

Minutes of the January 6, 2011 Stewardship Commission Meeting

Attendees: Deacon John Nicholson, Fr. Michael Bova Conti, Donna Biggins, Jenn Sneath, Mark Nevils, Ted Vander Els, Jim McCarthy

Parish Registration Update: Mark Nevils has drafted a proposed registration form. We had the following discussions:

- Keep it to one page, with ample white space.
 - Include Y/N data fields for baptism, first communion, confirmation
 - Include date of marriage? Include place of marriage?
 - ServantKeeper database program bases spouse and children relationships versus the head of household.
- ❖ Mark Nevils will distribute a second draft of the registration form and requests feedback from commission members. We will try to finalize the form at our Feb 3 meeting.
- Project Plan for Implementing the Database Update
 - Launch the project at the beginning of Lent (Ash Wednesday is March 9)
 - Mail the update request forms to ~1,400 families. Do a second mailing. Then, as a third attempt, phone those who had not responded (will need a volunteer phone committee).
- ❖ Mark Nevils will draft a proposed timeline and brief implementation plan.

Proposed Parish Electronic Newsletter: Jim McCarthy drafted a proposed e-Newsletter using a standard Constant Contact template. We had the following discussions:

- Use a smaller font than the draft included.
 - Use the proposed Constant Contact template for the initial issue, but possibly consider other templates as the number of photos and length of articles increase.
 - For the initial issue, include a Welcoming message from Fr. Michael which would reinforce we hope to share with parishioners and friends reflections of faith, service and outreach through our Pastoral Ministries to others
 - The initial issue will include a youth lay witness account/article describing how the youth has been spiritually moved in her Catechist ministry. A photo of the youth in a class setting will accompany the article.
 - Targeting an early-February launch for the initial E-Newsletter.
- ❖ Fr. Michael to provide a Welcoming message which would reinforce we hope to share with parishioners and friends reflections of faith, service and outreach through our Pastoral Ministries to others. **(Done)**
- ❖ Jim McCarthy will distribute a second draft of the initial e-Newsletter and requests feedback from commission members. We will try to finalize the initial issue at our Feb 3 meeting.

Evangelization/Catholics Come Home Program Status: January 23 has been designated as Evangelization Sunday. The Archdiocese has prepared a video homily to be shown at all the

Masses that weekend. The homily will speak about the Lenten outreach through television commercials and encourage every person to participate in this Catholics Come Home mission.

Breaking Bread & Welcoming Updates: Donna Biggins has emailed an announcement that the next Breaking Bread will be Saturday, February 12, in Hurley Hall. The January 2010 larger group gathering was a success, so it was decided that the larger group gathering could be an annual event.

Parish Updates:

- **Sudbury/Wayland/Weston Collaborative meetings:**
 - The two Wayland parishes were finalizing plans to merge the two parishes into one new parish, Good Shepherd Parish.
 - On January 30 there will be a collaborative Parish Pastoral Council training session.

Next Monthly Stewardship Commission Meeting: Thursday, February 3, 2011 at 7:30pm.