

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

Wednesday, September 4, 2019 – 6:30 pm  
St. Joseph's, Campbell

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

Members Absent: Peter Olausson, Roger Parulski, Kevin Krebs, 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.

II. Questions / Thoughts / Input since last meeting

- Mary Hickey will be joining the committee. She has already completed work with the financial information subcommittee.

III. Finance and Attendance update

- A subcommittee was formed to work on the best way to summarize information and present to the parish. This subcommittee includes Suzanne Krebs, Roger Parulski, Mary Hickey, Greg Cacace, and Peter Olausson.
- Suzanne distributed draft Graphic Information (pie charts, budget numbers, and bar graphs) to be used in the presentation to the parish.
  - We considered the pros/cons of holding another parish meeting to discuss our financial status. Due to the low turnout at previous meetings, the committee decided to present the information at each Mass and allow parishioners to submit questions through the parish office and/or website.
- The subcommittee will present to parishioners at Masses on September 28-29.
- Suzanne will rework handouts and email them to the committee for approval. The handouts will be distributed as an addition to the bulletin.
  - Highlights / Bullet Points:
    - We have made lots of progress, but the big issue is we need consistent and steady income from collections to build sustainability.
    - The budget is very lean. We have made significant cuts in most areas, reduced staff hours, and created cost-sharing opportunities with other parishes.
    - The CMA and the Parish Appeals were successful in helping us gain more time to work on long-range plans. Thank you for your generosity and immediate response.
    - We have worked hard to maintain transparency. The financial information handouts will be available for all and information displayed in multiple ways.
  - Discussion:
    - Operating Expenses vs. Non-Operating Expenses
    - Breaking information into simple numbers
    - 240 average weekly givers.

- There is a projected \$19,000 deficit in this year's budget that we need to overcome. This shortfall can actually be made up with a small weekly increase in collections if everyone participates.
  - We were given a reduction (approximately \$2500) in our projected 2019-2020 CMA target as a result of our appeal.
- The subcommittee will meet again on September 24 to finalize their presentation.

#### IV. Planning Committee Going Forward

- We must draft a letter to the diocese in October with a status report and a recommendation to the Bishop. Discussion as a whole:
  - What the planning committee and parish has completed:
    - Created parish planning committee
    - Increased communication with parishioners: town hall meetings, increased bulletin communications, publishing minutes of all meetings of parish, financial, and planning committees, revamped parish website, increased use of parish website, working to establish social media presence, utilize free community publications.
    - Increased awareness of our roles/duties as Catholics in general. (e.g., evangelism, charity, community, spiritual, etc.)
    - Continued work to unite three worship sites as one parish.
    - Taken steps to overcome the financial crisis: increased CMA involvement/participation to reduce amount that had to be made up from parish savings, conducted a successful Parish Appeal (exceeded \$35,000 goal) to replenish accounts.
    - Increased awareness of stewardship responsibility.
    - Working on steps (increasing presence within community, making churches more welcoming, increasing volunteer opportunities within parish) to increase weekly attendance at Mass.
    - Encouraging parish involvement opportunities to help build community/sense of belonging within parish.
  - Significant Assessment:
    - Our recommendation: **at this point, we feel it would be premature to discuss closing the parish in light of the gains made.**
    - The entire parish is in this together. Closing one or two worship sites is NOT a viable solution to stabilize the parish.
  - Plans for the coming year and long-term strategies
    - Maintenance is a shaky issue. It is very difficult to maintain only 20-25 hours per week for maintenance for three worship sites for the long term.
    - Establish a fund-raising committee.
    - We must overcome the \$19,000 budget gap by the end of the fiscal year.
    - We need to become viable/sustainable in expected income from collections.
  - Assessing progress / significant questions
    - How/when do we determine whether we can continue or if we need to close?
    - At what point (date) do we need to be stabilized or lack stabilization before we will be forced to make a closure recommendation?
    - If the parish does not become viable and sustainable, how do we prepare for closure?
- Logistics for preparing recommendation:
  - Committee members will take the points of our discussion and create a draft recommendation letter to Bishop Matano. They will submit these to Karen by September 25, so she can compile them for our next meeting.
  - At our next meeting, we will review the drafts and pick/choose/edit from these drafts to create our recommendation utilizing the most preferred phrases to capture the expression of ideas.

## V. Update of Goals / Action Steps

- The Committee reviewed the goals set at the previous meeting. Summarized here, but Karen will type up the action steps update for members.
  - Create a ministry of church greeters: Completed at St. Stan's, still working on this at St. Joe's and St. Catherine's.
  - Create welcome signs/banner outside each church: Tabled
  - Establish a fundraising committee: In progress
  - Begin a Stewardship campaign: Working on this. Setting up a meeting for vendors, pastoral and finance councils, and planning committee.
  - Publicity: Ongoing--utilizing free publications, working on parish calendar.
  - Paid Advertising near Christmas: Tabled
  - Publish Pastoral Council, Planning Committee, and Finance Council minutes: Ongoing
  - Begin Social Media:
    - We have started a Facebook page, but still need content and volunteers.
    - Still looking for volunteers to create/operate Instagram presence.

## VI. Next Meeting

- Next Planning Committee meetings will be:
  - Wednesday, October 2, 2019 at 6:30 pm at St. Joe's.
  - Wednesday, October 23, 2019 at 6:30 pm at St. Joe's.

## VII. Closing

- Closing Prayer – Deacon Doug led the Our Father
- Meeting closed at 8:35 pm

Respectfully submitted,  
Kathy Bailey