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# ST PETER THE FISHERMAN

## ROMAN CATHOLIC CHURCH

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### Parish Council Minutes

Friday June 11, 2021: 5:30 – 7:00 pm

Members Attending: Fr. Clement, Pastor/Administrator; Jeanine Wright, Chair, Holy Name; Greg Noyes, Sacred Heart; Bridgette Shively, Saint Michael; Roberta (Bobbi) Ivan, Sacred Heart; Jim Majewski, Saint Michael; Anne Gallagher, Saint Michael, and Al May, Sacred Heart.

Members Absent: None

Meeting Location: Saint Francis Room and Virtual

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***Coronavirus:*** *we are following precautions at all in-person meetings: wearing of masks and physical distancing in room. We also hold virtual meetings when appropriate.*

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#### Agenda/Minutes

**Opening Prayer:** Fr. Clement

#### Old Business

- Approval of Minutes
  - Minutes of Meeting May 14, 2021: Clarification on Bylaws: Mission statement was edited: “To be a spirit-inspired Catholic community that evangelizes, catechizes, and empowers others through Eucharist, the Word, and our Sacred Traditions.” The mission statement should be updated on all documents. An addition was also made under Article V, Section 1 Regular Meetings: “While most meetings are open to all parishioners, there can be times when the pastor / administrator may need to call for an executive session. (Norm 8)”. Minutes were reviewed.

- Bridgette made a motion to accept the minutes; Al seconded the motion; all voted yes, and minutes were approved.
- Finance Report
  - Fr. Clement gave an update of parish finances and the capital campaign.
    - Bishop's Appeal: Goal=\$16,900; Collected=\$7,800.00 (47%)
    - We hope to reach our goal this year
  - Capital Campaign: started up again; plan to get information into pews at churches; committee to meet to review past work plan and organize action steps.
- Parish Business
  - Parish bookkeeping under the Diocese of Portland
  - Business Manager: Fr. Clement conducted two interviews and will make a decision in coordination with Diocesan Human Resources. The individual will keep open business hours on Wednesdays. One possible future task will be the coordination and updating of the website.
  - Renovate Saint Francis Room into business office: Office space sectioned off; new cabinets being installed; fire-rated and locked four-drawer file cabinet ordered; and new computer system ordered: all due for completion by July 1.
  - Website Support: Fr. Clement and Al will work on web page for parish council and finance council information.
  - Bulletin is now being published weekly (another possible task for business manager)
- Parish Priority Plan
  - Al sent tracking spreadsheet with all of the goals and milestones for review and determine how best to use it for completing the milestones and evaluating our work. The Catholic Leadership Team will meet to discuss before council July meeting.
- Committee Updates
  - Bobbi will work with Fr. Clement to get complete list of committees and names of lead individuals; updates from committees can be done at future meetings once reporting is organized.

- Discuss possible means to collect committee updates, like an email reminder or the automatic telephone message that Fr. Clement uses for mass updates and other announcements (example, Constant Contact)
- Guild Update:
  - Bake sale fundraiser on June 12 in Machias: need donations of food and crafts.
  - Master list of volunteers has been created for future activities.
  - No Sacred Heart members currently in Guild; need to recruit.
  - Summer event being planned: Parish Picnic
  - Volunteers needed for organ work at Holy Name: two people per hour to carry pipes and other materials on June 28, 29, and 30.
- Organ recital on evening of June 30 at 7:00 pm at Holy Name Church
- Education
  - Adult: hold off on adult education: need to develop a training for adult catechists and a curriculum; coffee and catechesis to start up on June 26 at 10:00 am at Holy Name Church Hall. Planning for adult education could include having a course via internet coming from Holy Name Hall and sharing with the other churches or individuals.
  - Children: focus on building this model for now.
  - Traditional Mass on Saturdays at Holy Name at 8:00 am except on First Saturday when it is at 10:00 am.

- **New Business**

### **Meeting Schedule**

- Liturgy Committee: July
- Capital Campaign Team: Thursday 7/08 at 5:30 pm
- Catholic Leadership Team: Friday 7/02 at 5:30 pm
- Parish Council Meeting: Friday 7/09 at 5:30 pm
- Finance Council Meeting: 7/10 at 9:00 am

- **Action Items:**

- Complete List of Committees and Lead Contacts (Bobbi)
- Work on Website Updates: Parish and Finance Council Pages (Al)
- Recruit Guild Members from Sacred Heart (Bridgette)
- Tracking of parish priorities (Catholic Leadership Team)

Closing Prayer: Fr. Clement

Next Meeting will be on Friday July 9, 5:30 pm.