**Ss. Maria and Isidore Torribia Planning Committee**

**Meeting Minutes**

DRAFT

Tuesday, November 17, 2020 – 6:30 p.m.

St. Catherine’s, Addison

Members Present: Mark Houck, Arthur Jones, Kathy Bailey, Peter Olausson, Mary Hickey

Members Present via remote access: Fr. Pat Connor, (Zoom), Deacon Dave LaFortune, (Zoom) Joseph Crance (Zoom), Deacon Doug Farwell (Zoom)

Members Excused: Anna Bauer, Roger Parulski, Theresa White, and Greg Cacace

**I. Opening Prayer**

* Opening Prayer – Father Pat.
* Kathy Bailey and Mary Hickey recorded minutes.

**II. Review/Approve Minutes from Joint Meeting held on October 13, 2020**

Motion to approve made by Art Jones, seconded by Joe Crance, approved.

**III. Pastor’s Remarks**

Father Pat talked about the support from the committee, and especially the recent homilies by Deacon Dave about the call to holiness and Deacon Doug in his reflections on being called to serve with our natural gifts.

Father mentioned the need for volunteers, especially at St. Joe’s, to help with sanitizing and ushering. St. Joe’s currently has a limited volunteer crew. With the upcoming holiday season, more support is needed.

**IV. Discussion/ Comments on Letter from the Bishop**

The Planning Committee felt the comments from the Bishop were positive, and we await the outcome of the review by the Diocese Review that will take place on December 2nd. We hope to have good news for the Parish that we are in good standing in the Diocese and our review is complete.

Bishop Matano moved our letter for the Parish to the Council of the Diocese. The Council (Father Tommasso) will review and asked Father Pat and three members from the Planning Committee to attend this review (via Zoom) on Wednesday, December 2, 2020 from 2:10 – 2:30 p.m. Those agreeing to attend this Zoom meeting were: Father Pat, Suzanne Krebs, Joe Crance and Deacon Doug.

**V. Financial Report – Suzanne Krebs**

* The first four months of collections have totaled $80,000 in donations. Our budget for the end of October was $79,000, so we’re ahead of plan. COVID slowed us down during the March–June collections by about 13%. At this point, we stand with about $1,500 ahead of the budgeted forecast.
* In the bank, we have $43,500 cash with PPP funds of $25,300. We have not completed the forgiveness on the PPP filing yet but expect the loan will be fully forgiven as all funds are being used for the intended purpose within operations.
* The financial report needs to be given to the Parish. The printed reports are in the back of church.

The Planning Committee felt it would be good to reach out to Roger Parulski and ask him to do the financial presentation at St. Catherine’s Church so it can be live streamed the first weekend in December. Deacon Doug will reach out to Roger to coordinate his effort and presentation.

**VI. Update on Faith Formation Programs**

* Deacon Dave announced the textbooks are in and being distributed for the Parish Faith Formation classes. Julie Lawson is working on coordination at St. Catherine’s, and Sherry Sanford is coordinating St. Stanislaus. We’re currently seeking a faith formation coordinator for St. Joseph’s.
  + Rose Fox resigned from the Faith Formation position she held at St. Joe’s for many years.
* The First Holy Communion Mass celebrations were held at St. Stanislaus and St. Joseph’s during the first weekend of November.

**VII. Update on fundraising committee/fundraisers–Poinsettia sale and Afghan raffle**

* The poinsettia sale will bring in just over $600 in revenue this year. It was a first year kick off for this event, and it went smoothly. The florist from Endicott will deliver the poinsettia’s and wreaths to St. Joseph’s in early December at a minimal cost to the church (~$40). Volunteers from St. Catherine’s and St. Stanislaus can easily coordinate pickup and delivery to those parish sites when the flowers and wreaths are delivered. Volunteers stand ready for the pickup with heated vans for both churches.
* The Parish Holiday Raffle tickets go on sale this coming weekend and continue until January 17, 2021. Information on ticket sales has been shared with the volunteers who will sell the tickets. The afghan donated for first prize is halfway done (it’s absolutely stunning!) and will be in good shape for the drawing on January 17, 2020. We’ll promote ticket sales weekly in all 3 churches, on Facebook, and Parish emails. We hope to sell 300 tickets. First Price: Afghan, Second Prize: $300, Third Prize: $200.

**VIII. Report on New Initiative #2: Outreach to newcomers and parishioners who have left the parish since 2017.**

Ways to reach out:

1. Call a family member that you haven’t seen in a long time, and say hello

1. Send a Christmas Card, pictures of the family, something to say hello to anyone you love and have missed over the last 9 months and want to reconnect with
2. Adopt a family and give a Christmas basket with gifts and have it delivered to someone in need
3. Set up your Christmas Manger scene or Christmas Tree and post it on social media
4. Write a post for Facebook or just in an email to family/friends about your favorite Christmas Manger figure: Jesus? Mary, one of the Angels? Joseph? One of the Wise Men? How about one of the Shepherds or their flock? (Engage and get a conversation of love happening!)
5. Talk about the weeks of Advent, what they mean to you, and how you celebrate them
6. The meanings of Christmas as they have come through the ages, the symbolism of the Candy Cane
7. The Journey of the Magi—where did they start; how long did it take to follow the star to the manger? Can you track their journey during the Christmas season? What were the gifts of the Magi, and what was their meaning?
8. Help a neighbor/someone homebound, shovel winter walks, help with daily chores, groceries, etc.

**IX. Holiday Mass Schedule.**

* Mary and Peter will look into Event Bright and Sign up Genius to get a sign up add on for the website to get the Christmas Mass schedule for the Parish out. We will send out emails to those on the parish list and ask Father, Deacon Dave, and Deacon Doug to encourage those that can to go out and sign up for the Christmas Mass schedule so we’re in compliance with attendance numbers and health safety.
* Peter and Mary will hope to have this up and in place by the end of this week, and connecting to the website, parish email systems and the Parish Facebook so we can begin to get the word out for Christmas 2020.

**X. Next Meeting**

* Next Planning Committee meeting will be:
  + Wednesday, January 6, 2021 at 6:30 pm at St. Catherine’s.

**XI. Closing**

* Closing Prayer – Deacon Dave led the closing prayer.
* Meeting closed at 8:45 pm.

Respectfully submitted,

Kathy Baily and Mary Hickey