

## 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.*

Date: September 15, 2007  
Time: 9:00am-12:30pm  
Location: DeSales Faith Formation Center  
Prayer: Chris Diehl  
Refreshments: George Mullen  
Setup: George Mullen  
9:00am Breakfast and Fellowship  
9:20am Prayer  
9:25am Time for Parishioner Input

#### **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	Faith Formation Report	Fr. Joe
10:05 am	Census Update	John Ranalli/Johanna Hug
10:20 am	Break	
10:45 am	Stewardship Report	Charles Sandine
11:15 am	Pastor Dialogue	Fr. Joe Brennan, OSFS

#### **Unfinished Business**

H:45pm

#### **Agenda Items:**

##### **New Business/Future Agenda**

11:55 pm New Business  
12:00 am Announcements  
12:05 pm Group Check/Evaluation of meeting  
12:10 pm Closing Prayer (Stewardship Prayer)  
12:15 pm Adjournment

\*Next Meeting: **October 20, 2007**. All reports should be in the Executive Secretary's mailbox by October 10, 2007 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.

#### **October 20,2007 meeting:**

Prayer: Jack Flynn  
Refreshments: Stephanie Balanitis

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

August 18, 2007

**Members Present:**

Fr. Joe	Frank Diem
Jerry Bagnell	Jack Flynn
Fred Ball	Sandy Greggs
Stephanie Balnaitis	Jim Martin
Kathy Canade	George Mullen
JoAnn Colling, Chair	Dave Polovick
Larry Cuba	John Ranalli
Chris Diehl	Charles Sandine

**Members Absent/Excused:**

JoAnn opened meeting after prayer.

No parishioner input.

**Decision Items:**

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

**Report/Discussion Items:**

**Finance:** Jim presented a detailed financial report which showed the fiscal year of 2006-2007 ended very favorably. The tithing program which was started in November of 2006 accounted for the increase in the offertory collections for the last nine months of the year. The hiring of Charlie DaVolio as Business Manager was also a plus as he has been a great asset to the Finance Council and Father, as well as the parish. The decision to use the extra cash flow (approximately \$5000 per month) to pay down the debt has resulted in reducing the debt substantially. Charlie DaVolio has been publishing the financial report quarterly to the parish in the bulletin. There are forty households who are using the automatic payment program (EFT). It is hopeful that more households will decide to sign up. New parishioners are encouraged to do so when they register. A capital reserve fund for any future repairs/maintenance to the existing buildings has been established. A member asked if there will be a follow up of the McKenna program (tithing) this year. The program advises to alternate – focusing on Time and Talent in the second year. This will be done with the Stewardship Weekend (September 8/9). The 2007-2008 fiscal year is on a good footing with the increase in offertory giving.

**Outreach Commission:** Rich Wright and Stephanie Balnaitis presented a report which reflected the various ministries of the Outreach Commission. The programs continue to be very active with each of them living the Mission of Immaculate Conception Parish by serving those around us who are in the greatest need. They evaluate two ministries each year. The Help Center of Federal Point and Bread of Life were evaluated and it was concluded that both were very important and effective community resources and should remain as part of the Outreach Program. Meals on Wheels and The Island Cottage will be the next ones to be evaluated. An update of the following ministries: *Bread of Life:* Added recently, is the delivery of groceries to needy people on Carolina Beach each Wednesday morning. There are about forty-one families in need with approximately twenty showing up each week. On Saturday mornings, the ministry serves 60 meals to the homeless in downtown Wilmington. Due to the City of Wilmington regulations, the ministry uses the parking lot of the Methodist church which is available only on Saturday mornings. *The Help Center of Federal Point:* The donations to the Center are down, even those from Immaculate Conception. However those in need has increased from 101 in July 2006 to 173 in July 2007. This past year 1849 individuals were served. At Thanksgiving the center joined with The Senior Center to prepare food for those on Meals on Wheels, as well as Help Center clients. At Christmas enough food for a week was delivered to 74 families as well as presents for all the children. New this year is Operation School Outfitters, supplying clothing to students at Carolina Beach Elementary School. *Hispanic Ministry:*

This past year 90 student backpacks containing school supplies were distributed. Over 80 families received Christmas gifts and 125 bags were filled with personal amenities to be distributed. New this year, Immaculate Conception sponsored an ESOL program for non English speaking folks with an average of 20 students. Hispanics as well as Asians make up the student body. *HIV/AIDS:* Immaculate Conception continues to sponsor this ministry with other churches. St. Mary has expanded their support and the ministry is based there. They have hosted several events as well as new programs offered to those infected or affected by this disease. *The Island Cottage:* The ministry was formed to support The Help Center and replace their two annual garage sales. Their sales of donated items have resulted in a \$5,800 contribution to the Help Center. In addition over 1,027 items were donated to Help Center clients gratis. The ministry has received a grant from Landfall which enabled them to purchase a computer. The ministry is currently using a house which has been donated by the owner. *Juvenile Detention Center:* This ministry is in need of more volunteers. Over forty craft sessions (supplies donated by ICC) have been held at the center for about twenty children, ages eight to fifteen. *Meals on Wheels/Weekends:* Over 150 delicious hot meals were delivered to homebound individuals who are part of the daily Meals on Wheels program. *Prison Ministry:* The team made twice monthly visits to the prison providing the Eucharist and facilitated discussions with inmates on matters of faith. There are generally two to five inmates attending. The session is the only time they have a chance to mix and share with each other. *Right to Life:* They have sponsored several successful events during the year including Pro Life March, Life Chain and hosted their first Parish Meeting. At their annual "Baby Shower" three babies were given clothing and supplies for a year. They are trying to increase participation. *Good Samaritan:* Rich and Stephannie oversee the program responding to those in need of financial assistance. Over 120 requests for assistance has provided immediate relief for more than 65 families while others were referred to community support programs. A Council member asked if Immaculate Conception is still participating in the Interfaith Hospitality ministry. Rich explained that the church we supported in this ministry has ceased their participation and those remaining churches are not in the immediate area. It was difficult getting volunteers to stay overnight. The Outreach ministries refer those who we cannot help to Catholic Charities as well as other agencies. Rich related a story about a person requesting assistance with a rental payment. When the landlord found out that two churches were willing to provide half of the rent, he forgave the other half. Another success story was that of a person who was given the monies for three courses at Cape Fear Community College and is now working to help others. The next story concerns a woman who was helped, has gotten a job and has paid all the monies back. Volunteers from Immaculate Conception also man the Salvation Army's angel tree at Christmas which will be on November 27<sup>th</sup> this year. Fr. Joe expressed his thanks for all the excellent work the Commission's various ministries do which makes his and the staff's work easier. They take the time to treat those looking for assistance as human beings even if they are not able to accommodate their needs. He asked Rich and Stephanie to convey his thanks to all the volunteers who make Immaculate Conception Church the leader.

**Census Update:** John and Johanna reported that in June 560 letters were mailed to those not responding with the request to return an enclosed postcard with either 1. No longer a parishioner, remove me from your records, 2. Please send me another census form, or 3. I have form and will return. Of those receiving a second form, 31 have not responded. To date, 885 households have returned their forms and asked to remain active members of the parish. The total number of households is 1274 which includes 42 new to the parish since the beginning of the census. The Census Committee recommends that Pastoral Council members call those who have requested new forms and have not responded and also those who have not responded to any of our mailings. The calls need to be sensitive and well structured. Various reasons were given for those who have not responded including their unwillingness to provide information requested, using envelopes to indicate their membership or not understanding the need for their input. The census was begun to determine the number of households who are still attending or consider themselves members of

Immaculate Conception. This information aids our pastoral planning as well as the Diocese's. It helps to determine the needs of our community. Johanna told the Council that there were many returned forms that were missing requested information that she and Chris Puritis either called or emailed the people to complete the forms. It was suggested to have a bulletin notice relating the importance of the census and the fact that members would be making the telephone calls. A structure script will be formulated.

**Goals:** The updated Goals Report of the ministries of Immaculate Conception was distributed.

**Stewardship Report:** Charles reported that the primary goal of the Stewardship Commission for 2007 was to increase Parish understanding of Stewardship. Stewardship is intertwined with other parish programs and therefore will be a long term on going process. They have developed four objectives and or strategies to implement this goal. (1). Integrate the Welcome Ministry into the Stewardship Commission. The welcoming packet was updated to introduce stewardship to new parishioners. In this past fiscal year, 254 new parishioners were welcomed. Home visits were made to 17% of them and quarterly New Member Coffees co hosted by the Social Ministry have been held. An average of 16 to 20 new members have attended each session with a good representation from our various ministries present. The next coffee will be Sunday October 28th. (2). Creation of a quarterly newsletter devoted to a better understanding of the true meaning of stewardship. In other words we felt it time the Spirituality of Stewardship go along with Time, Talent and Tithing. (3). Explore other avenues within the parish where stewardship might play a role such as WCC as well as retreats being planned. We would also like to play a role in the Youth Ministry. (4). Attended the annual Stewardship Conference in Charleston, SC., which provided interaction with other parish's stewardship activities. The Commission has developed a "Help Wanted" section in the bulletin advertising a ministry in need of volunteers. Another major task for this year was the annual Stewardship weekend and Fair. After a thorough critique of last years fair, it was decided, mainly due to space constraints, to end the fair. In its place we will hold an every other year Stewardship/Commitment Weekend. Stewardship Weekend will be only one weekend, Sept. 8-9<sup>th</sup> with volunteer sign up only directed to new volunteers. All ministries have been apprised of this and asked to canvas their ministers to identify those who DO NOT wish to continue. This info. will be passed on to Elaine to update the ministry lists. Stewardship guidebooks with a cover letter from Fr. Joe and Charlie will be mailed around the 22<sup>nd</sup> of August. A second letter from Fr. Joe will be mailed on August 30<sup>th</sup>. On Commitment weekend, the banners will be displayed around the perimeter of the church instead of being processed in. Fr. Joe's homily will focus on Time and Talent and a Lay Witness will be introduced at each mass with a two minute presentation. Commitment sheets will then be passed out and the congregation encouraged to sign up for a ministry. After the 11:30 mass a committee from stewardship will begin sorting and inputting the information into a program designed by Tony Copland. We expect this process will take less than a week with the ministries receiving their new volunteer lists in a timelier manner. There will be NO telephone follow up to those who do not sign up. In addition there will be an annual retreat in November for the Commission members at which time they will begin setting goals for 2008.

**Safe Environment Team (SET):** Jerry reported as coordinator of SET that there will be mandatory training for those working with our youth on August 26<sup>th</sup>, 12:30pm, August 27<sup>th</sup>, 6:30pm and September 17<sup>th</sup>, 6:30pm at the DeSales Center. All members were encouraged to attend one of the sessions. Immaculate Conception has been the flagship of the Diocese with our program.

**Time and Talent Party:** A member suggested that the Council consider a different approach for the Time and Talent Party next year. Our facility cannot comfortably accommodate the number of people that attended or signed up to attend the last party. It was felt instead of a thank you, we created a seating problem with many unable to sit and eat comfortably. Consideration should be made to hold the party at another location, such as the Aquarium or a Winner cruise boat. Another possibility is renting and erecting a tent that will accommodate the number of people wishing to attend. It was also suggested that the party be the responsibility of the Social Committee, or at least cosponsored by the Pastoral Council

and the Stewardship Commission. A party to thank those who volunteer their time and talent needs to be done well. Members were reminded to thank people on a continual basis for their efforts. The Pastoral Council's 2007-2008 goal is recruitment; convert the operating infrastructure of our church to meet the shift from being a small community oriented parish to one that reflects the corporate model. The Time and Talent Party is a perfect example of problems that need to be addressed as we become a larger parish.

**Pastor's Dialogue:** Fr. Joe welcomed the new members to their first full meeting. He also thanked Jim for the fine financial report and for the Finance Council working with the Business Manager. He encourages the use of the "Help Wanted" ads. They work well and have the potential of recruiting more stewards. The parish will begin to advertise for a Director of Faith Formation in the near future. The staff attended its first annual all day retreat, which worked very well. Fr. Joe explained that the Stewardship prayer, said after the intercession, should be a communal prayer. He feels it is in the wrong place and will work with the Liturgical Commission to find a more fitting place. Fr. Joe hopes to present a new way of looking at getting new Pastoral Council members. He attended a new pastor's course in San Antonio dedicated to the role of leadership in the parish. Getting people to step forward for membership in the Council is difficult and he is getting more information to present in several months. He thanked all for their support and prayers. He also announced that Bishop Burbridge has appointed him Dean of the Cape Fear Deanery. He has redefined the role of Dean and Deanery so that the Vicar General will be working with Fr. Joe. Fr. Joe was also elected to the Oblate Conference. Fr. Joe has made it clear to the Bishop that his first priority is as pastor of Immaculate Conception Church.

**Old Business:** None.

**New Business:**

**Announcements:** Fr. Joe's installation mass, followed by a reception, will be this coming Thursday, August 23<sup>rd</sup>, at 7:00pm. All members were emailed an invitation. Seats will be reserved for the Pastoral Council members and their families. Bishop Burbridge will be present as well as other priests from the area. The Social Committee is hosting the reception in the DeSales Center. This will allow the full use of the sanctuary. There will not be a 9:00am mass that day.

This weekend, Fr. Richard Reese, OSFS will celebrate all masses and speak about the Oblate missions. Second collection is a Diocese collection for all the missions.

**Group Check:** "What worked well?": Outreach report was very uplifting, the information should be shared with the parish, proud to be a member of this parish, great work, Stewardship report was also great, refreshing to hear the different opinions and ideas making us more effective. "What didn't work well?": None "What do we need to do better?": None.

**Agenda Items (next month):**

September: Adult Faith Formation.

Rolling To Do List:

**Future Agenda:**

October: ????????

The next meeting will be at the De Sales Faith Formation Center on **September 15, 2007, 9:00am – 12:30pm.**

Respectfully submitted,  
Johanna Hug,  
Recording Secretary

Finance Report for September 15, 2007 Meeting

Immaculate Conception Church  
Financial Highlights as of July 31, 2007

	Actual	Budget
Offertory Income	\$78,236	\$82,600
Total Income	\$81,272	\$84,700
Operating Expenses	\$41,321	\$41,725
Capital Expenses	\$19,704	\$19,704
Net Income	\$16,539	\$19,271

Loan Balance \$1,108,947

Cash / Savings \$207,231

Offertory down in July by 5.3% but indications are that August will report above plan and put us back on track. All other Income and Expense categories are very close to plan.

Immaculate Conception Catholic Church  
Wilmington, N.C.  
Report to Parish Council  
Date of Parish Council Meeting September 15, 2007

Action to be taken:            Decision          Discussion          Report Only    

Person(s) Giving Report: John Ranalli/Johanna Hug

Subject: Census

Description of Subject:

Earlier this year, Charlie DaVolio did a survey to determine those households that had not used their offertory envelopes for at least six months. A bulletin article informed the parish that those households would no longer receive envelopes, not that they would be deactivated. Chris Puritis did a comparison of that list with the households that have not responded to any of the census mailings.

There are 251 households in this category. Discussion should include:

- 1). Are these households to be deactivated without any further attempt to determine if they have moved, are attending a different church or are still attending ICC, but just not interested in returning the census form for some reason.
- 2). If we deactivate them in the normal manner, they will no longer receive any communication from us and they will be removed from the number of households in the parish for the Diocese's records.
- 3). Deactivate them, but indicate their deactivation differently than the usual deactivation so their records can be distinguished as such.

Pastoral Council members to call a total of 111 households::

- 1). No response/Using Envelopes (52).
- 2). Re-mailed/No Response (27)
- 3). Returned forms, but additional information in needed (32)

There are (14) households that have children enrolled in YFF. Carol will receive copies of their forms to give to the children requesting parents to return completed.

Recommendations or Specific Approvals Requested:

Lists have been prepared for disbursement.

Benefits if approved:

Estimated Cost, if any: \_\_\_\_\_