

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: Our parish will be the vibrant expression of the presence of the Risen Christ in sacred worship and through loving service.

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

Prayer: Larry Cuba
Refreshments: Stephanie Balnaitis
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*)

09:35 am	Finance Council Report	Jim Martin
09:45 am	Stewardship Commission Update	George Mullen
10:00 am	Budget Proposal, Proposed Meeting Dates	J. Colling
10:30 am	Break	
10:45 am	Proposed Timetable for ICC PCC selections	J. Colling
11:15 am	Pastor Dialogue	Fr. John McGee, OSFS

Unfinished Business

12:00 noon

Agenda Items:

New Business/Future Agenda

12:10 pm New Business
12:15pm Announcements: No April PCC Meeting
Dates to Remember
12:20 pm Group Check/Evaluation of meeting
12:25 pm Closing Prayer (Stewardship Prayer)
12:30 pm Adjournment

*Next Meeting: May 16, 2009 All reports should be emailed to Johanna Hug, Recording Secretary, by May 8, 2009. Report Forms are not 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.

May 16, 2009

Prayer: Jim Martin
Refreshments: Dave Polovick

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

February 21, 2008

Members Present:

Fr. John
Jerry Bagnell
JoAnn Colling, Chair
Larry Cuba

Jack Flynn
Pat Holleman
Jim Martin
George Mullen
Linda Tozour

Members Absent/Excused:

Stephanie Balnaitis
Chris Diehl

Kathy Canade
Dave Polovick

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:

- Charlie DaVolio published a detailed financial report in the February 7/8 bulletin..
- The Diocese assessment for Priest Retirement was \$38,144. A collection in December for retirement totaled \$5025. The second collection on Easter weekend will also be for this obligation. Any shortfall will be made up from offertory collections.
- No unusual expenditures.
- No additional accelerated debt reduction payments made, loan balance was \$842,088.
- The company conducting the audit presented their report and concluded that we have a good accounting system and have the appropriate internal controls in place. They recommended changes to our Offertory counting procedures to reduce minor counting errors and also comply with diocesan practices. A report to the parish concerning the audit was included in the February 14/15 bulletin.
- There are now sixty-six households using EFT.
- BAA is still short of our goal by \$3800. Announcement will be made at all weekend liturgies.

Constitution & By-Laws:

- The suggestions to update the Constitution and By-Laws of the Parish Pastoral Council were reviewed and discussed. Both documents will be updated and the Constitution will be sent to the Diocese for the Bishop's signature.

Parish Pastoral Council Selections:

- JoAnn presented the Parish Pastoral Council's description including eligibility and specific responsibilities of a Parish Pastoral Council member. She also presented a copy of the nominating announcement.

New Parishioner Orientation:

- New parishioner cards will be available. Elaine will send them a welcome packet with the information regarding the orientation (which will also be listed in the bulletin).
- All liturgical ministers, especially the Greeters and Ushers should be aware of the process and someone should be designated to have card available.
- The orientation for new parishioners will be held every five weeks at which time they will fill out the registration form.
- They will also get the necessary information regarding our ministries including how and who to contact to become stewards. Stewardship needs will be published the week before in the bulletin.

- Information regarding the Cape Fear area will also be available.
- Child care will be provided to those who would like to take advantage of it.
- Plan needs to be in place by July, the beginning of the new fiscal year.

Pastor Dialogue:

- Parish is getting reading for Lent and the Triduum.
- Staff is working together on the calendar so we don't have scheduling conflicts and having many events close together.
- Fr. John got good feedback from the Stewardship Day presented to all chairs and coordinators of the various ministries.
- There will be a parish mission March 14, 15, 16 and 17, presented by Fr. Connolly, OSFS.
- Stations of the Cross will be held three Fridays of Lent.
- Fr. John is happy with the results of the BAA.
- Fr. John appreciates the Finance Council work with the auditors, as well as the staff.
- The baptismal font leak was finally repaired and the inside tiled. Fr. John would like to have an automatic control that can be programmed instead of doing it manually.

New Business:

Parish Pastoral Council Retreat:

- Retreat Committee will research for a speaker for the Retreat which will focus on the 2010 goal of the Council, which is evangelization.

Directories:

- Members will be available to distribute directories at a specified weekend at all liturgies.

Group Check:

- "What worked well?": Open discussion. "What didn't work well?": All members not present, strayed from topic. "What do we need to do better?": None.

Action Items:

Agenda Items (next month):

Future Agenda:

- Goals, Retreat.

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.

<u>Dates</u>	<u>Prayer</u>	<u>Refreshments</u>
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
March 21, 2009

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial Highlights as of February 28, 2009

Offertory collections: Offertory collections for the first eight months of fiscal year 2009 totaled \$567,476. This is \$58,524 (9.3%) less than budgeted and \$43,660 (7.1%) less than the prior year. The Offertory for February was equal to the prior year, which is a small positive sign.

Expenditures: Parish operating expenses continue to underrun the budget. This is due primarily to the open Director of Faith Formation position. 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 February is \$825,758.

2009 – 2010 Budget: Charlie DaVolio reports that the preparation of the next budget is underway. Information is being gathered from ministry coordinators.