

Immaculate Conception Pastoral Council (PPC) Meeting Agenda

Vision Statement: Immaculate Conception will be the vibrant expression of the presence of the Risen Christ in sacred worship and through loving service.

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.

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: September 26, 2009

Time: 8:30 AM to 1:00 PM

Location: DeSales Faith Formation Center

Prayer: George Mullen

Refreshments: Larry Cuba and Terry Acome

Setup: Sally Jo Glendenning and Pat Falco

Fellowship and Refreshments:

<u>Agenda</u>	<u>Responsibility</u>	<u>Discuss/Resolve</u>	<u>Time</u>
			8:30— 9:00 AM/30 Minutes
1. Prayer	George Mullen		9:00— 9:10 AM/10 Minutes
2. Minutes	Johanna Hug	Update	9:10— 9:15 AM/05 Minutes
3. Approval	Larry Cuba, All Consensus	Update	9:15— 9:25 AM/10 Minutes
4. Goals	Linda Tozour	Update	9:25— 9:40 AM/15 Minutes
5. Finance	Jason McLeod	Update/Questions For Understanding	9:40— 9:50 AM/10 Minutes
6. Stewardship	George Mullen	Update/Questions For Understanding	9:50—10:00 AM/10 Minutes
<i>Break:</i>			10:00—10:15 AM/15 Minutes
7. Pastor Dialogue	Fr. John		10:15—10:45 AM/30 Minutes
8. Sub-Committee Break Down	Linda Tozour	D/R	10:45—11:00 AM/15 Minutes
9. Break Out Sessions	Establish Recorder/Presenter	D	11:00—11:30 AM/30 Minutes
10. Report to Council	Presenter from Each Group	Feedback	11:30—11:45 AM/15 Minutes
11. New Committees	Fr. John	D/Input	11:45—12:15 PM/30 Minutes
<u>Action Items:</u>	Johanna Hug	Summarize	12:15—12:20 PM/05 Minutes
<u>Group Check:</u>			
What worked well/what didn't work well?			
<u>Future Agenda Items:</u>	All	R	12:20—12:25 PM/05 Minutes
What needs to be addressed in the next meeting?			
<u>Closing Prayer:</u>	Stewardship Prayer		12:25—12:30 PM

*Next Meeting: November 21, 2009. All reports should be emailed to Johanna Hug, Recording Secretary, by November 12, 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>Prayer</u>	<u>Refreshments</u>	<u>Setup/Cleanup</u>
September 26, 2009	George Mullen	Larry Cuba Terry Acome	Pat Falco Sally Jo Glendenning
November 21, 2009	Stephanie Balnaitis	Linda Tozour Anne Pakulniewicz	Tom Eagar Dave Polovick
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**

September 26, 2009

Members Present:

Fr. John
Terry Acome
Amy Bagnell
Jerry Bagnell
Stephanie Balnaitis
Kathy Canade

Larry Cuba
Sally Jo Glendenning
George Mullen
Anne Pakulniewicz
Linda Tozour

Members Absent/Excused:

Tom Eagar
Pat Holleman
Dave Polovick

Patrick Falco
Jason McLeod

Larry opened meeting after prayer..

Minutes: Minutes were accepted as written.

Approval: Larry Cuba reminded the members of the Parish Pastoral Council that as a group:

- Members discuss and debate issues concerning the parish.
- Members come to a decision by consensus.
- Members agree to speak with one voice after decisions are made.

Goals: Linda Tozour explained that the 2009-2010 goal of the Parish Pastoral Council: Evangelization: Increase missionary efforts in the Cape Fear area to invite individuals to become part of the Immaculate Conception Church Community will be:

- On the agenda of each Parish Pastoral Council meeting to be brought up to date.
- Members are encouraged to attend parish functions to show their support.

Finance: Amy Bagnell representing Jason McLeod reported with the financial highlights and Parish Finance Council Updates indicating:

- Efforts are being planned to increase participation in EFT.
- Presentation will be given by Charlie DaVolio, Jason McLeod, Rick Wilkins and Larry Cuba.
- August offertory collection continued below budget.
- Average weekly shortfall (budgeted income) was \$505 through September 6, 2009.
- In order to achieve the assessed amount for the Priest's Retirement Fund, the number of collections throughout the year will be increased.
- The Annual Report was printed on our photocopier. This increased cost saving.

Stewardship Commission Update Report: George Mullen provided the following:

- Commission weekend, September 12/13, was for the Faith Formation and Liturgical Commissions.
- Thirty-six parishioners (43 positions) filled out interest sheets:
 - Faith Formation: 7
 - Liturgies: 31
 - Inreach: 2
 - Outreach: 2
 - National/Regional Groups: 1
- Commission Weekend, September 26/27 will be for the Outreach and Inreach Commissions.
- Baptismal Preparation featured in the bulletin in September, Prison Ministry, in October..

Pastor Dialogue: Fr. John discussed the following:

- The Annual Report is a snapshot of the July, 2008-June, 2009 fiscal year.
- He has received many positive comments about the report.
- The Welcome/Registration/Orientation Committee will have their first event on October 10th. The Committee is chaired by Jason and Briana Zeigler, co-chairs are Anne and Kevin Pakulniewicz. A run through was done and they feel confident that those in attendance will not

only enjoy, but will be well informed by the slide show and the verbal presentations. Council members are requested to support the event.

- The Bishop's letter concerning the measures to be taken due to the possible outbreak of the H1N1 flu virus will be implemented by the compliance date of October 4th. Plans were needed to be made to inform the Extraordinary Ministers of Holy Communion on how they would perform their ministry. He also wanted to personally inform the parishioners of the temporary changes.
- Fr. John announced that Terry Acome has accepted the chair of a Council committee to develop a plan for the succession of ministry. Part of the committee's duties will be to acquire the ministry descriptions of each ministry. Terry will attend the next Commission's meeting to present the requirements needed to all the coordinators and assist them in their responses.
- Terry Acome has also agreed to be the Chair of the Inreach Commission.
- Fr. John announced that Tom Eagar has accepted the chair of the Council Goals and Objectives Committee.

Sub-Committee Break Down: Linda Tozour requested members to revisit the Committee sign-up assignments to make sure outgoing members were not on a committee that would be planning a function for next year.

- Discernment process for new Parish Pastoral Council members.
- Retreat and summer gathering dates to be announced.

Break Out Sessions:

- Committees met to brainstorm their assignment.
- Each committee presented their goal and objectives to the Council (see attached report).

New Committees: Fr. John expressed his pleasure with the committee reports.

Action Items: Action items will appear on future agendas to include:

- Selection Committee for PPC Members 2010-11.
- Planning Committee for Goals and Objectives- 2010-11.
- Planning Committee for PPC Retreat 2010.
- Planning Committee for PPC Summer Party 2010.
- Succession Planning Committee.

Group Check:

- *"What went well?"*: Good discussion, lots of energy, good start, contagious/organization spilled over to all.
- *"What didn't go well?"*: Disappointed that five people were not attending.
- *"What could we do better?"*:

Next meeting:

- November 21, 2009. Members who wish to have an item put on the agenda, please contact Linda Tozour, Executive Secretary, before November 10, 2009.

Next Meeting Agenda:

- Ginny Bovelsky, Director of Liturgy Report.
- Consider who will replace Johanna Hug as Recording Secretary after June 2010.

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>
November 21, 2009	Stephanie Balnaitis	Linda Tozour Anne Pakulniewicz	Dave Polovick Patrick Falco

Respectfully submitted,
Johanna Hug.,
Recording Secretary

**Parish Pastoral Council Executive Committee
Meeting**

August 23, 2009

Present:

Fr. John
Larry Cuba
Kathy Canade

Jason McLeod
Linda Tozour
Johanna Hug

Absent:

Decision Items:

- The 2009-2010 Goals and Objectives should be discussed at every meeting, followed by a brainstorming/breakout period.

Discussion Items:

- All new members should have an orientation meeting to present what is in their binder and the mechanics of the Council to acquaint themselves with their duties as Council members and ready to commence their duties with a full knowledge of same.
- Begin the year with the Retreat and just have a dinner for the present Council at the end of the year.
- Begin the discernment process earlier (during Lent).
- New business should be items that need to be put on the next meeting's agenda.
- Linda, Executive Secretary, to send out a request to members for items that need to be put on the agenda.
- Members to contact Larry with any items they deem needs to be presented to Fr. John.
- If a report needs special printing, members will be informed not to print them at home, copies will be provided.
- Actions items should be listed at end of agenda to denote what actions are being taken and by whom.
- A meeting involving the Parish Pastoral Council, Parish Finance Council and the staff will be set up in the future.
- Ministry descriptions as well as ministry chair/coordinator position descriptions are being compiled so those interested in a ministry will be aware of what is expected of them and what the time commitment will be.
- All ministries must have a chair/coordinator and a vice chair/vice coordinator to enable an orderly succession of leadership. This will allow for the change of leadership every two or three years thus preventing burn-out and the unwillingness for a person to take on a leadership role for an undetermined time.
- Sub committee sign up will need to adjusted so an outgoing member is not on a committee for the following year.
- Position descriptions for the Executive Secretary and the Recording Secretary were rewritten so both people will know what their duties are.

Submitted by Johanna Hug
Recording Secretary

Immaculate Conception Catholic Church

Wilmington, NC

Report to Pastoral Council

September 26, 2009

Action to be taken: Report Only

Person giving report: Jason McLeod, PFC Chair or member of PFC

Subject: Financial Highlights and PFC Updates

PFC Update:

Efforts being planned to get more people signed up for EFT.

August offertory Collection continued below budget.

Average weekly shortfall (budgeted income) was \$505 through September 6, 2009.

Update available 9/22/09

Loan Balance as of 8/31/09: \$775,696.72

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

Action to be taken: Report Only

Person giving report: George Mullen

Subject: **Stewardship Commission Update**

- Commission Weekend Sept 12-13, Faith Formation & Liturgical Commissions
 - 36 Parishioners (43 positions) filled out Stewardship & Evangelization Interest Sheet
 - Faith Formation: 7
 - Liturgical: 31
 - Inreach: 2
 - Outreach: 2
 - National/Regional Groups: 1
 - Sept 26-27, Outreach & Inreach Commissions
- Feature a ministry monthly in parish bulletin
 - **Baptismal Preparation**, Sept
- Annual Stewardship Report
 - To be presented Sept 26/27 at all Liturgies