

**IMMACULATE CONCEPTION CHURCH  
PARISH PASTORAL COUNCIL MEETING - MINUTES**

May 1, 2010

**Members Present:**

Fr. John	Sally Jo Glendenning
Jerry Bagnell	Pat Holleman
Amy Bagnell	Anne Pakulniewicz
Stephanie Balnaitis	Dave Polovick
Larry Cuba	Linda Tozour
Tom Eagar	

**Members Absent/Excused:**

Terry Acome	Kathy Canade
George Mullen	

- Larry opened meeting after prayer.
- Larry announced that Patrick Falco has resigned as a Parish Pastoral Council member due to his new employment making it necessary to move out of state. Patrick Falco was thanked for his service to the Council and Parish. Our prayers are with him and his family as they begin their move to Washington..

**Minutes:**

Minutes were accepted as amended, clarifying nursery is available at 9:30am liturgy.

**Introduction of New Recording Secretary:**

Phyllis Filgate who will assume the duties of Recording Secretary for the fiscal year 2010-2011 was introduced.

**Executive Secretary and Recording Secretary Duties:**

Johanna Hug presented new position descriptions for both the Executive Secretary and the Recording Secretary which were discussed and approved by the Council.

**Meeting Structure:**

All members agreed that the meeting structure for all Parish Pastoral Council meeting need to:

- Build in time in the agenda to allow for a presentation and discussion.
- Resolve issues, not just discuss them.
- Have “Action Items” for issues that need to be resolved.
- The members responsible for setup and refreshments of the next meeting should be made an “action item” at the end of each meeting.

**Finance Report:** Amy Bagnell reported the following:

- The staff has made every effort to hold down expenses to compensate for shortfall in offertory collection.
- There is a need to reinforce tithing as a way of life.
- Parishioners enrolled in Electronic Funds Transfer (EFT) will be receiving cards to deposit in the collection basket.
- Replacements for the two Parish Finance Council members completing their term in June is needed.
- A display at the upcoming Stewardship Fair for EFT will be manned by Parish Pastoral Council members.

**Budget:** Charlie DaVolio, Business Manager, reported the following:

- Third Quarter report was published in the April 24/25 bulletin.
- Offertory collection continues to be below projected income for the budget year of 2009-2010.
- Budget for 2010-2011 (July 2010-June 2011) is being drafted with input from all parish ministries.
- All efforts are being made to hold the line on future expenses.
- Some events will have to be sacrificed in the coming year to enable parish to function.
- Diocesan assessments are either met with special collections or paid from offertory collections.

**Summer Party Committee:**

- Date changed to September 19th beginning at 3:00pm.

**Retreat:**

Br. Ed Ogden, OSFS will be the presenter for the retreat, Friday, June 4<sup>th</sup> and Saturday, June 5<sup>th</sup>.

**Leadership/Communication:**

Fr. John explained that a Leadership meeting was recently held with the Chairs of the Parish Pastoral Council, Parish Finance Council, all Commissions and the staff.

- Emphasis was on working together and improving the communication between all ministries and the staff.
- A UNCW Communication Studies student, Brittany Mossop, will work with the leadership to improve communication and insure it flows both from the top down as well as the bottom up.
- All parish meetings will have the same structure.
- Next Leadership meeting will be June 8<sup>th</sup>.

**Position Descriptions:** Charles Haskins sent a written report on the ongoing project of providing position descriptions for all Immaculate Conception ministries:

- Interviewed nine ministry leaders.
- Completed ten descriptions.
- Continue to schedule interviews with coordinators and hopes to have half of them done by June.

**Goals 2009-2010 ( Evangelization-Increase missionary efforts in the Cape Fear area to invite individuals to become part of the Immaculate Conception Church community):**

Linda Tozour led the discussion of how this goal was met by the various ministries:

- *Something Wonderful* and *Godspell* were outstanding and enjoyed by many.
- Welcome/Orientation/Registration ministry has welcomed forty new households to the parish.

**Goal 2010-2011:** Tom Eagar went over the structure for formulating goals and objectives and the Council adopted the following goal:

- **Parish Pastoral Council goal for 2010-2011:**

- To strengthen the fundamental competencies necessary for the sustainability, growth and vitality of parish Councils, Commissions and Ministries to support, implement and execute the programs and activities vital to the Immaculate Conception community.

**Objectives:**

- Organizational Excellence - clearly defined position descriptions, goals and objectives, organization structure and resources
  - Effective Communications - integrated and transparent, internal and external
  - Succession Planning. - recruitment and development of qualified individuals
  - Training and Mentoring- leadership skills, theology and catechists movement
  - Theology- the keystone for each Commission and Ministry
- Tom will talk about how to write Goals and Objectives at the Commissions Monthly meeting on May 8<sup>th</sup>.

**Pastor Dialogue:**

- Fr. John interviewed the Confirmation candidates in random groups and had an honest, up front dialogue with them.
- Recommended that in the future when recruiting new Council members, they should asked if they are contributing of their time, talent and treasure before making the recommendation.
- Thanked Dave Polovick, Kathy Canade, Stephanie Balnaitis for their service to the community in serving on the Parish Pastoral Council the last three years. Sally Jo Glendenning will be a member for the next three years.
- Presented tentative dates for 2010-2011 Parish Pastoral Council meetings.

**Action Items:**

- Setup and Refreshments: Next regular meeting will be July 10, 2010 with new members – no assignments at this time.
- Parish Pastoral Council members will be present for the EFT table on May 22/23:
  - Stephanie Balnaitis – 5:00pm;
  - Amy Bagnell – 7:30am;
  - Anne Pakulniewicz – 9:30am
  - SallyJo Glendenning – 11:30am.
- Parish Pastoral Council members are to email Charlie DaVolio any comments concerning the budget report by Friday, May 7.

**Announcements:**

- None. **Group Check:**
- “*What went well?*”: Good time management, action items, goal done, time for discussions.
- “*What didn’t go well?*”: Full agenda.
- “*What could we do better?*”: None

**Retreat:**

- Begins Friday, June 4<sup>th</sup> at 6:00pm, dinner to follow. Reconvene on Saturday, June 5 at 8:30am.

**Next meeting:**

- July 10, 2010.

**Next Meeting Agenda:**

- Review and discuss By-Laws concerning the Stewardship Chair being an ex-officio member of the Parish Pastoral Council.

Parish Pastoral Council meeting dates, members responsible for prayer, refreshments and Setup are below. All meetings are at the De Sales Faith Formation Center from 9:00am to 12:30pm.

<u>Date</u>	<u>Prayer</u>	<u>Refreshments</u>	<u>Setup</u>
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June 4, 5, 2010 Retreat

**Parish Pastoral Council Executive Committee Meetings**

Respectfully submitted,  
Johanna Hug,  
Recording Secretary