

Incarnation Parish Council

Meeting Minutes

May 14, 2009

Present: George Buckland, Maureen Costello, Terri Gannon, Jack Golden, Father Kenneth Johnston, John Mirenda, Janet Priest, Father Michael Romano, Maria Schaffner, Ann Spross, Dave Zarzycki and John Zupko. *Not attending:* Tim Benson and Chad Brunner.

Also attending: Joe Casey

Next meeting: September 10, 2009

I. Opening Prayer

Father Johnston opened the meeting by leading attendees in a prayer.

II. Call to order/Roll Call

2008-09 President John Zupko called the meeting to order and asked for a Roll Call of those present.

III. Welcome New Members

John Zupko welcomed Maureen, Janet and Dave, who were each elected to a three year term; Maria, who was appointed to a three year term; and Jack, a representative of CSI, who was appointed to a one-year term, with the possibility of being reappointed. A female representative of the CSI program is also being invited to serve a one-year term.

John Zupko clarified that the bylaws will need review and amendment. The make up of the Council means there are 10 elected votes, three appointed including the female CSI student, and one ex-officio vote for any matter that comes before Council.

IV. Approval of Minutes

Minutes of the March 12, 2009 meeting were corrected to reflect that Father Johnston, Father Romano, Terri Gannon and Patti Houwen are the members of the nominations committee. The corrected minutes were unanimously approved.

V. Election of Officers

John Zupko called for nominations for Pastoral Council President. John Mirenda nominated John Zupko. No additional nominations were made and John Zupko was unanimously elected President.

John Zupko called for nominations for Pastoral Council Vice President. Father Romano nominated George Buckland. No additional nominations were made and George Buckland was unanimously elected Vice President.

John Zupko called for nominations for Pastoral Council Secretary. John Zupko nominated Janet Priest. No additional nominations were made and Janet Priest was unanimously elected

VI. Pastor's Report

Father Johnston said his report would focus on three recent updates, the renovation of the Parish Center; the Rectory; and the Nativity set.

Regarding the Parish Center: Father Johnston said that the Parish Hall renovation/construction plan was approved by the Mantua Township Planning Board in April. Some modifications are being made to the plan to provide a dining area for staff, space for the Music Director's office and minor adjustments to the meeting space to accommodate staff needs. Final plans will be presented to the Parish Building Committee on May 27. The project will include both an addition, and renovation of the existing facility, including a modification of the façade to match the design of the church. Art Basciano, a representative of the Diocese, will lead the project bidding process once the architect completes the plan. The goal is to begin construction by June with a desired completion by October or early November. Father Johnston and Sister Denise are looking at the impact of the construction on the PREP program.

Regarding the Rectory: Options were explored in case the report on the Wetlands status of the campus determined Incarnation couldn't build on the site selected for the Rectory. Fortunately the report was favorable and plans are being made to construct a modular home and a garage. A plan is being developed to present to the Mantua Township Planning Board in August.

Costs for the projects were reviewed with the Finance Council and are expected to be financed with a \$1.3 million loan payable over 20 years at a low interest rate. Incarnation's debt from the church construction has been retired with the proceeds of the sale of the Shadow Place properties.

Father Johnston briefly reviewed the roles of the Trustees, Finance Council and Pastoral Council for the new Council members.

Regarding the Nativity Set: Father Johnston reported that a donation made by the Shinkle Estate has enabled the Parish to order a Crèche from the Italian designers of the Demertz Nativity Set. Additional figures to complete the Nativity scene will be made available for families to request as Memorials. We already have the 36" Demertz figures of Jesus, Mary and Joseph. Information about the opportunity will be published in the bulletin.

Father Johnston also provided an update on the Music Director. Michael Trotta has accepted a position at LSU and will be leaving in August. The parish has received six applications for the Music Director position. Michael is helping with the evaluation of the candidates, along with a committee that includes Father Johnston, Father Romano, Sr. Denise and Peter Houwen. The plan is to narrow the search to two or three candidates for the committee to interview. Preference is for keeping a connection to Rowan University if possible.

V. Committee Reports

A. Communications: John Zupko commended the Communications Committee on the publication of the second edition of the Parish newsletter. John Mirenda extended his thanks to Pat Quigley for her work in putting the issue together. John Mirenda reported that the Committee plans to publish the newsletter at least twice per year, in the spring and fall.

A question was asked about the cost of the newsletter. John and Father Johnston reported that approximately 3,000 issues were printed and distributed for a cost of about \$1,620.00. The newsletter is seen as more than a communication vehicle for parishioners. It also serves as an evangelization tool, with distribution points beyond the mailing to families in the parish.

A second question was asked regarding quantifying readership/impact. While no current tracking is being done, the Committee will look into using devices in the articles to drive readers to the website that could help provide some data on readership. **(ACTION)**

New plans for the parish Website include features that spotlight selected members of the parish in a question and answer format. Ministries are also being showcased on the Incarnation website at <http://www.incarnation-church.org/>.

B. Family Fun Day: Ann provided some background on the event for new Council members and gave an update on plans for the 2009 event.

The date is Saturday, July 12 and the event will once again be held in conjunction with the annual Knights of Columbus Chicken BBQ. Ann reported that Father Johnston has committed to supporting this year's event at the same level as 2008 which will enable the committee to replicate what was offered, such as pretzels, water, Mr. Softee, Moon Bounce and games. New games will be featured to keep the event fresh. New giveaway items include pens, ornaments and other prizes. DJ Dave Delle Monache has agreed to return for a second year, and the Catholic Cemeteries have again offered to lend their tents, though new locations for the tents will be needed due to the construction project and the relocation of the shrine to the unborn children.

Council members are asked to plan to help during the event and also asked to encourage the leaders of Incarnation's various Ministries to sign up to provide a booth or staff a game. **(ACTION)**

Council doesn't meet in June, but a special meeting of the Family Fun Day Committee and the Executive Committee will be scheduled. **(ACTION)** 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.

VI. Old Business

- A. George initiated a brief discussion regarding inventory of the parish's assets in light of the move and in planning for the construction project. John Zupko confirmed that all items in the Shadow Place Church were cataloged and either stored or disposed of appropriately. Father Johnston reported that items from the Rectory storage are being reviewed on an ongoing basis.
- B. Incarnation has reached 3,000 registered families. The mapping process will be revisited in light of the milestone, as previously determined. George gave a brief overview of the mapping process for the new members of Council and committed to prepare a report for the September 10 meeting. **(ACTION)**

VII. New Business

- A. With new challenges due to economic, social and other types of pressure families face, George suggested that Council consider developing a lecture series featuring presentations on a range of topics to help families in the parish. Council members were asked to e-mail suggested topics to George or John Zupko, which will help determine if there is enough interest in pursuing this as a Council project. **(ACTION)**
- B. An installation ceremony for Parish Pastoral and Finance Councils and the Trustees is scheduled for Sunday, September 27 at the 11 a.m. Mass. Members are encouraged to reserve the date on their calendars and plan to participate. **(ACTION)**
- C. A committee consisting of John Zupko, Maureen and Terri was named to review the Parish Pastoral Council bylaws and recommend amendments. The committee will meet over the summer to potentially present amendments at the September 10 meeting. One area for consideration is how Council elections are conducted. Father Johnston confirmed that the format of the March 2008 election doesn't have to be carried out in future elections. He suggested contacting other local parishes to see how their elections are conducted. **(ACTION)**
- D. John Zupko will make copies of the Pastoral Priorities and Pastoral Council bylaws available for the new members of Council to pick up at the rectory. **(ACTION)**

VIII. Closing Prayer/Adjourn

- A. Father Romano led attendees in a closing prayer.
- B. The meeting was adjourned at 9:17 p.m.