

Immaculate Conception Pastoral Council  
Meeting Agenda

*Mission Statement: We live Jesus Christ by proclaiming the Gospel, by celebrating the Eucharist, by nourishing our faith, and by loving and serving all God's people.*

*Vision Statement: Immaculate Conception will be the vibrant expression of the presence of the Risen Christ in sacred worship and by loving and serving all God's people*

*Goal 2008 – 2009: Community Building: Create the atmosphere to bring all those who attend Immaculate Conception Church in a way that enables them to come together as one community loving and serving all God's people.*

Date: August 16, 2008  
Time: 9:00am – 12:30pm  
Location: DeSales Faith Formation Center

Prayer: J. Colling
Refreshments: Kathy Canade
Setup: George Mullen

9:00am Breakfast and Fellowship  
9:20am Prayer  
9:25am Time for Parishioner Input - Correspondence

**Decision Items:**

9:30am Acceptance of Minutes

**Report Items/Discussion Items:** (Written Report Form\*)

09:35 am	Finance Council Report	Jim Martin
09:45 am	Stewardship Commission Report	Charles Sandine
10:15 am	Plan for Time/Talent Recognition 2009	Charles Sandine/ J Colling
10:25 am	Retreat Update	George Mullen
10:35 am	Break	
10:45 am	Goal Progress Report	J. Colling/S. Balnaitis
11:15 am	Pastor Dialogue	Fr. John McGee, OSFS

**Unfinished Business**

11:45 pm

**Agenda Items:**

**New Business/Future Agenda**

11:55 am New Business:Committee to rewrite constitution/by-laws J. Colling, S. Balnaitis  
12:00 noon Announcements/Dates to Remember  
12:05 pm Group Check/Evaluation of meeting  
12:10 pm Closing Prayer (Stewardship Prayer)  
12:15 pm Adjournment

\*Next Meeting: September 20, 2008. All reports should be in the Executive Secretary's mailbox by September 5, if possible. Otherwise Report Form to be distributed before meeting begins. Extra forms for filing reports are located in the Pastoral Council mail slot.

Please be sure that you have read the minutes and reports to familiarize yourself with the issues to be taken up at the next meeting.

**September 20**

Prayer: Linda Johnson  
Refreshments: George Mullen

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

June 6, 7, 2008

**Members Present:**

Fr. Joe	Pat Holleman
Fred Ball	Linda Johnson
Stephanie Balnaitis	Jim Martin
Kathy Canade	George Mullen
JoAnn Colling, Chair	Dave Polovick
Larry Cuba	Charles Sandine
Jack Flynn	Linda Tozour

**Members Absent/Excused:**

Jerry Bagnell	Chris Diehl
John Ranalli	

JoAnn opened meeting after prayer.

**Friday, June 6, 2008**

Members gathered in the De Sales Faith Formation Building Friday afternoon for the beginning of the yearly retreat. Fr. Hector of St. Brendan's, Shallotte will be the presenter assisted by Mary Hart, St. Brendan's Faith Formation Director

The new Council members were introduced: Linda Johnson and Linda Tozour. Outgoing members are: Fred Ball and John Ranalli. Jerry Bagnell was selected for another three year term and Pat Holleman was appointed by Fr. Joe for the next three years.

**Saturday, June 7, 2008**

JoAnn opened meeting at the close of the Retreat.

**Decision Items:**

**Acceptance of minutes:** Minutes were accepted as written.

**Report/Discussion Items:**

**Election of Pastoral Council officers:** The election of the Pastoral Council officers for the 2008-2009 proceeded. JoAnn Colling was elected as Chair, Jack Flynn will be Vice Chair and Kathy Canade will be Executive Secretary. They will also serve on the Executive Committee which will include the pastor and the Finance Council Chair. Pastoral Council meetings are once a month, except for the month Easter is celebrated. There are socials in July and December. The Executive Committee also meets before the regular Council meetings to compile the agenda and aid the pastor with any other pressing business. The duty of the Pastoral Council is to advise the pastor and be the eyes and ears to the rest of the parish. All members might not agree on various issues, but they are expected to voice their opinions and then abide by the rule of the majority. It is expected that they be frank at the meetings, but also present a united front to the parish.

**Pastor's Dialogue.**

Fr. Joe welcomed Linda Johnson and Linda Tozour to the Council. He thanked Fred Ball for his service to the parish as his term is completed. Fr. Joe expressed his appreciation for the support all the members of the Pastoral Council have given him. He felt sure that they would continue to give Fr. John McGee the same support and cooperation. He also stated that the new Youth Minister, Marie Marshall, will be starting on July 7<sup>th</sup>. She has a good background working with the youth and we should look forward to her sharing her vision and ideas on involving the youth of the parish in various service projects. She is also proficient working on websites and one of her responsibilities will be to continue to set up and maintain Immaculate Conception's website.

**Goals:** The Goals report was discussed and several suggestions were made to improve community building within the parish. Some of them were: have a hospitality desk in the gathering area, manned by rotating members to be available for questions or concerns from parishioners; set up a Pastoral Council email account for parishioners to contact members, monthly coffee, donuts social sponsored by the

different ministries; introduction of those seated around you at mass on a weekly basis; have Pastoral Council members contact new members; encourage the youth to assist the Ushers with the collection, be gift bearers, etc., without making a long term commitment, encourage Pastoral Council members to attend parish events and make sure they are identified by their name badges.

**New Business:**

**Distribution:** The tentative schedule for 2008-2009, Commission Reports for 2008-2009, and Terms of Office were distributed to all members.

**Liaison:** George Mullen will be the Pastoral Council liaison to Faith Formation for the coming year.

**July Social:** The July social will be on July 20, 2008 at 3:00pm. Details to follow.

**Retreats:** George announced that he will be making arrangements for a parish retreat to be held at the Avila Center in Durham from October 3<sup>rd</sup> to October 5<sup>th</sup>. The retreat will be “Being Brothers and Sisters to All: Living the Message of the Franciscan Charisma” presented by Dr. Patricia Pelletier. Single and double room accommodations are available. Cost will be \$120.00. He will give Elaine all the information to be printed in the bulletin.

**Agenda Items (next month):**

August: Stewardship

Rolling To Do List:

**Future Agenda:**

September: Faith Formation

The next meeting will be on **August 16, 2008** at the De Sales Faith Formation Center from 9:00am – 12:00pm.

Respectfully submitted,  
Johanna Hug,  
Recording Secretary

## ***From the Business Manager . . . Financial State of the Parish: Fiscal Year Ended June 2008***

I am pleased to present **Immaculate Conception's (ICC)** Financial Report for the Fiscal Year ended June 30, 2008. It outlines our stewardship of God's household in the area of treasure.

### **Parish Receipts:**

**Total Parish Income**, all monies received, fell **short of plan** by -\$11,000 (**-1%**), but exceeded Prior Year by \$5,000 (+0.5%). This is a result of the following:

- **Offertory:** collections were **below budget**, -\$28,000 (**-3.0%**), but exceeded prior year by \$65,000 (+7.7%).
- **Bishop's Annual Appeal (BAA):** ICC exceeded its goal for the January 2007 campaign. For this success, as pledge payments are received, the Diocese rebates 80% of the amount collected above goal directly back to the parish. 95.34% of our pledges have been fulfilled, making ICC a leader among parishes.
- ICC received BAA rebates totaling **\$16,001**.
- **God's Work Our Challenge Capital Campaign:** ICC received four rebate checks, totaling \$9,323, from the Diocese. The Diocese's goal in this campaign is fulfilled. **ALL** current and future pledge payments are rebated directly back to ICC.
- **Grants:** ICC received anticipated grants from the Cape Fear Deanery for the Endowment for the Poor:
  - Hispanic Missions received a Grant in the amount of \$1,000.
  - Bread of Life received a Grant in the amount of \$1,000.

### **Parish Expenses:**

We respect the fact that the current economic environment is difficult. We are grateful for your continued support of our Parish and of your trust in our stewardship of your generous offerings. We continue to do our part to work hard to manage costs, stay within plan, and to reduce costs where possible. Expenditures continue to be close to, or better than Plan. Savings from the following expenses were applied to debt reduction:

- **Whole Community Catechesis Gatherings and Retreats:** all of the four planned events have been held, all coming in under budget. Two of the gatherings used in-house presenters rather than contracted presenters as anticipated. Also, 6 Retreats were planned, but were not held due to the open Director of Faith Formation position.
- **Personnel:** Marie Marshall has joined us on July 7<sup>th</sup> as our Youth Minister of Young Adult Ministry. This position was open all last fiscal year. We continue to advertise for a Director of Faith Formation. The process has been challenging and the position remains open at this time.
- **Property & Liability Insurance:** premium was less than anticipated.

### **Parish Net Income/Cash Flow:**

At the conclusion of the Fourth Quarter, Total Parish Receipts were \$1,027,000, exceeding Parish Expenditures of \$959,000, creating a favorable cash flow of \$68,000. When we prepared the budget for this fiscal year, we were anticipating an unfavorable cash flow of \$7,900 through this twelve month period. We surpassed this goal by \$76,000, attributable to savings in Parish Expenditures. This cash was applied to **Debt Reduction**.

### **Stewardship of God's House:**

We continue to succeed as a **Tithing Parish**. The following details our management of the Parish Financial Resources:

- Contributions of **\$89,331 (10%)** have been donated to charities through the Diocesan National Collections and to our local community through our Outreach Ministries.
- Parish Debt has been reduced a total of **\$225,576** over the past twelve months:
  - The debt was reduced **\$85,576** through regularly scheduled monthly payments.
  - The debt was further reduced by **\$60,000** through planned accelerated principal payments.
  - The Finance Council authorized an **ADDITIONAL \$80,000** utilizing funds from our favorable cash flow and restricted memorial donations.
  - The outstanding debt balance as of 6/30/2008 is **\$895,005**.
- A Capital Reserve Fund continues to be funded to meet the future needs of Capital maintenance and replacement projects (i.e., A/C units, roof replacement, painting, parking lot resurfacing, etc.).
- Fortunately, there have been no major maintenance or repair projects required this year. All facilities are in good working order. There have been a few minor maintenance projects, i.e., the Sanctuary roof ridge vent was leaking and stained the ceiling, there was a leak in a classroom at the DeSales Faith Formation Center, and a couple of air conditioning units stopped working. The Sanctuary roof has been repaired and the ceiling was cleaned. The leak at the DFFC is repaired and the classroom is restored. And the air conditioning units were repaired at minimal expense.

**Thank you** for your continued support of our parish. Please do not hesitate to contact me should you have any questions or comments regarding this information.

~Charlie DaVolio, Business Manager, [cdavolio@iccwilm.org](mailto:cdavolio@iccwilm.org)

Immaculate Conception Catholic Church  
Report to Pastoral Council  
August 16, 2008

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial Highlights as of June 30, 2008

Fiscal Year 2008: From a financial point of view, Fiscal Year 2008 was a complete success. Funds received were on track, expenses were below budget and accelerated debt reduction was the result. The Business Manager's report to the parish was included in the Sunday Bulletin of August 3, 2008. A copy is attached for any who might have missed it; and is therefore incorporated in this report.

Fiscal Year 2009: The Budget for Fiscal Year 2009 has been completed and approved by the Finance Council. We are not projecting any growth in collections and have not anticipated any accelerated debt reduction program. This is a conservative approach to budgeting. Any opportunities to further accelerate debt reduction will be taken.

Capital / Maintenance Projects: On July 29, 2008, the Finance Council approved a project for \$12,500 to completely paint the interior of the priest's residence. Funding will come from our Capital Reserve Fund. Because the cost exceeds \$10,000, approval for this project has been obtained from the Diocese.

The Finance Council also authorized the Business Manager to obtain bids for the following projects. Replace carpet in priest's residence. Paint Church interior. Obtain office furniture for new employees. Replace building access keypads with new technology. Funding is to come from Capital Reserve. Total for all projects should not exceed \$45,000.

An audit of Fiscal Year 2008 has begun and will be completed by November 1, 2008. The Finance Council met with the auditor (Earney & Company) on July 29, 2008 and approved the engagement letter.

Cash on hand at the end of June was \$181,994.