and annually revenue is greater than expenses, the parish subsidy percentages could be reduced.
- Question on the difference between St. Joseph and Tyburn. St. Joseph's has kindergarten-grade 8, while Tyburn has grades 7-12. Tyburn is run by a private board and has 53 students.
- Michael: St. Joseph's wants to become a UPK school. Preschool is where the greatest loss in student enrollment has been since UPK is funded by the government. Whenever the current grants runs out, we can re-apply which should be around April.

Distribution of information gathered since last meeting

- Copies of power point presentations by Dr. Anthony Cook and Rebecca Williams
- Building operating expenses and capital projects

Preliminary discussion on principles and practical considerations that need to be met by the new Mass schedule

- Currently we have 20 weekend Masses among our parishes.
- Issues where we will need agreement before Mass scenarios can be brainstormed: What should be the target number of Masses with 4 priests rather than the current 6? Should the Sunday evening Mass be considered a regional Mass? Should it be retained?
- Appendix I in the document "Developing a New Weekend Mass Schedule" lists some of the principles that other planning teams and parishes have used to guide their processes of revising Mass schedules. We need to determine what principles we want to use.
- How many Masses can a priest preside at? There are two interpretations of the canon law informing this question, depending on whether the Saturday Mass of Anticipation is included. Either 3 or 4. The planning team, with priest guidance, will need to determine what is realistic and will help avoid the need for subsequent revisions of the Mass schedule. Some priests are able to preside at three Masses on a Sunday with no difficulty, while others cannot. Comments from our priests reflected this diversity.
- We probably shouldn't max out the priests.
- Might be good to wait until configurations are determined to agree on how many Masses to have in a revised schedule.

- It would be helpful to determine how to cover Masses when one priest is out.
- We also discussed the range of times that meet parishioners' needs and the interval between Masses that would allow a priest to have time with parishioners and travel to a different church.
 - 8:30 in Cato and 10:30 in Weedsport is doable.
 - 7:30 at Sacred Heart to 9:00 at St. Ann's and 10:30 at Sacred Heart is doable.
 - An hour and half between Masses at two different Auburn churches is doable. An hour and 45 minutes would be better.
- If each priest regularly has 3 weekend Masses, there could be an additional one (a regional Sunday evening Mass?) which the priests rotate and cover it every 4 weeks.
- There is movement between parishes for Mass time convenience.
- Discussion about the 5:00 Mass at St. Alphonsus
 - This was originally a regional Mass and became a St. Alphonsus Mass with the last Mass schedule change. While that was not a problem for Fr. Vasile, it is difficult for Fr. Tim because his family and many friends are in Rochester. He therefore has little opportunity to spend time with them. He recommends that it return to being a regional Mass and, perhaps, geared toward youth. It is not the most highly attended Mass but important for those who cannot come to a Mass in our area on Saturday or earlier in the day—for example, those who are out of town for the weekend.
 - A suggestion was made to move it to 6:00 or maybe later.
 - At least 10 college students regularly attend that Mass. A plan is being developed by staff to attract high school and college students to this Mass.
 - Roughly 1/3 are St. Alphonsus parishioners
 - Fr. Tim would like it to become a regional Mass as soon as possible.

Identifying members for a buildings subcommittee (these could be members of the planning team or other parishioners who serve on either a parish's finance council or buildings and grounds committee)

- The subcommittee's task is to review the data collected about the use, cost, and projected repairs of our parish's buildings, identify which spaces are best suited to shared ministerial/administrative needs as well as the needs of individual parishes, identify options for possible rental/sale of properties (not churches), and present a proposal to the planning team.
- Our draft timeline calls for the committee to meet during January and February and present their proposal at the 3/7 planning team meeting.
- Tom Kubus will convene and facilitate the work of this subcommittee.
- The pastors will email the name of their representatives to Tom by December 15.

Next steps

- Karen will send out the parish configuration advantages and disadvantages identified by each parish's pastoral and finance council as well as a compiled list one week before the 1/16 planning team meeting.
- Karen will arrange preparation of summary and complete reports of the Ministry Assessment Survey results, one for each parish and one for each worship site for parishes with multiple worship sites. These, along with a provided worksheet, will be used by pastoral councils and finance councils at their February meetings.
- Tom will update the Mass attendance information to include October 2017 and the accurate worship space capacities.

- Our 1/16 planning team meeting will be devoted to determining a parish configuration/priest assignment to recommend to Bishop Matano. We will also determine specifics so that planning team members can brainstorm Mass schedule scenarios before the February meeting.

Determining how to utilize the prayer created by Fr. Erick

- Suggestions:
 - Use at council and committee meetings
 - Place in hymnals or in pews
 - Lead parishioners in using the prayer at Sunday Masses
 - Give parishioners copies of the prayer to use at home
- Decisions:
 - Each pastor will decide how to use the prayer in his own parish(es)
 - We will print with a border and graphics, 4 on a sheet, so it can be shared with parishioners
 - Lisa offered to ask her husband if he can do the layout; if not, Kim will arrange for the layout to be done.

Next meeting: Tuesday, January 16, at 6:45 pm, at St. Hyacinth