

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: September 20, 2008  
Time: 9:00am – 12:30pm  
Location: DeSales Faith Formation Center

Prayer: Linda Johnson
Refreshments: George Mullen
Setup: George Mullen

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

**Decision Items:**

9:30am Acceptance of Minutes/Approval of Agenda

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

09:35 am	Finance Council Report	Jim Martin
09:45 am	Stewardship Commission Update	Charles Sandine
10:00 am	Youth Ministry	Marie Marshall
10:30 am	Break	
10:45 am	Faith Formation - WCC	George Mullen
11:15 am	Pastor Dialogue	Fr. John McGee, OSFS

**Unfinished Business**

12:00 noon Pictures

**Agenda Items:**

**New Business/Future Agenda**

12:10 pm New Business  
12:15pm Announcements: Appropriate/inappropriate use of members email  
Dates to Remember  
12:20 pm Group Check/Evaluation of meeting  
12:25 pm Closing Prayer (Stewardship Prayer)  
12:30 pm Adjournment

\*Next Meeting: October 18, 2008. All reports should be emailed to Johanna Hug, Recording Secretary, by October 4. 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.

**October 18**

Prayer: Linda Tozour  
Refreshments: Linda Johnson

IMMACULATE CONCEPTION CHURCH  
PASTORAL COUNCIL MEETING-MINUTES

August 16, 2008

**MEMBERS PRESENT:**

Fr. John	Jack Flynn
Jerry Bagnell	Pat Holleman
Stephanie Balnaitis	Linda Johnson
Kathy Canade	Jim Martin
JoAnn Colling(chair)	George Mullen
Larry Cuba	Charles Sandine
Chris Diehl	Linda Tozour

**MEMBERS ABSENT/EXCUSED:**

Dave Polovick	Johanna Hug
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JoAnn opened meeting with a prayer.

**Parishioner Input:** The council welcomed 4 parishioners to the meeting. There were no questions. They were here to observe.

**Decision Items:**

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

**Finance Council Report:**

Jim Martin, Finance Council Chair, reported that Fiscal year Ended June 30, 2008 was a success, see report. There was some discussion about the reason for the upcoming audit. Fr. John offered that the diocese is considering the policy of requiring an audit every 5<sup>th</sup> year of a Pastor's appointed term or when a pastor leaves a parish.

**Business Manager's Report:**

At this time, Charlie DaVolio, our business manager, spoke about the status of the Baptismal Font. See report. Any work on the Baptism Font would need to be scheduled when the required repair time would not affect any scheduled baptisms. The Pastoral Council, as an advisory body to the Pastor, would offer input prior to any final decision being made.

**Action Items:** Charlie to obtain estimates on replacing the baptism font with a new full emersion unit. Charlie to obtain estimates for replacing the carpeting in the Church.

**Future Discussion:** A second collection for repairing or replacing baptism font.

**Stewardship Commission Report:**

- Charlie Sandine, Stewardship Commission Chair, acknowledged the Stewardship party was a huge success.
- About 320 to 340 attended.
- September 13-14 as a tentative date for Stewardship Sunday.
- Time and Talent should be an ongoing process.
- Fr. John suggested using "Commission Weekend" as time to start focusing on the individual commissions.
- Volunteers (not chairs) would speak at Liturgies and offer testimonials on how serving in a ministry has influenced their lives.

### **Stewardship Commission Report (cont'd):**

- Focus would be on ministries in the most need.
- Charlie mentioned that the Newcomer coffees have been successful but we still have to find new ways to reach and implement the Newcomers time and talent.
- Home visits will continue to new families.
- The "Help Wanted" ads have been a mixed success .
- We need to find new ways to help the parish's understanding of Stewardship as a spiritual way of life.
- We have to work more closely with WCC and establish an ongoing dialogue with our Liturgical Director and Pastor.
- We will continue the Stewardship newsletter and solicit feed back from Ministry Coordinators.
- Fr. John believes we need a new system for recruiting Stewards (NOT “volunteers”).
- All job descriptions should be in the Stewardship handbook along with all stewards’ names that are part of each ministry.

### **Retreats:**

- George Mullen reported that only 2 people have responded to upcoming retreat.
- Retreat to be held October 3<sup>rd</sup> – 5<sup>th</sup>.
- Retreat cost is \$120.
- The retreat will be held at the Avila Center in Durham.
- The retreat topic will be "Being Brothers and Sisters to All."
- The presenter is Dr. Patricia Pelletier.

### **Goal Program Report:**

- Please refer to report handout.
- Name Tags was #1 suggestion.

### **Action Items:**

- Name tags could be color coded to recognize new parishioners or visitors.
- It was suggested that we could have someone at a table in the back of the gathering area to handout name tags to our parishioners.
- It was also suggested that we could have Elaine look into the cost of laminated name tags.
- Fr. John feels that PC name tags should stand out from others so that we are easily recognizable.

### **Pastor's Dialogue:**

- Fr. John thanked everyone for their welcome and hospitality.
- He is very pleased with the staff especially their dedication to ministry.
- Fr. John explained that he is a systems man—he wants to serve as many as possible. Having systems in place will allow him to do that.
- He wants all reports and documents for the council to be e-mailed to everyone in plenty of time before the meeting for reflection and the surfacing of questions.
- Sub-committees may need to be formed within the council to accomplish some “mini tasks”.
- Communication for everyone is important. Be conscious in reading the bulletin and challenge others to do so.
- Recruitment and retention of good stewards is a necessary part of our ministry. Everyone needs to know the structure of the staff, councils and commissions. More work and explanations to the parishioners needs to be done.
- Perhaps there needs to be Commission Weekends, periodically throughout the course of the fiscal year, whereby the commissions are given the opportunity to recruit new ministers after the liturgies.

**Pastor's Dialogue (cont'd):**

- All changes in ministry will take time.

**Unfinished Business:** Stephanie Balnaitis and JoAnn Colling are rewriting the constitution/by-laws.

**Announcements:**

- Jerry Bagnell announced the Safe Environment meeting on Monday Aug. 18 from 6:30 to 8:00pm.
- All Catechists are required to attend this presentation if they have not already done so.
- This helps train those involved with children to look for signs of abuse.

**Group Check:**

**What went well?**

- Good dialogue and open communication.
- Charlie Sandine's talk on Stewardship.

**What didn't work?**

- Not having all materials e-mailed to the council in a timely fashion before the meeting.

**Agenda Items (next month):** Faith Formation

**Next Meeting:** September 20, 2008 at the DeSales Faith Formation Center from 9am-12:00pm.

Respectfully submitted,

Kathy Canade (for Johanna Hug Recording Secretary) with daily prayers for her speedy recovery.

Immaculate Conception Catholic Church  
Wilmington, NC  
Report to Pastoral Council  
September 20, 2008

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial Highlights

Offertory collections: Collections for the first two months of fiscal year 2009 were \$142,838. This was \$8,061 below last year and \$10,162 below plan. Collections for mid August were off for no apparent reason and returned to normal at the end of the month. The possibility is vacations, which highlights the value of having people use EFT.

Expenditures: Expenditures for July (the most recent month for which I have complete data) were on budget.

Debt reduction: An additional payment for \$5,000 was made in July. However, due to the shortfall in the Offertory during August, no additional payment was made. No additional payments are budgeted for this fiscal year. The debt balance at the end of August will be about \$874,000. Regular scheduled payments will reduce the debt by about \$7,700 each month.

Recommendations: Continue to promote the use of EFT for giving.