

Cluster #25

Meeting Minutes

January 21, 2008

Norm Belanger called the Cluster #25's transition committee meeting to order at 7:00 pm at Most Holy Trinity Conference Room followed by an opening prayer. The following members were present: Msgr. Rene Mathieu, Fr. Coleman O'Toole, Norm Belanger, Stephen St. Cyr, Joe Goozie, Paulette Millette, Jean Saunders, Anne Daly and secretary, Louise Beaulieu. Excused: Fr. Greg Dube, Fr. Kent Ouellette, Fr. James Brewer.

Subcommittee reports:

Finance: Joe reported that Peter McPartland recommends that Finance Council membership terms be limited to two 3 year terms, i.e., no more than 6 years. The Finance Council reviewed a first draft of the 2008-09 consolidated budget on January 3rd which will be submitted with the merger report to the Bishop. The second draft of the budget will be reviewed tomorrow night by the Finance Council and the first draft of the merger report will be presented to the Pastoral Council on Wednesday. Paula has been hard at work to put this report together. Steve requested that the minutes of the Finance and Pastoral Councils be emailed to this committee so we can keep in touch with the progress of each committee. The Pastoral Council has also requested that the cluster minutes and subcommittee minutes be emailed to them and Louise has been doing that for the past few months.

Parish Life: Msgr expressed some concern with parish life committee minutes since they don't seem to have anyone directing them. Msgr is close to naming a cluster transition representative from MHT and hopefully that person will liaison with parish life, as Nancy Bancroft did. Minutes attached.

Social Justice & Peace: Anne reported that parishioners have been very generous with the socks collection for refugees. Edith Forst of St Philip proposed a Lenten project for the cluster. The project is raising money for digging a well in the Senegal region of Africa. St. Philip's raised \$4,000 last Lent for this project. Msgr reminded members that some parishes already have similar ongoing projects like MHT supports a parish in Peru and the Lenten Rice Bowls. Msgr wanted to be sure that if parishes participate that it would be only for one year. Father O'Toole said that St. Margaret would not participate since they are raising money for fuel assistance. Minutes attached.

Personnel: Steve & Paulette met with Paula after her appointment to be the Business Coordinator for the Biddeford and Saco parishes. Both are very impressed with Paula's abilities and qualifications. Both Steve & Paulette believe that a Pastoral Coordinator should be selected as soon as possible to ease some of Paula's work load. Paula not only oversees the parishes but also the schools. Msgr announced that Paula has received authorization to sign checks for the parishes and schools in Biddeford and Saco. Steve would also like to see a building manager position to oversee all the cluster buildings. Minutes attached.

Buildings & Ground: The WBRC Architects/Engineers will present the due diligence/wetland surveys for **St. Luke property** on January 30 at Notre Dame rectory dining room at 7 pm. All are invited to attend. After the report is reviewed, the Buildings & Ground committee will complete their recommendation to be presented to this committee on Monday, February 25 at 7 pm at MHT hall. This report will address immediate concerns for our cluster buildings as well as years from now.

Jean heard from Jimmy Somma that on January 16, the Presbyteral Council gave their approval to sign a contract with Peter Harrington and Malone Realtors, to put **Our Lady of Victory Hall in Camp Ellis** up for sale for a price of \$749,000. Approval from the Diocesan Finance committee will be required before any contracts are signed. An attempt was made to move the kitchen equipment from the Notre Dame hall to MHT but the kitchen at MHT must be renovated to meet fire code. The Lenten Haddock suppers will be held at Camp Ellis and the committee will begin to look at moving the equipment after Lent. Msgr suggested that the money from the sale of the hall would help pay for the move of the kitchen equipment.

Communications: Steve reported that the Communication Committee recommends that the cluster enter into an agreement with Liturgical Publication Inc. for two consecutive publication years to publish a weekly 12 page bulletin for distribution to our parishioners. The publication of a 12 page bulletin (instead of 5 – 4 to 6 page bulletins) will result in \$6,500 (instead of \$13,000) in rebates from the publisher. Paula assured the committee that the budget would be able to handle the reduction of rebate money. Other options that were considered but rejected were: To put everything on hold until July of 2010; publishing a bulletin for the Biddeford & Saco parishes first and adding in St. Philip & Margaret later; an 8 page bulletin was considered but that only left 4 pages of information after the cover and 3 pages of advertising. A 12 page bulletin gives each parish one page of information. Steve admitted that no other bulletin publishing companies were considered since all 7 parishes are now using LPI and all were happy with their service. **The recommendation was unanimously approved by the cluster transition committee. Msgr. Mathieu and Fr. O'Toole approved the recommendation at the meeting. Steve will contact Fr. Brewer for his approval.**

Steve reported that goodshepherd.org is available and we will apply for it for the website. The committee has also talked briefly about the present signs around the churches and how to identify on the signs that each church is part of Good Shepherd Parish. They also talked about church bulletin boards, how to provide instruction on how the announcers should welcome parishioners at the Masses and on how to answer the phones at the parish offices. Fr. O'Toole said he has a parishioner that is a professional sign maker. Jean will get his contact information and email it to Steve. Minutes attached.

Other: A July 1st ceremony to celebrate our new parish is being discussed at the Pastoral Council meetings. Msgr. reported that the Augusta parishes' celebration included a Mass with the Bishop, an icon for each worship site and holy cards.

Next meeting, Monday, February 25 at 7:00 pm at Most Holy Trinity Hall with Buildings & Ground committee. Meeting was adjourned at 8:00 pm after closing prayer.

Minutes submitted by: Louise Beaulieu