

Incarnation Parish Council

Meeting Minutes

January 15, 2009

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

Next meeting: February 12, 2009

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 December 11, 2008 meeting were unanimously approved.

IV. Pastor's Report

Father Johnston provided an update on the financial health of the Parish. Incarnation is well positioned for the planned expansion of the Main Street campus with over \$1.3 million in total assets in various accounts. To meet current obligations and operations needs, a portion of the assets will be reserved and some additional debt will be incurred to finance the construction.

Father announced that the church will be open daily from 8 a.m. to 4 p.m. and beginning on Ash Wednesday, the hours will be expanded to 7 a.m. to 4 p.m. Father stressed that the desire to make the church available and the need to secure the tabernacle were addressed in the planning.

Some modification of the Mass and Confessions schedule is also being implemented after Father has an opportunity to review with the Parish staff. The Parish is adding a 7 a.m. Mass and the Tuesday and Thursday evening Masses will be discontinued. Eucharistic Adoration will now be observed on first Fridays from 1-7 p.m. Confessions will be heard on Saturday mornings at a time between 10 and 11:30 a.m., (to be determined), in place of the current Saturday 4 p.m. schedule.

A letter from the Diocesan College of Consultors outlines the approvals granted for building a new Rectory and a 2,400 sq. ft. addition/renovations to the Parish Hall. Total budget approved for the project is \$1.3 million. Father Johnston noted that the project received the full support of the Bishop and indicated that the initial focus will be on adding the 2400 square feet of meeting space to the Hall as plans for a new Rectory continue to be refined. Modular construction is being considered for the Rectory. Wetlands concerns with the Rectory site are being resolved. The Building Committee will meet with the architect on January 29 to discuss updated plans for the building project. The goal is to break ground on the new construction in Spring 2009. Father Johnston clarified that the RFP process and selection of a builder is handled by the Diocese's Buildings Commission, though the Parish will be consulted through the process.

V. Committee Reports

(Prior to the beginning of the Committee reports, President John Zupko acknowledged Sharon Tombleson and Joan Tice for their work on the beautiful ornament distributed at the Ministry Appreciation Dinner.)

A. Communications Committee

- a. John Mirenda provided an overview on the evolution of the Committee and its key initiatives, as well as an update on the growth of the Incarnation Website.
- b. The Website was launched on 1/19/08 and has achieved 26,370 hits, averaging 72 per day.
- c. Pages on the site have grown to include the Church Bulletin, Mass Schedules, PREP information, Music Ministry, Altar & Rosary Society, Knights of Columbus, Parish Pastoral Council Meeting Minutes, Registration of new Parishioners and Parish Pay, among others.
- d. The Communications Committee evolved from the work on the transition from Shadow Place. Its membership includes Parishioners as well as members of Council.
- e. John praised Committee Members Christine Toal and Pat Quigley for their efforts to develop/launch the Incarnation newsletter which was distributed to over 2,700 families. John reported that the Committee produced the high quality issue at a modest cost of \$1 per newsletter thanks to in-kind contributions.
- f. The committee will meet next in February.

B. Automated Contributions

- a. Tim Benson provided an overview of the implementation of the Parish Pay program.
- b. The number of families participating continues to grow since its November launch, with new families signing on about every other week.
- c. Father Johnston suggested to Tim that the program be linked to Stewardship and additional suggestions for promoting the program were provided by Council members, including possibly placing a printed announcement in the next envelope mailing.

C. Parish Mapping

- a. George Buckland provided an overview of how the mapping process evolved. Suzanne Holland shared how the population data was acquired and reported on the breakdown of the data by zip code.
- b. Father Johnston praised the timeliness of the mapping process and its value to the building project and the PREP program.

VI. Old Business

A. Elections

- a. John Zupko announced that Sharon Tombleson, Suzanne Holland, Michelle Brunner and Joe Casey have each indicated their plans to resign their Council position at the end of the current term or as circumstances dictate. John also announced that Ann Spross has resigned her position as Vice President as of the January 15, 2009 meeting. Ann's desire is to remain on the Council.
- b. In accordance with the By-Laws, 3 elected positions will be filled through the nomination/election process in April bringing the elected members to 10. At Father's discretion, up to 4 appointed members may be added to Council, each serving a three year term.

- c. Terry Gannon has agreed to lead a nominations committee to identify candidates for the election and prepare a ballot by March. The election will be held in April and installation of the new officers will take place in May.
 - d. John Zupko called for nominees to fill the vacant Vice President position. George Buckland volunteered to serve and was unanimously elected to complete Ann's term.
- B. Vibrant Parish Report
 - a. John Zupko will invite Maria Schaeffner from the St. Vincent DePaul Society to present at the February 12 Parish Pastoral Council Meeting.
 - b. Ann Spross and Terry Gannon provided a brief overview of the first Family Fun Day event and plans for 2009.

VII. New Business

- A. Pastor Installation
 - a. Bishop Galante will officially install Father Johnston as Pastor of Incarnation Parish at the 11 a.m. Mass on February 15. Members of the Finance and Pastoral Council, as well as the Ministries are encouraged to attend and participate.
- B. Council Role
 - a. Father shared his initial impressions of Council and his intentions for the working with Council.
 - b. Father noted that he is most impressed with the committee structure and the work of the Council to date.
 - c. Council needs to continue its proactive efforts to enable Father Johnston to focus on the spiritual needs of Incarnation and his duties within the Diocese.
 - d. Father intends to seek the input and collaboration of Council as he makes important decisions for the Parish.

VIII. Adjourn

- A. Father Romano led attendees in a closing prayer.
- B. The meeting was adjourned at 9:08 p.m.