

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: February 16,2008
Time: 9:00am - 1:00pm
Location: DeSales Faith Formation Center
Prayer: Stephanie Balnaitis
Refreshments: Fred Ball
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*)

9:35 am	Finance Council Report	Jim Martin
9:50 am	Liturgy	Ginny Bovelski
10:30 am	Operations	Charles Davolio
11:00 am	Break	
11:15 am	Stewardship Update	Charles Sandine
11:35 am	Census Update	John Ranalli
11:50 am	Goals Update/Discussion	John Ranalli
12:00 am	PC Retreat Update	George Mullen

Unfinished Business

12:10 pm

Agenda Items:

New Business/Future Agenda

12:15pm New Business
12:20 pm Announcements
12:25 pm Pastor's Comments Joseph Brennan, OSFS
12:50 pm Group Check/Evaluation of meeting
12:55 pm Closing Prayer (Stewardship Prayer)
1:00pm Adjournment

*Next Meeting: April 19, 2008. All reports should be in the Executive Secretary's mailbox by April 3,2008 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.

April 19, 2008 meeting

Prayer: Jerry Bagnell

Refreshments: Chris Diehl

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

November 17, 2007

Members Present:

Fr. Joe	Chris Diehl
Jerry Bagnell	Jack Flynn
Fred Ball	Pat Holleman
Stephanie Balnaitis	Jim Martin
Kathy Canade	George Mullen
Larry Cuba	John Ranalli

Members Absent/Excused:

JoAnn Colling, Chair	Frank Diem
Dave Polovick	Charles Sandine

John opened meeting, in JoAnn's absence, after prayer.

Parishioner's Input: No parishioners present.

Decision Items:

Acceptance of minutes: Minutes were amended: correct date of meeting to October 20, 2007, replace Sandy Greggs with Pat Holleman as attending and clarify the Finance report to read: He said the payment never changes even if additional monies have been paid. Minutes accepted as amended.

Report/Discussion Items:

Finance Report: Jim gave the members financial highlights as of October 31st. The actual offertory collections exceeded the prior year by 22.5%. They have been steady, but are below the projected budget estimate by 4.3% or \$13, 212. The parish has been tithing for one year and we will see if the collections remain the same or maybe even increase. The God's Work Our Challenge pledge payments received from the Diocese so far this fiscal year amounted to \$5,663 of the \$10,000 budgeted for the 2007-2008 fiscal year. We also received a payment of \$9,198 in October from the BAA pledges. There was a special donation of \$5,000 received for use in debt reduction. Additional payment will be made to reduce the debt in November. The debt balance is now \$1,063,610 after additional payments of \$30,000 for this fiscal year. Cash/savings are \$217,400 with no unexpected expenditures and remain under the fiscal plan. Jim responded to a question about the Diocese policy on any new construction. He said their new policy guidelines require a parish to have 50% of the cost of the project in cash. The option to contribute using electronic deposit has appeared in the bulletin each week and there are about fifty households participating at this time. The McKenna program, which was used to introduce tithing, suggests reinforcing the program every other year. It is felt the parishioners have responded well to the program. Jim also said it is difficult to manage the cash flow as money comes in irregularly, some give every week, others once a month. The Diocese requires the parish to have six weeks of expenses as a reserve. All of the repair projects, leak in the deSales building and in the Church have been done with no significant expenses.

Pastoral Council Goal 2007-2008: The goal for 2007-2008 is to 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. As a small community we knew one another, but as we grow the need for more programs and personnel arise. We now have a full time business manager, and the prospect of a faith formation director. In the future we may think about hiring a youth director. Immaculate Conception parish has now reached the size that we are considered a corporate church. The challenge is to rethink how to manage the various programs with more staff members and to utilize all the tools necessary to run the parish. The Pastoral Council strategic planning is to refine the goals to correlate with the parish mission statement.

How Parishes Are Managed: Charlie DaVolio presented a power point presentation outlining the management of a parish. As previously mentioned, Immaculate Conception is becoming a corporate church. This necessitates the need for some changes within the structure of the operational aspect of the

parish. The parish went from a small community on Carolina Beach, to the Myrtle Grove building and now in our present complex, steadily adding new parishioners. An employee handbook is being devised. The Diocese has an employee handbook, but allows parishes to differ in certain areas. One of the areas is days the church office is closed. Immaculate Conception policy has been to remain open on Holy Days and to transfer those days to other times. Finance policy is mandated by the Diocese as well as other policies, such as the Safe Environment Team. The need for a calendar has become apparent as the parish grows to be able to coordinate the various needs of all the programs. Our operational budget is now over \$1 million. We may need to think about outsourcing the cleaning of the deSales building as it has been difficult to get volunteers to do it. Our website is still being worked on and hopefully it will be fully operational in the next year. We may be able to post the annual report next year on the site. Various aspects need to be decided on, such as who will continue to update the website, do we publish the bulletin on the site, etc. The Diocese is also experiencing growing pains with the influx of Catholics into North Carolina. We need to get more of the younger parishioners involved in parish programs. Another area that is of concern is the opening and closing of the buildings without someone on site to oversee. It was suggested that there should be a check list for those who use the building. The parish has been very fortunate with having so many volunteers to take on the various responsibilities. We already have good hospitality and good accountability by providing parishioners with an annual report as well as quarterly reports. A more accurate number of parishioners has been accomplished with the census. All members thanked Charlie for the great report.

Pastor's Dialogue: Fr. Joe said our prayers are needed in finding a Faith Formation Director. One applicant has been interviewed and it would be nice to be able to interview at least two more. The Faith Formation Director would be responsible for both the adult and youth programs. The next position that would be considered to be filled would be a Youth Minister. The diocese has a training program for youth ministers and it could be a person from Immaculate Conception would be willing to be trained. Immaculate Conception is hosting the Thanksgiving ecumenical service. It is sponsored by the Carolina Beach churches. There will be a reception following the service. Some members thought the service was too late in the evening for children who need to be on a bus the next morning at 6:30am. The Social Committee will have a table in the Gathering Area for those who cannot stay for the reception in the deSales Center. The Whole Community Catechesis programs have been held in the evening and Sunday afternoon. Fr. said he would like to see the Sunday session scheduled after the 11:30am mass. It is hard to accommodate everyone as those who work cannot attend in the evening if the session is too early. Fr. Joe announced that the Pastor's Councils/Staff Christmas Party will be on January 6th, the Feast of the Epiphany. He felt that so much happens during December, that it would be better for everyone if the party was after Christmas. There will be no December meeting, next meeting is January 12, 2008.

Old Business:

New Business:

Announcements: Thanksgiving ecumenical service at 7:00pm on Sunday, November 18th.

Group Check: *"What worked well?":* Charlie's presentation, Jim's concise report, both men work well together, good group discussions, all had opportunity for input, get a lot out of meeting. *"What didn't work well?":* None *"What do we need to do better?":* None.

Agenda Items (next month):

January: Liturgy

Rolling To Do List:

Future Agenda:

February: Operations

The next meeting will be at the De Sales Faith Formation Center on **January 12, 2008, 9:00am – 12:30pm.**

Respectfully submitted,
Johanna Hug, Recording Secretary

Immaculate Conception Catholic Church
Report to Pastoral Council
February 16, 2008

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial highlights as of January 31, 2008

Quarterly Reports: The Business Manager published the financial report for the second quarter of our current fiscal year in the Sunday Bulletin on February 3, 2008. A copy is attached for your reference. The quarterly report to the Diocese was prepared and submitted by the Business Manager, following a review by the Finance Council.

Offertory: Results through January 31, 2008

Actual	\$544,365
Plan	\$541,700

Expenses: No unexpected expenditures to report. Expenditures remain under plan due in large part to the open positions for Faith Formation Director and Youth Minister.

Debt: We have made additional principal payments of \$65,000 against the loan YTD. The loan balance is now \$1,007,505. We will make additional payments in February and anticipate that the balance at the end of February will be around \$970,000.

Audit Plans: Plans are being finalized for a complete financial audit to be conducted later in 2008 by an independent outside auditor. The Finance Council and the Business Manager have reviewed a draft audit plan. The audit will be conducted by Chuck Earney, who has extensive experience in auditing non-profits. While we feel confident that our procedures and records are in good order, it is prudent to conduct such reviews from time to time.

From the Business Manager . . . Financial State of the Parish: Quarter 2 Fiscal Year Ended June 2008

I am pleased to present Immaculate Conception's Year to Date Financial Report through the **2nd Quarter** (July 1–December 31) of the Fiscal Year ending June 30, 2008. It outlines our stewardship of God's household in the area of treasure.

Parish Receipts:

Total Parish Receipts, all monies received, exceeded Prior Year by \$30,000 (+6%), **AND** exceeded Plan by \$12,000 (+2%). This is a result of the following:

- Offertory collections continue to exceed prior year, by \$73,000 (+18%), and are meeting budget expectations, +\$3,000 (+1%).
- ICC exceeded its goal in the 2007 BAA. For this success, as pledge payments are received, the Diocese rebates 80% of the amount collected above goal directly back to the parish. 94.48% of our pledges have been fulfilled, making ICC a leader among parishes.
- ICC received one BAA rebate check to date totaling \$9,198.
- ICC received two rebate checks, totaling \$5,663, from the Diocese for the *God's Work Our Challenge* Capital Campaign. The Diocese's goal in this campaign is fulfilled. **ALL** current and future pledge payments are rebated directly back to ICC. Outstanding pledges total \$34,000.
- ICC received anticipated grants from the Cape Fear Deanery for the Endowment for the Poor:
 - Hispanic Missions received a Grant in the amount of \$1,000.
 - Bread of Life received a Grant in the amount of \$1,000.

Parish Expenses:

We continue to work hard to manage costs. In **ALL** areas, expenditures continue to be close to, or better than Plan.

Parish Net Income/Cash Flow:

At the conclusion of the Second Quarter, Total Parish Receipts were \$533,000, exceeding Parish Expenditures of \$478,000, creating a favorable cash flow of \$55,000. When we prepared the budget for this fiscal year, we were anticipating a favorable cash flow of \$22,000 through this six month period. We surpassed this goal by \$33,000, attributable to the favorable Parish Receipts and the savings in Parish Expenditures.

Stewardship of God's House:

We are succeeding as a Tithing Parish. The following details our management of the Parish Financial Resources:

- Contributions over \$35,000 have been donated to charities through the Diocesan National Collections and to our local community through our Outreach Ministries.
- Parish Debt has been reduced a total of \$96,000 over the past six months:
 - The debt was reduced \$41,000 through regularly scheduled monthly payments.
 - The debt was further reduced an **ADDITIONAL** \$30,000 through planned accelerated principal payments.
 - The Finance Council authorized a further reduction of an **ADDITIONAL** \$25,000 utilizing funds from our favorable cash flow and restricted memorial donations.
 - The outstanding debt balance as of 12/31/2007 is **\$1,024,660**. This debt balance will be reduced \$17,000 in January and \$12,000 in February. The extra \$5,000 in January is coming from interest earned on our savings. The outstanding debt balance by 2/29/2008, after these payments, will be **\$995,259**.
- A Capital Reserve Fund continues to be funded to meet the future needs of Capital maintenance and replacement projects (i.e., A/C units, roof replacement, painting, parking lot resurfacing, etc.).
- Fortunately, there have been no major maintenance or repair projects undertaken or anticipated. All facilities are in good working order. There have been a few minor maintenance projects, i.e., the Sanctuary roof ridge vent was leaking and stained the ceiling and there was a leak in a classroom at the DeSales Faith Formation Center. The Sanctuary roof has been repaired and the ceiling was cleaned. The leak at the DFFC is repaired and the classroom is restored.

Thank you for your continued support of our parish. Please do not hesitate to contact me should you have any questions or comments regarding this information.

~Charlie DaVolio

Immaculate Conception Catholic Church
Wilmington, N.C.
Report to Parish Council
Date of Parish Council Meeting February 16, 2008

Action to be taken: Decision Discussion Report Only

Person(s) Giving Report: John Ranalli

Subject: Census

Description of Subject:

Chris Puritis and Johanna Hug have completed the census. The results are:

Current number of households: 1020

Included in that number are: 78 new households who joined since census was started
23 households who have not responded, but have children registered in the faith formation program or Fr. Joe and the staff have requested to remain active
14 households who have not responded, but are contributors

The number of households deactivated either through census or informing staff:
88 on their request
241 due to no response to the census and no contributions

The census project has taken over a year and a half to complete. The original meetings were started in the fall of 2006, with census forms mailed to all the beginning of March 2007. Chris and Johanna estimate their time expended on the project exceeds 900 hours with minimum disruption to the staff.

Recommendations or Specific Approvals Requested:

Benefits if approved:

Estimated Cost, if any: _____

Note: Supplementary information may be attached to report if considered necessary.

Immaculate Conception Catholic Church
Wilmington, N.C.
Report to the Parish Council
August 18, 2007

Action to be taken: Decision Discussion Report only X

Person(s) Giving Report: Charles Sandine, Chair Stewardship Commission

Subject: Stewardship Update

Description of Subject: To update Council on the 2007 - 08 Stewardship Activities

Recommendations of Specific Approvals: None.

Benefits if approved:

Estimated cost if any: None

Supplementary information attached: See report.

STEWARDSHIP ACTIVITIES

2007- 2008

- Held a successful retreat on Saturday December 1, 2007.
Focus of retreat was on Youth Ministries, exploring ways Stewardship
Might play an Advocacy role.
- Continue our search to add one to two young adults to Stewardship
Commission. Working with Father Joe on this issue.
- Planning for 2008 Volunteer Appreciation Celebration to be held June 8th
- Expand our quarterly newsletter. Focus is and will be Stewardship within
the ICC Community. Currently interviewing for someone to take on the
task of Editor.
- Next New Member Coffee is Sunday February 17th, immediately following
the 9:30 am Liturgy.
- Working with Ministry Board on joint projects.
- Plans are underway to attend 2008 stewardship Conference in Concord
NC on April 19th.

This completes my report.

Charles Sandine
Chair, Stewardship Commission