

ACC Planning Committee Meeting Minutes
Tuesday, July 23, 2019

Attendance: Jackie Leveille, Janelle Kunkel, Arlene Schumacker, Kris Archibald, Amy Udermann, Chris Kotsmith, Katie Kerr, Karen Renaud, Danna Woods, Nancy Frerich, Fr. Derek Wiechmann, Lowell Herbst

Old Business

Appoint Chair, Co-Chair, Secretary, and Communication Liaison

The following volunteered and were appointed to each position:

Chair – Nancy Frerich

Co-Chair – Janelle Kunkel

Secretary – Katie Kerr

Communication Liaison – Jackie Leveille

Each role is defined by the following responsibilities:

Chair – Lead the meeting, prepare meeting agendas, keep the committee on task during meetings, and follow through on items that need action, delegating tasks to others and reminding people. Mentor the vice chair in the role.

Co-Chair – Fill in if the chair is not able to attend the meeting and proofread the agendas.

Secretary – Take meeting minutes, distribute meeting minutes, and send meeting reminders.

Communication Liaison – Develop articles for the parish bulletins that provide ACC committee updates, FAQ's and sharing what the ACC committee is doing currently. Provide regular updates with parishioners during Mass, connect with parish councils, share documents from the diocese and links to the diocese ACC web page, and other important items impacting and related to the ACC. Connect with and communicate with the diocese (Brenda Kresky).

Action Items:

- ✓ Fr. Derek will notify Brenda Kresky that Jackie will be our primary contact for the ACC.
- ✓ Fr. Derek and Jackie will start communicating ACC information with all parishes the weekend of August 17th and 18th.

Naming the ACC

This name will identify our ACC throughout the Diocese. Fr. Derek shared that in the Melrose parish they opened the ACC naming process up to all parish members for ideas. They will gather all the ideas and a name will be selected from the parishioner suggestions. The parishioner that suggested the winning name will be given a cash gift. Consensus was to follow the idea from the

Melrose parish. Each ACC parish will contribute \$30 towards a cash gift for the parishioner that suggests the selected name.

The naming process was discussed. Some members were concerned that parishioners may not know what the ACC process is and what is involved. Further discussion took place and we want to ensure that during the naming process kickoff, that the following is communicated with all parishioners:

- Parishioners are not losing their parish name and that the ACC name is the name of our four-parish cluster.
- Reiterate that the clustering is happening across the diocese and not just within our cluster.
- Each parish is a separate entity with their own finances. Sharing resources, but not merging finances.
- Explain how Fr. Derek is being paid.

Action Items:

- ✓ ACC naming kickoff will be the weekend of August 17th & 18th and we'll ask that parishioners turn in the name idea slips on the weekend of August 24th & 25th. Parishioners can drop them in the collection basket or drop them off at parish offices.
- ✓ Jackie will start a rough draft of an informational document with ACC planning information on it and a place for parishioners to document their ACC name ideas. Then she will work with Kris to finalize and distribute the document so that each parish can include it in their bulletins.
- ✓ Father Derek's homily will focus on the ACC and Jackie will speak after Mass.

Community Building Event Planning

The ACC Community Building event will be held on Wednesday, August 28th at 7:00p.m. at St. Louis Bertrand in Foreston. St. Louis Bertrand will put out a small lunch. Invites need to go out to parish councils, trustees, and parish staff. Spouses are invited.

Action Item:

- ✓ Fr. Derek will send out the invitations for the ACC Community Building event to parish councils, ACC committee members, parish trustees, and parish staff.

Areas of Cooperation in Programs and Economies Among Parishes

Father Derek is the only staff person serving all 4 parishes. We'll eventually work through all these areas as we go on. A plan needs to be developed by the end of December.

Action Item:

- ✓ Jackie will check with Brenda Kresky to see if there is a template for the ACC plan that is due in December 2019.

New Business

Publishing ACC Committee Member Information & Meeting Minutes

The committee is unsure if parishioners know who the ACC members are within each parish. It has been shared at St. Mary's, Milaca and St. Louis Bertrand several times. It has been published in the bulletin at St. Mary's, Mora and St. Kathryn's, however, it is unknown if parishioners know who to go to with questions. This information should be posted on parish websites.

ACC committee meeting minutes should be shared on parish websites in order to be transparent and keep parishioners up to date on the progress being made.

Action Item:

- ✓ Who is updating St. Mary's/St. Kathryn's website? Fr. Derek will check on this during the all staff meeting on Wednesday, July 24th.
- ✓ Post ACC committee members on parish websites and share in bulletins.
- ✓ Post ACC committee meeting minutes on parish websites.

What if a parishioner brings a question to an ACC member?

Discussion was had on the protocol for this situation. Decision was made that the person that receives the question or concern will send an email to everyone on the ACC planning committee. Father Derek will weigh in and determine if it needs to be placed on the next ACC meeting agenda or something that can be discussed with the parishioner immediately. Some of these items may become FAQs that are addressed by Jackie in church bulletins or other forms of communication.

Review ACC Regional Planning Information

Check out the following: <http://stcdio.org/regional-ministry-gatherings/>

Fr. Derek Installation Mass

When a priest is assigned to a new parish(es), the Bishop provides an installation Mass. Fr. Derek's installation Mass will be held on August 4th at the 10:00a.m. Mass at St. Mary's in Mora. Plans for a welcome social following the Mass are underway and will be discussed at the all staff meeting on July 24th.

Action Item:

- ✓ Fr. Derek to send out invitations to the installation Mass.

Next ACC Planning Meeting

Place: St. Mary's, Mora, church rectory

Date/Time: August 13th at 7:00p.m.