Parish Council
Church of the Annunciation - Our Lady of Fatima

Minutes of Regular Meeting:
Tuesday, June 14, 2016

Attendance:

Present: Fr. Robert Grippo, Fr, Sal Ricciardi, Fr. Jean Marie Vianney Uzabakiriho, Tom Adamo, Joseph Accetta, Rosemary Borges, Jennifer Cardoni, Sal Conti, Laura Finneran, Joe Furgiuele, Tony MacDonnell, Brian McCarthy, Pat Neville, Mary Rose, Diane Vezza;

Absent: John Auricchio, Rich Barry, Sr. Cathy Burns, Jim Butler, Paul Costiglio, Mike Higgins, Jane Kearney, Mary Theresa McCombe, Maureen Noonan, Gene O'Neill,

Guests: Al Messana, Kevin Camillo (Seminary Student), John Figueroa (Seminary Student)

Commencement of Meeting: 7:15 PM

I. Opening Prayer: *by John Figueroa - Seminary Student*

II. Chairpersons' Report: *Co-Chairs McCarthy/Borges*:

Approval of Minutes of May 17, 2016 Meeting:

- *Amendments - Two (2) Corrections To* ***School Report*** *- Pgs. 2 and 3*
  Approved, as Amended.

Review / Redefine Role of Subcommittees and Subcommittee Reports

- Approaches:
  - "Leave well enough alone" as to Ministries/Events which have historically run smoothly over long periods of time (e.g., Midnight Run) (*D. Vezza, J. Furgiuele*);
  - Perhaps we are tackling "too much too soon" (*B. McCarthy*);
  - Perhaps working within existing structure built over past year and doing Internal Sub-Committee Assessments as to Ministries and Events which need assistance (*J. Accetta*)

- BOTH worship sites "uniting as one" - Involving MORE parishioners:

  - "Tap on the Shoulder" / Personal Invitation (*B. McCarthy*);

  - Asking GOD for his assistance through PRAYER (*Fr. Grippo*)

- *July 14 or 21 - (6:30 - 9:30 PM)* - Proposed Meeting as a Council at Seminary with Fr. Richard (St. Lawrence O'Toole) - Discuss how to have the Council focus more strategically on its mission (*T. MacDonnell*);

- Sub-Committee Reports: Reinforce mandate that they be submitted ahead of Meetings, and only salient/ troubling issues should be discussed at meeting (*R. Borges*).

III. ***Ex Officio* Reports**:

Pastor: *Fr. Grippo*

- Congratulate "merged" Council on completing its first year of operation;

- Sub-Committees: Continue to Prioritize "Needy" Ministries

- Confirmed reports that Mary Theresa McCombe is resigning from the Council, but will continue to perform Parish-related responsibilities, including Alumni Development - Extend thanks to Ms. McCombe for her fine service to the Council and Parish at large;

- New Rectory Staff Member: *Dede Larock*. She will assume some of Ms. McCombe's responsibilities: updating Parish Website content on day-to-day basis; New Family Registration; FlockNote administration.

Parish Finance Council: *Joe Furgiuele*

- *Cardinal's Appeal* - $12,000 short of goal ($232,500) with two weeks remaining - 339 Families have participated to date;

- *Buildings and Grounds* - New Full-Time Staff Member: *Leon Manzo* completed his eight-week "Trial Period" - demonstrates multiple skills for various minor/major tasks around the Grounds;

School: *Maureen Noonan (Absent):* ***NO FORMAL REPORT***

Religious Education: *Mary Rose*
- *Update on Refurbishing of OLF Rectory*

- On Target for October 4 "target" date for "ribbon cutting" ceremony for Pope Francis Mercy Center;

- All Floors EXCEPT Kitchen - New Vinyl / Carpet;

- New Window Treatments;

- Kitchen Budget: Est. $800 - $1,500.

IV. Sub-Committee Chair Reports

Apostolic / Christian Service: *Diane Vezza* - ***NO FORMAL REPORT***

Community and Social Outreach: *Rosemary Borges* - ***NO FORMAL REPORT***

Evangelization: *Tony MacDonnell* - ***REPORT: See Addendum # 1***

- *Youth Group*:
  - Modified Schedule for Summer Months

Hospitality: *Tom Adamo (Absent)*: ***NO FORMAL REPORT***

Liturgical: *Al Messana for Gene O'Neill (Absent)*

- *Eucharistic Ministers* - now over 100

- *Eucharistic Ministers / Lectors / Ushers*
  - Still Seeking to Arrange Day of "Theological Refreshment"
  - Presentation for Skills Development in Public Speaking

  - Planned for Sept. 2016 at St. Joseph's Seminary;

Marketing & Communications: *Mary Theresa McCombe (Absent)*
REPORT*: *SEE - ADDENDUM # 2

Sports: *Paul Costiglio (Absent)* - ***NO FORMAL REPORT***

V. New Business: *Co-Chair McCarthy*

Summer "Homework"

- Think about (for discussion) : Christmas and Holy Week Mass Schedules - Coordination between BOTH worship sites

- Pray More - Especially in light of recent events of Orlando and other mass shootings / tragedies throughout the world (*B. McCarthy*):

  - In wake of these events - Use of FlockNote to call people to gather for a prayer service at Church(es) (*D. Vezza*);

  - Use first hour (of three hours) at First Friday "Holy Hour" for this purpose;

  - Beginning in September, Council will say Rosary from 7:00 - 7:15 PM prior to each meeting (approval of suggestion by *J. Furgiuele*).

VI. Next Council Meeting:

Tuesday, September 20 - 7:00 PM

VII. Closing Prayer: *by Kevin Camillo (Seminary Student)*

Adjournment: 8:48 PM

Respectfully Submitted,

Joseph M Accetta, Sr

Joseph M. Accetta, Sr.
Co-Recording/Corresponding Secretary

APPROVED - 10/18/16

Evangelization

June 14th Parish Council Meeting

submitted by Tony MacDonnell

1. Evangelization sub-committee met for the first time (8 people attended included Tony, Fr Grippo and John the summer seminarian, Damian and Naoko Wach, Ryan Tarantino, Al Messana, Jeannie Sweeney, Lynda): we spoke about the concept of evangelization, and asked people in the group what they thought it meant and what they hoped a committee like this could help with in our parish.

- Two parishes and a third evangelization institute that have produced books on the subject of parish self-analysis, evangelization and growth were introduced to the group for summer reading; so that the sub-committee can start to understand the current state of Church life in this country and what are reasonable next steps. Our next meeting will be on June 15th to continue discussion and analysis.

2. Cornerstone (17-25 yr old ministry) needs patience, time and tender loving care. 5-6 members will meet again before the end of June.
3. The Faith study group has wrapped up after a 24 week Bible Study and will re-assemble in the Fall.

4. The men's retreat group has agreed to reach out to other men in the parish to see about future retreats – hopefully our next men's retreat will be this fall. I have reached out to Marion Whiting to talk about a possible women's retreat and will also bring up this subject to the evangelization sub-committee.

5. Youth Group: Attended Capuchin Youth and Family Ministries Annual Dinner with 2 youth group members who received scholarships from CYFM.

- Youth Mass held on Pentecost Sunday, May 15th with youth group members, as well as 7th and 8th graders of the parish. They were involved in all aspects of the Mass (Singers, Lectors, Eucharistic Ministers, Greeters and Ushers) The Youth Mass included a forum for a post-homily witness talk given by a 15 year old high school teen member. The Youth Mass also including an Art Exhibit called "Expressing God through the Arts" June 12th: Youth Group Family Dinner that will honor all the youth group members with a small ceremony to include "A Certificate of Appreciation" and small gifts.
- Steubenville NYC Youth Conference June 24th-26th with one youth group member and leader attending.
- Youth Ministry meetings will be on a modified schedule during the summer months until September 2016. (TBD trips and activities)

ADDENDUM # 1

Report of the Marketing & Communications Committee

Alumni

- -Two distinct newsletters will go out to Annunciation and OLF School alumni in June. As discussed at a previous Parish Council meeting, no additional research will be done to locate OLF School alumni, but it is the hope that their alumni group will grow organically through the distribution of the newsletter and the Facebook group that has been established (stands at 181 members and growing weekly)

- Annual fund stands at $64,750 up from $51,665 at close of last year. The annual fund ends August 31, 2016

Video feed of Sunday Mass

- New Committee member Casey Conner (parishioner, Annunciation School alumnus, Annunciation school parent, son of our parish's first Deacon) is pricing out the equipment needed to video and upload a Sunday Mass at OLF Church to a public access television station.

  IMPORTANT QUESTION: How do we evaluate the cost of this undertaking vs. the benefit it provides?

Parish Web Site

- The developer has received the signed contract and deposit. Mary Theresa is meeting with the company this week and has invited Mary (Rose) to join her.
- Casey Conner has offered to produce short marketing videos about the parish. The question of compensation will be separately addressed with Fr. Grippo. Casey and Mary have been introduced to each other by email so that Casey can work on a video about the renovation of the Pope Francis Mercy Center. These marketing videos will be included on the web site and the parish facebook page.

Important Questions from the Committee:

- Does the Parish Council have a list of priorities for the parish? i.e., if a priority is to grow the younger demographic's participation in the parish, how does the video feed of Sunday Mass, referred to above, help to address that priority? **Can the Committee get a list of parish goals in priority order?**

- Does the parish have an understanding of the make-up of our current parish post-merger? What ages are involved? Sizes of families? Where are the gaps that we want to improve on? How does attendance vary year over year at parish events? Increasing at certain events; declining at others? **Would a parish census be helpful now that the merger is complete?**

ADDENDUM # 2

Parish Council
Church of the Annunciation - Our Lady of Fatima

Minutes of Regular Meeting:

Tuesday, September 20, 2016

Attendance:

Present: Fr. Robert Grippo, Fr. Sal Ricciardi, Joseph Accetta, Tom Adamo, Rosemary Borges, Jennifer Cardoni, Sal Conti, Paul Costiglio, Jane Kearney, Tony MacDonnell, Brian McCarthy, Pat Neville, Maureen Noonan, Gene O'Neill, Mary Rose, Diane Vezza;

Absent: Rich Barry, Joe Furgiuele, Mike Higgins, Melissa Spero, Damian Wach

Guests: Al Messana, Jeanne Sweeney

Commencement of Meeting: 7:09 PM

I. **Opening Prayer**: *Evangelization Prayer - by All*

II. **Chairpersons' Report:** *Co-Chairs McCarthy/Borges*:

New Members: Melissa Spero (New HSA President) and Damian Wach

Approval of Minutes of June 14, 2016 Meeting:

- *Approval Postponed Until Next Meeting - Minutes Not Circulated with Sufficient Time for Members to Review.*

Phase III - Next Steps In "Making All Things New"

- New Direction of Council - Evangelization and Re-Commitment:

- Evening Of Reflection - *July 21, 2016 at St. Joseph's Seminary*
  - Fr. Richard Gill (Pastor: St. Lawrence O'Toole - Brewster)

- Follow-Up: *Evangelization Sub-Committee Presentation Tonight*

- BOOK / VIDEO: *Divine Renovation - by Fr. James Mallon* (*T. MacDonnell*);

- Reconvening of Archdiocesan "Clusters" (*see below)*
  - Theme: Evangelization / Mission:

At Annunciation - OLF:
Evangelization Prayer (***See ADDENDUM # 1)***
- Placards / Prayers Cards in Pews
- To Be Recited by Congregation during all Masses

III. ***Ex Officio* Reports**:

Pastor: *Fr. Grippo*

- As of *September 1* - Merger of two Parishes is now OFFICIAL;
  - ALL Attendance / Donation Figures are now COMBINED;

- *PARISH GOAL(S)*: Identify what it means to be a DISCIPLE;

- *PARISH TASK*:
  Catholic Identity
  - Attendance at Our Masses: < 2,000 people per week, yet we have 3,000 families - Needs to be Addressed;

  - Systematic Problem in U.S. (15% of less Catholics attend Mass)

CLUSTERS:
Our Cluster now Includes: *Sacred Heart (Hartsdale); St. Eugene's (Yonkers); Sts. Peter and Paul / St. Ursula (Fleetwood); and Our Lady of Shkodra (Hartsdale)* - # "clusters" - reduced from 75 to 56;

- First Meeting of "Reconvened" Clusters: *September 26*

MEETING AT ARCHDIOCESE HQ:
- *September 16* - Cardinal Dolan is extremely pleased with all of the actions our merged parish has taken (financially, spiritually, etc. - "MODEL" for other mergers)

DEDICATION of POPE FRANCIS MERCY CENTER

- *Thursday, October 6 - 4:30 PM* (with Cardinal Dolan)
- Open House will Follow

REVIEW of MASS SCHEDULE

Reviewing/Implementation- Musical Styles for Sunday Masses:

e.g. *7:30 AM* - "Music of the heart";
10:00 AM - Family Mass - Make More Appealing to Families
12:00 PM - High Mass - Full Choir w/ Organ

DAY OF RECOLLECTION: *Eucharistic Ministers, Lectors and Ushers*

- *Sat., October 29 - St. Joseph's Seminary (8:30 AM - 12:30 PM)*

RETREAT DAY for PARISH COUNCIL:

- *Saturday, November 12* - Ossining (*see below*);
- Will Substitute for Council's regular November Meeting

PHYSICAL PLANT IMPROVEMENTS MADE OVER SUMMER:

- Former OLF School: Stairs;

- OLF Organ - Repaired Water Damaged Pipes;

- Rectory: Central A/C;
  Patio - For Use for Parish-wide Events

- Annunciation School:
  New Roof; Replaced A/C Units on Roof;
  Gutters/Leaders/Drains;
  Entry Gates to School Parking Lot;
  School Overhang - New Lights /Gates;
  Ceiling/FloorTiles (2d Floor of School);
  New Fence - Kindergarten Play Area;

  Soon: New Gym Lights (*Donated by Caruso Family*).

- Annunciation Church:
  LED lights - Side/Front Entrances;

NEW PRIESTS IN RESIDENCE:

- *Rev. Livinus Anweting* (from Nigeria - arriving by end of September);
- *Rev. Christopher Argano* (Archdiocesan Vocational Director).

Parish Finance Council: *No Committee Report* - Members Absent

School: *Maureen Noonan:*

- NEW Parish Website - Significant Improvements for School News;

- Google Classrooms (replaces Moodle) for Academic Information;

- PK-3 - Debuts with 11 students

- Upcoming - October Newsletter; Annual Fund

Religious Education: *Mary Rose:* ***REPORT - See Addendum # 2***

Music: *Jennifer Cardoni*

Children's Choir:	*1st Rehearsal -*	*October 3*
	1st Mass -	*October 16*
Adult Choir:	*1st Mass -*	*September 25 - 12:00 PM*

- New Cantor - Rebecca Howland

IV. Sub-Committee Chair Report

Evangelization: *Tony MacDonnell*

Presentation: *Divine Renovation: From Maintenance to Mission Parish, by Fr. James Mallon*

5 videos (15 minutes each) - 1st Video shown tonight; 2nd during October Meeting, and last 3 during November "Retreat"

Video # 1 - Crisis of Identity:

Themes:
Parish Mission v. Parish Maintenance
Process Begins with VISION for Parish
Four Tasks: GO, MAKE, BAPTIZE, TEACH

Focus of Discussion Groups (3): Making Disciples

- Leaders: Al Messana; Jeannie Sweeney; and Tony MacDonnell

Themes:

- *"Intentionality" of Our Actions to Evangelize*
- *"Breakdown" of Secular World - When Did It Start ?*
- *Mission: Get Children ./ Families Back to Church*
- *Forums to Accomplish Missions:*
  Family, School, CYO Sports

V. New / Pending Business: *Co-Chairs McCarthy/Borges*

Installation Mass: *Sunday, September 25 - 12:00 PM*

Ribbon Cutting
Pope Francis Mercy Center: *Thursday, October 6 - 4:30 PM*

Purpose/Mission Retreat: *Saturday, November 12* - 9:00 AM - 5:00 PM
Mariandale Retreat Center - Ossining

VI. Next Council Meeting: *Tuesday, October 18 - 7:00 PM*

VII. Closing Prayer: *Tony MacDonnell - Evangelization Prayer*

Adjournment: 9:03 PM

Respectfully Submitted,

Joseph M Accetta, Sr

Joseph M. Accetta, Sr.
Co-Recording/Corresponding Secretary

Approved - 10/18/16

Annunciation- Our Lady of Fatima Evangelization Prayer

Holy Father,

Awaken within us the fire of your love and help us, through your Holy Spirit, to discern the gifts that you have given us; that we may employ them as true disciples and missionaries to bring your gospel of love to life for all people, this day and every day, by our thoughts, words, and deeds.

For we ask this in the name of our Lord and Savior, Jesus Christ, your son, who lives and reigns with you in the unity of the Holy Spirit, one God for ever and ever. Amen

Addendum # 1

Religious Education Report
Parish Council Sept 20, 2016

1. Registrations as of today
   - Gen Ed: 308 (includes 24 home-school students)
   - Special Ed: 33 (with 6 pending—based on Catechist availability)

2. New programs to be rolled out this year:
   - Transition to 7th Grade Confirmation (w/this year's 6th Graders)
   - Religious Ed Advisory Board
   - Tony Belizzi Presentations to Confirmation students and parents
   - Monthly Church celebrations during class (eg Mass, Benediction)
   - Gathering Prayer every Wednesday
   - "Pray It Forward" program for Lent
   - Children's Liturgy of the Word during Advent (K, 1 and 2)
   - Special Needs Friday Night Teen Group
   - Special Needs Parent Series

3. Pope Francis Mercy Center Renovations
   - Complete
   - $800 left in budget for additional classroom furnishings (TBD)

Addendum # 2