

**Elmira Planning Team
Wednesday, May 10, 2017**

Minutes

Present: Lorie Brink, Fr. John DeSocio, Fr. Rick Farrell, Amy Finnerty, Melissa Kalec, Fr. Scott Kubinski, Tom Kubus, Bill McCarthy, Mary Montanarella, Philomena Mrkus, David Quinn, Karen Rinefierd, Jeff Schmidt, Mike Smith

Excused: Armand Fusco, Deacon Paul Sartori

<u>Action Items</u>	<u>Who</u>	<u>By When</u>
• Ensure each church is counting Mass attendance weekly	Pastors	Ongoing
• Bulletin Articles	Karen	Ongoing
• Invite Bishop Matano to come to preside at a special Mass after the clustering of the parishes.	Fr. Scott, Karen	July
• Learn more about space needs for the food pantry.	Philomena	done
• Draft pulpit announcement and handout for this weekend	Karen	done
• Send to Karen the names and contact information for each parish's 4 representatives to serve on the 2017/18 transitional pastoral council	Pastors, pastoral council representatives	ASAP
New Items from May Meeting		
• Current Pastoral Councils need to meet with each council member detailing pastoral advantages and disadvantages of merger	Pastors, pastoral council reps	6/30
• Current Finance Councils need to meet with each council member detailing advantages and disadvantages of merger	Pastor(s), finance council reps	9/30
• Send details regarding what needs to be included in Council minutes to the Planning Team	Karen	5/31
• Convene first meeting of joint Finance Council	Dave	9/30
• Ask Kelly to create signs for church doors with new Mass times	Karen	ASAP
• Contact Doug Mandelaro to learn process for changing Mass schedule on national Mass schedule websites	Karen	ASAP
• Pursue coverage in the <u>Star-Gazette</u>	Fr. Rick, Fr. John & Mike Smith	
• Outdoor Mass time signage needs to change	Dave Quinn	
• Music & liturgy ministers to be coordinated for the new Mass schedule	Mary Montanarella, Arlene Siconolfi	
• Determine what special things are needed for the first weekend or two of the new Mass schedule	Priests, staff	
• Determine Daily Mass schedule	Priests	ASAP
• Pass on any more questions from bulletin article on mergers to Karen.	All	
• Determine how sacramental responsibilities beyond the parishes will be handled	Priests including senior priests	June 30
• Coordinate an increased giving campaign		
• Contact Ron Panosian.	D. Quinn	

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| <ul style="list-style-type: none">• Issue a general statement regarding the buildings (see details below) | | |
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Meeting called to order at 7:04 pm

Opening Prayer – Fr. Scott

Quick Updates

- **Priest appointments** have been made by Bishop Matano and announced to parishioners.
- **Membership of 2017/18 transitional Pastoral Council**
 - Members of the transitional 2017/18 Pastoral Council from Blessed Sacrament and Christ the Redeemer have been determined.
 - St. Mary's still needs to select their four members. Karen needs the names and contact information.
- **Merger process:**
 - Current pastors should have the formal consultation with their current Pastoral Councils before the end of June to capture pastoral advantages and disadvantages of the merger from each member.
 - Fr. Scott will do a similar consultation in August/September with the members of the transitional Pastoral Council.
 - Each Finance Council also needs to be consulted in a similar process. These consultations may happen in June or before the joint finance council meeting to be scheduled for September.
 - Karen will send instructions regarding how to conduct these consultations to the Planning Team and pastors. Detailed minutes need to be taken to represent all that is said.
- **Finance Councils**--The three Finance Councils will have their first quarterly shared meeting in September – Dave Quinn will convene.

Preparing for the new Weekend Mass Schedule

- **What we have been hearing**
 - Majority of comments were OK with the new Mass schedule.
 - Many individual negative comments pertaining to the loss of a specific Mass at a specific location.
 - Some are happy to see the variety of Mass times—regardless of where they are.
 - Many questions about the choirs and ministers. Some ministers are choosing to retire at St. Mary's (8:00 and 10:30).
 - Parishioners have noted that there are none of the Blessed Sacrament Masses at the same time as in the current schedule.
 - It would have been good for the hospital (residents and employees) if the Saturday 4:00 Mass had stayed at Ss. Peter and Paul.
 - Others voiced that they have heard that 5:30 might be OK for summer but too late/dark in winter.
 - Some negatives about the Mass times (5:30 on Saturday and 7:30/11:30 on Sunday) that are earlier or later than the current Mass times.
 - It should be noted that some of the negatives are based on inaccurate information.
- **Additional publicity**
 - Do we need a press release and/or people at doors to redirect?
 - It was decided to have a poster with all the Mass times and locations on the doors of all of the churches. These need to be laminated and should go up in June. Karen

- will contact Kelly Randall to create these. Lorie Brink said that Holy Family School can laminate the posters if needed.
- How do we deal with the national websites that list Mass times? Karen will check with Doug Mandelaro at the diocese. [Since the meeting Karen has researched the sites and will make the changes the last week of June.]
- We would prefer an article in the Star Gazette rather than just an advertisement of the new Mass schedule. Fr. Rick, Fr. John, & Mike Smith to pursue.
- Outdoor signage needs to change. Mass times should be removed sooner rather than later. Dave Quinn will coordinate with maintenance.
- **Update on liturgical ministers and music ministers**
 - There was a meeting Monday at 6:30 at St. Casimir with music ministers to brainstorm ideas on how to provide music at all of the weekend Masses. Everyone still wants to participate. Each music group is being asked if they want to stay at one church or rotate. Alternate or join together?
 - Mary Montanarella noted that we may need to make a combined music library.
 - The liturgical ministers have been contacted and asked to give their choices for the Mass(es) at which they would like to serve.
- **What can we do at each church to welcome newcomers?**
 - Attention is needed especially at the 4:00 Mass on Saturday and 7:30 on Sunday in anticipation of large attendance.
 - Need greeters with name tags at all Masses – maybe a Pastoral Council member to give a welcome in addition to the presider.
 - Big welcome signs.
 - Sign of peace at the beginning.
 - Sing “All are Welcome.”
- **Other**
 - There will be a special last Sunday Mass at St. Charles Borromeo – maybe it will be moved to 1:30 pm. There will continue to be a First Friday Mass there.
 - The priests will determine the daily Mass schedule.

Building usage and sale (review of all properties other than church buildings)

The planning team continued discussion of the proposal from the subcommittee. Fr. Scott, the business staff, and the finance councils will continue to review the possibility of selling particular properties in light of their ministry-related or strategic importance, whether they have capital intensive needs, whether they produce income, and the overall financial condition of the parishes. Parishioners will be notified when a decision is made to offer any particular building for sale and/or when purchase offers are received.

Review of pastoral planning goals and accomplishments

- **Parish Configuration and priest assignment**
 - The work of the planning team is done.
 - The parishes still need to go through the rest of the merger process. Karen will facilitate this.
 - Pass on any more questions from bulletin article on mergers to Karen.
 - Comment: we need to communicate to parishioners regularly about the new Pastoral Council, including its members.
- **Determine sacramental and ministerial responsibilities beyond the parishes**
 - Fr. Scott, Fr. Rick and the senior priests will handle this.
- **Determine the weekend and weekday Mass schedules**
 - Weekend Mass Schedule – done.
 - Daily Mass Schedule – in process.

- **Enhance the physical surroundings of Holy Family School**
- The planning team did not address this but left it to the Holy Family School community.
- **Assess ministry needs of the Elmira Catholic Community and realign staffing in light of ministry priorities and financial resources**
 - The priorities identified from the Ministry Assessment Survey and determined by the pastoral and finance councils were used by Tammy Sylvester, diocesan HR director, to put together a staff proposal.
 - Karen & Tammy met with the pastors to receive their input and the proposal was revised. It has since been reviewed with Dave. There will be another meeting with the pastors and then the process of re-aligning some positions will happen.
 - Work also continues to hire a new coordinator of children's faith formation since Donna Bennett is retiring this June.
- **Develop a long-term building plan**
 - The planning team accepted the proposal of the subcommittee and designated options moving forward.

Other Questions/Comments

- How soon can we start an increased giving campaign? It was noted that the annual financial report to parishioners this fall should include the financial reports of all three parishes. The report should be both in written and oral form.
- For the clustering and eventual merging of the parishes to be healthy, we will need social gatherings so that parishioners from the various churches can get to know one another. Perhaps there should be a new picture directory, too.

Next Meeting

- It was determined that the planning team would end its work at the next meeting, June 12. We will meet at the Classic Café at 6:00.

Closing prayer: Prayer for Wisdom

Meeting adjourned at 9:11 pm.