**Pastoral Center Leadership Team Meeting Summary**Wednesday, September 14, 2016 – FINAL VERSION

**Attendees:** Bishop Stephen Blaire, Doug Adel, Msgr. John Armistead, Sr. Gloria DeJesús,
Dyan Hollenhorst, Virginia Meagher, Victor Mitre, Rev. Luis Navarro, Msgr. Richard Ryan

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| **Discussion Summary** |
| **General Updates** * Bishop Blaire announced that Marian Graham is the new “As One” Director for Faith Formation.
* Rich Chaffey is doing the audits of our parishes and schools now.
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| **Criteria and Process for Adding Parishes to the “As One” Project:** * We have successes to share with parishes in terms of responding to their requests through “As One.”
* We are adding six parishes by the end of the year. We hope that parishes volunteer and that at least one parish from each deanery participates.
* We will present a report to the Deans on what the “As One” project has done, what the pastor feedback has been, and what concerns have been raised.
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| **Diocesan Resource Representatives:*** Each parish we are adding to the “As One” project will require a Diocesan Resource Representative (DRR). We do not have any money to pay anyone for this role at this time. We hope that several years in the future, when the finances of the Diocese are in better shape, we will be able to move to the original plan of two full time staff members in this role.
* A subcommittee will work on identifying the qualities and expertise needed in DRRs.
* We will seek skilled volunteers who are willing to serve as DRRs for two parishes. We will reach out to Parochial Vicars, members of the Diocesan Pastoral Council, Deacons and Deacons’ Wives, graduates of the ATM/TLM from the School of Ministry, etc., to see if any of them would be willing to volunteer in this capacity at this time. The other option is that each current member of the PCLT could serve as a DRR for a parish.
* It will be critical to ensure that new DRRs have opportunities to meet together and bounce ideas off of each other, as well as personally participate in the PCLT meetings as appropriate.
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| **“As One” Parish Updates:*** The pastor who wanted assistance in creating a PowerPoint for rolling out the new Employee Handbook to staff is pleased with the response and work in this area from HR.
* There have been listening sessions with staff, with parish leadership, and with the parish as a whole at Church of the Presentation, with Diocesan representation. Bishop Blaire is celebrating Mass there as he is able. The community has a lot of hurt and needs to heal.
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| **Action Items** | **By Whom** | **By When** |
| A subcommittee will work on a presentation of the “As One” project for the November Deans’ Meeting. The purpose is to issue an invitation, and encourage the participation of all deaneries. A draft will be presented to PCLT on October 11.  | Armistead, DeJesús,Hollenhorst | 10/7/2016 |
| Each “As One Director” is to ensure that the members of their cluster who have a counterpart at Church of the Presentation, reach out to them in this difficult time.  | Graham, Meagher, Ramirez-Lopez, Adel, Navarro, Armistead | 9/30/2016 |
| A subcommittee will work on identifying the key necessary attributes of DRRs, prior to surfacing potential names.  | Blaire, Ryan, Adel | 10/7/2016 |
| Sr. Gloria will work with Kim Fuentes and Linda Dillen on the healing services for the catechists that were previously requested.  | DeJesús | 10/30/2016 |

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| **Decisions** | **Responsible** | **By When** |
| Summary of the 8/24/2016 meeting was accepted with no edits | All | 9/14/2016 |
| The Role Description for the Diocesan Resource Representative had one redundant sentence removed, and was approved for use going forward with no further edits.  | All | 9/14/2016 |
| The discussion of communication will be postponed until our next meeting.   | Blaire | 9/21/2016 |