

Meeting of the Transition Team for March 23, 2020
Remote Meeting

Attendance via video or phone: Fr. Maurice Restivo, Fr. Steven Huber, Frank Gualtieri, Jason Grossi, Sally McQuaid, Marie Claire St. Pierre, Kevin McQuaid, Owen Wolter, Jonathan Pinto, Mary Ann Langlois-Smith, Jessica Jarvis, Annemarie Toldo, Jean Beneteau, Dcn. Gerard Charette, Marisol Rocha, Vincent Nwaesei, Recording Secretary: Carmen Archibald

Regrets: Fr. Peter Hrystyk, Emanuele Calamita

Fr. Maurice welcomed everyone to our first videoconferencing meeting and introduced Jessica Jarvis, who is the Coordinator of Youth Ministry for Assumption.

Made the announcement that churches will be shuttered at least until April 30, and likely longer. More information will be shared as it becomes available.

There was discussion about procedures being put in place in order to keep the Parish connected. Each parish is being asked to call the individual families from the parish. The purpose is to make connection with those in the parish and see if they are in need of anything.

Concern was raised about not being able to give a proper farewell to the Scalabrini Fathers when they leave St. Angela Merici Parish when our Family of Parishes begins.

Comments:

Frank Gualtieri: Feels that this will be a very difficult time for the parishioners at St. Angela with the major changes happening with and to their parish aside from the current issues and would be devastated to not be able to give a proper farewell to the Priests who have been serving them.

There was discussion about the possibility of delaying the date of beginning the Family of Parishes with a new Mass schedule for each parish and talked about possible ways of being able to get feedback on issues concerning the Mass schedules once the Scalabrini Priests leave.

Jonathan Pinto: also agrees that it's not the right time...

Jean Beneteau: Thinks that we should set a date for when the new Mass times at each parish would begin in order to move forward with the beginning of the Family of parishes. Thinks that the parishioners could be polled over the phone for the Mass times and consulted about their opinion and also suggestion an online opinion pole.

Deacon Gerard Charette: Agrees that an online poll is a good idea, thinks that if decisions are made now then people will realize that everything is affected because of the Covid19 issues.

Vincent Nwaesei: Thinks it will be "easier" or better coming off the virus issue but thinks we should go right into the family of parish so that it's in place when we go back into the parishes. Perhaps something could be said to the people being called to prep them regarding the family of parish decisions (use robocalls and an email blast) in order to get in touch with everyone. If we go back into the same schedules as before and then make the changes it may make it harder or less accepted for people to make the changes of the mass times.

Fr. Steven Huber and Mary Ann Langlois-Smith: Both say there are advantages and disadvantages with starting in July with a new Mass schedule. Suggested to start with the new Mass schedules after a month or so after we are back in our parishes.

The majority of the Transition Team think that the activation of the parishes should be delayed a month or so after we are back in the parish. Fr. Maurice will continue to work with diocesan officials to arrive at a mutually agreed-upon date for activation.

Staffing Plan for Caretakers:

Aim: To seek approval of a staffing plan / caretakers plan

The parishes are well served by the continued services of employees who know the buildings and grounds and are familiar with the parish.

Financial Implications: Since there are no changes to hours worked or the number of positions, there are no financial implications to this plan except if we pay a premium to the coordinator. The amount should be confirmed with Human Resources.

Recommendation: That the caretakers for each building **CONTINUE TO PROVIDE** care and **ENSURE** safety and security for the buildings and grounds where they are assigned **AND** that one caretaker **ASSUME** the additional responsibility of overseeing the operation, establishing standards of maintenance, coordinating the work of contractors when required and coordinating the joint purchase of supplies.

Consensus by all

Web, Print, and Social Media:

Aim: To seek approval of a plan for the use of web, print, and social media resources for the family

Current: Assumption Parish and the St. Benedict community have active websites that are updated at least weekly. St. Alphonsus has a static webpage providing location and mass schedule (owned by parish council member Tony Polifroni who has agreed to transfer the website to the family for this plan). St. Angela and St. Daniel do not have websites.

Timeline: It is anticipated this phase of the communications plan will not be fully rolled out until Fall 2020, since websites take a long time to design, code and populate with content.

Proposed: One website is planned under the Family name (a “parent” website), along with websites for each parish with the intention of maintaining and improving the communication of the unique characteristics of each parish. The websites will be designed to function under the same administration platform, and will link seamlessly to each other. One staff member/volunteer from the Family will be in charge of updating the websites. Under this model, each parish will be provided with a unique domain name and website design suited to that parish. Maintaining individual websites includes the benefit of showing up easily in a Google search.

Social Media Presence:

Proposed: It is proposed that each parish and community maintain an individual social media presence

Fr. Steven suggesting to add that we now have a YouTube channel. A discussion took place about the use of social media for our Parish Family.

Bulletin:

Current: Currently, posters, flyers, and bulletin inserts are created by individual parishes for their specific events.

Proposed: It is proposed that a unified poster/flyer/insert template be created which can be easily used for all shared events in the Family (e.g. Christmas schedule, Holy Week, Ash Wednesday, etc).

Owen Wolter gave clarification: Some things with this communication plan are unified but some things are regarding the individual parish. The idea is to maintain the individual parish identity while still uniting us as a parish family.

Signage:

Signs could be created with the family branding, and the parish name to go on each building entryway. Signs will have to be updated with new Mass times, office hours. Letterhead and business cards will have to be created reflecting our family logo and new information.

FINANCIAL IMPLICATIONS:

Printed Material: Print material will be replaced as current items run out with new material with family name branding, where applicable. Digital copy will be used where possible. New business cards will need to be printed for all staff in July. Estimated cost for staff business cards is \$200.

Web Presence: \$90 per year for domain name registration. To be split among the three parishes and one community that will have a website according to a formula not yet established.

Signage: No changes to major signs due to FoP. Signs will be replaced only as needed and will incorporate the family branding so that it is less prominent than the parish name. Offices: Any sign that lists office hours or mass times, usually located near the office door will have to be changed at an estimated cost of \$75 each. A possible sign on the Central office with name and logo could also be considered at an estimated cost of \$250 to \$500.

Bulletin: Every bulletin will double in size and cost because of the decision to provide translation in each bulletin. St. Alphonsus will publish twice as often. This will be paid for out of advertising revenue if deemed feasible by the printer.

Social media: No cost.

RECOMMENDATION: That the following policies and or initiatives be approved with respect to media and promotion:

- That a Family website be developed under the Family name (a “parent” website), along with websites for each parish with the intention of maintaining and improving the communication of the unique characteristics of each parish.

- That St. Benedict maintains their own website adding the family logo and links to the other parishes. St. Benedict will have the option to rebrand their website under the uniform look of the parishes websites, while still maintaining their content, if they choose.
- That Facebook and/or Instagram pages be maintained by each parish, and that the pastor be an administrator on all pages as per Diocese of London policies. Posting guidelines will be created to use for shared events such as schedules for Christmas masses.
- That we utilize a common bulletin consisting of 8 pages with full translation in each bulletin. The cover of each bulletin will vary according to parish and will feature the parish name prominently.
- That print materials be updated as needed, and that current material not be thrown out or wasted.
- That existing site signs will not be replaced until warranted except for revised Mass times and office hours.
- That a Family designation be added to email signatures.

Discussion on how the family website will work: there will be a centralized listing of events, photos, etc., that can be uploaded on each individual page then all will appear on the family web page. It was assured that the mission is to maintain the individual identity of each parish.

Consensus by all

Location of FoP offices:

Aim: To seek approval for a plan for the location of FoP offices.

FINANCIAL IMPLICATIONS: The costs associated with locating the offices at Assumption would involve the following:

- Conversion of living room to two offices (Note that the Basilian residence has a second living area that could serve the residence with some modifications.)
- Moving staff.
- Purchasing additional furniture for offices where necessary. (Fr. Maurice notes that this will likely be minimal, since all offices at St. Angela and St. Alphonsus are furnished.)

Conclusion:

St. Alphonsus: Would have to convert a portion of the hall to offices resulting in a loss of space for parish functions. There would be insufficient parking for the staff.

St Angela: Would likely have to utilize the downstairs meeting room and hall but the space wouldn't be accessible. An option would be to convert a portion of the hall into offices.

From a facility perspective: Assumption has a facility that can be converted to a sufficient number of offices at minimal cost. Sufficient parking is available.

Recommendation:

That the main office for the family of Parishes be located at Assumption Parish and that two additional offices be created as needed.

Consensus by all; Fr. Maurice noted that due to the immense financial impact of the COVID-19 closure the implementation of this item might need to be postponed.

Result of Public Consultation #1 Name of FoP

That the name: **“Windsor Heritage Family of Catholic Parishes/Famiglia di Parrocchie Cattoliche Patrimonio di Windsor”** be approved and circulated for consultation and that the results of the consultation be reported back to the Transition Committee for final decision.

Conclusion: There appears to be solid support for the selection name and it should be submitted to the Bishop for approval.

Recommendation: That the selected name be submitted to the Bishop for approval.

Next remote meeting will be April 13th at 6:30