

**ST. ALAN & ST. COLUMBAN CLUSTER PLANNING**  
**Steering Committee Meeting – January 3, 2008**  
**7:00 PM - St. Columban**  
**Agenda & Minutes – Pending Approval**

Attendees: St. Alan - Fr. Bill Sinatra, John Myszak, JoAnn Eaton, Karen Rousch  
St. Columban - Fr. Syl Taube, Ann Howlett, Jan Landis, Steve Burt

**Opening Prayer:** The meeting was opened in prayer by Fr. Syl.

**Approval of Minutes:** Minutes from Nov 28, 2007 was approved with no changes.

**Old Business:**

There was no December meeting due to the Christmas week activities. Meeting moved to Jan 3.

1) Proposed Worship Schedule – Discussion continued on the finalization of the proposed schedule with feedback from both Councils. Each of the Worship services were addressed separately and decisions made accordingly. The Proposed Worship Schedule for the cluster of St. Alan and St. Columban will be submitted with Parish Profiles as part of the Open Assignment process and reviewed by any priest considering assignment here. The finalized Worship Schedule will be determined with the incoming pastor.

a) Proposed Weekend Masses with locations – final Mass times will be confirmed with incoming pastor.

- Saturday 4:00 PM at St. Alan
- Sunday 8:00 AM at St. Columban
- Sunday 9:30 AM at St. Alan
- Sunday 11:00 AM at St. Columban

**Decision** - Based on the planning considerations, the Councils have agreed to submit the above weekend Mass schedule, knowing it is subject to change with the incoming pastor.

b) Current Daily Masses with locations –

St. Alan -

- Mon, Tues, Wed 9:00 AM
- Fri 12:05 PM (well attended by the business community, especially during Lent)
- First Friday of month at Georgian Manor

St. Columban -

- Wed 2:00 PM at St. Anne Meade
- Thurs 9:30 AM (well attended by the senior group with social gathering afterwards)
- First Tues of month 9:30 AM

**Decision** - The incoming pastor will be asked to consider this information and decide on a schedule that allows for the parishes' needs and a personal day off.

c) Current Holy Day Masses with locations –

St. Alan – 9:00 AM, 12 Noon (best attended by the business community), and 7:00 PM

St. Columban – 7:00 PM

**Decision** - The incoming pastor will be asked to consider the current info, with a suggestion for Masses at 12 Noon at St. Alan and 7:00 PM at St. Columban.

d) Current 6:00 PM LIFE TEEN Mass at St. Columban -

**Decision** - The current Mass will remain for time being, but will require a decision with the incoming pastor as to how best support it. A visiting priest will be needed, as a priest should

not celebrate more than three Masses in a day.

e) Other Worship Services -

**Decision** – Reconciliation, Communal Penance, Adoration and other devotionals will be decided with the incoming pastor to best meet the parishes' needs.

**Decision:** It is agreed that both parishes will continue to collect attendance at each Mass through June 30, so that we have current data for future decisions.

2) Update - Study of Rectory Properties

- St. Alan will use info from their 'Renew and Grow' program (last 3 years) that included a complete study of their facilities. A realtor will be conducting a market analysis in the next few weeks.
- St Columban's Stewardship Commission is working on the collection of info. They will provide a report at the January 22 meeting.

3) Update - Parish Evaluation Inventory (PEI) Progress

- St. Alan has completed their updates with minor data changes. Their programs are operating well, and the early plans to upgrade the facilities have been completed. Overall condition of the parish is good with no debt. They will share it with their Council at January meeting.
- St. Columban is continuing to update the PEI with the last of their data. Their programs are operating well. Overall condition of the parish is good with no debt.
- The shared Faith Formation and RCIA programs are running well.

**Information only** - It was confirmed by Fr. Bill that the PEI will not be included with the Parish Profile that is sent out for the Open Priest Assignment process. It is to remain with each parish, and if requested, a copy would be provided as supporting documentation. It is also suggested that the updated PEI be sent to the Together In Faith Tracking Committee as part of the ongoing process. In the case of St. Columban as part of joining the BBT Vicariate, a copy is to be sent to the Fr. Norm Nawrocki, Vicar to be included in the BBT Vicariate Plan.

4) Communication to Parishes – Overall the December Update was well received by both communities. We will continue with the Updates based on the monthly Steering meeting dates; content comes from the meeting discussions, minutes and any needed Council approvals. JoAnn and Jan will continue working together on writing the Updates.

- December Update – distributed prior to Christmas; mailed by St. Alan and inserted in bulletin by St. Columban.
- January Update due out 1/31
- February Update due out 2/29 – Parish Profile package included
- March Update due out 3/31
- April Update due out 4/30
- May Update due out 5/31
- June Update due out 6/30

St. Columban is considering a 'Town Hall' type open discussion after the Masses on a designated February weekend to cover the Results of the Worship Survey, and the Parish Profile with proposed Worship schedule changes.

5) Joint meeting of Worship Commissions – After some discussion it was determined that the purpose of the meeting would be one of getting to know each another, and establishing an open dialogue for discussing future liturgy topics. Fr. Bill expressed that the Worship Commission members would seek to gain an understanding of each other's liturgies by attending the various Masses, and discussing opportunities for sharing services.

JoAnn will work with Joan Hughes (SA) and Jan will bring the request to Helen Moultrup (SC). It was suggested that a better meeting date would be arranged after the start of Lent, possibly by end of February or early March. Results of the meeting are to be shared with the Steering Committee.

### **New Business**

- Parish Profile Draft - The Steering Committee members are to draft and gain feedback from the Councils. Suggestions are to include overview on the areas of sacramental, strategic and sustainable. Keep to a single page. Will be finalized at February 7 meeting.

### **Open Discussion**

- BBT Vicariate info – who do we contact to get VPC and Sub-committee meeting schedules, contact names, general info? St. Columban members can contact the St. Alan reps, Tony DiMarco and Don Farrell for details.

### **Next Meeting – Agenda Items**

- The next meeting is Thurs, Feb 7, 2008 at 7:00 PM at St. Alan.
- Agenda Items –
  - o Parish Profiles status
  - o PEI Update status
  - o Final preparations of package for submission – Parish Profiles, Proposed Worship Schedule, and Vicariate Acceptance Letter are to be ready for review with Councils at Feb 15 meetings. Committee must send out to AoD to be received by Feb 28. Get contact info.

**Closing Prayer** - The meeting was closed in prayer by Fr. Bill.

Respectfully submitted  
Jan Landis  
St. Columban