

Priest Council Minutes
Archdiocesan Pastoral Center
September 28, 2017 at 10:00 a.m.

Present: Cardinal Donald W. Wuerl; Most Rev. Barry C. Knestout; Most Rev. Mario E. Dorsonville; Most Rev. Roy E. Campbell; Rev. Msgr. Michael W. Fisher; Rev. Ismael N. Ayala; Rev. Joseph A. Calis; Rev. Alain M. Colliou; Rev. Charles A. Cortinovic; Rev. Msgr. Donald S. Essex; Rev. LeRoy J. Fangmeyer; Rev. William E. Foley; Rev. Mark D. Knestout; Rev. Raymond H. Moore; Rev. Msgr. Charles E. Pope; Rev. Kevin J. Regan; Rev. Raymond F. Schmidt; Rev. Walter J. Tappe; Rev. Msgr. Peter J. Vaghi; Rev. Moises Villalta, O.F.M. Cap.; Rev. Msgr. James D. Watkins

Absent: Rev. David M. Fitz-Patrick; Rev. Scott R. Hahn; Rev. W. Paul Hill; Rev. James M. Stack; Rev. Lawrence A. Young

Opening Prayer and Comments

Cardinal Wuerl remarked upon how love of God and love of others has the dimensions of personal and institutional witness, of which the Priest Council is in service. He welcomed Fr. Joseph Calis, Msgr. Charles Pope, and Fr. Mel Ayala as new members of the Council.

Approve Minutes

The minutes of the June 29, 2017 meeting were approved without corrections.

Administrative Items

Implementation of Canon 1742

Bishop Knestout referenced Canon 1742, which stipulates that if an ordinary determines that a pastor must be removed, he will discuss the matter with two pastors selected from a stable body proposed by the Priest Council for this purpose. The Priest Council proposed all of its members who are pastors to serve in that capacity and Cardinal Wuerl confirmed the proposal.

Selection of Three Members for Priest Council Executive Board

With three rounds of ballots, the Council elected three new members of its Executive Board. The elected priests were as follows:

1st Ballot - Msgr. Charles Pope

2nd Ballot - Fr. Lee Fangmeyer

3rd Ballot - Msgr. Peter Vaghi

Selection of a Parochial Vicar for Priest Retirement Board

The Council elected Fr. David Wells to serve as the one parochial vicar on the Priest Retirement Board.

Honoring Enslaved Men and Women Buried in Archdiocesan Cemeteries

Dr. Susan Timoney, Secretary for Pastoral Ministry and Social Concerns, gave a presentation on the plan to honor enslaved African-Americans who worked on

plantations and farms throughout the Archdiocese of Washington during the period in history when slavery was legal. This plan entails the installation of a memorial marker in representative archdiocesan cemeteries: Mount Olivet Cemetery (which has graves of enslaved persons) in Washington, DC; All Souls Cemetery in Montgomery County; Gate of Heaven Cemetery in Montgomery County; St. Mary's Queen of Peace Cemetery in St. Mary's County; and Resurrection Cemetery in Prince George's County. In each of these cemeteries, the memorial marker will acknowledge the presence of African-American men, women, and children buried in anonymous graves during the period in which slavery was legal. The installation of each memorial marker will be blessed at an appropriate liturgical celebration. A short catechetical presentation will be prepared for the purpose of inviting those present to reflect on honoring of the dignity of every human person. For each cemetery's office, an educational/catechetical pamphlet will also be created.

For carrying out this initiative, a committee will be chaired by Bishop Roy Campbell and will include Dr. Susan Timoney, Ms. Sandra Coles-Bell from the Office of Cultural Diversity and Outreach, Mr. John Spalding from Catholic Cemeteries, and two members of families with ancestors who were enslaved. Regarding the latter, pastors in our predominantly African-American parishes have been asked to submit names for consideration. The committee will work with the Archdiocese of Baltimore and the Maryland Catholic Conference in planning the type and style of memorial marker, the wording that appears on it, etc. Next steps include the identification of potential dates for the dedication of the memorials, promotion of the initiative, the design and creation of the memorial marker, and drafting language for review. Samples of potential designs were provided to the Council, and the cost is approximately \$3,000-\$4,000 per memorial.

The Council expressed unanimous support for this initiative, but the issue was raised concerning how to incorporate parish cemeteries where enslaved persons are buried. There were also suggestions offered for the language used on the memorial markers (e.g. quotations from Scripture and/or African-American spirituals; use of the word "enslaved" rather than "slaves"). Cardinal Wuerl proposed that, in addition to the memorial markers for archdiocesan cemeteries, the archdiocese provide and pay for a smaller marker for any parish that wanted one for its cemetery. The committee would be tasked with the design of the memorial markers and would bring the evaluation of the potential costs back to the Priest Council at a later date, and it was proposed that either Black History Month (February 2018) or Black Catholic History Month (November 2018) be considered as times for the installation of the memorials in archdiocesan cemeteries.

Archdiocesan Radio Ads Strategy

Mr. Edward McFadden, Secretary for Communications, gave a presentation on the archdiocesan radio ads strategy, which involves creating an Archdiocese of Washington "brand" through a consistent number of ads, the use of consistent voices, a consistent message that is broad-based and welcoming, and a consistent reach and influence. The strategy is intended to serve the mission of evangelization through appealing to newcomers and encouraging returnees, with a heightened presence during the times of the *Find the Perfect Gift* campaign for Advent and *The Light is ON for You* campaign during Lent.

In Fiscal Year 2016-2017, the archdiocese budgeted \$340,000 for purchasing 30-second radio spots on WTOP featuring Fr. Bill Byrne and (during Advent and Lent) Cardinal Wuerl. We had thirty spots per week, Tuesday through Sunday, with ads running every week during Advent and Lent and every other week at other times. As a point of comparison, the Diocese of Arlington runs five 60-second ads per week, which are produced by WTOP, whereas our ads are produced in-house, and their 30-second length is in tune with station pacing and coverage. The ads had a good reach and influence, with consistent ads running between 6am and 7pm every day, reaching about 1.3 million people.

Based on recommendations made in February 2017, the archdiocese in September 2017 began new “fixed position” weekly ads featuring Cardinal Wuerl. This involved paying to stay within the “waking hours” of the Monday-Friday morning drive time. In re-assessing our bi-weekly ad schedule, we have shifted our non-drive-time resources and have continued online testing with Pandora, iHeart Radio, and Spotify as well as testing new voices and evaluating Spanish-language radio resources. Regarding the latter, we invest a lot of money in RadioAmerica, but we do not know the impact. For Fiscal Year 2017-2018, we continue to have a budget of \$340,000 for purchasing 30-second spots on WTOP featuring Fr. Bill Byrne and Cardinal Wuerl, but we now have fourteen spots per week (not including free ads) that run every day of the week, but they are all within the “work day.” Themed ads will air during the Advent and Lenten campaigns. Moving forward, we will have an expanded digital presence through using ads on Pandora for Advent and Lent, using different voices, and using themed playlists on Spotify. Hispanic engagement will be tested through geo-targeting in specific parishes and zip codes

In the discussion that followed, Mr. Fadden clarified that the money for radio ads comes from the budgets of the Secretariat for Pastoral Ministry and Social Concerns and the Secretariat for Communications. Regarding the latter, there is some funding that comes from the Catholic Communication Campaign, so parishes could mention that when it comes time for that second collection. The WTOP demographic is between the ages of 28 and 60, while the engagement with Pandora and Spotify is aimed at millennials. Radio America is well-used, and we are expanding the use of Spanish radio. Although it can be difficult to know the impact of our radio presence, it was agreed that this presence is an important element in giving religion a voice in the wider community, amid all the other voices clamoring for people’s attention.

Update on Implementation of Records Retention Policy

The Archdiocesan Chancellor, Ms. Kim Viti Fiorentino, reminded the Council about the archdiocesan Records Retention Policy, which is needed in light of how the archdiocese generates and receives documents that by federal, state, local, and canon law are required to be safeguarded and maintained and, when appropriate, properly disposed. She introduced Dr. Stephanie Jacobe, Director of Archives, to give an update on the policy’s implementation.

The Records Retention Policy was promulgated on July 1, 2016 and became fully effective July 1, 2017. On October 31, 2016, Dr. Jacobe began her work here as the Director of Archives. To comply with the policy, each Secretary designated one or more individuals in their secretariat as Records Coordinator(s). For departments or offices that

are not part of a particular secretariat, the supervisors of those departments or offices designate the Records Coordinator(s). The Records Coordinator is responsible for overseeing the administration of records of his or her own secretariat, office, or department with the advice and assistance of the Director of Archives. Each Records Coordinator within the Central Pastoral Administration will be an exempt-level employee, (i.e. not someone who clocks in and out). Each Records Coordinator will implement the appropriate records retention and disposition schedule annually. He/she will ensure that the active records of the secretariat, office, or department are maintained and managed in an efficient and cost-effective manner and will document all records that are disposed of on Central Pastoral Administration Records Disposition forms.

The Director of Archives is responsible for implementing the Records Retention Policy, in consultation with the Chancellor, and managing the permanent archives. In this role, Dr. Jacobe advises all secretariats, departments, parishes, and schools on Records Retention and the Records Retention Policy. She is responsible for the security, preservation, and care of all records in the Archives.

Phase I of the Records Retention Policy implementation was completed with its successful implementation at the Central Pastoral Administration by July 1, 2017. Phase II involves parish implementation in 2018-2019. We are currently focusing on paper records and having strategic discussions with the Office of Information Technology about the large-scale retention of electronic records.

After a presentation to the senior staff on December 13, 2016, each Secretary designated their Records Coordinator(s) in January 2017. In January and February, Dr. Jacobe met with all Secretaries and/or designated Records Coordinators to review their duties and responsibilities, to review any existing records backlogs, and to refine further the records retention schedule. On March 31, 2017, she held training for 18 Records Coordinators and administrative staff. A second training will be held in late October 2017 for new staff and newly-appointed Records Coordinators. Times for each department and/or secretariat's annual review as required by the policy have been scheduled in consultation with Records Coordinators.

On May 26, 2017 the Archives disposed of all records in its possession that had exceeded their retention period under the Records Retention Policy. Designated records from the Marriage Tribunal, Human Resources, and Finance were discarded. Each department prepared a disposition form related to the disposal. Records related to clergy are being reorganized, evaluated, and discarded according to the approved schedule.

On September 19, 2017, a letter was sent to eight pastors inviting them to be part of the Records Retention Working Group for the parishes. Its first meeting is scheduled for October 19, 2017. The group will review and update the Records Retention Schedule for parishes and begin assisting in the creation of informational materials for parishes. The hope is for these materials to be completed next summer so that they can be presented to the Moderator of the Curia's office for review and approval by the Cardinal. Thereafter, the goal is for parishes to begin to implement the policy change in the fall/winter of 2018.

The Archives goals for 2018 include continuing to inventory, reorganize, and rehouse materials in the Archives and begin cataloging collections with new cataloging software. Also planned is to acquire a microfilm scanner to allow the Director of the Archives to create back up digital files of records, particularly the *Catholic Standard*. Nearly complete is the moving of the part of the collection located at 700 Roeder Road to the new Archives space at St Ann's Center for Children, Youth and Families. So also, we will work with the Saint John Paul II Seminary to begin a seminary archive.

The Council affirmed the efforts described by Dr. Jacobe. The parish roll-out of the Records Retention Policy will happen in Winter 2018-2019. One key task is sending surveys to parishes to find out what records they have and to make sure that sacramental records are properly maintained and, if necessary, those records are backed-up. The pastors comprising the Records Retention Working Group will advise on this matter as well as others, such as involving parishes in strategizing discussions, communicating to pastors what the priorities are, and how to carry out the policy when, in some cases, the pastor is the only full-time staff person at the parish.

Closing Prayer and Comments

Before concluding, the Cardinal asked the members if there were any other items to come before the Council. Upon hearing none, the Cardinal invited members of the College of Consultors to stay for their meeting and concluded the meeting in prayer.

Next Meeting: October 19, 2017