

## **Minutes of the October 7, 2010 Stewardship Commission Meeting**

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

**Catholics Come Home Program Pre-Work:** The Archdiocese will be launching this program during Lent, but there is preparation work we need to do:

- **Clean up our parish database**, so we can get a more accurate account of our OLF Mass attendance % (archdiocese cites 17% for archdiocese as a whole)
  - Again this year, headcounts are being taken throughout the archdiocese to record Sunday Mass attendance during the weekends of October.
  - OLF Mass attendance during Oct 2/3 weekend was ~7.5% below last year.
  - The number of identifiable Offertory givers was down by approximately the same percentage.
  - Update process might be, e.g. send out a mailing requesting verification of family data, send out a second mailing to those who did not respond, then call families who did not respond to the two mailed requests.
  - Introduction of an OLF electronic newsletter will necessitate that our email address database be updated and maintained on a continual basis.
- ❖ Mark Nevils and Deacon John will review our database and identify what data we should consider essential.
- ❖ Review the database report-generation functionality to determine whether we could create a document for each parish family to review/update, similar to the town census update form.
- ❖ Mark Nevils will draft a brief plan detailing how the database update would be implemented, and estimated costs.

**Proposed Parish Electronic Newsletter:** The following assumptions are under discussion:

### **Newsletter Objectives:**

- To focus on evangelizing/welcoming. Link the newsletter with the Catholics Come Home initiative.
- To reinforce our Parish emphasis on sharing our time, talent, and treasure (Stewardship education)
- To provide a way for councils and ministries to communicate to the broader parish family

### **Newsletter Scope and Content:**

- Content could be e.g. 40% evangelizing/welcoming, 30% Stewardship education, 30% Communication/Informational.
  - Utilize a Constant Contact template
  - Primary medium is as an electronic email; could be made available as printed handouts
  - Articles would be brief but include links to blogs or other reference materials, similar to how The Pilot links to Cardinal Sean's blog.
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- ❖ Jim McCarthy will review the OLF Constant Contact site and propose a template for an electronic newsletter.

- ❖ Stewardship Commission to discuss further whether/how the newsletter might link with other social media, e.g. Facebook.

**Parish Updates:**

- **Sudbury/Wayland/Weston Collaborative meetings:**
  - Next meeting is Monday, October 18
  - Planning a Parish Council formation program which would emphasize our Baptismal call and sharing our collective wisdom.
- **Welcoming Committee & Breaking Bread:**
  - Committee would like to include the OLF Directory of Ministries as part of the welcoming kit. The Directory requires some edits to the contact info, and the St. Vincent de Paul ministry should be added.
    - ❖ Deacon John to forward the Microsoft Publisher file for the Ministry Directory to Donna Biggins for edits/updates.
  - The September Breaking Bread weekend featured five dinners with ~40 participants. The next round is the weekend of November 13/14. Donna Biggins emailed participants on Oct 12, urging them to invite an individual or couple to attend the November dinners with them.

**Next Monthly Stewardship Commission Meeting:** Thursday, November 4, 2010 at 7:30pm.