

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*

*Goal 2008 – 2009: Community Building: Create the atmosphere to bring all those who attend Immaculate Conception Church in a way that enables them to come together as one community loving and serving all God's people.*

Date: February 21, 2009  
Time: 9:00am – 12:30pm  
Location: DeSales Faith Formation Center

|                            |
|----------------------------|
| Prayer: Chris Diehl        |
| Refreshments: Pat Holleman |
| Setup: George Mullen       |

9:00am Continental Breakfast and Fellowship  
9:20am Prayer  
9:25am Time for Parishioner Input - Correspondence

**Decision Items:**

9:30am Acceptance of Minutes/Approval of Agenda

**Report Items/Discussion Items:** (Written Report Form\*)

|          |                             |               |
|----------|-----------------------------|---------------|
| 9:35 am  | Financial Report            | Jim Martin    |
| 9:45 am  | Constitution & By-laws      | JoAnn Colling |
| 10:30 am | Pastoral Council Selections | JoAnn Colling |
| 11:15 am | Break                       |               |
| 11:30 am | New Parishioner Orientation | Fr. John      |

**Unfinished Business**

**Agenda Items:**

12:00 noon Pastor's Comments Fr. John

**New Business/Future Agenda**

12:30 am New Business - Pastoral Council Retreat (speaker, facilitator)  
Goals for five year plan will be completed for Raleigh Diocese next year

12:40noon Announcements  
Dates to Remember

12:45 pm Group Check/Evaluation of meeting  
12:50 pm Closing Prayer (Stewardship Prayer)  
1:00 pm Adjournment

\*Next Meeting: Saturday March 21. All reports should be emailed to Johanna Hug, Recording Secretary, by March 7. 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.

**March 21**

Prayer: Larry Cuba  
Refreshments: Stephanie Balnaitis

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

November 22, 2008

**Members Present:**

|                      |               |
|----------------------|---------------|
| Fr. John             | Larry Cuba    |
| Jerry Bagnell        | Pat Holleman  |
| Stephanie Balnaitis  | George Mullen |
| Kathy Canade         | Dave Polovick |
| JoAnn Colling, Chair | Linda Tozour  |

**Members Absent/Excused:**

|             |            |
|-------------|------------|
| Chris Diehl | Jack Flynn |
| Jim Martin  |            |

JoAnn opened meeting after prayer.

**Parishioner's Input:** No parishioners present.

**Correspondence:** No correspondence was received.

**Decision Items:**

**Acceptance of minutes:** Minutes accepted as written.

**Report/Discussion Items:**

**Finance Report:**

- Offertory collections for first quarter of fiscal year 2009 are down from previous year (one less weekend this year) therefore only slightly under budget.
- No unusual expenditures.
- No additional accelerated debt reduction payments made, loan balance was \$858,242.
- There are now sixty households using EFT. Finance Council members will be available at all weekend liturgies on November 22, 23 to assist those wishing to sign up.
- All information has been provided to auditors, their report due sometime in November.

**Inreach Report:**

In Pat Slater's absence, Dave went over the report she submitted regarding the Inreach ministry.

- Bereavement has assisted four families with funeral liturgy arrangements; two families had a one hour vigil in church before the liturgy. After new members are trained, there will be seven (two person) teams.
- Lazarus hosted three receptions following funeral liturgies.
- Meals for Moms is seeking a co-coordinator and has prepared meals for one family.
- New Directions participants have been meeting and attending various functions.
- Social has hosted and provided refreshments for various church functions including Fr. John's installation, WCC programs, October Parish Fall Festival, Spirituality in Retirement, Wellness Seminars, Tithing Weekend as well as assisted in the reorganization of the church kitchen.
- Wellness has sponsored the Life Line Screening, Red Cross Blood Drive, CPR classes, guest speakers and provided parishioners with blood pressure screenings in the pews.
- Requested input from Pastoral Council regarding the rescheduling of Deacon Bob's seminar on "Spirituality of Retirement: Consensus was to plan to present the program in early 2010 in order to have enough time to plan and publicize the seminar.

**Constitution, By-Laws and Election Process Review:**

- Committee to address changes will be JoAnn Colling, Stephanie Balnaitis, Jack Flynn and Larry Cuba.
- Changes will appear in red to make it easier to evaluate the differences.
- Pastoral Council liaisons to ministries was originally to give the coordinators of the ministries a contact to bring any information, problems, etc to the Pastoral Council.

**Pastor Dialogue:**

- Areas of concern that were expressed by the Staff, Parish Pastoral Council, Parish Finance Council to Fr. John's question of "What Needs to be Addressed in the Parish?" were assigned to the appropriate staff member and/or commission/council. Areas of concern: Communications, Finances, Liturgical Life, New Parishioners, Recruitment of Stewards, Young Adult/Family Faith Formation/Involvement, and Youth Faith Formation/Involvement.
- The tithing renewal will be at all masses this weekend to embrace the act of giving to God first.
- Two parishioners at each liturgy will witness.

- Finance Council members will be available after all liturgies to answer questions and sign up new EFT members.
- Refreshments will follow all liturgies and Council members are requested to remain and be visible to the congregation.
- All those returning their Angel Tree gifts will be directed to bring them to the altar.
- The Advent and Christmas schedule will be printed in the Bulletin.
- All Council members will be invited to attend a stewardship presentation on January 18, 2009.

**New Business:**

**Roles of Parish Pastoral Council, Parish Ministry Board, Stewardship Commission:**

- Pastoral Council is a planning council aiding the pastor in the decision making process.
- Parish Ministry Board was set up to assist the coordinators of the ministries in their leadership roles. The Board does not manage them, but helps them do their job better.
- Stewardship Commission assists in bringing the conception of stewardship to the community.

**Group Check:** “*What worked well?*” really good dialogue, all came together. “*What didn’t work well?*”: None. “*What do we need to do better?*”: reports should indicate if a decision needs to be made by the Council, after each segment of the agenda, note what action should be taken and by whom, etc.

**Action Items:**

**Constitution/By-Laws:** Committee to create a draft of the recommended changes for the Constitution and By-Laws to be submitted to the Pastoral Council for review and acceptance at next meeting.

**Agenda Items (next month):**

January 2009: Liturgy

**Future Agenda:**

February 2009: Operations

Parish Pastoral Council meeting dates, member responsible for prayer and member responsible for refreshments: All meetings are at the De Sales Faith Formation Center from 9:00am to 12:30pm.

| <b><u>Dates</u></b>      | <b><u>Prayer</u></b> | <b><u>Refreshments</u></b> |
|--------------------------|----------------------|----------------------------|
| January 17, 2009         | Jack Flynn           | Linda Tozour               |
| February 21, 2009        | Chris Diehl          | Pat Holleman               |
| March 21, 2009           | Larry Cuba           | Stephanie Balnaitis        |
| April No Meeting, Easter |                      |                            |
| May 16, 2009             | Jim Martin           | Dave Polovick              |
| June 5, 6, 7, 2009       |                      | JoAnn Colling              |

Respectfully submitted,  
 Johanna Hug,  
 Recording Secretary

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

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial Highlights as of December 31, 2008

Offertory collections: Offertory collections for the first half of fiscal year 2009 totaled \$440,000. This was \$38,000 less than budgeted and \$38,000 less than the prior year. A very complete and detailed financial report was published in the February 7-8 Sunday bulletin and I will be happy to answer any questions that you might have about that report.

Priest retirement: Our assessment from the Diocese for this is \$38,144 and \$5025 was collected in December. A second collection will be taken Easter weekend for this obligation. As in past years, any shortfall is made up from Offertory collections.

Expenditures: Parish operating expenses were \$1,318 under budget for the first half of this fiscal year. There are no unusual or unplanned expenditures to report.

Debt reduction: As previously reported, only one accelerated debt payment of \$5,000 has been made thus far in fiscal year 2009. No additional accelerated payments are planned. The loan balance at the end of December was \$842,088.

Cash: Our cash balance at the end of December was \$156,436.

Audit: Earney & Company presented their report to the Finance Council on January 27, 2009. They concluded that we have a good accounting system and that we have appropriate internal controls in place. There were no adverse findings. They recommended changes to our Offertory counting procedures to reduce minor counting errors and these have been implemented. They recommended a review of our business continuity plans and this will be done by the Business Manager. A report to the parish was included in the February 14-15 Sunday bulletin.