

Incarnation Parish Council

Meeting Minutes

April 10, 2008

Present: Tim Benson, Chad Brunner, George Buckland, Joe Casey (Secretary), Terri Gannon, Suzanne Holland, Msgr. Peter Joyce, John Mirenda, Father Jason Rocks, Ann Spross (Vice President), Sharon Tombleson and John Zupko (President).

Not attending: Michelle Brunner

Next meeting: Thursday, May 8, 2008, 7:30 p.m. Parish Rectory

I. Opening Prayer

Monsignor Joyce opened the meeting with a prayer.

II. Call to order/Roll Call

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

III. Approval of Minutes

Minutes of the 3-13-08 meeting were unanimously approved.

IV. Pastor's Report

Monsignor Joyce provided an update on the sale of the Shadow Place properties. The buyers agreed to all contingent items discussed at Council's last meeting, though the final determination regarding the stained glass windows was still being negotiated. One option discussed was to take possession of all the windows and store them in a climate-controlled environment until a final determination is made on how to incorporate them into future plans for the Parish. A group of Incarnation Parishioners discussed an opportunity to work with a company that has provided a reasonable proposal to replace the windows with an upgrade over builder's-grade windows. Additional upgrades would be the responsibility of the buyers. April 13 was determined as the date either party could rescind the sale and August 1 as the approximate settlement date. Our goal is to have preparations in place to fulfill Incarnation's plans for the Main Street campus beginning on that date.

Monsignor also reported that he was pleased by the turnout for the activities taking place in the Parish, especially the special celebration Mass for the Feast of the Incarnation; Sister Denise's 25th anniversary recognitions; and the expected turn out for the Incarnation Community Classic Golf outing and dinner event.

Monsignor reported that Finance Council did hold their quarterly meeting and that Incarnation is in a good position regarding its financial priorities. Tim Benson's presentation on automated contributions was part of the agenda (see Committee Reports below).

V. Committee Reports

A. Website Update

- a. John Mirenda's report on the Incarnation Website was deferred.

B. Automated Contributions

- a. Tim Benson reported on the automated contributions program presentation made to the Finance Council. The Council members recommended asking the vendors who would provide the service to

survey parishioners. Tim reported the vendors weren't as enthusiastic about conducting survey based on his conversations with the vendors. There was some discussion about the need to be clear with Parishioners that the intent of the program is to offer a service/convenience and not focus on the revenues generated/saved by the program. Tim will finalize his research and recommendations into a proposal to present to Parish Pastoral Council at our May meeting. **(ACTION)**

C. Parish Mapping Process

- a. George Buckland provided an extensive report on his committee's continued efforts to "Map" Incarnation Parish. George praised Chad and Suzy for their contributions and gave an updated status on the effort. The presenters discussed short and long-term goals for Mapping, with the overarching goal of creating a Mapping process that is sensible and easily understood. George presented some data on existing parishes in our region, as well as projections as far out as 2035. John Zupko asked the committee to share how the Mapping might look as of now, as well as under the Diocesan plan to merge and close parishes. Suzy addressed this with four suggestions made by the committee: 1) Complete the projections they've initiated; 2) Define the information needs of the Parish Pastoral Council; 3) Be subtle in our approach to engaging potential parishioners and complement the efforts being conducted by the Diocese; and 4) Recognize that the changes to surrounding parishes won't happen overnight – work within the ebb & flow of the Diocesan initiative.
- b. Monsignor validated that the implementation of the plans announced by the Bishop are the top priority for the Diocese at the moment and that the Diocesan efforts are focused on the six pastoral priorities defined in the Gathering God's Gifts initiative.
- c. George suggested that Parish Council take the lead in serving as a resource for the transitions and to prepare an action plan to meet the needs of potential new parishioners who come from neighboring communities. **(ACTION)**
- d. Tim also questioned what outreach is being done to engage the non-active current members of Incarnation. Monsignor noted some of the efforts, with the most effective being the active parishioners encouraging non-active ones to participate.

D. Summer Fest

- a. Ann Spross reported that the planned summer event has been renamed "Incarnation Family Fun Day."
- b. Ann and Terri provided a report on their presentation to the Knights of Columbus. The Knights questioned how the event would impact their annual Chicken BBQ and based on the information provided by Ann and Terri agreed to work with Council to the benefit of both events.
- c. Next steps involve drafting a letter to the Ministries to invite them to participate and preparing a save the date card/flyer for the Religious PREP students. **(ACTION)**

E. ICC Golf Baskets

- a. Ann, Terri and Sharon prepared three baskets with items donated by Parish Council for the event. Photos of the Phillies, Flyers and Eagles baskets were shared.
- b. Ann is preparing a thank you on our behalf to the teachers that created the baskets for our items.

- c. Monsignor thanked the Council members for their generosity and reported that some 30 baskets had been created/donated for the event.

VI. Old Business

A. Forms

- a. Joe Casey provided examples of the Committee Update/New Ministry/Priority Checklist forms which were created with Council's input. The new forms will be posted online in PDF format on the Parish's Website.
- b. Council members are encouraged to download and use the forms in preparing for Council meetings

B. Photo Directory

- a. John Z asked Monsignor Joyce to update Council on the status of the Parish Photo Directory project.
- b. Monsignor shared that the vendor needed to modify the directory design and the correction didn't meet our needs, further delaying the completion of the project.
- c. The next milestone for the project is a revised draft due from the vendor by the week of April 13.

C. Transition Committee

- a. A committee of parishioners with interest/expertise in various areas (i.e. preservation, ritualization and construction), along with a "Clerk of the Works" and someone with expertise in working with Township Officials is being established. Some names of potential members were discussed and Council members were encouraged to help to identify others.
- b. Tim asked if a Time Capsule was being considered?
- c. John Z. shared the keepsake item created for Incarnation's 40th Anniversary and suggested planning to create a memorable item to commemorate the transition. Asking Richard Gerst to create a print was suggested.

VIII. New Business

- A. Monsignor reminded Council members that we are the representatives of the Parish and to be mindful of sharing their thoughts and needs with him on their behalf.
- B. Council members agreed to meet on June 12. **(ACTION)**
- C. Council briefly discussed the value of informing the neighbors of the Shadow Place property about the sale/welcoming of the new owners.

IX. Adjourn

- A. Father Rocks led attendees in a closing prayer.
- B. The meeting was adjourned at 9:11 p.m.