

Immaculate Conception Pastoral Council

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: February 20, 2010

Time: 9:00 am to 12:30 pm

Location: DeSales Faith Formation Center

Prayer: Kathy Canade

Refreshments: Johanna Hug and Sally Jo Glendenning

Setup/Cleanup: Larry Cuba and Terry Acome

Fellowship and Refreshments:

9:00—9:30 AM/30 Minutes

Agenda	Responsibility	Discuss/Resolve	Time
1. Prayer	Kathy Canade		9:30—9:40 AM/10 Minutes
2. Minutes	Johanna Hug	Update	9:40—9:45 AM/05 Minutes
3. Approval/Corrections	Larry Cuba, All	Resolve	9:45—9:50 AM/05 Minutes
4. Goals 2009-10	Linda Tozour	Update	9:50—10:00 AM/10 Minutes
5. 2 nd Quarter Report	All	Discuss/Resolve	10:00—10:15 AM/15 Minutes
6. Position Descriptions	Fr. John	Discuss/Resolve	10:15—10:35 AM/20 Minutes
<i>Break:</i>			10:35—10:50 AM/15 Minutes
7. Inreach Commission	Terry Acome	Update/Questions for Understanding	10:50—11:10 AM/20 Minutes
8. Committee Reports	Chairs	Update/Discussion	11:10—11:45 AM/35 Minutes
Discernment/New Members	Larry Cuba		
Succession of Ministry Chairs	Terry Acome		
Goals/Objectives 2010-11	Tom Eagar		
Retreat	George Mullen		
9. Pastor Dialogue	Fr. John	Discussion/Input	11:45—12:10 PM/25 Minutes
Action Items:	Johanna Hug	Summarize	12:10—12:15 PM/05 Minutes
Group Check:	Larry Cuba	Summarize	12:15—12:20 PM/05 Minutes
What worked well/what didn't work well? What should be done differently?			
Future Agenda Items:	All	Resolve	12:20—12:25 PM/05 Minutes
What needs to be address in the next meeting?			

Closing Prayer: Stewardship Prayer

12:25—12:30 PM

***Next Meeting:** March 20, 2010

- All reports should be emailed for distribution to Johanna Hug, Recording Secretary, by March 10, 2010. No Report Forms are to be distributed before or during meetings.
- Carol Cholette and Marie Marshall are invited to our next meeting. Please send all questions or subjects you would like addressed by them before our meeting.

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>
February 20, 2010	Kathy Canade	Johanna Hug Sally Jo Glendenning	Larry Cuba Terry Acome
March 20, 2010	Pat Holleman	Dave Polovick George Mullen	Linda Tozour Anne Pakulniewicz
May 1, 2010	Larry Cuba	Tom Eagar Pat Falco	Jerry Bagnell Johanna Hug

Parish Pastoral Council Executive Committee Meetings

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
February 20, 2010

Members Present: Fr. John, Terry Acome, Amy Bagnell, Jerry Bagnell, Kathy Canade, Larry Cuba, Tom Eagar, Patrick Falco, SallyJo Glendenning, Pat Holleman, Anne Pakulniewicz, Linda Tozour

Note: Amy Bagnell is now Chairperson, Finance Council, replacing Jason McCloud

Excused Absences: Stephanie Balnaitis, Johanna Hug, George Mullen, and Dave Polovick

Prayer: Larry Cuba

Minutes: approved as read

Goals 2009-10:

- Welcoming committee was formed with many young people participating in the process.
- Thirty actors and musicians are part of the upcoming *God spell* production. Another ten parishioners are doing behind the scenes activities to make this second inter-generational program a success.
- How can we include evangelical and catechetical components in the activities of each ministry? Suggestions—Commission chairs must train each new ministry chair, including the theological component. All meetings should have a spiritual component, e.g. Sunday readings at start of meeting. Position descriptions should include evangelical and catechetical background.
- This discussion led to Goals 2010-11 and Position Descriptions.

Position Descriptions:

- Fr. John read the *Bereavement Coordinator Position Description* to give us an idea of the areas that must be covered in every ministry coordinator's description.
- Each position will begin with the general (apply to all ministries) and move to specifics.
- Templates for ministry positions and a large percentage of the position descriptions to be completed by June 2010.
- Fr. John will meet with Charles Haskins, UNCW student, about writing our position descriptions.
- Position descriptions to be posted on the web site when complete.

Inreach Commission:

- Terry Acome is chair of this Commission and also chairs the *Succession of Ministries* Committee. Working toward the goals of both committees, Terry is recruiting new chairs and co-chairs for Inreach.
- New Inreach Co-Chair—Jeffery Martin
- New Social Committee Coordinator—Christine Feeney
- Bereavement Committee Coordinators trained John and Ann Melia and are presently training another couple.

Succession Plan:

- Discussed the difficulty involved in putting the succession plan into place in situations where a coordinator has had that position for many years. Human elements affect the practicality of the plan in those situations.
- Discussed the need to evaluate the success of each ministry. Does the ministry accomplish goals that support the mission of our church? Could some of the workers on a committee better serve another ministry?

PPC Committee Reports:

- **Discernment of New Members**, Larry Cuba: Four parishioners have applied to fill three position openings. These candidates will be invited to attend the March 20th meeting.
- Discussed poor response to our request for applicants; suggested ways to recruit more applicants. Position descriptions need to be at the sign-up area, maybe, on the back of the sign-up sheet.
- Volunteer members will be available after Liturgy the weekend of February 27th and 28th to answer questions and facilitate sign-ups of prospective members.
- Discernment scheduled for April 18, 2010.

- **Succession of Ministries Chairs**, Terry Acome: Succession Plan for chairs and coordinators defines length of terms for various ministries, when terms expire, and procedures.
- Discussed difficulty of finding a replacement, particularly without a position description and often the need for advance training.
- Connection between successions plan and position descriptions noted.
- Terry Acome and Tom Eagar to exchange ideas for success of Succession Plan Committee and Goals and Objectives 2010-11 Committee.

- **Goals and Objectives 2010-11**, Tom Eagar: Reviewed three Summary and Recommendations pages of lengthy report put together by Tom. This included a “Back to Basics” strategy.
- Suggested that theology of ministries come first in position descriptions.
- Tom mapped out a time line for the plan with 2010-11 being the building year with position descriptions being in place as the foundation.
- Communication through committee meetings for members of ministry vital to success.

- **Retreat Committee**, George Mullen, report given by Pat Falco:
- Retreat date—June 4th and 5th.
- Some local restaurants suggested for Friday night; a member suggested Henry’s restaurant.
- Saturday’s Retreat will be at the Beachwalk Club House.
- An Oblate speaker is expected. Fr. John is arranging this.

Additional Comments:

- We still have no Outreach Chair.
- The Parish van was sold. It did not pass inspection and the cost to repair it was more than its value.

Action item: Read the reports submitted by Tom Eagar and Terry Acome to prepare for discussion on their topics at the next council meeting.

What worked well? Great discussion, everyone participated.

What didn't work well? Not enough time allowed on the agenda for the Committee reports.

What could we do better? Start earlier with Refreshments at 8:30 and meeting promptly at 9:00 AM.

Respectfully submitted,

Linda Tozour
Executive Secretary

**Parish Pastoral Council Executive Committee
Meeting**

January 31, 2010

Present:

Fr. John
Larry Cuba
Kathy Canade

Jason McLeod
Linda Tozour
Johanna Hug

Absent:

Decision Items:

- Agenda items were discussed with the following to be included:
 - All PPC committees reporting.
 - Goals and Objectives.
 - Position Descriptions.
 - Inreach

- Faith Formation (Marie and Carol) will be on the March agenda.

Discussion Items:

- All candidates for the Parish Pastoral Council should be encouraged to attend the February 20th meeting through a bulletin article (Larry to send to Elaine).
- Replacement of Recording Secretary discussed. Some responsibilities need to be shifted from the Recording Secretary to the Executive Secretary. To be further discussed. Need for an article in the bulletin requesting a replacement.

Submitted by Johanna Hug
Recording Secretary