

Incarnation Parish Council

Meeting Minutes

October 9, 2008

Present: Tim Benson, George Buckland, Joe Casey (Secretary), Terri Gannon, Suzanne Holland, Msgr. Peter Joyce, Ann Spross (Vice President), Sharon Tombleson and John Zupko (President). *Not attending:* Chad & Michelle Brunner, John Mirenda and Father Michael Romano

Next meeting: Thursday, November 13, 2008, 7:30 p.m. Parish Rectory

I. Opening Prayer

John Zupko opened the meeting by leading attendees in a prayer.

II. Call to order/Roll Call

President John Zupko called the meeting to order and asked for a Roll Call of those present.

III. Approval of Minutes

Minutes of the September 11, 2008 meeting were unanimously approved.

IV. Pastor's Report

(Note: Monsignor Joyce was slightly delayed by another obligation. While the order of the discussion varied slightly from the agenda, these minutes reflect the order of the agenda).

Monsignor reported that the local ecumenical council met and the pastor from the new church was invited to participate for the first time with the group. The pastor shared some information about the new church's congregation/Sunday School population which is quite small in comparison to Incarnation.

Within the settlement for the sale of the Shadow Place church properties was an option to buy back the Rectory/Office at a reasonable price. As the offer is open for up to one year beyond approval of a parceling of the property from the church property by the township, Council, Finance Council and Monsignor Joyce have adequate time to do due diligence in determining next steps. There are a number of variables, such as the benefit of a single campus, loss of meeting space and cost of maintenance that need to be considered.

Key needs identified for the future of Incarnation and expected growth include appropriate gathering/meeting space to replace the lost space that was provided by the church basement; the need to accommodate a growing population of Religious PREP students; and a need for a potential "cathedral space" which could serve as a home for daily Mass, Eucharistic Adoration and other appropriate gatherings. Another benefit to building a cathedral is that it will provide an appropriate home for the beautiful stained glass windows from the Shadow Place church.

George asked about the possibility of improving the proposed design of the expansion of the Hall to have a more "rounded" design, improving the appearance and possibly increasing the amount of available space. Suzanne asked about the potential for building the cathedral addition to the church instead of the hall. The merits and detriments of both ideas were briefly discussed. The architect will be asked to consider these suggestions and provide more information about their

feasibility. John Zupko agreed to set up a meeting with the Parish Staff and Council to discuss future needs. **(ACTION)**

Monsignor will need to bring any final plans before the Diocesan College of Consultors. Council will continue its diligence and will seek input from the Parish about the best direction. Tim suggested that we plan to host a meeting with Parishioners in January so as not to distract from the upcoming Advent season.

V. Committee Reports

A. Website Update

- a. John Mirenda's report was deferred. John Zupko did brief Council about the Executive Committee's recommendation to position future Website reports within the report of the new Communications Committee. John also shared that a new newsletter is being created that will highlight the activities of a vibrant parish.

B. Automated Contributions

- a. Tim Benson reported that the weekend of 10/25-26 is designated for the launch announcement for the Parish Pay service. Announcements will be published in the bulletin.

C. Parish Mapping

- a. George drafted an e-mail following a presentation by the architect on September 18 that Council discussed in great detail. George essentially outlined a framework for moving forward on the construction efforts that ties to the data in the report/map created through the mapping process. Council agreed that the mapping process data should help drive planning for the future growth of Incarnation, including construction/renovation initiatives.
- b. The essential elements of George's recommendations were developing a "now look"; an "adjusted look" and a "future look" at the architect drawings; establishing models that take into account Incarnation's current debt, the impact of the proceeds of the sale of the church, and new construction needs; forecasting the impact of potential growth in ordinary collections on the Parish debt; and ensuring communication that is inclusive of all leadership and ministries while providing opportunities for input by members of the Parish.
- c. The members of the mapping committee (George, Suzy and Chad) will take on the task of developing a proposal to address these elements, including planning for worst-case scenarios. **(ACTION)**

VI. Old Business

- a. The Transition Committee's plans are being implemented – a farewell week of activities is underway and is being well received. Incarnation will turn over ownership of the church as of October 15. Some final testing and mitigation issues regarding the tank removal and the soil are being resolved. Incarnation is responsible for addressing any of the findings from the testing, so some additional costs are anticipated.

VII. New Business

- A. Council agreed to a request from the Hospitality Committee to host the October 19 Hospitality Sunday. Ten volunteers are needed to work three shifts starting at 7:30 a.m. and ending at 1 p.m. A task list was distributed. While not required, if anyone wishes to provide a baked good(s), you're welcome to bring something. John Zupko asked that Council members notify

him by e-mail if you can work one of the shifts (7:30 – 9:30 a.m.; 9:30-11:30 a.m.; and 11:30 a.m. to 1 p.m.). **(ACTION)**.

- B. George raised a question regarding returning discussion of how best to meet the criteria for a vibrant Parish to each Council agenda. Focus on the sale of the church and the transition has somewhat distracted attention from this element. John Zupko agreed with George and indicated that discussion of vibrant Parish issues will be addressed on future agendas. **(ACTION)**.
- C. John Zupko reminded Council that the bylaws call for elections in 2009. The schedule outlined is for nominations in February, with elections in March and installation of Council members in April. Current Council members who do not intend to serve at the end of this term are encouraged to state their intentions before the nominations process begins. Elections will take place at Masses, though a process will be developed to ensure that the voting is completed outside of the actual celebration of Mass.
- D. Joe Casey noted that a travel commitment for work will prevent him from attending the November 13 meeting. Joe asked if one of the Council members who will be there would offer to take minutes of the meeting. John noted that he would also remind members of the request and seek a volunteer.

VIII. Adjourn

- A. Monsignor Joyce led attendees in a closing prayer.
- B. The meeting was adjourned at 9:14 p.m.