

Parish Pastoral Council

SPECIAL MINUTES FOR THE WORSHIP SPACE EXPANSION PROJECT

The intent of this writing is to provide the reader with a chronology of events associated with the process the Saint Rita Parish Pastoral Council used, to the best of their ability, to fairly represent the views of the parishioners on the worship space expansion project.

BACKGROUND

NOVEMBER 21, 2005: The Long Range Planning Committee (LRPC) provided the Parish Pastoral Council (PPC) members with a presentation of the Worship Space Expansion Project. The objectives were to share what has been learned, review of design concepts, obtain feedback and to obtain approval to proceed with the schematic design. A good discussion took place and many questions were raised and answered. Because time did not permit a complete discussion and since all questions could not be raised, it was agreed that a special PPC meeting would be held on January 9, 2006, dedicated to this subject. Since many discussions and questions were still open, each council member was asked to write down their comments/questions and bring them to the December 5th pot luck dinner.

DECEMBER 5, 2005: 17 out of 18 council members provided detailed written comments/concerns. No other action took place at this time as the date was planned for a non “business” pot luck social Christmas dinner.

DECEMBER 6 TO DECEMBER 31, 2005: The written comments/concerns and questions submitted on 12/5 (See above) were consolidated. To this end, an attempt was made to identify each concern. Due to the number of responses and comments submitted, each concern was not written verbatim. A document was created to summarize: **concerns, number of responses, recommendations, sequence for implementation, who should be responsible for implementation and a targeted time frame, by quarter, for “when” the recommendations should be completed.** (Attached hereto as Exhibit “A”, “Recommendations” document)

JANUARY 2, 2006: The agenda for the January 9, 2006 special meeting, the “Recommendations” document, a document highlighting proposed steps to be used to reach consensus for the 1/9 meeting and a draft letter which proposed how the outcome of the 1/9 meeting might be provided for Father Chuck were E-mailed to all council members as pre-read material. Council members were asked to review this material and bring any changes, issues to the meeting. Council members were reminded that the pre-read material should be viewed as a starting point only and any disagreements/changes would be considered at the special 1/9 meeting.

JANUARY 9, 2006: A special PPC meeting was held to review the aforementioned documents. Agreement to the proposed draft letter as a means for providing information and requirements for Father Chuck was not approved. The proposal to use online computer technology to update the “Recommendations” document was approved. The

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proposed process for reviewing and making edits to the contents for each of the major topics contained on the excel document was approved. After reviewing and making some changes to the content of the "Recommendations" document, it was accepted in its entirety.

Subsequently, to enhance the document a proposal followed which asked each council member to rate each of the 22 recommendations in terms of importance to them, 1 to 5. (1=least important, 5 = most important) Council members were asked to E-mail this ranking and to also submit their position on the "GO/NO GO" decision to support the spending of \$10,000 for the schematic design. Council members were encouraged to complete this submission by Thursday, 1/12, so that consolidation activities could be completed prior to the 1/16 meeting.

JANUARY 10 TO JANUARY 15, 2006: In response to questions pertaining to the schematic design, Dave McLellan provided answers which were E-mailed to all council members. (Attached hereto as Exhibit "B") Fifteen (15) council members provided their least/most important ratings and fourteen (14) provided their position on the schematic drawing. The least/most important ratings were incorporated into the "Recommendations" document. This process resulted in a summary ranking of the recommendations most to least important, as determined by the council members. (Attached as Exhibit "C") The input on the "NO GO" decision to support the immediate spending of the \$10,000 for the schematic design was represented by 10 NO and 5 YES votes. (Attached as Exhibit "D")

This document summarizes all activities to date associated with the worship space expansion project process and the "Recommendations" document (including the least/most important ranking sent to council members, as pre-read for the 1/16 meeting.)

JANUARY 16, 2006: Based upon the submissions of council members, the position for the "NO GO" decision on the immediate spending of the \$10,000 schematic drawing was provided to council members in summary form. However, the intent is not to delay the process, but to provide the LRPC with recommended activities that, once completed, will allow for the obtaining of approval to move forward with the schematic design, specifically, items #7 and #3 as set forth in Exhibit "A". Plans to re-configure the parking structure should move ahead in the interim and the LRPC is invited to bring such plans to the PPC at their earliest convenience for review and discussion. The PPC will consider the release of funds for the parking structure upon such presentation by the LRPC.

BEYOND THE SCHEMATIC DESIGN

Because the council members have put much work into representing the parishioners with their thoughts/concerns/needs and because it is important that these recommendations be addressed, in order of importance before moving forward to the next phase of the worship space project, an agreement is required which will insure that the

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recommendations are understood and put into the hands of those who can implement the recommendations. This agreement is set forth as follows:

That upon the ordering of the schematic design, a planning meeting shall be held, at which the heads of the following committees/ministries shall be in attendance: Building & Grounds, Finance, Leadership, Liturgy, LRPC, PPC, Staff, and Stewardship. That each ministry/committee shall be provided a detailed breakdown of the recommendations as provided by the PPC in a concerted effort to achieve the common goal of moving forward with the worship space expansion project. That the LRPC shall coordinate with each ministry/committee and shall be provided a status on each recommendation. The LRPC, in turn, shall provide simple quarterly status to the PPC. Status shall be provided to the parishioners as deemed appropriate by the LRPC, *however, it should be noted that timely and effective communications with the parishioners is a key concern of the PPC.* At each stage, the council shall review the status as provided by the LRPC and shall re-visit their decision to move ahead with the expansion project. The PPC will provide the LRPC any comments or concerns that develop along the way.

CONCLUSION

That based upon the information provided to us, it is the consensus of this PPC that the worship space expansion project is a necessary project for St. Rita Parish. Further, it is agreed that the schematic design is a necessary step of that project. However, it is the position of this council that we are not currently positioned to order the schematic design. Certain recommendations of this council must be addressed, relative to reaching consensus on the design of the new facility and communications with the parishioners to achieve that goal. It is our strongest desire to provide assistance to the LRPC in their efforts to bring this project to its fruition. As stated, the re-configuration of the parking structure will be considered by the PPC as soon as the LRPC is in a position to bring the details of that phase of the project back for discussion.

Based on the decisions above and the out come of the recommendations, the Long Range Planning Committee should meet with the Parish Pastoral Counsel during the 4th quarter 2006 to firm up a position on the next steps for the worship space expansion project considering the following:

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SHORT TERM CONSIDERATIONS

- The status of the recommendations contained in this document, including communication and full disclosure with the parishioners as set forth in Exhibit "A"

LONG TERM CONSIDERATIONS

- The increase in registered/families.
- The outlook that Saint Rita will be assigned only one priest and that that priest will only be celebrating three Weekend Masses.
- Consideration that a worship space expansion project and associated financial needs are resolved prior to realizing the one (1) priest scenario.
- Consideration be given to the specified gift of \$200,000 for the worship space expansion project.
- Consideration for the \$457,000 that has been pledged to Saint Rita Church, knowing that these monies will be allocated to:
 1. Pastoral Care for our Growing Parish
 2. Reduction of the Mortgage
 3. Enhancement and Enlargement of our Worship Space

NOTE: If the decisions on the above are not reached at the 1/16 Parish Pastoral Council meeting , each council member will be asked to provide their written response via E-mail to Jackie or Dean by no later than January Tuesday, January 31, 2006.