

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: November 21, 2009

Time: 9:00 AM to 12:30 PM

Location: DeSales Faith Formation Center

Prayer: Kathy Canade

Refreshments: Linda Tozour and Anne Pakulniewicz

Setup: Tom Eagar and Dave Polovick

Fellowship and Refreshments:

9:00—9:30 AM/30 Minutes

<u>Agenda</u>	<u>Responsibility</u>	<u>Discuss/Resolve</u>	<u>Time</u>
1. Prayer	Stephanie Balnaitis		9:30— 9:40 AM/10 Minutes
2. Minutes	Johanna Hug	Update	9:40— 9:45 AM/05 Minutes
3. Approval	Larry Cuba, All	Update	9:45— 9:50 AM/05 Minutes
4. Goals	Linda Tozour	Update	9:50— 10:00 AM/10 Minutes
5. Finance	Jason McLeod	Update/Questions	10:00—10:10 AM/10 Minutes
		For Understanding	
6. Stewardship	George Mullen	Update/Questions	10:10—10:25 AM/15Minutes
<i>Welcoming</i>	Anne Pakulniewicz	For Understanding	
			10:25—10:40 AM/15 Minutes
7. Pastor Dialogue	Fr. John		10:40—11:00 AM/20 Minutes
8. Committee Reports	Chairs	Update/Discussion	11:00—11:30 AM/30 Minutes
<i>Summer Party 2010</i>		<i>Anne Pakulniewicz</i>	
<i>Selection</i>		<i>Larry Cuba</i>	
<i>Succession of Ministry Chairs</i>		<i>Terry Acome</i>	
<i>Retreat 2010</i>		<i>George Mullen</i>	
<i>Goals/Objectives 2010-11</i>		<i>Tom Eagar</i>	
9. Liturgy and Music	Ginny Bovelsky	Update/Questions	11:30—11:45 AM/15 Minutes
Director		for Understanding	
10. Pastor Dialogue	Fr. John	D/Input	11:45—12:15 PM/30 Minutes
			12:15—12:20 PM/05 Minutes

Action Items: Johanna Hug Summarize 12:15—12:20 PM/05 Minutes

Group Check:

What worked well/what didn't work well? What should be done differently?

Future Agenda Items: All R 12:20—12:25 PM/05 Minutes

What needs to be addressed in the next meeting?

Closing Prayer: Stewardship Prayer 12:25—12:30 PM

*Next Meeting: **February 20, 2010**. All reports should be emailed to Johanna Hug, Recording Secretary, by February 10, 2010. *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	Stephanie Balnaitis	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**

November 21, 2009

Members Present:

Fr. John
Terry Acome
Jerry Bagnell
Kathy Canade
Larry Cuba
Tom Eagar
Patrick Falco

Sally Jo Glendenning
Pat Holleman
Jason McLeod
George Mullen
Anne Pakulniewicz
Dave Polovick
Linda Tozour

Members Absent/Excused:

Stephanie Balnaitis

Kathy opened meeting after prayer.

Minutes: Minutes were accepted as written.

Clarification: It was necessary to change a couple of members' committee assignments. The original assignment put them on a committee that is responsible for an event that will be held after their tenure.

Goals: Parish Pastoral Council Goal: Evangelization: Plan two intergenerational activities which support young families:

- Two programs being organized by Faith Formation and the Music Ministry will be held:
 - "Something Wonderful" will be on December 11, 2009 at 7:00pm.
 - "Godspell" will be on March 19, 2010.
- The Welcome/Orientation/Registration events are also intergenerational.
- Council members are encouraged to attend parish functions to show their support.

Finance: Jason Finance Council Updates indicating:

- Offertory Collections continue below budget.
- Efforts to cut operating expenses continue as much as possible.
- 83% of budget is fixed expenditures.
- Parish Finance Council is reviewing options to present to the parish in the hope of increasing the offertory collections.
- A suggestion was made to make parishioners aware of the possibility that their employer will match their charitable contribution.

Stewardship Commission Update Report: George Mullen provided the following:

- New Ministry Chairs for Bishop's Annual Appeal and Safe Environment Team.
- Featured monthly ministries in the bulletin: Prison Ministry (Submitted), Confirmation Preparation (being prepared).
- 1st Quarterly Stewardship Report was in the November 1st bulletin.

Welcome/Orientation/Registration Committee update provided by Anne Pakulniewicz:

- Two Welcoming events for seventeen new households were held with very positive results.
- Some comments from attendees: very welcoming, informative, great to involve the children and the provided nursery, enjoyed the fellowship and refreshments, understand how the church works.
- Next event is scheduled for January 9, 2010.

Committee Reports:

PPC Summer 2010 Party:

- Date: Sunday, September 12, 2010.
- Menu will depend on budget with the possibility of a donation from each family attending.

Committee Reports (cont'd):

Discernment Process Committee:

Discernment for new Parish Pastoral Council members 2010-2011

- Committee outlined the dates for bulletin announcements, submission of nomination form deadline, dates to interview nominees, PPC meetings before Discernment that the candidates can attend, and the date of Discernment.
- Questions for the committee to ask the candidates were reviewed. Please submit any questions you would like the committee to ask the candidates to Larry Cuba.

Succession of Ministry Chairs:

The document for the succession of the leadership of ministries will be finalized early next year.

Some of the recommendations will be:

- All ministries will have a coordinator and co-coordinator.
- This will ensure a smooth leadership transition at the end of a chair/coordinator's term and allow the ministry to continue to exist and flourish.
- Ministries that need trained leadership, i.e.; RCIA, will need more time to develop trained members to succeed them.
- Terry Acome will speak at all ministry meetings to explain the succession plan.

Retreat 2010:

- Date for the Retreat has not been finalized; either June or July. Must finalize by March 2010.
- Need to decide on topic and presenter.
- If members have any suggestions, please email George

Goals/Objectives 2010-2011:

- A plan will be developed to enable all ministries to formulate their Goal(s) and Objectives for the coming year.
- Previous 5 year Plan for 2006-2011 needs to updated.

Liturgy and Music:

Ginny Bovelsky, Director of Liturgy and Music presented the following:

- The Liturgical Commission has the distinction of being the longest operating Commission at Immaculate Conception
- The Commission continues to emphasize the theology of the liturgical ministries – why we do what we do - with the coordinators as well as the individual ministers.
- How to involve more of the youth in the liturgical ministries remains a challenge. In the past the ministry coordinators spoke with the youth with very limited results. Need the parents' involvement in the church as well, as many families do not attend weekend liturgies on a regular basis.
- Would like to have more of the youth involved in **all** the ministries, but especially in the music ministry.
- Starting the first week of Advent, the chimes will sound and instead of giving the assembly the time to become quiet, the Cantor will immediately begin the welcome script. After the greeting, all will be requested to remain in prayerful silence till the beginning of the liturgy.
- A suggestion was made to Ginny to emphasize that "Something Wonderful" will take the place of the nativity play the youth performed at the 4:00pm Christmas Liturgy in the past.

Pastor's Dialogue:

- Fr. John expressed his pleasure with the committee reports.
- We may need to focus on the catechetical element of the Parish Pastoral Council...
- Parish should be proud that it has functioning Parish Pastoral Council and Parish Finance Council.
- Thanks to all for all their endeavors in their ministry to Immaculate Conception.

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

- Discernment Process Committee for PPC Members 2010-11.
- Planning Committee for Goals and Objectives- 2010-11.
- Planning Committee for PPC Retreat 2010.
- Planning Committee for PPC Sumer Party 2010.
- Succession Planning Committee.

Group Check:

- “*What went well?*”: Good discussion, all involved, good committee reports
- “*What didn’t go well?*”: Focus needs to be maintained.
- “*What could we do better?*”: Would like more time to discuss (“banter”), reduce morning fellowship to 15 minutes, reduce items on the agenda to give each item more time.

Suggestion:

- After next meeting, members meet at a place of our choosing for lunch (at our own expense).

Next meeting:

- February 20, 2010. Members who wish to have an item put on the agenda, please contact Linda Tozour, Executive Secretary, before February 8, 2010.

Next Meeting Agenda:

- Carol Cholette, Director of Children’s Faith Formation and Marie Marshall, Youth Minister.
- 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>
February 20, 2010	Stephanie Balnaitis	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, 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

Respectfully submitted,
Johanna Hug,,
Recording Secretary

**Parish Pastoral Council Executive Committee
Meeting**

October 25, 2009

Present:

Fr. John
Larry Cuba
Kathy Canade

Jason McLeod
Linda Tozour
Johanna Hug

Absent:

Decision Items:

- Minutes of Parish Pastoral Council meetings will be transcribed and emailed to members within 48 hours. Members will then respond with any corrections, changes, etc. within another 48 hours. This will enable the minutes to be posted to the ICC website in a timely manner.
- An update from each of the PPC committees will be on the November 21st meeting's agenda.
- Anne Pakulniewicz will be asked to give a report on the first Welcome /Orientation/ Registration gathering.
- The Selection Committee will also work on a replacement for the Recording Secretary, Johanna Hug.

Discussion Items:

- In discussing the replacement of the Recording Secretary, a suggestion was made to note the staff member she/he would go to for support, information, etc.
- FYI – Members going off the PPC will be Stephanie Balnaitis, Kathy Canade, Sally Jo Glendenning, and Dave Polovick.

Submitted by Johanna Hug
Recording Secretary

Immaculate Conception Catholic Church
Wilmington, NC
Report to Pastoral Council
November 21, 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:

September and October Offertory Collection continued below budget.

Offertory Income was \$7,485 below budget for the quarter and Operating Expenses were \$1,651 below plan.

Plans being implimented to bring awareness to Parish about offertory income shortfall through bulletin and planned presentations.

Loan Balance as of 10/31/09: \$758,645.81

Immaculate Conception Catholic Church
Wilmington, NC
Report to Pastoral Council
Nov 21, 2009

Action to be taken: Report Only

Person giving report: George Mullen

Subject: **Stewardship Commission Update**

- New Ministry Chairs
 - Bishop's Annual Appeal: Rich & Cindi Wallace
 - Safe Environment Team: Joby Gaughan
- Feature a ministry monthly in parish bulletin
 - Prison Ministry (submitted)
 - Confirmation Preparation (in preparation)
- 1st Quarter Stewardship Report
 - Reported in Bulletin, Nov 1, 2009

Welcome/Orientation/Registration Committee

Mission: Welcome all new parishioners at a hospitality event to provide parish information including history, ministries, and the importance of stewardship.

Committee members:

Jason and Briana Zeigler-Chair	George Mullen
Kevin & Anne Pakulniewicz-Vice Chair	Carl & Pat Filipiak
Pat & Michelle Falco	Jim & Kelly Savard
Larry & Jill Cuba	Phyllis Mojzia
Elaine LaCourse	Martha Hunsburger

Update:

35 new households registered between June 2009 and October 2009.

14 of these households have attended a hospitality event.

2 hospitality events have been held so far, one in October and one in November. Both were well received by the new parishioners.

New parishioners who have not attended an event will continue to be contacted and invited to future hospitality event.

Next event is scheduled for January 9, 2010.

Comments from Parishioners who have attended the events:

1. Very welcoming
2. Informative
3. Great to have kids involved
4. Being “ushered” in by members was nice
5. Speakers understand how the church works
6. Nice overview
7. Enjoyed the food & refreshments
8. Nursery was helpful
9. Other parishes did not have a welcoming event like today