

Suburban Southwest Deanery

Meeting Minutes - August 20, 2025

- The meeting began with the celebration of 11:00 a.m. Mass at St. Colette Church. During the lunchtime meeting, the members provided a brief introduction of themselves, their roles in their parish, and the talents and gifts they are bringing to the committee.
- Fr. Tim explained his role as the Dean and his initial visits to each parish. He will begin his triennial visits next year to five of the Deanery parishes.
- He suggested establishing a **subcommittee to create a website for our Deanery**. Allyn Pytel and Roza Hering from Assumption of the Blessed Virgin Mary and Randy Kula from St. Michael volunteered.
- Deacon Keith Walcutt, St. John Neumann Parish, was introduced as our Deanery Chair. He discussed the handout he provided and explained the authority, vision, and staffing of the committee. The Deanery structure was defined, and the Deanery Assembly was explained.
- The Deanery Assembly includes all clergy, pastoral staff and those working in ministry or in Catholic institutions within the Deanery. During the initial gathering of the Assembly (August - September timeframe) the process of the Deanery Committee is explained and feedback on our focus areas are received. During the second Assembly the plan is shared, feedback is solicited, and answers are provided to any questions.
- If your parish can host the initial gathering, please let Deacon Keith know. Monday would be the best day for this to occur. **ACTION**
- The Deanery is not to be in competition with parishes but a way to work together and share resources. **Our goal is to develop a Deanery Plan and provide opportunities for networking and knowledge sharing.**
- A sample pastoral plan was provided. Goals should be measurable and definable. Mass times and Marriage Prep are two of the initiatives the Bishop identified to be included in the initial plan.
- Fr. Tim asked that each committee member review the Mass, Confession and Adoration schedule handout included in the binder for accuracy and send any corrections to the Deacon and Lynne. **ACTION**
- The Deanery Plan will take time and not be designed in the next few meetings.
- Fr. Tim referred to the map of parishes in the Deanery and brought up the distance between parishes. Fr. Estok spoke with Fr. Tim about the annual Night of Confession sponsored by the Diocese. **He suggested also having several additional penance services available in our Deanery during Lent.**
- An information handout was created explaining the Deanery and is included with the minutes. **Fr. Tim would like parishes to know more about the Deanery and its purpose.**
- Deacon Keith will create a Flocknote distribution list, and work with the Committee members to validate cell phone and email data. **ACTION**
- Assumption of Mary volunteered to host the next meeting. Lunchtime was preferable.
- **Committee members were asked to come up with ideas to focus on. What needs our attention, what challenges we are facing, what ministries we have that could be shared. Ideas need to be**

specific and measurable. We will discuss these, along with the feedback from the Assembly meeting (to take place in fall) at our next Committee meeting (in late fall or early winter).

ACTION

- Fr. Tim and Deacon Keith will be meeting with Robert Koonce, Director of Deanery Operations and Planning on Monday to share information about our Deanery.
- Mr. Koonce participated in a podcast with Fr. Ryan Mann at St. Basil explaining the Deanery structure. It can be found at:

[571. May They All Be One, Understanding the Deanery Structure with Fr. Ryan and Robert Koonce | St. Basil Catholic Church Brecksville Podcast](#)

- Fr. Tim and Deacon Keith thanked everyone and were encouraged and grateful to the committee for their willingness to participate.

Enclosure