

**Our Lady of Sorrows Parish Pastoral Council  
October 4, 2017 O'Connell Hall  
Meeting Notes**

**Attending:** John Glancy, Leo Bernotas, Nigel Timothy, Mark Dudziak, Christian Villanueva (Youth Commission), Fr. Frank Daly, Claire Ramsbottom, Lynn Jacobs, Lucie Graveline, Marie Martin (Liturgy Commission), Teresa Coda, Kathleen Crawford (Faith Formation Commission), Kate Mason (Christian Services Commission)

**PPC Role/Objective Statement: John, Fr. Daly and Claire**

John distributed a description of the role and objective of the OLOS PPC. This was developed to clarify the expectations for, and the construction of, PPC which will now include parish staff, members-at-large and commission representatives. Highlights:

- The PPC should be fully representative of all parishioners.
- The PPC is responsible to work with the pastor to create, share and guide the implementation of a parish vision.
- The PPC will ensure the parish vision, the Pastoral Plan and parish activities are in alignment.
- OLOS needs to be an active part of our Interfaith community.

Next steps: John asked that PPC members review the role/objective document and direct any feedback/comments to him. He will consolidate them for Fr. Daly and Claire.

**Pastoral Plan (PP)**

Fr. Daly has asked Claire to be the liaison with the Archdiocese for the development of the OLOS PP. Claire will attend an initial training on October 5 in Braintree. She is seeking a partner from the PPC to help her with the details of forming a team, communicating to parishioners and keeping track of the details of the plan's progress. With Fr. Daly, Claire will identify a team of parishioners to draft the plan that is due sometime in the spring of 2018. More details will be forthcoming after Claire's training.

**Miscellaneous Topics from Fr. Daly:**

**Liturgy Commission Conversations:**

Fr. Daly shared the outcome of several conversations with the Liturgy Commission and asked for input:

- keep the choir in its current location in the church
- move the altar closer to the podium to save steps and allow more space in front of the altar
- move the tabernacle to the front of the church to make it more prominent
- evaluate the speaker system to be sure there is no "dead space" as a result of the moves

Next Step: Fr. Daly will socialize these ideas with parishioners, disclose in the Weekly Bulletin, and bring feedback to the Liturgy Commission.

**Moving Lynn's Office and Her Schedule:**

Lynn's move to Bullock has been delayed. Fr. Daly proposed that Lynn work on a Monday - Friday schedule. Currently, Lynn works Sundays but she rarely has anyone come to the office that day. There is no financial impact. PPC agreed to the change.

Next Step: Fr. Daly will add this schedule change to his notes in the bulletin.

**Locking the Parish Buildings:**

Fr. Daly revisited the letter from the Archdiocese that encouraged locking all buildings.

The rectory is locked and it was agreed that most of the parish buildings should be locked at some point in the late evening. Fr. Daly will explore electronic locking systems.

**Next Step:** No action on locking the church will be taken until Fr. Daly has the opportunity to discuss the topic with a parishioner who has advocated to keep the church unlocked.

**Better Lighting in the Church Parking Lots:**

Members of the PPC agreed that better lighting is needed in the parking lots especially with early sunset and the icy condition of the upcoming winter months. Several suggestions were discussed, including sensor lighting.

**Next step:** Have an assessment completed with a proposal for options.

**Commission Plans for Year:**

**Liturgy Commission: Marie Martin**

Along with the topics that Fr. Daly spoke to, Marie Martin said that there will be gathering of liturgical ministers on October 28 to refresh their roles. Michael Methot, Tom Bollenbach and Kerry Payson are coordinating.

There is a drive to enlist more altar servers both young and old. The Commission has also discussed ways to engage younger parishioners in becoming lectors through a mentoring/coaching process with experienced lectors.

**Christian Services Commission: Kate Mason**

Kate announced that there will be a collection of “smile supplies” for Dr. Kitty O’Hare’s family medical practice from October 14 - 29. The Evelyn House Christmas Party will be on a Friday this year and will be scaled back. More details will be coming.

**Faith Formation Commission: Kathleen Crawford and Teresa Coda**

Teresa Coda distributed a handout on the many Faith Formation Events for the fall and announced that Adult Faith Formation coffee hours are planned for October 22 (featuring David Jaffe on the topic of Interfaith) and November 12 (topic in process).

Kathleen Crawford said there were plans to educate the parish on the USCCB (The United States Conference of Catholic Bishops) and its support of CRS (Catholic Relief Services) and Catholic Charities as sister entities. In addition, there is a proposal to host an Ethical Trade Fair to benefit CRS on the same day as the Advent Workshop in November. More details to come.

**Youth Commission: Teresa Coda**

There were 20 students at the recent Youth Commission meeting, an increase from last year. The Commission plans include a Halloween Party; Donuts and Bagels with St. Nicholas and helping to prepare Middle School Class. They also brainstormed some spring activities that include hosting an Easter Egg hunt for young children; more babysitting nights and helping with a “senior luncheon”. Ultimately the trip to Washington D.C. was picked.

**Hurricane Relief Outreach:**

After a brief discussion, it was decided to put a notice and a link in the email newsletter this week to support the Catholic Charities drive to raise funds for hurricane relief in Puerto Rico. 100% of the funds go to the aid.

**One Parish, One Book: Teresa Coda**

Earlier this year, Teresa floated the idea of One Parish, One Book as a way to bring the parish together in a common goal. She sought out book titles from clergy connected to OLOS, as well as PPC members. Teresa distributed a list of proposed books including a summary of each and asked the PPC to review them. There is no specific timeline on the next steps. Group decided that the theme of the selected book should reaffirm our “vision”.

**Fr. Daly said this might be a way to engage the parish in the writing of the Pastoral Plan.**

**PPC Membership Recruitment: John Glancy**

**John brought up the critical need to recruit new PPC members-at-large. There are currently two positions open and six more will open up next year.**

**Next steps for recruitment:**

- **Identify potential members within the next few weeks (pulpit announcement; bulletin notice and each member send potential members names and contact information to John)**
- **Engage potential members TBD (John will compile and provide names to Fr. Daly; talk one-to-one?; recruitment lunch with some current PPC members?)**

**Next meeting November 8, 2017**

**The Finance Council (Jim Spoto) will present the annual parish finance report.**