

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 through loving service.

Goal 2009-2010: Evangelization - Increase missionary efforts in the Cape Fear area to invite individuals to become part of the Immaculate Conception Church community.

Objectives:

- Increase missionary efforts in the Cape Fear area to invite individuals to become part of the Immaculate Conception Church community
- Plan two intergenerational activities which support young families
- Encourage each commission to include evangelical and catechetical components in activities
- Welcome new households into the spirit of St. Francis de Sales and the community of Immaculate Conception Parish

Date: August 15, 2009

Time: 9:00am

Location: Church and DeSales Faith Formation Center

Prayer: Jerry Bagnell

Refreshments: Stephanie Balnaitis, Kathy Canade

Setup: Larry Cuba, Pat Holleman

9:00am Liturgy (Assumption) in church

9:45am Refreshments and Fellowship

10:05am Prayer

Decision Items:

10:10am Acceptance of Minutes

10:15am Approval of Agenda

10:20am Appoint an official time keeper and focus coordinator

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

10:25am Stewardship Commission Update

George Mullen-handout/information

10:25am Finance Report

Jason McLeod-handout/presentation

Agenda Items:

10:40am Sign up for PPC committees

10:45am Yearly Commission events calendar

Fr. John McGee, OSFS

11:00am Annual Stewardship Report
& Quarterly Report

Fr. John McGee, OSFS

11:15am Break

11:30am Structure and Purpose of the Council
Organizational Chart

Fr. John McGee, OSFS

Welcome/Orientation Events

Fr. John McGee, OSFS

Joint meeting of PPC, PFC, Staff, PMB

Fr. John McGee, OSFS

12:10pm Inreach Chair and Social Coordinator

Fr. John McGee, OSFS

New Business/Future Agenda

12:20pm New Business

12:25pm Announcements & Dates to Remember

Action Items:

12:30pm Group Check/Evaluation of meeting

12:35pm Closing Prayer (Stewardship Prayer)

12:40pm Adjournment

*Next Meeting: September 26, 2009 All reports should be emailed to Johanna Hug, Recording Secretary, by September 14, 2009. No Report Forms are to be distributed before or during meetings.

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.

2009-2010 Meetings

	<u>Prrayer</u>	<u>Refreshments</u>	<u>Setup/Cleanup</u>
September 26, 2009	George Mullen	Larry Cuba Terry Acome	Dave Polovick/ Sally Jo Glendenning
November 21, 2009	Stephanie Balnaitis	Linda Tozour Anne Pakulniewicz	Tom Eagar Pat Falco
February 20, 2010	Kathy Canade	Johanna Hug George Mullen	Larry Cuba Terry Acome
March 20, 2010	Pat Holleman	Dave Polovick Sally Jo Glendenning	Linda Tozour Anne Pakulniewicz
May 1, 2010	Larry Cuba	Tom Eagar Pat Falco	Jerry Bagnell Johanna Hug

Parish Pastoral Council Executive Committee Meetings

Sunday, August 23, 2009	-	10:30am to 11:15am
Sunday, October 25, 2009	-	10:30am to 11:15am
Sunday, January 31, 2010	-	10:30am to 11:15am
Sunday, February 21, 2010	-	10:30am to 11:15am
Sunday, April 18, 2010	-	10:30am to 11:15am
Sunday, May 9, 2010	-	10:30am to 11:15am

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

August 15, 2009

Members Present:

Fr. John	Patrick Falco
Terry Acome	Sally Jo Glendenning
Jerry Bagnell	Pat Holleman
Stephanie Balnaitis	Jason McLeod
Kathy Canade	Anne Pakulniewicz
Larry Cuba	Dave Polovick
Tom Eagar	Linda Tozour

Members Absent/Excused:

George Mullen

Larry opened meeting after attending liturgy and prayer..

Decision Items:

Acceptance of Minutes: Minutes were accepted as written.

Approval of Agenda: Agenda was approved as written.

Appoint an official time keeper and focus coordinator.

- Larry was appointed focus coordinator and Sally Jo was appointed Time Keeper.

Discussion Items:

Stewardship Commission Update Report:

- Commission Fairs will be September 12/13, Faith Formation & Liturgical Commission and September 26/27, Outreach & Inreach Commission.
- Ministry of the month featured in the bulletin: Bereavement (July); Bread of Life, (August); Baptismal Preparation (written/submitted).

Finance:

Jason McLeod reported on the financial highlights and Parish Finance Council Updates indicating:

- Fiscal year 2008-2009 ending June 30th, net income was 10.4% below budget (Income-\$902,203 and expenditures-\$917,724 = loss of \$15,521, money transferred from savings)..
- Spending was cut 8% to balance the budget; put a freeze on hiring a Faith Formation Director, salary freeze, put on hold upcoming projects not of emergency nature – 84% of budget is not flexible.
- Attempt to get more people signed up for EFT.
- July offertory Collection continued below budget.
- Loan balance as of 06/31/09 was \$792,564.
- Parish Finance Council welcomed Amy Bagnell as a new member in June.
- Parish Finance Council has reviewed and approved position descriptions and a Constitution.
- The year-end financial report to the Diocese was reviewed and approved by the Parish Finance Council and submitted August 7th with approved extension due to Fr. John being away.
- Suggestion was made that we may set aside a weekend a month and ask people who can to increase their offertory to offset those who are suffering and are not able to contribute.
- Fr. John thanked Jason for taking on the responsibility of chairing the Parish Finance Council as the Council has instituted terms of office. He also expressed his thanks for the work that Jim Martin (previous chair) did.

Sign up for Parish Pastoral Committees;

- Members who were not present at June meeting selected a committee to serve on. All members received an updated copy of the Prayer, Refreshment, Setup/cleanup schedule.

Yearly Commission Events Calendar:

- All members received a packet containing the dates and times of all events occurring in the parish for the rest of the 2009-2010 fiscal year.

Annual Stewardship Report & Quarterly Report:

- Annual Report will be mailed to all registered members of the parish and will be presented at all liturgies September 19/20.
- The present copy machine gives us the capabilities to print the Annual Report in house cheaper than having a printing service do it, as in the past.
- All training sessions will be published in the bulletin so those involved or those wanting to become involved will be aware of the schedule. Makes for better communication.
- The church website (iccwilm.org) is still a “work in progress”. It can be accessed but it doesn’t contain the information that will eventually be available.

Structure and Purpose of the Council:

- The Parish Pastoral Council is the support group within the community chosen to assist and guide the pastor to achieve the vision and mission of the community.
- All members received a copy of Council terms of office indicating when each person’s term expires.
- Fr. John will ask one of the parish youth to join the Council for a year as youth member.

Organizational Chart:

- Fr. John distributed a copy of the Parish Organizational Chart and explained that we are Christ centered, close to the heart of Christ. Heart speaks to heart, lips only speak to lips. The chart shows Christ at the head, the Commission chairs, all the ministries, the pastor, Parish Pastoral Council, Parish Finance Council and the Parish Ministry Board with communication flowing both up and down.
- When they all come together, they can share their ideas for the betterment of the parish.

Welcome/Orientation Events:

- The registration form has been revised and will include all the ministries of the parish.
- All those wishing to join Immaculate Conception will be asked to fill out a card and return it, complete the registration form, and bring it to one of the Welcome/Registration/Orientation events which will be held in the De Sales Faith Formation Center.
- First Welcome/Registration/Orientation event will be October 10, 2009 with five more events before the end of the fiscal year (June 2010).
- Patrick Falco and Larry Cuba will assist with the first Welcome/Orientation/Registration on October 10th.
- All ministry descriptions are in the process of being updated to be more informative to those who may be interested in volunteering their Time and Talent.
- The Chair of the Stewardship Commission will collect and keep track of “interest” sheets to be able to determine how many were interested and how many actually signed up for a ministry.
- Ministries should determine what and where are their need, i.e., need xxx number of ministers for the 11:30am liturgy and maybe none for the 9:30am liturgy.
- All chairs/coordinators of ministries should have a co-chair/co-coordinator who will be able to take on the ministry either in their absence or when their term is up. There should be a term (either two or three years) for leadership positions to prevent burn out and having the job become burdensome.

Joint meeting of Parish Pastoral Council, Parish Finance Council , Parish Ministry Board and Staff:

- Fr. John will announce a date for the top leadership of the parish to come together to share their concerns and outlook for the parish.

Inreach Chair and Social Coordinator:

- The Inreach Chair, who was also the Social Ministry Coordinator, has stepped down due to family commitments. No one in the Inreach ministries or the Social ministry has stepped up to take over. Let Fr. John know if there is someone you think would be willing and able to take over these important parish ministries.

Group Check:

- “*What went well?*”: All talked a lot, a lot of information, calendar.
- “*What didn’t go well?*” Put new business items on agenda for the next meeting.
- “*What could we do better?*”: Same.

Next meeting:

- September 26, 2009. Members who wish to have an item put on the agenda, please contact Linda Tozour, Executive Secretary, before September 11, 2009.

Action Items:

Parish Pastoral Council meeting date, 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>Set.Up</u>
September 26, 2009	George Mullen	Larry Cuba Terry Acome	Tom Eagar Pat Falco

Respectfully submitted,
Johanna Hug,,
Recording Secretary

**Parish Pastoral Council Executive Committee
Meeting**

August 9, 2009

Present:

Fr. John
Larry Cuba
Kathy Canade

Linda Tozour
Johanna Hug

Absent:

Jason McLeod

Decision Items:

- Fellowship at the beginning of all Parish Pastoral Council meetings will include refreshments as well as coffee. Keep it simple. If not able to attend a meeting and you are scheduled for providing the prayer, refreshments or setup, arrange for a substitute.

Discussion Items:

Agenda

- No longer provide time for parishioner input at beginning of meetings. When informed of a concern, Council members should direct the parishioner to the proper person who can resolve the concern.
- Council members should notify Larry if a matter needs to be put on the agenda.
- Parishioners still welcome to attend Pastoral Parish Council meetings.
- Fr. John will explain the structure of the Parish Pastoral Council at the meeting.

Stewardship Fairs:

- There will be two mini Stewardship Fairs in September.
- Ministries needing more stewards will be listed in the bulletin with the need explained, ie; have xx ushers for the 5pm mass, need xxx ushers, etc.
- Definition and description of the ministries is being worked on to be made available at fairs.

Registration Form:

- A new parishioner registration form is being formulated which will have the Commission chairs listed for each ministry.
- All new parishioners will register at one of the quarterly Welcome/Orientation meetings (no mail registration). Enable staff and ministry chairs to present “who we are, what we offer, and how they can become involved”. We need to be proactive, not reactive.
- Pat Slater, Inreach Chair and coordinator of the Social Committee has stepped down and no one is willing to take her place. Must find two people to take over the leaderships.
- This is an example of why it is important to have a co-chair (co-coordinator) who can take over those responsibilities so the ministry functions without interruption.
- August 16, 2009 - Members will be introduced at the end of the 5:00pm, 7:30am, and 9:30am liturgies and formally commissioned at the 11:30am liturgy. It would be advantageous for all parishioners to be introduced to the members of the PPC.

Submitted by Johanna Hug
Recording Secretary

Immaculate Conception Catholic Church
Wilmington, NC
Report to Pastoral Council
August 15, 2009

Action to be taken: Report Only

Person giving report: Jason McLeod, PFC Chair

Subject: Financial Highlights and PPC Updates

Fiscal Year 2009 YE Overview:

Total Parish Income-\$902,203

Total Parish Expenditures - \$917,724

Parish Net Income/(Loss) – (-\$15,521)

Offertory Income was 10.4% less than budgeted.

Spending was cut by 8% than the budgeted amount.

PFC Update:

July Offertory collections: \$63,383 or an average of \$15,846/week (Budget built on \$16,200/week)

Loan Balance as of 7/31/09: \$792,564

PFC welcomed Amy Bagnell as a new member in June.

The PFC has reviewed and approved Position Descriptions and a Constitution for the PFC.

The Year-End financial report to the Diocese was reviewed and approved by the Finance Council and submitted on time.

Immaculate Conception Catholic Church
Wilmington, NC
Report to Pastoral Council
Aug 2009

Action to be taken: Report Only

Person giving report: George Mullen

Subject: **Stewardship Commission Update**

- Mini Ministry Fairs
 - Sept 12-13, Faith Formation & Liturgical Commissions
 - Sept 26-27, Outreach & Inreach Commissions
- Feature a ministry monthly in parish bulletin
 - **Bereavement**, published July 26 bulletin
 - **Bread of Life**, written/approved for Aug
 - **Baptismal Preparation**, written/submitted