

## **Incarnation Parish Council**

### Meeting Minutes

*June 12, 2008*

*Present:* Tim Benson, George Buckland, Joe Casey (Secretary), Terri Gannon, Msgr. Peter Joyce, John Mirenda, Ann Spross (Vice President), and John Zupko (President).

*Not attending:* Chad Brunner, Michelle Brunner, Suzanne Holland, and Sharon Tombleson

*Next meeting:* Thursday, September 11, 2008, 7:30 p.m. Parish Rectory

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

Monsignor Joyce opened the meeting with 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 May 8, 2008 meeting were unanimously approved.

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

Monsignor Joyce reported that Tim Benson has agreed to serve in a dual capacity on the Parish Pastoral Council as well as the Finance Council.

Monsignor referenced the financial statement that was released and noted that the statement didn't generate any questions or concerns from parishioners. The period reported on was July to May and was compared to the previous July to May for consistency. A twelve month reporting period is anticipated for 2009, based on the fiscal year ended June 30. Monsignor noted that the youth ministry will be a focus of the next budget, as will administrative salaries.

Monsignor also provided an update on the sale of the Shadow Place properties. The buyer's inspectors report listed 30 items that require action or attention. Fran West is reviewing the report and preparing a response. There is no update on the offer

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

##### **A. Website Update**

- a. John Mirenda reported that information regarding the Transition Committee has been added to the site, as has information on the PREP program and Family Fun Day.
- b. John is requesting photos to upload to the site to better showcase the vibrancy of our Parish. Chris Weirdo provided a disc with photos from several events. John will use group photos taken at public events and will research if release forms were obtained before posting any individual photos. **(ACTION)**
- c. The Incarnation Website received approximately 60-70 unique "hits" per day.

##### **B. Parish Mapping Process**

- a. George reported that the next task for the committee is to put together a report for the September Pastoral Council Meeting. **(ACTION)**

- b. A goal is to include a “picture of the changing dynamics of the community and to identify outreach opportunities for the growing diversity populations.
  - c. Mapping will show movement and trends among the populations within the community.
  - d. Council can expect a brief, (10 pages with support documentation) report.
- C. Automated Contributions
- a. Tim Benson followed up w/ the Parish Pay vendor and a few competitors to get more information about their programs. Tim noted that the Parish Pay marketing materials were more focused on the financial benefits than the service and “green” emphasis Council has discussed, so a decision to choose this vendor will likely mean the materials required will need to be modified by Incarnation to meet our needs.
  - b. Competitors of Parish Pay were primarily tuition-oriented services. One competitor, Faith Direct, provided a more complete “turnkey” solution than Parish Pay, but at a higher cost. The Parish Pay option better fits Incarnation’s preferred pricing model than Faith Direct, which costs over \$1,000/month.
  - c. Tim reported that all diligence was pursued regarding protecting parishioner’s privacy. The list of participants in the program will not be marketed and the service is secure.
  - d. Tim made a motion to set up a relationship with Parish Pay with a soft launch over the summer and a full roll-out in the fall. George seconded the motion and it was unanimously approved. Additional discussion involving a survey of the parish interest in the service, and development of talking points on the program to aid in the education of parishioners was briefly discussed. Tim will prepare a talking points document to share with Council members. **(ACTION)**
- D. Family Fun Day
- a. Ann Spross and Terri Gannon provided a verbal update on the planning for the July 13 event. Volunteers to set up and take down the tables and tents for the event will be needed, as will help with event activities.
  - b. Help was requested from students needing service hours and two responded as of 6/12. The Incarnation Youth Ministry is being approached for additional assistance.
  - c. George suggested the Committee consider planning a “Group Photo” at a designated time. The committee will approach Chris Weirido about this suggestion.
  - d. Monsignor noted that he has made inquiries about getting a Mr. Softee Truck and provided the Committee with the name of the contact. Joe Casey will approach the contact about what’s needed to arrange for the truck to be on hand. **(ACTION)**
  - e. George suggested reaching out to the local emergency services, (Police, Fire, Ambulance), as well as veteran’s organizations to encourage their participation.
  - f. It was suggested to have a first aid/comfort station and perhaps ask the EMTs to staff the station.

## **VI. Old Business**

- A. The Transition Committee members as of 6/12/08 include: John Zupko, Joan Berenato, Mike Trotta, Fran West, Dan Morris, Sharon Tomlinson, JoAnn Carchidi and John Mirenda. The committee is set to meet in June, July and August.
- B. Missalettes with the full readings have been ordered. These will debut on the first Sunday of Advent.
- C. One, three and five year plans are being established to address vibrancy in the parish and Pastoral priorities.
  - a. Michael Trotta has been retained to continue his work as Music Director.
  - b. Sister Denise has taken on a role for Lifelong Faith Formation.
  - c. It is a goal to one day become a Center of Learning for the Diocese.
  - d. Pray for Priests/Vocation information is being added to the website.

## **VII. New Business**

- A. John Zupko asked Council if the second Thursday of the month is still a viable meeting date in planning the fall schedule. It was agreed it is a good choice for those present. The Executive Committee will also continue to meet on the same schedule as in the past. John will arrange a schedule for both meetings.  
**(ACTION)**
- B. June 25 is the last meeting of the Executive Committee and will include guests to address Family Fun Day planning.
- C. George initiated a discussion regarding the position of the Parish as the fall election campaigns get under way. Monsignor noted that the church does not and cannot endorse any candidate or party, yet takes its role in ensuring the parishioners are informed voters very seriously.

## **VIII. Adjourn**

- A. Monsignor Joyce led attendees in a closing prayer.
- B. The meeting was adjourned at 8:55 p.m.