

**Auburn-N. Cayuga Planning Team**  
**Thursday, June 14, 2018 – 6:45-8:45 pm**  
**Sacred Heart, 90 Melrose Rd., Auburn**

**Agenda and Minutes**

- 6:45 Opening prayer: Prayer for Guidance (*please bring your copy*)
- 6:50 Any questions/input since our last meeting?
- 6:55 Report from buildings/properties subcommittee (*please read attached document before 6/14; hard copies will be available at the meeting*)
- questions/discussion
  - next steps?
- 7:15 Proposal from St. Joseph School subcommittee
- questions/discussion
  - next steps?
- 7:40 Transitioning to year 2 for pastoral planning and collaboration--discussion
- Possible areas of focus
- Pastoral priorities: ministries for children, youth and young adults; outreach to non-practicing Catholics and the unchurched, identifying and welcoming new members; spiritual growth and faith formation for all ages; other areas identified by the parish pastoral councils
  - Buildings/properties
  - Our Catholic schools: St. Joseph School and Tyburn Academy
  - Preparing for the beginnings of cluster 1 and cluster 2
  - The Commons on St. Anthony, Auburn Community Hospital, Cayuga Community College, and Auburn Correctional Facility: identify current pastoral care, ministry needs and opportunities
  - Other?
- 8:10 2018/2019 planning team membership
- 8:30 Communication: what do we need to do now?
- 8:40 Setting next planning team meeting and Location
- Agenda items:
- Report from buildings/properties subcommittee
  - Reviewing where we stand on each planning item and topics for 2018/19
- Closing prayer: Our Father

**Auburn-N. Cayuga Pastoral Planning Team**  
**Minutes 6/14/18**

Present: **Holy Family:** Liza Kelly, **Our Lady of the Snow:** Fr. William Darling, **Sacred Heart/St. Ann:** Fr. Michael Brown, Frank DeOrio, Kim Guinnip (alternate), **Ss. Mary and Martha, St. Mary's:** Fr. Frank Lioi, **Ss. Mary and Martha:** Dan Szozda, Jim Malinowski,

**St. Alphonsus:** Fr. Timothy Niven, Lisa Ann Homic, Nancy Camardo,  
**St. Mary's:** Joe Manning, **St. Joseph School:** Anne Marie Duffy, **Staff representatives:**  
Aaron Wilson, **Diocesan staff:** Karen Rinefierd, Tom Kubus

Excused: **Holy Family:** Fr. John Gathenya, Robert Ringwood, **Our Lady of the Snow:**  
Edward O'Neil, Diane Case, **Sacred Heart/St. Ann:** Patrick Dooley, **Ss. Mary and Martha,**  
**St. Mary's:** Fr. Erick Vilorio, **Staff representatives:** Shawn Gillen-Caryl

Guest: Transitional Deacon Matthew Walter

**Welcome, introductions, opening prayer** led by Fr. Michael Brown

**Opening Remarks/Communication Updates:**

- Now that we have created a plan for configuration and Mass schedules for the time when any of our priests move to senior priest status or different appointments, it is now time for us to focus on ministry priorities, our challenge for next year.
- Effective 7/1/18 the shared business office will be housed at Sacred Heart Church. There will be a bulletin article with the details on 7/1/18. All parish offices will remain open, but the financial operations of the parishes will be done by a shared staff in the new office.

**Buildings and Properties Subcommittee Report:**

- Review of the updated Auburn-Northern Cayuga Building Usage document. Tom and the subcommittee made up of representatives from all the parishes spent two evenings visiting all ten sites to observe the condition, current usage, availability, parking space and gathering space. This information will give us an idea of what space is being underutilized that could be used for future shared ministries and staffing as well as those spaces that may not be in disrepair.
- Some building updates were given to Tom and he will continue to update the document as reported to him. The document will not be sent out to the committee with every change, but the updated document will always be available.
- This is a document that will be very helpful when clustering. There is no way to know when that will take place but when it does this information will be up to date and ready for use.
- Although this document would be helpful in preparing for clustering, it is not meant to take the place of each parish making their own decisions regarding building and facilities. Each parish is separate; church and civil law are clear regarding sales and rentals. These responsibilities are in the hands of the individual parishes and the Bishop, not this committee.
- This document should be helpful to the parishes to continue to be good stewards and make informed decisions based on their long and short-term priorities; each situation is different.
- ***Action Item - Pastors share Buildings and Properties Subcommittee Report with their finance councils and buildings and grounds committees. Groups should take a good look at their facilities and grounds and then the finance council representatives will report back to the planning team at the November meeting.***

**St. Joseph School:**

- Mary Jo Keba has been hired as the new principal effective 6/28/18; Mrs. Keba has been a teacher in the Rochester Diocese for 23 years. She began her teaching career at St. Mary's School and then transitioned to St. Joseph School with the merging of Blessed Trinity and St. Mary's Schools. She is highly qualified and is well known throughout the diocesan school system.
- St. Joseph School and Tyburn Academy representatives have met on several occasions to discuss a possible merger. At the most recent meeting it was agreed upon by all parties that a merger is not feasible at this time. They have agreed, however, to form a committee with representatives from both school communities to work together to promote Catholic education in our area.

- Anne Marie Duffy presented the subcommittee proposal; the subcommittee has been meeting monthly since December 2017. Decision was made at the first meeting to focus on recruitment, fundraising, and the connection to parishes. The role of this committee was to create possible action steps for consideration by the school and the planning team, not to implement them.
- An overview of the school was given, including the history, enrollment, governance and accreditation. Three prominent challenges have emerged in the past three years:
  - Declining enrollment.
  - Financial Instability.
  - High turnover in leadership position.
- Anne Marie Duffy reviewed the rest of the report handed out which included goals as well as proposed approach, strategies and ideas to consider. This year recruitment of Pre-K and kindergarten students was the main focus, these are the grade levels essential to sustaining the school.
- Some churches have very few altar servers, and questions have been heard wanting to know what are the churches getting for their financial support. As explained in the proposal, pastoral presence is a priority as well as the focus on school Mass participation to encourage students to become involved in serving in their home parishes. We as a group could help bridge the gap with the Catholic community by promoting the school in a positive manner.
- A new St. Joseph School Leadership Team has been formed: Principal, Mary Jo Keba; Faith Formation Leader, Carlo Stebbings; and Chaplains to the school, Fr. Tim Niven and Fr. Frank Lioi.
- This team will meet on a regular basis to support the principal and be proactive in meeting the nationwide challenge of getting parents involved in the future of Catholic education. Very positive movement taking place with new leadership and the team philosophy moving forward, "it takes a village."
- Financial stability was discussed; there is a strong view that the community, especially the business community, needs to be involved in the governance of the school in order to raise the funds needed on a regular basis to keep the school financially secure.
- The Bishop has made it clear he will not allow this; it was explained that there are many schools in the diocese that are financially stable without outside governance participation.

#### **Ministry Worksheets:**

- Most parishes have returned their completed ministry survey worksheets that their pastoral councils were to put together using the information received in their respective ministry survey reports.
- ***Action Item: Please send all completed worksheets to Karen by end of June.***

#### **Year 2 - Possible areas of focus for pastoral planning and collaboration (refer to list in agenda):**

- Items on the list will definitely need to include staff involvement as well as the planning team.
- Clustering is in our future, but no idea when. Keep in mind it can happen mid-year--all depends on the health of priests and situations that could arise.
- Questions asked to the group: What steps should be taken now to prepare for the future clustering? Should clustering of ministries begin now? Clustering of staffs, councils, ministries now and in the next year rather than wait for the plan to go into effect?
- Fr. Brown recently proposed to his pastoral council the idea of meeting on a social level with the other councils in the future clusters in the near future. This would make the future tasks of clustering easier when everyone is familiar and comfortable with each other on a social level.
- Perhaps look at similar ministries that already exist in the clustered parishes and begin discussion of consolidating these ministries first.
- A priority identified for future focus was meeting the needs of our senior population. What do we lack? Where are there gaps? A shared knowledge base is going to be important to next

year's process. A review and discussion of homebound and facility visit scheduling with respect to future collaboration within the clusters needs to begin now.

- Our first year was an important one and the work done was monumental and necessary for the future of our community. The tasks of clustering and Mass scheduling were easier to focus on, the energy levels historically tend to drop when moving forward to discuss ministry collaboration, which in reality is more important to the future of our faith community.
- ***Action item: Work on discovering your priorities on a parish level over the next few months, in order to come back in the fall with ideas for this group to focus on collaboratively.***

**Membership 2018-19 planning team:**

- ***Action item: Everyone is to think about next year and let their Pastor know if they plan to stay or need to transition off. This is important so that a replacement can be found before we begin again in the fall.***

**Next meeting:** Wednesday; September 12<sup>th</sup> @ 6:45 PM at either St. Mary's or Ss. Mary and Martha, TBA.

**Closing Remarks:** Karen thanked everyone for their dedication and work this year and wished everyone a relaxing summer.

**Meeting closed with prayer.**