

## Cluster 22 Planning Committee Recommendation to Bishop Richard Malone

Holy Cross Parish & School, South Portland; Saint Bartholomew Parish, Cape Elizabeth; Saint John the Evangelist Parish, South Portland; Saint Maximilian Kolbe Parish, Scarborough

As the Roman Catholic parishes of South Portland, Cape Elizabeth and Scarborough, we have worked together for nearly a year to create a plan for the cluster that will help us work toward our vision of an integrated and effective Catholic community that proclaims and celebrates the good news. For the next one to two years, we will lay the groundwork for collaborative efforts among the four parishes and Holy Cross School. Then we can begin to implement the specifics of the plan outlined here over the next two to three years. We can complete the transition and implementation by 2010.

The success of our plan relies on two major factors:

1. The parish members will realize the primacy of God's invitation and that this realization will provide the necessary confidence to celebrate our faith in the midst of certain changes and challenges.
2. The members of the community, inspired by Jesus and welcomed by each other, will respond to this call to evangelization by creating a spirit of fellowship and service.

**Model Recommendation:** The Cluster 22 Planning Committee proposes that we adopt Model 2 for the cluster at this time, with four individual parishes and Holy Cross School because:

- Each parish has its own unique identity, personality and traditions
- Each parish has extensive and active programs for faith formation, social justice and pastoral care
- Each parish is financially stable
- Two out of the four parishes have significant debt with a strategic plan in place to pay it down over the next few years

We saw no compelling reason to adopt any other model.

**Pastoral Council:** We will have one Cluster Pastoral Council which will work with the pastoral staff (including the priests, deacons, pastoral associates) to develop a plan to meet the pastoral needs of the cluster. This Council should be in place by September of 2006 to study the implementation of this plan's recommendations, begin needs assessments within ministries and commissions, and initiate the planning process.

**Mass Schedule:** The following Mass schedule has already been implemented. All liturgies will be reviewed by each parish's worship commission with a particular focus of assuring quality liturgical celebrations by appropriate planning, formation and collaboration, especially for the unique challenges that seasonal liturgy presents to the cluster. Sacraments, pastoral care and opportunities for devotional prayer will be administered as they are now within each parish. However, collaboration and participation will be encouraged throughout the cluster through a communication network.

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<u>SATURDAY: *</u>		<u>SUNDAY: *</u>	
HOLY CROSS	4:00 PM	ST. MAXIMILIAN KOLBE	7:30 AM
ST. MAXIMILIAN KOLBE	4:30 PM	ST. JOHN'S	8:30 AM
		ST. BARTHOLOMEW	9:00 AM
		HOLY CROSS	10:00 AM
		ST. MAXIMILIAN KOLBE	10:30 AM
		ST. BARTHOLOMEW	11:15 AM
<u>WEEKDAY MASSES:</u>			
HOLY CROSS	<u>TUESDAY &amp; FRIDAY</u>		7:30 AM
ST. MAXIMILIAN	<u>MON. &amp; WED.</u>		8:00 AM
ST. BARTHOLOMEW	<u>TUE. &amp; THURSDAY</u>		9:00 AM
ST. JOHN'S	<u>MONDAY &amp; THURSDAY</u>		12:00 NOON
* Presently there are two additional Masses celebrated each weekend; 5:30 PM Saturday at St. John the Evangelist and 7:00 AM Sunday at Holy Cross. Retired priests preside at two of the ten Masses each weekend.			

**Holy Cross School:** Holy Cross School is the responsibility of the cluster. We plan to implement the recommendations of the School Task Force Cluster Planning Report for financing and governance of Holy Cross School. Each parish will be represented on the Holy Cross school board. We will phase in the implementation of the diocesan school funding model as described in the School Task Force Cluster Planning Report over three years beginning with the 2007-2008 fiscal year.

**Social Justice:** All four parishes have a long history and strong commitment to social justice work within their communities. The cluster will provide opportunities for collaboration and expanded outreach. Establishment of a cluster-wide Social Justice Commission to oversee communication and coordination is recommended.

**Community Life:** Community life within the cluster will be established by improved communication within and between cluster parishes. Joint social activities and combined liturgies such as daily mass, Easter, Christmas, Holy Days, etc. will also foster community.

**Staffing:** It is recommended that the basic parish staffing remains initially unchanged. It is also recommended that each staff position has a written job description. For the cluster itself the following additional staffing is recommended:

- Business Manager with administrative, HR and financial responsibilities for the cluster to work with the pastor and the Finance Councils of each parish and the school.
- Central Youth Ministry Coordinator responsible for: high school youth ministry within the cluster; administration between the cluster and the diocese; facilitating and training youth ministry volunteers.

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- Communications Director responsible for coordinating communication among all four parishes and public relations within the community. These responsibilities may be filled by someone who is already employed at one of the parishes.

**Collaborative Ministry:** We recognize the many gifts that all parishioners have to share. The following ministries could be delivered collaboratively by volunteers on a cluster-wide scale:

- Marriage Preparation\*
- Adult Education
- YM Advisory Board
- Social Justice and Peace Commissions and ministries
- RCIA\*
- Baptism Prep\*
- SPRED
- Lay Ministry Formation and Training

\*some collaboration while recognizing the need for individuals to identify with specific parish and worship communities.

**Communications:** The Cluster Planning Committee's Communication Subcommittee will remain active throughout the transition period, working with the pastor and/or cluster's Communications Director to coordinate the dissemination of information throughout the cluster and the community at large. Communication within and between the four parishes is critical. We recommend that several communication tools be used: a common bulletin or bulletin page, common announcements during Mass, a cluster web page or site, e-mails, postal mail, etc.

**Religious Education:** Religious education for preschool through middle school will remain at the parish level (all four parishes use the same curriculum). A cluster-wide High School Youth Ministry Coordinator is recommended (see above) to facilitate youth ministry at each parish and initiating collaborative and combined programs. There are many opportunities for collaboration among the parishes for adult education programs and the formation of a joint Adult Faith Formation Committee is recommended.

**Facilities:** There are four churches, three rectories, one school (with two buildings and a classroom in Holy Cross Church), a mission chapel, one parish center building. All these facilities will continue to be used except:

- At least one rectory will be sold or leased
- The mission chapel may be sold or leased
- The Holy Cross Finance Council and school board is considering the long term needs of the school's physical plant, including modifications to both the school buildings.

Other uses for the current buildings could include:

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- A central business office for the cluster housed at the parish center building at St. John the Evangelist or in the office space at St. Maximilian Kolbe.
  - NOTE: It is recommended that each parish office be staffed by at least one person at least part time during the week in order to provide personal service for each parish; however, the pastor, the associate priest, and other cluster staff will operate from one central office for the cluster as requested by the diocese.
- Explore options to use the available space at St. Bartholomew, St. John the Evangelist and St. Maximilian Kolbe.

Estimated anticipated capital expenditures are:

- The disposition of the chapel at St. Bartholomew's is estimated to be between \$25,000 (to remove the chapel) up to \$250,000 (to replace it).
- The tower repairs at Holy Cross (\$32,000)
- Parking lot repaving at Holy Cross (\$34,000)
- Removal of asbestos at Holy Cross (\$18,500)
- Removal of asbestos and replace boiler at St. John Parish Center (\$49,000+)
- Roofing and window repairs at St. Maximilian Kolbe (\$ unknown)

**Finance Council:** It is recommended that a cluster-wide Finance Council be established. At first, the Finance Council will be made up of all four parish Finance Councils. This group will begin to meet at the midpoint of the next fiscal year (January 2007), and may meet quarterly in FY 2008, and then monthly in FY 2009. The Cluster Finance Council will be made up of representatives from each Parish Finance Council who will advise the pastor and business manager on cluster-wide financial matters.

Cluster-wide financial responsibilities include:

- Two priests
- Holy Cross School

Other cluster financial responsibilities could also include

- Business Manager
- Youth Minister
- Any other cluster-wide staff
- Other shared expenses

In order to fund the cluster-wide financial responsibilities the cluster could use the same funding formula as is used for funding the cluster school. The final decision on the funding of cluster-wide expenses will be determined by the Cluster Finance Council.

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### ***Members of the Cluster 22 Planning Committee:***

**Rev. Msgr. Michael Henchal**, Administrator of St. Bartholomew and St. Maximilian Kolbe

**Rev. Michael Gendreau**, Pastor of Holy Cross and St. John the Evangelist

**Rev. James Morrison**, Former Pastor of St. Maximilian Kolbe (transferred 6/1/2006)

**Donna Brassard**, St. Bartholomew, Committee Secretary

**Beth Carmody**, St. Maximilian

**Peter Cianchette**, Holy Cross

**Chris Crawford**, St. Maximilian

**Scott Ewing**, Holy Cross, Committee Chairperson

**Bob Falconer**, St. John the Evangelist

**Deacon Steve Harnois**, Deacon for Holy Cross and St. John the Evangelist

**Laurie Kelly**, Parish Catechetical Leader of Holy Cross and St. John's

**Pam Koonz Canarie**, Holy Cross School

**Sheila McDonough**, St. John the Evangelist

**Sybil Riemensnider**, Holy Cross, Finance & Administration Subcommittee Chairperson

**Dick Sawyer**, St. Bartholomew, Committee Vice Chairperson

**Michelle Sirois**, St. Maximilian, Education & Social Justice Subcommittee Chairperson

**Kathleen Sparda**, Pastoral Assistant at St. Maximilian

**Michael Tranfaglia**, St. Bartholomew, Worship & Spirituality Subcommittee Chairperson

**Jim Welch**, St. John the Evangelist

**Kathy Williamson**, Pastoral Associate at St. Bartholomew

The Committee thanks Eileen McDonald for her work as our facilitator.

The Committee created a web site to help it communicate its progress to the parish communities. It contains a wealth of additional information and can be viewed at

<http://www.hcsj.org/cluster22.htm>.

This report was unanimously approved by the Committee on June 19, 2006.