



St. Augustine Parish Community
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PARISH PASTORAL COUNCIL

May 10, 2012

7:00 p.m.

MINUTES

Present:

Fr. Peter Gori, Fr. Richard O'Leary, Barbara Biondo, Thomas Burke, Sheila Doherty, Debra Falvey, Paul Makowski, John Markiewicz, William Melahn, Thomas Reynolds, Vice Chair, Julie Kelley, Saverio Manago, Rosemary McClune, Marianne Rhoads, Klara Vajda and Guillermo Walle.

Absent:

Sean Burke, Erik Eldracher, Kim Grady, and Benoit Thibault.

Also in attendance was Danette Morris, Receptionist/Secretary.

Opening Prayer:

Regina Coeli led by Fr. Peter.

Reflective Reading and Sharing:

Rule Principle Twelve: Freedom Under Grace.

PPC Communications Outreach Series:

Danette Morris, Receptionist/Secretary at St. Augustine Parish, explained in detail how her job has evolved over her six-year tenure working for the Parish. Originally, the job was a part-time position two days/week which was job shared. Her job is still job shared, but there are now two full-time positions, each with multiple roles.

Danette explained that her job now encompasses not only receptionist/secretary duties which range from routine to urgent (scheduling mass intentions, facilities scheduling, responding to email correspondence, keeping sacramental records, handling phone calls, funeral inquiries, utilizing SVDP's help capabilities, etc.) for two days a week at the front desk, but also communications which includes preparing the weekly bulletin (8-10 hours/week) and updating/maintaining the parish website and parish calendar.

Also under the communications portion of Danette's job is publishing the monthly e-newsletter which is emailed to parishioners using the services of Constant Contact, a software company located in Waltham, MA. The e-newsletter has received a very positive response since its inception. It was noted by Sheila Doherty that a business which has a subscription to Constant Contact can sponsor a non-profit and thus eliminate the monthly fee for the non-profit. Danette will follow-up with Sheila to explore this for St. Augustine's.

Troubleshooting Information Technology issues complete the remainder of Danette's full time schedule. Danette is the first line response for IT problems, overseeing 12 computers, various a/v equipment, multiple printers, and a server. If she is unable to resolve an issue, a private IT contractor is then contacted. Danette thanked Fr. Peter for his full support in moving St. Augustine's forward in the technology environment.

Danette has also been working on adult faith formation projects either coordinating, co-coordinating or organizing them. These include a steadily growing year-long scripture study group, (currently meeting two times a week with a request for an additional morning meeting), and membership on the Parish *Arise, Catholics Come Home*, and *Why Catholic* teams.

The other front desk days and duties, which among other things include the processing of the Offertory collection and summer coverage, are completed by Patty Ehlbeck.

Fr. Peter expressed his appreciation to Danette from himself and the whole parish for how well she handles her many responsibilities.

Danette answered all questions from the Parish Council and then left the meeting.

Minutes from April 18, 2012:

The minutes were accepted as presented and will be posted on the website.

Open discussion of our collective experience on the PPC: Process, format, what went well, what could be improved, etc.:

Fr. Peter noted that, as this was the last meeting for the current Parish Pastoral Council, he wanted to get feedback from all as to how things have gone and how they might be improved in the future.

It was the general opinion that the format for the PPC meetings was welcoming, helpful, well run, and efficient. Tom Reynolds, Vice Chair, was commended for his efforts in communicating information. Fr. Peter assured the group that the responses and comments received from the Council have been most helpful to him.

It was suggested that a yearly town meeting style gathering be held as an opportunity for parishioners to discuss topics and issues within the Parish.

Pastor's Remarks:

- Fr. Peter updated the Council on the Archdiocesan Pastoral Planning Process. He commented that the finished questionnaire completed from the information gathered at the two St. Augustine town meetings had been submitted well before the May 1st target date. There has been a changeover on the Archdiocesan Pastoral Planning Commission (APPC). Fr. David Couterier, OFM, Cap., on loan for three years from the Archdiocese of Boston, has been reassigned to NY. He

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has been replaced on an interim basis by Fr. Paul Soper Pastor from Weymouth, who has been serving on the commission and is aware of the processes involved. The APPC feels it is still on target to submit a final proposed plan to the Cardinal by the end of the summer. Given the strength and stability of St. Augustine's and St. Robert's Parishes, it is unlikely that our collaboration will be among the first to be implemented, unless conditions or personnel were to change.

- With the transfer of Fr. Delaney from St. Michael's Parish, our Vicarate is now without a Vicar.

Old/New Business:

- Klara updated the Council on the new CORI procedures set in place and required by the Commonwealth of MA. As the only national data base in the country is the social security system, under the new state law, it is now mandatory for volunteers to sign a two-page CORI form and to supply the last six digits of their social security number.
- Tom reviewed the nomination/selection process for the new PPC candidates:
 - Nomination form in bulletin May 12-13 and 19-20.
 - Nominations due Monday, May 21st.
 - Verification by Tom Reynolds and Fr. Peter May 21-24.
 - Selection of 5 new members at 4pm Mass on May 26th, Vigil of Pentecost.
- Upcoming PPC Meeting Dates:
 - Sat, June 9, 2012 – PPC 8 AM Mass and Transition Breakfast

Prayer to Our Lady of Good Counsel, Petitions:

The meeting was closed with the prayer of "Our Lady of Good Counsel."

Respectfully submitted,

Barbara Biondo, Recording Secretary