

Saint Charles Borromeo Parish
Brooklyn Heights, New York
Pastoral Council Meeting Minutes - June 19, 2012 Meeting

- Fr Ed opened the meeting with a prayer. Phil Murray, Julianna O'Brien, Patricia Briggs, Donna Whiteford, Shawn Nowicki, Francis Chin and Michael Tower were in attendance.
- There was a general discussion of the parish Strategic Planning process, the plan is due to the diocese in September, and the fall Pastoral Planning process that the diocese will initiate formally in September/October of this year. For the Strategic Plan, the diocese is focused on the financial stability of the parishes, but as noted by Donna, it is almost impossible to prepare the strategic plan in isolation since it is the pastoral plan that provides the foundation for parish growth and parishioner engagement which are key components of understanding and building parish financial stability.
- The group discussed the usefulness of conducting a parish survey to provide input into both the Strategic and Pastoral plans. PPC members were asked to forward their thoughts on potential survey questions to John O'Malley. John will work with Fr. Peter Mahoney to develop an appropriate survey for the parish. In addition, Fr Peter has demographic data for our parish that will be useful in preparation of the plan and survey.
- The team noted that it would be good to prepare the Strategic and Pastoral plans in parallel even though the diocese may not require the Pastoral Plan to be completed until early 2013. Fr Ed noted that it would be good to have lots of committees work on the Pastoral Plan.
- Shawn volunteered to serve as the point person/coordinator of the Pastoral Plan but asked for some help in understanding the process used in preparing prior plans. Donna volunteered to provide that background. Post Meeting Note: Donna and Shawn were scheduled to meet in early July however several documents needed for the Pastoral Plan were not available from the diocese. Donna is following up with Ellen Rhatigan again to better understand when the tool box and forms will be available.
- Fr Ed noted that there are a number of potential activities being planned by the Activities Committee but no plans have yet been finalized.
- Fr Ed reviewed the draft timelines for moving the rectory. It was noted that Mary McDowell School will likely be amenable to Fr Ed remaining in the rectory until the new year which should fit in well with the proposed timelines for the renovation and construction plans for the Parish Center and Rectory. In addition, the current plans will avoid Fr Ed and the parish office having to move twice. Fr Ed also noted that Gary Maranga knows a person knowledgeable in antiques that will come in and evaluate the furniture in the rectory so that we do not discard any items that may be of value.

- The topic of old parish records was brought up and Donna noted that there is an archivist in the neighborhood, Martha Foley, and that she would speak to Martha about considerations re: archiving. Post Meeting Note: Donna spoke with Martha Foley and Ms Foley noted that there is a significant cost to archiving old records and a problem since the technology used to digitize old records continues to change and improve. She noted that it is best, if possible, to maintain both the original and copies of all paper records.
- The Faith Direct program was discussed. It was noted that current there are 8 parish households enrolled in the program.
- Donna informed the group that she will be retiring from the Pastoral Council.
- Phil reported on the Catholic Charities Disabilities Services meeting held on June 2. An effort is being made across parish and cluster boundaries to organize a special event - possibly a Mass for people with disabilities. In addition, Kevin Cryan, the Advocate for the Disabled at St Boniface, is working with clergy and parishioners on an ambitious plan for ensuring that the disabled are part of the community. Phil noted that in the past the diocese used to host two events a year for the disabled but that they no longer hold these programs.
- It was reported that the Diocesan website is woefully out of date and should be updated.
- The next meeting of the PPC will be held on July 25 at 7:30 pm in the Rectory.

Respectfully submitted,
Donna Whiteford