

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

Wednesday, November 13, 2019 – 6:30 pm  
St. Joseph's, Campbell

Members Present: Fr. Pat Connor, Deacon Doug Farwell, Deacon Dave LaFortune, Kathy Bailey, Mark Houck, Greg Cacace, Arthur Jones, Peter Olausson, Mary Hickey, Suzanne Krebs, Theresa White, Anna Bauer,

Members Absent: 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 prayed for guidance to the committee using the Hail Mary prayer.
- Kathy Bailey recorded minutes.
- Welcome and Introduction of our new member, Deacon Dave LaFortune
- Remarks from Deacon Dave.

**II. Bishop Matano's response to our recommendation**

- Reviewed Bishop Matano's letter of response. This will be shared with parish via website. The bishop will present our report to the members of the Diocesan Presbyteral Council at their January 14, 2020 meeting [since moved to January 7]. He invited members of the committee to be present for the portion of the meeting in which our recommendation will be discussed. In addition, the bishop asked that we continue working with Karen Rinefierd and consider his noted concerns regarding future sustainability.
- Over the past year, the Parish has experienced:
  - Low Mass Attendance
  - Low Sacramental Celebration numbers:
    - 8 Baptisms
    - 13 First Communions
    - 6 Confirmations
    - 2 weddings
    - 15 funerals.

**III. Discussion Items:**

- Attendance at Presbyteral Council--This is a daytime meeting, held in Rochester.
- Mass Attendance: Our numbers need to increase. Although the numbers given by Bishop Matano regarding attendance vs. capacity were debated (approximately 2/3 capacity at two sites, 1/2 and 1/5 at the other), it is clear that increased attendance is necessary for the financial and spiritual growth and vitality of our parish.
- Positives: First Quarter financials are going out--significant improvement but still working on deficit (very appreciative of the strides made, but the work is not done); improved involvement and relationships between worship sites, and increased awareness/transparency

within and throughout parish.

- Negatives: Low RCIA numbers, Sacramental participation, Faith Formation numbers, Mass attendance.

#### **IV. Stewardship**

- Discussed pros/cons of completing a Stewardship campaign as previously planned in light of the informal work already done and parishioner response to date.
  - Is it worth it to hire an outside company at \$15,000 - \$20,000 to complete?
    - Successfully completed a large appeal on our own.
  - Transparency: Quarterly Update and reports will be going out shortly.
  - Pros/cons of the Capital Campaign from St. John Vianney.
- Clarified Stewardship vs. Planned Giving vs. Capital Projects vs. Appeals (CMA, Parish, etc.)
  - Stewardship campaigns ordinarily include time / talent, not just financial contributions.
  - Planned giving includes informing parishioners about ways they can contribute to the parish through bequests, etc., usually granted once the donor has passed away.
  - Capital campaigns are run when a parish has significant building expense needs.
  - CMA is a diocesan appeal; our Parish Appeal was a one-time request for donations from parishioners to address immediate cash flow difficulties.
  - We can utilize Diocese resources for the above to guide increased giving.
- Decision: forgo a formal Stewardship Campaign at this time.

#### **V. Proposal for shared Pastoral Council, Finance Council, and Planning Committee Meeting**

Purpose: to clarify roles and responsibilities of each group and determine which group will take the lead in the following areas:

- Build/oversee the ministry of church greeters
- Market the parish, including social media
- How do we increase attendance?
  - Discover Christ
  - Small groups
  - Paid advertising?
  - Those who have fallen away from the faith
    - Christmas mailing: Come Home/Come Back Message
    - 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
- Establish a fundraising committee
- Enhance the parish's faith formation for children and adults
- Encourage and expand volunteerism within the parish
  - Review the volunteers list generated from the Parish appeal (Peter, Barb)
  - Time/Talent/Treasure – How do we get the volunteers coordinated to run ministries and how can we empower parishioners?
- Reach out to parishioners who have left the parish and newcomers.
- Set Date of Joint Meeting: Wednesday, January 8, 2020 – 6:30 pm at St. Joseph.  
Snow Date: January 9, 2020 (if needed)
- Set Possible Agenda items:

- Opening Prayer (Father Pat)
  - Introductions
  - Clarify Role and Responsibilities of the Pastoral Council and Finance Council (Art, Deacon Dave)
  - Review Best Practices for volunteer recruitment (Karen)
  - Question / Answer Time (all)
  - Work on goals, roles and direction of Ss. Isidore and Maria Torribia (all)
  - Closing Prayer (Father Pat)
- Preparatory Work Needed:
    - Suzanne: send diocesan guidelines / job descriptions for Finance Councils to Finance Council members.
    - Art: email Pastoral Council guidelines to Pastoral Council members.
  - Refreshments / Social:
    - Anna – food
    - Kathy – snacks
    - Mary – drinks
    - Others – feel free to contribute refreshments

## **VI. Update of Goals / Action Steps**

- The Committee tabled discussion until the joint meeting.

## **VII. Next Meeting**

- Next Planning Committee meeting will be:
  - Thursday, January 23, 2020 at 6:30 pm at St. Joe's.

## **VII. Closing**

- Closing Prayer – Deacon Doug led the Our Father and closing prayer of Thanks, Praise, and Perseverance
- Meeting closed at 8:40 pm

Respectfully submitted,  
Kathy Bailey