

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: October 20,2007
Time: 9:00am-12:30pm
Location: DeSales Faith Formation Center
Prayer: Jack Flynn
Refreshments: Kathy Canade
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	Inreach Commission	Pat Slater
10:15 am	Census Update	John Ranalli/Johanna Hug
10:35 am	Break	
10:45 am	Stewardship Report	Charles Sandine
11:15 am	Pastor Dialogue	Fr. Joe Brennan, OSFS

Unfinished Business

11:45 pm Committee for Retreat
Committee for Pool Party
Committee for New Goal

Agenda Items:

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

*Next Meeting: November 17,2007. All reports should be in the Executive Secretary's mailbox by November 5,2007 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 me minutes and reports to familiarize yourself with the issues to be taken up at the next meeting.

November 17

Prayer: Charles Sandine
Refreshments: Johanna Hug

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

September 15, 2007

Members Present:

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

Members Absent/Excused:

Frank Diem	Dave Polovick
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JoAnn opened meeting after prayer.

Parishioner's Input: A parishioner voiced her concern with deactivating households due to their lack of response to the Census. These households have been identified by Charlie DaVolio, as not using their envelopes and therefore no longer receive them. The readings for this weekend are concerning the lost sheep, coin, son and she felt that this may be an opportunity to find those who for some reason(s) have ignored our communications. They did make the effort to register and are part of Our Body of Christ, she said. She recommended trying to contact these households on a one to one basis, lending a sympathetic ear to their reason(s) for not responding and hopefully bringing them back into the fold. This will be discussed further in the Census Update report later this morning. She thanked the Council for all they do. All thanked the parishioner for bringing her concerns to the Council.

Decision Items:

Acceptance of minutes: Minutes accepted as written.

Report/Discussion Items:

Census Update: Efforts to reach out to those who are inactive parishioners is an issue of evangelization. The Catholic Church has not done a good job in the past of reaching out to those who are quasi Catholics or the unchurched. One of the goals in the Pastoral Council's five year plan is to evangelize those who are not active members. Presently, the census was done to deal with practicalities; to determine the number of active households for fiscal planning, to better focus on providing the needed services and catechesis for them, and updating our computer records. The records of those who have not responded, and by all outward signs are not attending Immaculate Conception, will indicate that they are inactive. Their records will not be purged or will they be written off. They will be easily identified by the staff as inactive (reclassified) due to no response to the census. Any pastoral needs will be readily forthcoming whether they are active or inactive parishioners. Any baptized Catholic has the right to be anointed and/or receive a Catholic burial. Fr. Joe said that Bishop Burbidge was concerned that Confirmation sponsors were not receiving communion and apparently were not in full communion with the church. Those who are asked to be sponsors for baptism or confirmation are often asked to obtain a letter from their pastor stating that they are in full communion with the church. He said he cannot, in all good conscience, attest to that fact unless he has some assurances that it's the truth. If our records are not up to date, it means further investigation needs to be done before he can confirm their status. Discussion followed with an observation that members of any type of community, whether it be a church or civic, also have to assume some responsibility. The evangelization of these inactive parishioners may be a project for the Welcome Home ministry or a special Pastoral Council committee. It was noted by a member that he has spoken to people he has seen at church every week and has found that they are not registered. John and Johanna updated the Council on the census and distributed lists to each individual member of households to contact. Three lists were prepared: 1). Households not responding, but still receiving their envelopes (52 households); 2). Households who requested duplicate forms, but have not returned them (27); and 3). Households who have returned their census forms incomplete (32 households). Incomplete forms who indicated an email address will be contacted by the Census Committee (19 households) and Carol Cholette will request completed forms from households with children enrolled in the youth faith formation program (14 households). A total of two hundred, fifty-one households who have not

responded will be listed as inactive and will no longer receive communication from Immaculate Conception. Each member was given a script to use for the telephone calls and asked to document their calls. They were also provided with answers to some frequent questions that may be asked. Members were given blank forms in case a parishioner wishes to give them the census information on the phone. They will return any completed forms to the Census Committee.

Finance: Jim presented a brief financial report outlining the income and expenses as of July 31, 2007. The offertory was down 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. A member asked Jim if the report in the bulletin for each week could be expanded to reflect the monthly figures. It was pointed out that Charlie DaVolio does a quarterly report for the bulletin. Jim will discuss with Charlie. Compliments were given to Charlie and the Finance Council for their work.

Faith Formation Report: Fr. Joe explained that the program is changing to the Whole Community Catechesis (WCC) approach. He reported that Immaculate Conception is seeking a full time faith formation director. We are advertising for someone with a Master's Degree and several years of experience. The ad will be in the bulletin as well as Diocesan and national magazines. He emphasized that Carol Cholette, as coordinator of the youth program has done a terrific job and has his support and will continue with the primary program. He is hoping to also bring on board a youth minister by late spring, with the Director overseeing the whole program. The upcoming WCC program is September 26th and 30th presenting "Saints Among Us". This session has been formulated "in house" with a very well planned program, a lot of good work. He requested members to "talk it up" and to attend one of the sessions. There will be an opportunity to sign up for one of the sessions and volunteer your services this weekend.

Stewardship Report: Charles reported that the commitment weekend was successful, 167 parishioners completed a form. There were also seven people who are not registered who completed a form. The 174 parishioners signed up for 384 ministries. He provided members with a breakdown of the number of new ministers for each ministry. The Stewardship Commission has received several additional commitment sheets, updating the total ministries to 406. The Commission members have compiled the results as quickly as possible to make sure each ministry, especially Ministers of Holy Communion, received the information. They need to contact, train the new people and have them certified by the Bishop before the commissioning in October. All ministry coordinators are requested to contact the people and update their ministry roster with Elaine by October 1st. Even though it was stressed that only those choosing a new ministry should submit a form, there were a few who also indicated they would continue in their ministry. It was pointed out that the Ministry Book that was mailed to all households didn't contain information about the WCC program or the opportunity to sign up for the team. The Stewardship Commission will be discussing if Commitment Weekend should be done every year or every other year. Most felt it should be every year to encourage parishioners to be good stewards. They have gotten good feedback from people who appreciated the whole presentation, especially the witnessing. A member suggested that all ministers should be given a blessing, not just the Liturgical ministers. Each ministry (Outreach, Inreach, etc) could be asked to stand and be blessed. It will not only give them some recognition but also impress upon the assembly how many stewards Immaculate Conception has.

Pastor's Dialogue: Fr. Joe said the Annual report was being printed and should be in the mail by the end of September, beginning of October. Charlie DaVolio will be speaking about the report at all masses in October. We have the responsibility to give parishioners an accounting of their time, talent and treasure. There will be a notice in the bulletin before that weekend emphasizing that Immaculate Conception is a tithing parish. Fr. Joe thanked all for their participation in his installation celebration. He was elated with the response. The Bishop expressed his pleasure to attend and he remained greeting parishioners to the end of the evening. He also reported that he was in Raleigh for three days as part of his appointment as head of the Deanery. He asked members to remember all the priests of the Diocese in the coming week as they meet for their annual retreat. The bulletin lists Communion Services for all masses during next week. This has been changed as one of the parishioners has a priest relative who is willing to celebrate mass during the week. Monday will remain a Communion Service, but Tuesday through Friday will be regular mass. He will also help out with the weekend schedule.

Old Business:

July Social: Thanks were given to Dave and Fran for providing a place for the July social and to Charlie DaVolio who also offered to host the social at his clubhouse.

New Business:

Committees: *Retreat:* A committee is needed to plan the Retreat for next June. They will need to arrange for a speaker, refreshments and a host/hostess for the Friday evening dinner. It was recommended that they work with John and look to focus on one of the Council's 5 year goals. Fr. Joe can assist the committee with speaker information. *July Social:* A committee is needed to plan the July 2008 social and obtain a place to meet. *Goals:* A committee is needed to gather the 2008-2009 goals and objectives from all the ministries. This report must be sent to the Diocese by June 30, 2008. *Current Pastoral Council Goal:* A committee is also needed to execute the 2007-2008 Pastoral Council's goal, which is: Recruitment; convert the operating infrastructure of Immaculate Conception church to meet the paradigm shift from being a small community oriented parish to one that reflects the corporate model. Charlie DaVolio will be addressing the Pastoral Council on this to show how parishes differ as they grow. All members were asked to think about which committee they will serve on by the next meeting.

SET: Jerry reminded Council members that it is recommended that they attend a Safe Environment Training session as you never know when you may be involved with working with the youth of the parish. It is an area that we as a parish are seriously committed to making sure the youth are secure. Anyone interested in working with the Team needs to be interviewed and approved by the pastor. The Bishop expressed concern that parents are not aware of the precautions and protections that we have in place for the safety of their children. There should be a way to convey this information through the youth faith formation program. He is also concerned that some parishes (not Immaculate Conception) are not taking this program seriously.

Young Adults: Chris said he was made aware of a group of young adults (20's-40's) who are having a social at St. Mary on October 5th. He is not sure whether their mission is social, teaching or combination of both. He will get more information which he will share with Council members.

Announcements:

Group Check: "*What worked well?*": Parishioner's input, comment made by a member that he is very proud of being part of the Council, his time is very well spent. "*What didn't work well?*": None "*What do we need to do better?*": None.

Agenda Items (next month):

October: Inreach, Pat Slater

Rolling To Do List:

Future Agenda:

November: Charlie DaVolio

The next meeting will be at the De Sales Faith Formation Center on **October 20, 2007, 9:00am – 12:30pm.**

Respectfully submitted,
Johanna Hug,
Recording Secretary

Immaculate Conception Catholic Church
Report to Pastoral Council
October 20, 2007

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial highlights as of September 30, 2007

Offertory: Results through September 30.

Actual \$227,275
Plan \$237,100

Actual offertory collections exceeded the prior year by 21.6% but missed the current plan by 4.1% (\$10,000). September Mass attendance was light as were collections. October has been trending back up.

GWOC: Received \$2,927 in first quarter against a plan of \$10,000 for the year.

Debt: Made an additional payment of \$25,000 against the loan in the first quarter vs. a plan to pay \$15,000. Loan balance now \$1,075,488.

Cash/Savings: Balance of \$244,000 at the end of September. Funds held back over our target balance of \$200,000 pending significant October payments.

Property and Liability Insurance \$36,000
Cathedraticum \$16,200

Expenses: Final figures for the quarter were not yet available. However they were on budget through August and are expected to be the same through September.

Immaculate Conception Catholic Church
Wilmington, N.C.
Report to Parish Council
Date of Parish Council Meeting October 20, 2007

Action to be taken: Decision Discussion Report Only

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

Subject: Census

Description of Subject:

We have received information from nine Pastoral Council members, which has been processed.

We did several researches with the following results

Households that have either responded, were contacted by PC member and asked to remain registered or just remailed new forms:	918
Previously contacted or remailed forms:	29
Households that have not responded or PC not contact:	265
New households since beginning of census:	<u>50</u>
Total households	1270
Anticipated households to be placed as deactivated (inactive):	<u>242</u>
Projected households after census:	1028

Two lists have been prepared listing:

(1) No response, but some contribution in last year: 20; (2) Previously contacted or remailed forms: 29
Pastoral Council should decide what the next step is to determine if these people want to remain active.

Printout of those not responding and not receiving envelopes (250 above) will be given to Fr. Joe, Claudia and Elaine to review to determine if they are aware of their continued attendance or the possibility that they are no longer in the area. These households will then be inactivated with a notation that they did not respond to the census. In this way, if they contact the church for some reason, the staff will know why they have been deactivated.

Recommendations or Specific Approvals Requested:

Benefits if approved:

Estimated Cost, if any: _____