

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

Wednesday, October 23, 2019 – 6:30 pm
St. Joseph's, Campbell

Members Present: Fr. Pat Connor, Deacon Doug Farwell, Kathy Bailey, Mark Houck, Greg Cacace, Arthur Jones, Peter Olausson, Mary Hickey

Members Absent: Suzanne Krebs, Theresa White, Anna Bauer, Roger Parulski, Joseph Crance, Nicolette Butler

Others Present: Karen Rinefierd – Resource, Planning Consultant for Diocese of Rochester

I. Welcome / Introductions / Organization

- Opening Prayer – Father Pat
- Kathy Bailey recorded minutes.
- Our appreciation to Kevin Krebs for his service on the committee. Kevin has resigned due to other obligations.

II. Miscellaneous Discussion Items

- Peter Olausson: How should we distribute the results for the first three months of the 2019/20 fiscal year to parishioners?
 - Distribute through a bulletin insert.
 - Include an attached disclaimer and a summary. We'd like to add an estimated on-target notification of some sort (visual graphic) as to where we stand vs. in-progress needed financial status.
 - Any questions can be directed to Suzanne or Peter for clarification.
- Peter Olausson: Should we add to or enlarge our traditional Christmas postcard to registered parishioners?
 - Include mass times and greeting.
 - Add language to specify to invite a guest.
 - Add language to make it a great time for those that have fallen off in attendance to come back to Mass. (spiritual renewal)
 - Encourage attendance and emphasize that ALL are welcome.
- Father Pat: We've received good news from Bishop Matano! St. John Vianney's Pastoral Administrator, Deacon Dave LaFortune, has retired. In his retirement, he has been assigned to help serve our community (Ss. Isidore and Maria Torribia Parish) for a three-year term in diaconal service. This unpaid appointment will be in addition to the services we already receive through Deacon Doug.
 - Karen will assist in the draft for the bulletin announcement to welcome Deacon Dave.
- Response to Diocese Bankruptcy / Abuse Claims: How does it affect our parish? How do we respond to loss of parishioners and/or faith as a result?
 - Refer to Diocese Website for response/information regarding bankruptcy filing/
 - Possible use of Book Study as it discusses the abuse claims. Is there interest in a second round to utilize the books purchased by Deacon Doug?
 - Use this as an opportunity to heal, rather than an opportunity to abandon faith practices.

- Attendance Numbers: Has attendance increased since last year?
 - Peter will check these when he has time, given his many responsibilities and reduced hours.

III. Recommendation to Bishop Matano

- The committee reviewed and finalized the draft recommendation to Bishop Matano.
- Peter will publish this on parish letterhead and share with Karen.
- The recommendation will be mailed to Bishop Matano this week.
- After it is submitted and reviewed, we will publish the recommendation and Bishop Matano's response on the parish website and in handouts for each worship site.

IV. Update of Goals / Action Steps

- The Committee reviewed/updated some of the previous goals:
 - General: Peter/Barb will summarize the responses from the appeal letters so we can contact / utilize the volunteers identified as we move forward.
 - General: We need to continue making progress on the goals utilizing the efforts of coordinators to take charge of these goals.
Status updates:
 - Create a ministry of church greeters: IN PROGRESS. St. Stan's is in place under Carol Houck, St. Catherine's possibly has an identified coordinator (will need to check with Theresa for sure), St. Joe's is still in need of a coordinator. All three sites will have an ongoing need for volunteer greeters.
 - Welcome signs/banner outside each church: COMPLETED. Peter and Mary graciously purchased and donated signs for each worship site. After Halloween (to minimize vandalism risk) they will be put out at each site. Greg will install in Campbell, Mark will install in Bradford, and Mary/Peter will install in Addison. Signs will be moved periodically to maintain visual interest and continue to attract attention.
 - Establish a fundraising committee: IN PROGRESS. This will be put on the agenda for the next Parish Council Meeting to create concrete steps to identify candidates and establish this committee and its role.
 - Stewardship campaign: IN PROGRESS. Suzanne is calling two companies for dates available to present their materials/methods to a joint meeting of Planning Committee, Parish Council, and Finance Committee.
 - Publicity: ONGOING. We continue to utilize free publications for announcements, working on parish calendar.
 - Paid Advertising near Christmas: IN INVESTIGATION STAGE. Mary will contact publications for prices, deadlines, and guidelines. Please email her any lists of publications to explore.
 - Publish Pastoral Council, Planning Committee, and Finance Council minutes: ONGOING
 - Begin Social Media:
 - Facebook: We have started a Facebook page, but still need content and volunteers.
 - Still looking to identify a coordinator at each worship site:
 - St. Catherine's: Theresa White
 - St. Stan's: Jean Hubsch (Peter will add permissions)
 - St. Joe's: Still looking for volunteer.
 - Instagram: Still need to start an account. Our initial hope is to get at least one post each week done and sacrament posts. Requested volunteers through bulletin and pulpit announcements.
 - Still looking to identify a coordinator at each worship site:
 - St. Catherine's: Still looking for volunteer.

-St. Stan's: Still looking for volunteer.

-St. Joe's: Still looking for volunteer.

- Online banking for collections: COMPLETED (Billpay) Mary wrote a blurb for publication in the bulletin. This is now available for parishioners that would like to use this option.

V. Future Plans

- Discussion was tabled on the following:
 - Enhance parish faith formation for children and adults
 - Encourage / expand volunteer opportunities within the parish to utilize the time, talent, and treasure of the parish family
 - Overcome projected budget gap for this fiscal year
 - Work to establish consistent weekly collection through both increased donations and increased attendance
 - Encourage and help parishioners use their bank's online bill pay system for regular contributions to the parish
 - Provide quarterly financial updates to parishioners.

VI. Planning Committee Future Operation

- Discussed how the planning committee should operate over the coming year (assuming Bishop Matano approves our recommendation.)
- Suggestion to initially meet monthly for the next six months to focus on getting our goals established and completed. We will re-evaluate the committee status at that time.

VII. Next Meeting

- Next Planning Committee meeting will be:
 - Wednesday, November 13, 2019 at 6:30 pm at St. Joe's.

VIII. Closing

- Closing Prayer – Deacon Doug led the Our Father after a closing prayer.
- Meeting closed at 8:35 pm

Respectfully submitted,
Kathy Bailey