

## **Incarnation Parish Council**

### Meeting Minutes

*March 12, 2009*

*Present:* Tim Benson, Chad Brunner, George Buckland, (Vice President), Joe Casey (Secretary), Terri Gannon, Suzanne Holland, Father Kenneth Johnston, John Miranda, Father Michael Romano, Sharon Tombleson, and John Zupko (President).

*Not attending:* Michelle Brunner and Ann Spross.

*Next meeting:* May 14, 2009

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#### **I. Opening Prayer**

Father Johnston 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 February 12, 2009 meeting were unanimously approved.

#### **IV. Pastor's Report**

Father Johnston said that a hearing on the Parish Hall renovation/construction plan is scheduled with the Mantua Township Planning Board in April. A representative of the Diocese and the project's architect will participate. Once the plan is approved, the project will go out for bid. The goal is to begin construction by June with a desired completion by October

To address pastoral concerns for those preparing for Confirmation, the Confirmation date will be changed. This will not affect the present program. The changes will become effective with the current 5th graders who will receive their confirmation in the Spring of 2012. Parents of the 5th grade students will be notified by letter of this decision. All parents participating in the PREP program will be informed, as will the Pastor at St. Margaret's.

Fees for the PREP program will be slightly increased for 2009. A slight tuition increase will be partially offset by the elimination of sacramental fees. Information regarding the expenses of running the program will accompany the announcement to PREP parents. The potential of paying PREP fees via the Parish Pay system will be explored. **(ACTION)**.

Incarnation enjoys a very vibrant Youth Program with some 20 high school age students currently participating.

#### **V. Committee Reports**

**A. Communications:** John Miranda reported that the Committee plans to publish a four-page newsletter, expected to be mailed to all registered parishioners on or about April 25. The upcoming issue will feature articles from some new contributors.

The event calendar will announce the Family Fun Day/Knights of Columbus BBQ set for July 12. Future issues will showcase the St. Vincent dePaul Society and Parish Ministries. Ministries are also being showcased on the Incarnation website at <http://www.incarnation-church.org/>.

**B. Family Fun Day:** Terri Gannon reported on behalf of the committee that a flyer promoting service hours for this year's Family Fun Day was distributed to the PREP students and a few students and parents have already committed to assisting at the event. A volunteer form based on the template created for last year's event will be available soon for those Ministries/Individuals who wish to help.

**C. Nominations:** Terri Gannon reported that six well-qualified candidates have agreed to run for Parish Pastoral Council. A poster featuring the Mission of Council and bios/photos of the candidates was prepared and will be on display in the gathering area over the next three weekends.

The committee needs help distributing ballots and pencils prior to each Mass over the weekend of March 28 & 29. A sign up sheet was distributed and Council members who didn't have an opportunity to sign up are encouraged to contact Terri to let her know of your availability to assist. **(ACTION)**

Those elected will be announced in alphabetical order, not by vote count. Non-winners will be thanked for their willingness to contribute and will be sought for other opportunities. Newly elected candidates, as well as current members, will be asked for feedback about the election process and suggestions for improvement. **(ACTION)**

Council may consider revising the bylaws provisions regarding elections in late spring. A subcommittee will be tasked with researching Council Election models such as the "Fish Bowl" or a House of Delegates representing different ministries that Fr. Johnston and Fr. Romano described to Council. **(ACTION)**

Nomination Committee participants were confirmed as Terri Gannon, Father Romano, Father Johnston and Patti Houwen.

## **VI. Old Business**

- A. Parish Pastoral Council members were reminded to sit in a reserved section on the side of the pulpit at Father Johnston's Installation Mass on Sunday, March 15 at 11 a.m. as the Bishop will address Council as part of the ceremony. **(ACTION)**
- B. The Altar & Rosary Society will sponsor the replacement of the Church's current sound system with a new system installed by JD Sound Design. The work is expected to be completed before Holy Week. The existing system will be used for other Parish needs, such as Family Fun Day and other events.

Ways to possibly incorporate some of the stained glass windows from the Shadow Place Church in the new Adoration Chapel in the St. Joseph's Room are being explored.

## **VII. New Business**

- A. Two High School students, one male and one female, from the CSI Group will be appointed as members of the Parish Pastoral Council. Jeff and Ellie Cordner, the leaders of the CSI group, are assisting in identifying candidates to serve.
  
- B. Council President John Zupko thanked outgoing Council Members Michelle Brunner, Joe Casey, Suzanne Holland and Sharon Tombleson for their service to Council. The March 12 meeting was the final meeting before elections. A new Secretary will be named at the May 14 Meeting and a transition will be initiated. **(ACTION)**

## **VIII. Closing Prayer/Adjourn**

- A. Father Romano led attendees in a closing prayer.
  
- B. The meeting was adjourned at 8:27 p.m.