

# 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 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: May 16, 2009  
Time: 9:00am – 12:30pm  
Location: DeSales Faith Formation Center

Prayer: Jim Martin
Refreshments: Dave Polovick
Setup: George Mullen

9:00am Coffee 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
09:55 am	Finalization of Constitution and By-laws	Stephanie Balnaitis, J. Colling
10:10 am	Update on September Questions	Fr. John McGee, OSFS
10:30 am	Break	
10:45 am	Update for ICC PPC selections	J. Colling
11:00 am	Update for Goals for 2008 – 2009	J. Colling
11:10 am	Retreat	Fr. John, J Colling
11:15 am	Pastor Dialogue	Fr. John McGee, OSFS

### **Unfinished Business**

11:55 am

### **Agenda Items:**

#### **New Business/Future Agenda**

12:00 pm New Business  
12:05pm Announcements  
Dates to Remember - Select date for PPC party  
12:10 pm Group Check/Evaluation of meeting  
12:15 pm Closing Prayer (Stewardship Prayer)  
12:20 pm Adjournment

\*Next Meeting: June 5, 6, 2009 All reports should be emailed to Johanna Hug, Recording Secretary, by May 20. 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.

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

March 21, 2008

**Members Present:**

Fr. John	Chris Diehl
Jerry Bagnell	Jack Flynn
Stephanie Balnaitis	Jim Martin
Kathy Canade	George Mullen
JoAnn Colling, Chair	Dave Polovick
Larry Cuba	Linda Tozour

**Members Absent/Excused:**

Pat Holleman

JoAnn opened meeting after prayer.

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

**Correspondence:** No correspondence was received.

**Decision Items:**

**Acceptance of minutes:** Correct date of meeting to February 21, 2009. Minutes accepted as amended.

**Report/Discussion Items:**

**Finance Report:**

- Offertory collections for the first eight months of fiscal year 2009-2010, totaled \$567,476, which is \$58,524 (9.3%) less than budgeted and \$43,660 (7.1%) less than the prior year.
- It was encouraging that February's collections were equal to the prior year.
- No unusual or unplanned expenditures were reported.
- Operating expenses continue to be under budget due primarily to the open Director of Faith Formation position not being filled.
- The loan balance at the end of February is \$825,758.
- Charlie DaVolio is in the process of preparing the budget for fiscal year 2009-2010.
- BAA: Immaculate Conception's goal was \$111,445, which was surpassed - 549 households (52%) of registered households) pledged \$117,972. The Diocese has received pledges totaling \$6,089,856.73 which is 115% of their goal.

**Stewardship Commission update:**

- George Mullen, as chair of the Stewardship Commission, reported that they are redefining their mission and are seeking additional people to join the Commission. He will have more to report at the May meeting.

**Budget Proposal:**

- A proposed budget for the next fiscal year for the Parish Pastoral Council will be submitted.
- Members have provided refreshments for the fellowship before each meeting. It was decided that only coffee, etc. will be provided for future meetings.

**Proposed Meeting Dates for 2009-2010:**

- All dates are tentative and they will be reviewed as the 2009-2010 calendar is formulated.

**Parish Pastoral Council Selections:**

- There are six vacancies on the Parish Pastoral Council this year. Three elected members (JoAnn Colling, Jack Flynn and Chris Diehl) and one appointee (Larry Cuba) have completed their three year term. A replacement is needed for a member who resigned to serve a two year term and a replacement for George Mullen who has become Chair of the Stewardship Commission to serve a one year term. Stewardship Commission Chair is an ex-officio member of the Parish Pastoral Council.
- Timetable for the process will commence on the first weekend in April with the selections to take place the weekend of May 15<sup>th</sup>/16<sup>th</sup>. Additional information about the process will be in the bulletin.
- All those who are registered, contributing parishioners for one year are invited and encouraged to become candidates for the Parish Pastoral Council.

- Parish Pastoral Council is a visionary body that brings their vision and perspectives concerning the parish to the pastor, thereby aiding in his decision making.

**Pastor Dialogue:**

- Feedback on the Mission has been excellent. Attendance was: Sunday, 229, Monday, 201, and Tuesday, 185. Very pleased that it was successful.
- Next year Fr. John would like to have a mission on Salesian spirituality.
- Fr. John got a letter from the Bishop congratulating the parish for their response to the BAA. Fr. John is very pleased with the generosity of the parish, especially in light of the economy.
- The changes to the Parish Pastoral Council Constitution will be adopted at the next PCC meeting.
- Tuesday, March 24<sup>th</sup>, at 7:00pm, is the parish Reconciliation service..
- The Triduum schedule has been put on the bulletin board.
- Fr. John would like all chairs/coordinators to serve for a fixed period of time with an assistant who is capable of taking on the chair/coordinator position.
- Have a joint meeting of Parish Pastoral Council, Parish Finance Council and the Staff to revisit the answers to Fr. John's questions regarding the direction of the parish for the future.
- Fr. John would like to get written ministry descriptions of all positions within the parish.

**New Business:**

**Angel Food Network:**

- Discussion regarding Angel Food Network which is a source of food at discount prices available to all, regardless of income.
- An article regarding the program will be written and published in the bulletin.

**Parish Pastoral Council Retreat:**

- Suggestion was made to forego having a speaker and instead have Council members share what they perceive to be parish wide needs and problems and how to solve them.

**Group Check:**

- “*What worked well?*”: Good, open discussion.. “*What didn't work well?*”: None. “*What do we need to do better?*”: Have agenda items for the new business, have action items that need to be met...

**Action Items::**

**No April meeting**

**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>Coffee, etc.</u>
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  
May 16, 2009

Action to be taken: Report Only

Person giving report: Jim Martin

Subject: Financial Highlights as of March 31, 2009 and April 30, 2009

In this weekend's bulletin, you will find Charlie DaVolio's quarterly report to the parish concerning the Offertory, Parish Expenses and our Stewardship. In summary, it will show that the Offertory was 9.2% below budget for the first nine months of the current fiscal year. This amounts to an average shortfall of approximately \$1,100 per typical week. (Exclusive of Christmas, Easter and Holy days)

Operating Expenses are 6.2% under budget due to the open Faith Formation Director's position and to prudent management of resources.

This quarterly report was not 100% complete at the time that I prepared this Council report and so I would ask you to carefully read the report in the bulletin for more details.

April Offertory collections: Offertory collections for the first ten months of fiscal year 2009 totaled \$716,266. This is \$79,734 (10.0%) less than budget. Unfortunately the trend continues.

Charlie DaVolio and Father John have developed a new report to assist in managing cash resources in these tight times. The report identifies all restricted funds vs. funds available for general parish use. An example of a restricted fund is the Building and Capital Improvement fund (around \$21,000). The Finance Council reviewed this new report last month and feels that it will greatly enhance cash management going forward. The report is updated weekly.

The financial report to the Diocese for the third quarter of this fiscal year was reviewed and approved by the Finance Council and submitted on time.

Immaculate Conception Catholic Church  
Wilmington, NC  
Report to Pastoral Council  
May 16, 2009

Action to be taken: Report Only

Person giving report: George Mullen

Subject: **Stewardship Commission Goals 2009/10**

- Recruit new volunteers, including a co-chair
  - Currently have 7 members
- Host the annual Volunteer Appreciation Event (June 2010)
- Host a Ministry Fair (Pentecost 2010)
- Hold two Commission Presentations after weekend masses during September 2009
  - Each ministry of the commission prepares a formal poster presentation with handouts
- Feature a ministry monthly in parish bulletin
- Quarterly and Yearly Stewardship Commission Reports
- Hold quarterly Stewardship Commission meetings
  - Welcoming Ministry
  - Bishop's Annual Appeal