

ST. CATHERINE OF SIENA & CHURCH OF THE TRANSFIGURATION
JOINT PASTORAL COUNCIL MINUTES
Wednesday, February 11, 2026

Pastoral Council Members in Attendance: Rebecca Hartman (chair), Skip Lehman (vice-chair), Kristen Graham, John Hurley (lay trustee), Michael Musa (youth rep), Marissa Phelps, Lindsey Ricci, Michael Schell, Tracy Volkman, and Charlene Weeks.

Staff: Fr. Rob Bourcy, Dan Hofford, Anne Gallagher, and Karen Luke.

Ministry Representative: Bob Goldbach.

Excused: Diane Yacoby, Bob Ciccone, Tom Cincebox, Erica Jones, Kasey Wise, and Karen Rinefield.

Absent: Dave Pritchard.

Guests: Ron Jodoin, Keith Bock, and Linda Gintner.

Recording Secretary: Donna Mihalik and Martha Jodoin.

Rebecca called the meeting to order at 7:02 p.m.

OPENING PRAYER: Michael Schell read a poem by Reinhold Niebuhr. "God grant me the serenity to accept the things I cannot change, the courage to change the things I can and wisdom to know the difference. Living one day at-a-time, Enjoying one moment at a time, Accepting the hardship as a pathway to peace, Taking as He did this sinful world as it is, not as I would have it. Trusting that He will make all things right. If I surrender to His will that I may be reasonably happy in this life and supremely happy with Him forever in the next."

WELCOME & APPROVAL OF JANUARY MINUTES: Rebecca welcomed everyone and acknowledged that this is Martha's last meeting as secretary. She thanked Martha for all her hard work. Martha thanked everyone and was happy to have met so many people in both parishes and to have served on the council the last 10 ½ years. Everyone was invited to have some refreshments.

John made a motion to accept the January minutes. Seconded by Skip. All were in favor. The minutes were approved and will be posted on the website.

PASTORAL COUNCIL AGENDA/FOCUS: Marissa Phelps went over Covenant Review – Suggested Agenda Updates document she prepared. (The document will be attached to these minutes.) She said that our current covenant is well-written and in line with diocesan guidelines. We have eight meetings and two that are social. The eight meetings require organized goals, agenda topics and action items as well as be efficient with time, communication, and participants. Open Forum topics should be submitted so they can become agenda items if appropriate. The Executive Committee could prioritize topics and create a backlog if topics were not able to be included. An agenda with suggested times serves to make everyone listen closely and be respectful of time so that everyone has a voice. It would help to make our communication more efficient. We need to cover all our bases from the top down to the bottom up. Items should be categorized into the 6 topics.

Donna thanked Marissa for her thoughtful suggestions. She pointed out that while there are two social meetings, the one in June is designed to set the tone and to thank council members completing their term and to welcome the new council members. Both parishes did have structured agendas.

Meg said that the document will continue to help get us together. This format allows an Executive Committee to prioritize items.

Sometimes we have action items that then don't get completed. It was suggested that after the Opening Prayer we should have an agenda item that will give us time to share what action steps we have taken since the last meeting and to hold people accountable.

Karen sees value in having one prayer such as one for change/unity and using that at each meeting.

Dan said that for the future of the two churches we need to have a strategy of a high level.

Rebecca stated that an agenda with times is idealistic. Some items may take more time than allotted, others less. It is her experience that timed meetings don't work well. Parishioners can be interested in the nitty gritty and not the big topics. The council is a chance for them to have a voice. A two-hour meeting is not very long. We should consider having less frequent but longer meetings. For example, a Saturday 4-hour meeting held quarterly.

Anne said that would allow sub committees time to work on tasks between council meetings. Marissa agreed that we do not have to be so rigid on the times. Tracy said that the timelines are a guideline.

This will help us have focus and vision on where we want to go.

Donna suggested that we could have a time keeper. The Executive Committee could decide how much time to spend on an item. She also suggested having an end-of-year evaluation for the council to share on how they thought the year went, how did we do based on set goals. Having times for items would help to have everyone have a chance to share. Fr. Rob and the staff play supportive roles.

Karen said that council representatives represent the larger group. We should be addressing action items and not just reports. Pastor and staff discuss items and are supportive. If a person has a concern on one of the topics, we should share what we hear. At St. Catherine's they used to have the Voice of a Parishioner on the agenda. The Vice-chair would pick a parishioner to come and share any topics or concerns they had.

Rebecca liked the idea of having a Parish Council Inbox where feedback would be collected. We could review. Staff could respond to questions that reflected on their ministry and might not need to be an agenda item.

Dan asked council members who have been here a long time "Why are you here?"

Martha responded to provide communication and learn what is going on in the parishes.

Rebecca said that she is here because people encouraged her to be on the council because they heard her voice and thought she would represent them. We have declining attendance and are less sustainable. We need to bring in new parishioners and bring back those we have lost along the way.

John said that it is important as a Catholic Christian Community to be encouraging friends and parishioners. We are in difficult times. We need to be a sense of hope. We want to lead parishioners/families to an opportunity to worship God.

Donna said that Parish Council did provide tangible leadership and action in the difficult time we had with COVID. The Parish Council looked at the issues and even in a controversial role provided guidance for the benefit of parishioners.

Mike S supports what Marissa wrote. He reminded us that there are Roberts Rules of Order that keep you focused. Parish Council advising Fr. Rob.

Donna stated there is a revised Roberts Rule of Order.

Dan asked are we leading or reacting?

Fr. Rob stated that we need structure and guidelines. Are we leadership or reactionary? In leadership council does not have to constantly have staff do everything. Marissa's document is a good example of work done between meetings. It is time to build on the six Agenda Topics.

Marissa said that we could have a form for parishioners. 1. What are our big goals? Executive Committee could meet to discuss this. Parishioners declining – what are other churches doing? 2. How things are categorized.

It was suggested that we could have a Google document. Save ideas in cloud. We can work on things at same time.

John speaking as part of Finance stated that people need to be comfortable in their church. The challenge is to embrace young families and respect people that have been here a long time to honor and encourage them. He was unsure if a Google document would be likely to accomplish this.

Michael M stated that he is willing to help people learn how to use a Google document. Rebecca stated that the agenda is set in two weeks. That is not a lot of time to add to the document. If you have agenda items they need to be submitted by Feb. 22. Staff can submit items too. It was decided that a Google document would start with the council submitting comments, and potentially expand from there. Fr. Rob has no problem with having staff see comments.

MISSION & VISION SUB-COMMITTEE UPDATES: Tracy said the committee is looking at how do we come up with a common mission/vision. Marissa did a lot of research and more needs to be done. How do we do this? We need to take time to get this done right. We need a diverse membership and would like more members – council or non-council members. How do we get parishioner feedback? This committee needs more discussion and will need additional meetings. They will create a timeline and report on how all is going. We currently have two separate mission/vision statements that we need to get to one. It will take time. Mission/Vision is a guide as to how the church operates. Rebecca stated that a mission/vision would inform the plan for the year. Everything we do should support it.

When we were clustering, we weren't looking for a single mission/vision statement at that time. It will be a good unifying document.

Marissa doesn't think we need a vision/mission statement first to be able to address agenda topics.

Dan stated that the reality is where we are.

- ACTION:
1. Wear your Parish Council nametags so people can identify you as part of the council.
 2. Recruit parishioners to become part of the Mission/Vision Sub-Committee. Make them aware of this committee to solicit interest and to join.
 3. Should we have a pulpit announcement or have an item in weekly email about the Mission/Vision Sub-Committee? Tracy will talk to Karen R.
 4. Submit possible agenda items to Rebecca by February 22.

OPEN FORUM

Transfiguration now has no working projectors. Repercussions include only being able to use music in hymnals, as we have no way to project words to music. Dan reported that he is gathering information and he has received three bids. He will be meeting with Fr. Rob and the Finance Council. He would hope to have a new projector by Easter but is not sure.

CLOSING REMARKS: Fr. Rob thanked Marissa for all her hard work. He encouraged council members to attend all the Lenten and Holy Thursday, Good Friday and Easter services, including Vigil.

Transfiguration has met their CMA goal so both parishes have now attained their goals.

Fr. Rob thanked Martha for all her hard work.

John made a motion to adjourn. Seconded by Michael. The meeting was adjourned at 8:45 p.m.

Next meeting is March 11, 2026 at 7:00 p.m. at Transfiguration. Donna will be the recording secretary.

Attached please find the Covenant Review-Suggested Agenda Update sheet, the Pastoral Report from Margie Benza and the St. Catherine Social Justice Ministry Meeting Minutes.

Respectfully submitted,
Martha Jodoin

Covenant Review – Suggested Agenda Updates

Overall Reflection: 10 Months Parish Council = 10 Mtgs – 2 Social Mtgs = **8 Mtgs to Drive Results**

- 8 Meetings Require: ▪ Organized Goals, Agenda Topics and Action Items
- Efficiency with Time, Communication and Participants

Open Forum Reflection: Seeking feedback from parishioners without a topic to drive conversations can make it challenging to participate in the open forum in a meaningful way that aligns with parish goals

Proposal:

- **Time** – Meeting duration = 2 Hours → Breakdown of Meeting in Minutes? ▪ 10 Mins: Opening Prayer
- 20 Mins: General Administration ▪ Celebrations, Approval Mtg Mins, Feedback/Questions on Reports, Agenda Topics
- 60 Mins: Agenda Topics
- 30 Mins: Closing / Next Steps ▪ Draw Conclusion & Action Items – Who, What, When

Doesn't include variations on arrivals and meeting start time

- **Agenda Topics** – Suggested Outline (1 Hour, 8 Mtgs to complete) Joint & Individual Parish Priorities = Our Big Goals!
 - Policies & Procedures / Diocese
 - Worship
 - Evangelization
 - Outreach
- Stewardship ▪ #1 Provided by Exec Committee (Section B.I.A) ▪ The Executive Committee is the leadership team of The Council, and is responsible for: Developing an overall working plan for the year, along with the pastor, that will ▪ identify the issues facing the Council
 - ▪ estimate when the Council will be dealing with those issues
 -
 - ▪ #2-6 Provides structure to open forum in alignment with council mission (Section II) ▪ The specific purposes of The Council are to: *provide recommendations for joint and individual parish priorities, directions, and policies through pastoral planning for worship, evangelization, outreach, stewardship, etc.*
 -
 - ▪ Process: Topics/Feedback/Updates can be submitted (1-6) by Council via shared Google Doc and prioritized by Exec Committee, Back log kept for submissions not prioritized
 -

▪ **Participants** – Considerations: 1 Hour focused discussion, listening with respect, many voices ▪ *Members: 16 Council + 6 Ministries + 1 Finance + 5 Staff = +/- 28 attendees not including any guests*

Suggest discussion and evaluation on meeting attendees (Section V)

▪ **Communication** – Considerations: Meeting preparation, time to digest agenda topics-no surprises, parish community transparency ▪ Currently 1 Week (Section XVII) Minutes & Reports, (Section XV.D) Mtg Agenda sent to Council & Staff

Suggest discussion and evaluation on timing of materials being shared and agenda topics submitted

Parish Council Meeting
2/11/26
Pastoral Report

LITURGY

Lent

- Theme – “Change of Heart”
- Ash Wed. – Mass (6:45AM) Mass, Ash & Word (12:10PM) Transfiguration
Masses (9:00AM/5:30PM) - -StCS.
- Lenten Prayer (7PM) -2/23 & 3/9 – StCS and 3/2 & 3/16 (7PM) – Transfiguration
- Lenten Penance Service -3/23 (7PM) – StCS
- OCIC – “Scrutiny’s” during Mass with Art Roberts on the 3rd/4th/5th Sundays of Lent at Transfiguration.

Holy Week

- Chrism Mass – TBD with new bishop; usually Tuesday, 3/31 (6PM)
- Holy Thursday – 4/2 (7PM) StCS
- Good Friday Service 4/3 (3PM) -StCS
- Good Friday Simple Stations (7PM) - Transfiguration

Easter

- Easter Vigil - 4/4 (8PM) – Transfiguration (OCIC – 8 Adults/7 Children)
- Easter Sunday - 8:45AM/10:45AM – Both parishes with streaming the 8:45AM-T; 10:45AM-StCS

Ascension Thursday

5/14/26 (9AM) - StCS and (5:30PM) - Transfiguration

Additional Notes:

- Children’s Liturgy of the Word - 8:45AM Mass continues with 6-10 participants.
- Eucharistic Adoration continues on the first Thursday of the month (9AM-Noon)
- Dan Hofford is working on wall projection estimates.
- Bishop Bonnici installation Mass – 3/19/26 – Time TBD

PASTORAL MINISTRIES:

- Due to a weather cancellation, the Usher “Deadly Behavior” training is rescheduled for 2/22/26.
- CPR on 1/24/26 offered training by Pittsford Ambulance to fourteen participants.
- Grief Share continues with eleven participants.
- Ongoing ministries include but not limited to Brookdale, Cloverwood and the Highlands Communion visits, Good Samaritan, Make-A-Meal, Respite and Spiritual Direction.

PEACE & JUSTICE

- Update - Potato Supper has moved to 2/27 (6PM). All parish council members encouraged to attend to learn more about the Peace & Justice ministries. Contact Margie or the parish office to RSVP. It’s a great opportunity for council

- Our *Just Faith* Program called *Just Action – How to Advocate and Mobilize for Justice* began on 2/5 with ten participants.

- Ongoing active ministries include our Open-Door Mission Collaborative, PBJ Ministry, local food cupboard support, Care of God's Creation and Monthly Food Drive.

Respectfully submitted,

Margie Benza
Pastoral Associate

St. Catherine Social Justice Ministry
Meeting Minutes
January 12, 2026

KZ 01.14.26

Present: C. Battaglia, B. Blackburn, ~~C. Chaides~~, L. Cook, ~~K. Curran~~, S. Dakins, P. Hagen, ~~L. Hulbert~~,
K. Jenkins, M. Kastner, D. Kozakiewicz, Ruth, ~~D. McKnight~~, M. Pickett, S. Whitbeck, K. Zielinski

Opening Prayer

Winter Outreach (KZ)

- The Winter Outreach is scheduled for January 24/25, as the following weekend is unavailable. The Center for Youth and RocMaiden were both invited but are unable to participate on the Jan. 24/25 dates. With only 11 days remaining, we will prioritize inviting Saint's Place (given their recent delivery and volunteer transportation support to Matthew's Closet and the possible need for funds for van repair/replacement expenses). If necessary, Matthew's Closet will be considered, reflecting our 34 year relationship (and it's been five years since their last Outreach). SD will contact the organizations and KZ will provide updates via email.
- CB provided a "Help Ukraine" flyer, sponsored by RocMaiden, which details items accepted for donation to help their cause. We can consider this as a future option, as a way to help without having a speaker come to St. Catherine's.

Local Families (PH, SW)

- The Christmas Appeal provided 35 families with grocery store gift cards, hams, boxes of food items (to help over school break), hand curated cookie platters and the opportunity for a free shopping experience at The Christmas Store. Wish lists for 52 children were provided via "adoption" and/or from online gift registries (with 100% fulfillment in the shortest time period to date). PH stated the one-day event for picking up food/gifts was the smoothest, most efficient and most full of gratitude since inception, also stating the need has been the greatest. Remaining food boxes will be distributed by Feb. 28th.
- Many volunteers helped make this happen: 25 for The Christmas Store, 17 for boxing food donations, 17 for preparing the cookie platters. Volunteer highlights included one who used their own money to rebuild/refurnish an old dollhouse and another who provided a requested child's bike. Several volunteers and parishioners purchased and donated new items.
- Donations for the grocery store gift cards came from parishioners (\$3,629) and the GSF (\$1,830). Other donations came from Poseidon, LLC and Mendon FD Auxillary. In addition, the children's wish lists were 100% funded by parishioners. Various donated furniture and household items were distributed. A bulletin article with all the above results is expected this week. All gift cards received followed the new accounting procedures for card inventory tracking. All gift cards disbursed were documented with ID and signatures from the recipients. PH and SW continue to refine the process, always considering new ideas.
- DK is impressed by our parishioner's generosity and wondered if there was a way to extend out and include more neighbors in need. The group mentioned things currently being done and concern was expressed for over-asking (the same) parishioners. No concrete ideas developed, but DK will continue to develop thoughts for the group to consider. MK mentioned preliminary plans are in place for a stewardship/ministry fair that could be useful.
- All dates have been booked on the parish calendar for the 2026 holiday appeals, with The Easter Appeal distribution planned for March 31.

Mitten Tree & Calendar Collection (RM)

- Over 350 calendars were delivered to St. Joseph's Neighborhood Center.
- 475 new winter items (hats, gloves, mostly socks) + 18 toothbrushes were gifted at the Mitten Tree. Matthew's Closet received 204 adult items and Hope Hall received 271 kid's items + the toothbrushes. Sr. Diana from Hope Hall sent a heartfelt thank you letter. KZ to provide a bulletin update.

Ministry for Matthew's Closet (SD, KC)

- The Christmas Store was dismantled and ALL remaining items (mostly clothing and toys) were bagged/boxed, labeled and the room cleaned thanks to 14 volunteers (including 4-5 young adults). The next day, with 2 returning volunteers and the help of 3 Saint's Place volunteers, all items were loaded and delivered to Matthew's Closet via 1 truck and 2 SUV's. Saint's Place really came through as their regular truck was not in service. Instead they borrowed a smaller van from Sweet Charity in Fairport (supports Advent House).
- In 2025, Matthew's Closet provided free clothing to 3,201 referral clients (49,361 items). That is 500 more people served than in 2024. Matthew's Closet continues to survive among other organizations that have closed and serves a growing need in the community. People come from Syrai, Afghanistan, Iran, India, Congo, Cuba and Central/South America.
- Matt's Closet has operated for 34 years, but faces financial strain, mostly due to a \$4K monthly rent imposed by their sponsoring parish. The 2nd annual fundraising campaign will start in February. The Saint's Place director is offering advice to help.

Can & Bottle Drive

- All proceeds from the program are donated to the GSF. To date, \$480 was donated in November (the most recent collection month), \$3,495 was donated for the year 2025, and a total of \$16,006 has been donated since the program began in 2020. Each year has shown growth in contributions. Since inception, 211,782 items have been collected—a truly impressive figure. SW will provide a bulletin article, including examples of how the donations are used by the GSF (run for 2 weeks).
- Redemption amounts will be compared to the GSF ledger once ledger reports are received, which are expected soon.

Lorraine's Caring Connections (DK)

- Working with 6 people at the Thursday meeting and 3 working from home, 350 Christmas cards were sent to those on St. Catherine's prayer list (including our military list) and 3 nursing homes. Donations of cards has been halted due to excessive inventory (expected to last thru fall?).
- DK met with K. Luke to inform and discuss possibilities, which include writing cards to the 1st communion and confirmation candidate kids (est. 100), those in RCIA/RCIC (est. 16) and those baptized (est. 20). There was also another idea discussed in haste. DK will explore this idea later and decide if it fits within time limits, means and mission.
- DK is scheduled to meet with M. Benza to better describe the purpose of this ministry and see if a Transfiguration prayer list with addresses could be efficiently provided.
- The group will meet more often than quarterly, probably every other month. DK will find a back up person to support the group if she is out of town.

GSF (PH)

- \$600 was paid towards a mortgage bill (1/3 from the GSF, 1/3 from the owner, 1/3 from another agency).
- The Finance Office is expected to deliver the GSF quarterly ledger soon. KZ will email, asking for an estimated delivery date. Then KZ, PH, SW will meet to review, confirm data and summarize activity. After the data is verified, the Ministry will use both this information and suggestions from D. Hofford, Finance Mgr., to review and update the GSF guidelines, as needed, at our next meeting.

Other

- KJ discussed a request from Gloria Forgione, a social worker friend, who is looking for St. Catherine's to provide 4-6 volunteers for a one-day (Sat. April 25) Community Lunch hosted by Rochester Hope. The event sounds similar to our past outreach that occurred for St. Martin's Place. We plan to invite parishioners, as an opportunity to provide outreach in a needy area of the city. KZ to provide a bulletin article to see if there is interest.

NEXT MEETING: Monday, Feb. 9 at 1pm in the Teen Center