

Cluster 22 Planning Committee

Holy Cross Parish, South Portland; Saint Bartholomew Parish, Cape Elizabeth; Saint John the Evangelist Parish, South Portland; Saint Maximilian Kolbe Parish, Scarborough

Notes from the May 4, 2006 meeting

Present: Donna Brassard, Beth Carmody, Peter Cianchette, Chris Crawford, Scott Ewing, Bob Falconer, Fr. Michael Gendreau, Msgr. Michael Henchal, Pam Koonz Canarie, Eileen McDonald, Sheila McDonough, Fr. James Morrison, Sybil Riemensnider, Dick Sawyer, Michelle Sirois, Michael Tranfaglia

Absent: Deacon Steve Harnois, Kathleen Sparda, Jim Welch, Kathy Williamson

The meeting was hosted by St. John's. We opened the meeting with the Lord's Prayer.

Scott handed out the report from the School Task Force for Cluster Planning. He summarized the pertinent points in the report as regards our cluster.

- Holy Cross School is the responsibility of the entire cluster.
- All parishes in the cluster will support the school financially (30-40% of the actual cost of education).
- The school board will include representation from each parish within the cluster.
- The school board and school administrator report to the pastor.
- What each parish pays is determined by a formula based on a percent of its offertory contributions.
- This plan goes into effect for fiscal year 2007/08 and has a three-year phase in.

Comments/discussion

- The extra cost to the parish of the Holy Cross school financing should not affect their religious education budget in the long run, especially when the cluster is considering some joint expenses in this area as well.
- Can the school be expanded to increase enrollment?
- A plan should be developed to assure equity investment among parishes for religious education/schools.
- This is another opportunity for collaboration.
- Will the formula be based on the previous year's numbers? Will there be an end-of-year adjustment if the projected numbers are really off?
- We need to adjust to a new approach of church as a diocese and not as a parish or even a cluster.

Next steps

Pastors should have their bookkeepers/business manager collaborate to calculate what each parishes contribution to the Holy Cross School budget will be based on the new funding formula.

At our last meeting, subcommittees were asked to answer specific questions/points to defend/explain our choice of Model 2 for our Cluster in preparation for writing our proposal for the bishop. The three subcommittees made their presentations.

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Michelle reviewed the work done by the **Education and Social Justice subcommittee**.

See the notes from the 4/26/2006 Education and Social Justice Subcommittee meeting.

Comments/discussion

- The list of social justice programs at each parish is incomplete. Everyone needs to provide an update to the subcommittee so that the list can be more accurate. Michelle noted that there is not one place in each parish where all this work is listed/organized in one place.
- We need job descriptions for some of the staff positions.
- What is the role of deacons? What is our access to them as a resource?
- Other staff positions could include music directors.
- Will Pastoral Associates also be directing religious education?
- Do we need a list of what staff now exists, including volunteers?
- RICA may have to be done at cluster level, and not parish level.
- The Cluster Pastoral Council will be the body that implements our cluster recommendations.
- Before we list staff, we need a list of what we need to be done and what we will be able to pay for.
- We should not be too specific in the recommendation to the bishop—we don't want to lock ourselves in. Our report can say, "this is the thinking of the committee at the time of the report was written."

Next steps:

- Email Michelle a list of other items that should go on the list of Social Justice programs.
- We need a plan to fund the staffing.
- We need to involve the RICA staff in order to create job descriptions for the staffing they need.

Sybil presented the report from the **Finance and Administration subcommittee**.

See the notes from the 4/27/2006 Finance and Administration Subcommittee meeting.

She noted that the representatives from the finance councils of the four parishes and the bookkeepers were very helpful at the meeting they had. However, they were only able to answer one of the two questions they needed to work on, so the subcommittee needs to meet again

Comments/discussion

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- At St. Max's there is a group of volunteers that do the painting/repair work so that the parish does not have to hire outside help.
- St. Max's roof needs to have shingles replaced, not the entire roof.
- St. Jude's is not in bad shape except for the tower.
- Holy Cross tower repairs were not part of their capital campaign.
- At St. Bart's, they received grants, not one donation, for the solar panels.
- St. Max sold the property on Black Point Rd.
- The estimate cost to renovate the former convent at Holy Cross to create more classroom space is \$500,000.
- Could we use the parish offices at St. John's to locate the cluster offices?

Mike handed out the results of the mass survey that the **Worship and Spirituality Subcommittee** conducted the weekend of April 29/30.

Comments/discussion

- The survey was not necessarily scientific, there were no real surprises, but at least we have the data.
- This was not a vote for a particular Mass time, but a survey.
- The largest Masses seem to be Saturday night and Sunday 9am.
- Not all of St. Max's members were surveyed because there was Confirmation that weekend.
- The daily mass data was skewed because people who didn't go to daily mass answered the questions. We would need to survey daily mass attendees for better data.
- Mike noted that the subcommittee has discussed the idea of having the option of a fixed time for daily mass every day that would also be the mass time if a funeral needed to happen.
- Doing the survey was important—there was great value in us asking.
- The eventual schedule has to be based in reality.
- With the resource of retired priests, the initial schedule could be 10 masses per weekend.
- With Father Morrison leaving us in June, Father Mike and Monsignor Henchal will have to work out a new mass schedule now, so we will have this done before our report to the bishop is due.

We need to have our proposal for the bishop completed by June 30. Our plan is to have Scott, Dick and Donna write a draft, using the input from the subcommittees. They will share the draft (via email) with the entire cluster committee to get more input and feedback. Then the final draft will be presented at our next cluster committee meeting.

Comments/discussion

- We need to focus on the big picture—summarize major points.

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- Let's not get too specific and box ourselves into anything.
- Let's get a copy of the Sanford cluster proposal which has already been approved by the bishop.
- Whatever hasn't been addressed yet by the subcommittees, needs to be done (Finance & Admin will be meet within the next two weeks.

Our next meeting will be Tuesday, June 6th at St. Bart's.

Fr. Mike closed the meeting with a prayer.