



ST. THERESA BOARD OF SPECIFIED JURISDICTION
MEETING MINUTES
December 18, 2017
7:00 P.M.
Pauline Center - Festle Room

TOPIC: Approve BSJ By-Laws Committee Reports Parish Transformation	ROLES: Attendees: Norm Behrens, Donna Brand, Fr. Tim Fairman, Ann Marie Houser, Mary Keenley, Fran Litchfield, John Melone, Jim O'Brien, Elizabeth Rahimi, Gordon Smith, Michael Thompson, Michael Towle Guest: Visitor: Facilitator: Donna Brand Note Keeper: Fran Litchfield Timekeeper:
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MEETING OBJECTIVES: <ul style="list-style-type: none"> ● Review meeting norms of group. ● Objective 1 – Pastor's Report <ul style="list-style-type: none"> ● Renew My Church ● Objective 2 – Principal's Report ● Objective 3 – Committee Reports <ul style="list-style-type: none"> ● Finance Committee – Mike Towle – Chairperson John Melone, Gordon Smith – Committee Members ● Communication Committee – Phil Zarob – Chairperson ● Marketing/Enrollment Management Committee – Ann Marie Houser - Chairperson Norm Behrens, Jim O'Brien – Committee Members ● Development Committee – Mike Thompson – Chairperson Liz Rahimi, Fran Litchfield – Committee Members ● Objective 4 – Parish Transformation
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TIME	MINUTES	ACTIVITY
		WELCOME <ul style="list-style-type: none"> ● Opening Prayer – Father Tim Fairman ● Welcome any guests/visitors. ● Take attendance. ● Review the meeting's objectives.

		<p>Review advisory board meeting norms prior to each meeting.</p> <p>MEETING NORMS:</p> <ul style="list-style-type: none"> • Assume positive intentions. • Take an inquiry stance. • Use “I notice” statements and “I wonder” questions. • Ground statements in evidence. • Start and end on time. • Be here and now. • Stick to protocol - hear all voices.
		<p>APPROVAL OF MINUTES</p> <ul style="list-style-type: none"> • October Meeting Mike Thompson made a motion to approve the minutes and Mike Towle seconded the motion. The minutes were approved unanimously. • November Conference Call Norm Behrens made a motion to approve the minutes and Liz Rahimi seconded the motion. The minutes were approved unanimously. • Approval of the BSJ Bylaws A motion was made by Norm Behrens and seconded by Jim O’Brien to approve the BSJ Bylaws. The motion passed unanimously.
		<p>OBJECTIVE 1 - Pastor’s Report</p> <p>Renew My Church</p> <ul style="list-style-type: none"> • Father Tim reported that the priests of the four parishes in our grouping met at the Seminary for three days. • The group should be ready to proceed in January. There will be a facilitator from the Archdiocese to assist us in this process. • There will be seven people on each team. • There will be seven meetings between January and May. • There will two town hall meetings in each parish to explain the process. St. Theresa’s town hall meetings are scheduled for February 20, 2018 and April 9, 2018 both starting at 7:00 pm. • February BSJ meeting has been rescheduled to February 19, 2018. • There will be a Parish Mission of prayer, reflection, and music on December 19, 2017. • The new carved wooden statue of Mary will be revealed soon. • Parish Confession will be on December 20, 2017. • Christmas Eve Masses will be at 3:00 pm, 5:00 pm and at midnight. • Christmas Day masses will be at 8:00 am, 10:00 am and Noon. Ushers are needed for all Christmas Masses.

		<p>Construction Update</p> <ul style="list-style-type: none"> • During the summer of 2018, the parking lot in front of the church and around Dolan Center to the school parking will be closed for paving. • There is a possibility that the Pauline Center roof will be replaced. • The old Pauline Center entrance and Pauline Center first floor will have existing asbestos removed. There is a possibility that the second floor will also have asbestos removed. • Preschool has electrical work to be done, ceiling tiles replaced, and new lighting to be completed. • On December 22, 2017 the new entrance will be opened. Phase 2 is officially completed.
		<p>OBJECTIVE 2 – Principal’s Report</p> <ul style="list-style-type: none"> • As of today the school has 53% enrollment. • Preschool is 1/3 full as of today. • There will be a State Compliance visit on January 11, 2018. • The school chapel project will begin in January 2018. <p>The complete Principal’s Report is attached.</p>
		<p>OBJECTIVE 3 – Committee Reports</p> <ul style="list-style-type: none"> • Finance Committee – Mike Towle – Chairperson The goals of the Finance Committee were approved by a motion from Mike Thompson and seconded by Norm Behrens. The motion passed unanimously. The Finance Plan – School Year 2017-2018 is attached. • Communications Committee – Phil Zarob – Chairperson The goals of the Communications Committee were approved by a motion from Fran Litchfield and seconded by Mike Towle. The motion passed unanimously. The Communication Plan – School Year 2017-2018 is attached • Marketing/Enrollment Management Committee – Ann Marie Houser-Chairperson The goals of the Marketing/Enrollment Management Committee were approved by a motion from Norm Behrens and seconded by Liz Rahimi. The motion passed unanimously. The Marketing/Enrollment Management Plan – School Year 2017-2018 is attached. • Development Committee – Mike Thompson – Chairperson The goals of the Development Committee were approved by a motion from Norm Behrens and seconded by Mike Towle. The motion passed unanimously. The Development Plan – School Year 2017-2018 is attached.

		<p>OBJECTIVE 4 - Parish Transformation</p> <ul style="list-style-type: none"> • Father Tim reported on the Education Action Plan which will be used as a tracking tool to coordinate the parish, religious education, and the school. • Specific items discussed were: <ul style="list-style-type: none"> SRE 3.1 Identify & recruit BSJ candidates SRE 2.4 Baptismal family follow-up PM 2.2 Martin Center PM 3.1 Take Back Sunday • Father Tim would like to have a way to identify the gifts and talents of parish members and school families. • There should be a formalization of the BSJ candidate process. • Baptismal family information would be useful in marketing the school.
		<p>OBJECTIVE 5 – New Business</p>
		<p>ADJOURNMENT</p> <p>Norm Behrens made a motion to adjourn the meeting and Mike Towle seconded that motion. The meeting was adjourned at 8:45 P.M.</p> <p>Father Tim led us in the closing prayer.</p>