

## 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 2010-11: To strengthen the fundamental competencies necessary for the sustainability, growth and vitality of Parish Council, Commissions and Ministries to support, implement and execute the programs and activities vital to the Immaculate Conception community.

Objectives:

- Organizational Excellence—clearly defined position descriptions, goals and objectives, organization structure and resources
- Effective Communications—integrated and transparent, internal and external
- Succession Planning—recruitment and development of qualified individuals
- Training and Mentoring—leadership skills, theology and catechists movement
- Theology—the keystone for each Commission and Ministry

Date: July 10, 2010

Time: 8:30 am to 12:30 pm

Location: DeSales Faith Formation Center

Prayer: Terry Acome

Refreshments: Amy Bagnell and Jerry Bagnell

Setup/Cleanup: Larry Cuba and Tom Eagar

**Fellowship and Refreshments:**

**8:30—9:00 AM/30 Minutes**

<b><i>Agenda Time</i></b>	<b><i>Responsibility</i></b>	<b><i>Action</i></b>		
1. Prayer Minutes	Terry Acome		9:00	AM/05
2. Minutes Minutes	Phyllis Filgate	Update	9:05	AM/05
3. Acceptance Minutes	Larry Cuba, All	Resolve	9:10	AM/05
4. Introduction of New Members Minutes	Larry Cuba	Update	9:20	AM/10
5. Structure/Purpose of Council Minutes	Larry Cuba	Summarize/ <i>Select date for installation</i>	9:30	AM/10
		<i>Stewardship Chairperson's membership</i>		<i>Resolve</i>
6. Election of Officers Minutes	Larry Cuba	Resolve	9:40	AM/10

7. Goals 2010-11 Minutes	Tom Eagar	Summarize	10:10	AM/30
8. Finance Committee Report Minutes	Amy Bagnell	Update	10:20	AM/10
<i>Break:</i> Minutes			10:20—10:35	AM/15
9. Summer Party Committee Minutes	Anne Pakulniewicz	Update/ Questions	10:50	AM/15
10. Position Descriptions AM/10 Minutes	Charles Haskins	Update	11:00	
11. Calendar for 2010-11 Minutes	Fr. John	Resolve	11:10	AM/10
12. All Ministry Fair 8/21-22 Minutes	Chair	Discuss/Assign	11:20	AM/10
13. Committee Assignments Minutes	Chair	Discuss/Resolve	11:30	AM/10
14. Pastor Dialogue Minutes	Fr. John	Update/Summarize	11:50	AM/20
15. Guests and Topics 2010-11 Minutes	Chair	Discuss/Resolve	12:05	PM/15
<b><u>Action Items:</u></b> Minutes	Phyllis Filgate	Summarize	12:10	PM/05

**Group Check:** Chair Summarize  
12:15 PM/05 Minutes

What worked well/what didn't work well? What should be done differently?

**Future Agenda Items:** All Suggest/Discuss 12:25 PM/10  
Minutes

What needs to be addressed in the next meeting?

**Closing Prayer:** Stewardship Prayer 12:30 PM/05  
Minutes

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

July 10, 2010

**Members Present:**

Fr. John	George Mullen
Jerry Bagnell	Pat Holleman
Amy Bagnell	Anne Pakulniewicz
Larry Cuba	Linda Tozour
Tom Eagar	Terry Acome

**Members Absent/Excused:**

Sally Jo Glendenning

- Larry opened meeting after prayer.
- He announced Sally Jo was not feeling well and our prayers are with her for a fast recovery

**Minutes:**

Minutes were accepted.

**New Members:**

- No new members were presented at the meeting.
- There continues to be a need to identify acceptable candidates for the council who are involved in and provide time, talent and treasure to the parish on a regular basis.
- Potential new members should be identified prior to the next meeting with sufficient time for the discernment process.

**Structure & Purpose of the Council:**

- Purpose and objectives of the council were reviewed
- Council decisions are reached by consensus.
- Installation will be postponed pending new member appointments possibly the weekend of September 25<sup>th</sup>.
- Membership of the Stewardship Chairperson was discussed in light of the newly formed Parish Leadership Team. It was felt there was not a need for the position to be an ex-officio member of the Council.
- Current Stewardship Chair person was invited to remain on the council until the end of his term.
- Changes in the membership will require a change in the bylaws by the council.

**Election of Officers:**

Election of the 2010-11 Parish Pastoral Council

- Anne Pakulniewicz - Chair
- Larry Cuba – Vice Chair
- Vacant - Executive Secretary
- Recording secretary will assume the added responsibilities of the executive secretary until that position is filled.

**Goals 2010-11:**

- Tom reported on Goals and Objectives for the Parish Councils and Commissions
- Commissions were requested to identify 3-4 objectives and develop goals for FY11
- The Parish Leadership Team will coordinate the commission goals and time frames as well as work together on plans and execution of them
- Recommendation from the council was to include methodology to quantify goals to enable measurement of success as well as setting time frames.
- Additionally evaluation of goal accomplishments need to be incorporated into the process

**Finance Council Report:**

- Council membership has been filled with three new members joining this week
- New member orientation will be July 11, 2010
- EFT contributors will be asked in a letter to use EFT cards in the collection basket to increase awareness of EFT donations
- At the time the budget for fiscal year 2010/2011 was being prepared, the 1st Offertory collection income was projected to be \$845,500, based on the average weekly trend through 10 months.
- 1st Offertory collection income for the 12 months July-June of fiscal year 2009/2010 was \$841,048, \$4,452 less than the amount projected.

**Summer Party Committee:**

- Party Scheduled for September 19<sup>th</sup> at 3pm
- Party will be held at Beach walk Community Clubhouse on Settlers Lane
- Budget is sufficient to cover all costs
- Invitations will be sent 4 weeks prior to the event

**Position Descriptions:**

- Charles Haskins submitted a written report
- He has made remarkable progress with his Position description project.
- Schedule of those to be interviewed and those who need to include the Know How-Task List as part of the updated description were reviewed
- There is a new description of Small Faith Formation which will encompass the various adult faith formation groups including the two DeSales groups; Lenten Scripture Group; Sunday Scripture Reflection Group as well as the Scripture Discussion Group
- The finalization of the position description will assure continuity and facilitate succession planning
- The final stage is to develop a subcommittee to routinely review and update position descriptions to keep them current.

**All Ministry Fair 8/14-15:**

- Ministry Fair scheduled for 8/14-15 will be replaced with an in-pew solicitation of interest from parishioners. The date also has been changed.
- Information on specific needs from each of the commissions will be distributed to identify where parishioners are most needed.
- There is still a need for ministry fairs in the future which will require a great deal of planning and support to be effective.

**Calendar:**

No problems with calendar as planned

**Committee Assignments:**

To be assigned alphabetically. The next meeting assignments are complete we will revise the schedule for the remainder of the year as additional members are appointed.

**Pastor Dialogue:**

- There was a break into the shed in the rear of the property fortunately nothing major was stolen
- Repair to all outside lights was accomplished without a major capital outlay
- Air-conditioning unit required repair.
- New Guidelines with the Extraordinary Ministers of Holy Communion and the Ushers is going well with many positive comments from both ministers and parishioners
- We received a very positive letter regarding our parish from a visitor which will be shared with everyone
- Thanks to everyone for their support during the year of the priest
- We are having an extremely successful registration for the Salesian Conference

**Guests and Topics 2010-11:**

- For September ask the Faith Formation Chairs Carol Cholette and Marie Marshall to come in and discuss their commission and to identify their most pressing issues. Allow for 90 minutes at the beginning of our meeting.
- For a future meeting invite Chris Burbeck to discuss Small Faith Formation Groups

**Action Items:**

- Discernment committee need to identify potential Parish Pastoral Council candidates for new members prior to the next meeting
- Article 1 Section B of the Bylaws (membership) needs to be revised at the next meeting
- Faith Formation Commission needs to be invited to the September meeting
- Review of bylaws for the Election Process
- Set Date for Installation of Parish Pastoral Council

**Announcements:**

- None.

**Group Check:**

- *"What went well?": Great synergy good communication*
- *"What didn't go well?": Nomination/election process threw off the tone of the meeting*
- *"What could we do better?": time management of topics time keeper needed*

**Next meeting:**

- September 25, 2010

**Next Meeting Agenda:**

- Faith Formation discussion

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

<b><u>Date</u></b>	<b><u>Prayer</u></b>	<b><u>Refreshments</u></b>	<b><u>Setup/Cleanup</u></b>
September 25	Phyllis Filgate	Sally Jo Glendenning Pat Holleman	Anne Pakulniewicz George Mullen

Respectfully submitted,  
Phyllis A Filgate  
Recording Secretary