

Parish Pastoral Council Meeting Minutes

Date: Nov. 19, 2012

Time: 7:00 pm

Place: Parish Activities Center

Fr. Colarusso	P	Dino Cuscuna	P	Dennis Ebert	-	Carmen O'Rourke	P
Deacon Sumner	-	Janice DeHart	P	Joanne Fitzpatrick	-	Freddy Santosuosso	P
Erica Bukowski	P	Rosemarie Delacy	P	Roc O'Connell	P		

P = Present at meeting

1. Opening Prayer: Roc O'Connell

2. Recording Secretary: Dino Cuscuna

Meeting commenced at 7:08 PM

3. PPC Officers (deferred from the June meeting):

- Election of PPC Vice-Chair: 2 nominations were made and seconded. After discussion, one person withdrew his/her nomination. Rosemarie Delacy was elected unanimously and will serve as the vice-chair for the remainder of the 2012-2013 PPC term (ending May 2013).
- Dino Cuscuna volunteered to serve as permanent Recording Secretary for the same term.

4. Review of previous meeting's minutes

Minutes from the previous meeting (October 1, 2012) were unanimously accepted as written. It was decided that future minutes, once approved, will be posted to the Parish website. Also, the PPC will continue the practice of electronic review and acceptance of meeting minutes. The Recording Secretary will distribute draft minutes via email for review by the PPC. Any comments, corrections and/or revisions should be communicated to the Recording Secretary by the specified date. No response is required if revisions are not required. If necessary, revised minutes will be redistributed for subsequent review. After the approval process, the minutes will be distributed via hardcopy, posted to the Parish website and archived electronically in the Yahoo Group files. The Parish office may also retain hardcopies of the approved minutes.

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5. Financial Update:

It was reiterated by a PPC member that this agenda item serves to provide the PPC with an synopsis of Parish finances.

- Increased Giving Campaign was rolled out in November with mailings and witness talks by parishioners at Mass.
 - A donor to the Archdiocese of Boston has paid for fundraising and half the mailing costs associated with the campaign.
 - Fr. Colarusso would have preferred to focus efforts on increasing contributions to the Catholic Appeal, but the Archdiocese denied any further deferral of the Increased Giving Campaign.
 - A follow-up mailing will be made in the January/February timeframe to parishioners that do not regularly contribute financially. The cost of this mailing will be covered by Our Sunday Visitor (our website host).

- A PPC member had a question about archdiocese fees. With the Improved Financial Relationship Model (IFRM) all fees (e.g. Catholic school "tax", hospital chaplain fees, etc.) are consolidated into a monthly assessment paid to the archdiocese. Separately, a request for an abatement of \$6,000 will be submitted for the Catholic Appeal.

- Preliminary estimates from the Holiday Faire put income in the \$20-21K range. Final total dependent on submission of outstanding expenses and other revenue (e.g. donations, raffle money sent directly to the parish office, etc.).

- An additional \$10,000 contribution to the Capital Campaign was made as a result of the BC-Notre Dame Football game raffle bringing the total to over \$710,000.

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6. Pastor's Comments

- Parish Faire: A new staff member commented to Fr. Colarusso that she “wished that everyone could see the Faire.” Fr. Colarusso agreed that the Faire is a great social event and was appreciative of the efforts of Bill and Kelley Malin as co-chairs and all who worked at, attended and supported the Faire.
- Cardinal Sean approved the recommendation of the Commission regarding collaboratives.
 - The program will be piloted in 2013 with a kickoff in January. The Pilot phase will run for 1 year and include training of staff, naming of Pastor, consolidation of the PPC and PFC (Parish Finance Council). Any learnings will be applied to subsequent phases which will follow in 1 to 2 year intervals.
 - The St. Athanasius/St. Agnes collaborative is not part of the Phase 1 pilot.
 - A PPC member asked if any input from the consultations with parish PPC and PFCs was taken into account. Fr. Colarusso responded that, timing, phasing and naming of the pastor were some of the items that were modified from the initial proposal.
- PPC members concurred that it is still not clear what the association is between new evangelization and collaboratives and what the metric of success is (e.g. increased attendance). According to the Cardinal, parishes need to transform themselves into centers of movement/evangelization where parishioners spread the Gospel. Unlike Europe, where parish life has been diminished and replaced by movements such as Opus Dei, the intent here is to have parish be the centers of evangelization.
 - **Action Item:** Distribute Archdiocese web links regarding collaboratives. Owner: Dino Due: 11/26/2012
- Fr. Colarusso proposed that PPC and PFC meetings be held on the same day of the week on different weeks and that each meeting be preceded by a parish Adoration to provide a prayerful atmosphere prior to each meeting. (NOTE: *Per the By-Laws, “The PPC devotes time to reflective prayer at each meeting...”*) The PPC agreed to meet on the 3rd Thursday of the month. Adoration will be scheduled for 7:00 PM and meetings will run from 8:00 – 9:00 PM.
 - **Action Item:** Fr. Colarusso to confirm meeting day with PFC.

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Pastor's Comments, continued:

- PPC members were asked how to best incorporate parishioner comments into our advisory role to the Pastor. It was agreed that anonymous comments would not be presented specifically in the meeting forum. A parish-wide survey was suggested as a possible method to solicit input in order to address "global" issues of the parish rather than specific comments of individual parishioners. Specific methods will be defined as part of the Charter/Purpose development.

7. PPC "Charter"/Purpose – Evangelization / Year of Faith

- Charter/Purpose deferred until the next PPC meeting.
 - **Action Item:** Distribute Charter development documents.
Owner: Dino Due: 11/30/2012
- Fr. Colarusso distributed "Year of Faith" pamphlet, schedule of Catholic Faith Essentials course, and a Local Event Announcement form from the Office of the Episcopal Vicar for the New Evangelization.
 - Each Parish should offer at least one Faith Essentials program to the parish.
 - Fr. Colarusso initiated discussions with the Adult Faith Formation group for potential activities.
 - PPC should plan to advise Pastor on how to "get the Parish on board" with Year of Faith.
 - **Action Item:** Review handouts and come up with at least one idea for implementing Year of Faith activities/programs. Owner: All. Due: by next PPC meeting.

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8. New Business

- **“Parish Happenings”**
 - St. Athanasius Blood Drive, Thursday December 6th from 1-7 PM. Volunteers, especially in the early afternoon needed. Contact: Rosemarie Delacy
 - Youth Career Fair, Sunday December 2 starting at noon. Goal is to grow community by partner youth in the parish with adult career mentors. Contact: Jody Roffi

Next Meeting: Thursday January 17, 2013
Adoration: 7:00 PM
Meeting: 8:00–9:00 PM
Opening prayer: Janice DeHart.

Note: There will be no PPC meeting in December, but Adoration is scheduled for December 20th at 7:00 PM

Meeting adjourned at 8:45 PM

Respectively submitted, Dino F. Cuscuna