

IMMACULATE CONCEPTION PARISH COUNCIL MINUTES
TUESDAY, FEBRUARY 5, 2013

Meeting opened with a prayer from Father Joe at 7:10 PM.

Members Present: Nicole Tomaszynski, Mary Kot, Ted Stawiasz, Bob Tharrett, Pamela Mertes, Amy O’Gara, Father Joe, Bill Gilmore, JoAnn Augustine, Anthony Jubinski,

Members Not Present: Pat McGrath, Elaine Abraham, Joyce Bynum, Deacon Ken Nowicki, Gordon Birgbauer, Robert Mueller

Minutes from January 8, 2013 were approved by consensus.

Father Joe’s Report:

- Our “Changing Lives Together” campaign is coming together at an increased pace. This weekend the information packets will be sent home with school families, be given to members of the Knights of Columbus, and be distributed at all the weekend Masses; these contain several information pieces about the campaign, including a DVD specially made to highlight our 160th anniversary. The information packets will also be available the following weekend; those not picked up will be mailed instead. Campaign volunteers are in the process of contacting all registered parishioners, asking for prayer requests; these intentions will be included at the weekend Masses. Lastly all parish volunteers (including parish council) will be invited to one of two Advance Commitment gatherings, which will be held here in the parish hall on Monday, March 4 and Monday, March 11 at 7 PM. There will be refreshments, a time for socializing, and a presentation on what “Changing Lives Together” means for our parish. Invitation letters will be mailed out next week; I’ll also extend a general invitation via my bulletin column to any other parishioner who might wish to attend.
- My bulletin column this past Sunday was an attempt to set the stage for “Changing Lives Together” by giving a report on the overall status of our parish buildings and our upcoming plans. This included information on the new maintenance garage, our campaign goals for “Changing Lives Together,” and the status of the rectory.
- A structural engineer (the same one we’ve used in the past) was out to inspect the church last week; no major issues or concerns surfaced.
- Bishop Byrnes had been scheduled to come here for the school Mass of Friday, January 18, and visit school afterwards – or so we thought. He never arrived, and afterwards the deacon who serves as his secretary admitted that the mix-up was his fault, not the bishop’s. I’ve rescheduled him for Friday, March 8 (as I’ll be out of town that day).
- Noted author and alleged visionary John Leary will be speaking here at I.C. on Sunday, April 14. Shortly after the 12 noon Mass, the Rosary will be prayed, followed by his talk; his books and tapes will be on sale in the lobby of the parish hall that afternoon.
- As discussed at last month’s meeting, I’ve put together an information sheet titled “Preparing for the Death of a Loved One: Things You Should Know in Advance” (which was e-mailed to everyone on the Council). As requested at last month’s meeting, it mentions (at the very end) the idea of making a memorial gift to the parish. This can be duplicated for use as a bulletin insert, and kept on file for future reference.

Father Joe’s Comments from Worship Meeting:

- The newly-refinished ambo has been back in church for several weeks; it looks wonderful.
- We are fine-tuning the collection procedures at the weekend Masses. It’s against archdiocesan policy for a single person to take the collection basket after Mass into the sacristy and place the

money into one of the lockable bank bags; there must always be at least two persons doing this, so we're working with the ushers, lector, and sacristans to ensure this. Special liners have been made for the wicker basket into which the ushers put the collection during the offertory; after Mass, these can be folded up and put directly into the bank bags (so that at no point is it necessary for the ushers to pick up the collection envelopes by hand).

- The healing service held on Saturday, January 12 (after the 4:30 PM Mass) was fairly well-attended; another one will be scheduled (probably some time after Easter).
- Several dozen Boy Scouts, and their leaders, were present last Sunday at the 12 noon Mass; Girl Scouts will be present at the noon Mass this coming Sunday.
- A retreat for our Confirmation candidates will be held this coming Sunday, and these young people will be attending the 10 AM Mass.
- We'll be observing World Marriage Day this coming weekend, and there will be a blessing for married couples at all the weekend Masses.
- The First Reconciliation ceremony for our 2nd graders will be held this Thursday evening at 6:30 PM
- Lent begins next week on Ash Wednesday; this week's bulletin will contain a list of the Masses and services that day, along with the Lenten devotions and events. Also, "The Drift" (our vicariate newsletter), which was inserted in last week's bulletin, listed the dates, times, and locations of the three vicariate communal penance services (7 PM Tuesday, March 5 at Holy Trinity in Port Huron, 7 PM Wednesday, March 6 at St. Mary Queen of Creation, and 1 PM Saturday, March 9 at St. Mary in St. Clair).

Commission Reports:

Christian Service – no meeting

Worship – Mary Kot – Report as posted.

Vicariate Report – Amy O'Gara – Report as posted.

Finance Council Report – Gordon Birgbauer (not present) – Report as posted.

Education Commission – No one present – No report posted.

Report submitted on technology at I.C.:

- Smart Boards in grade 3-8, and soon will include K-2.
- Smart Board in Computer Lab.
- Servers for computers that were aging were replaced in school, including library.
- Grade 8 will soon have iPads, thanks to an anonymous donor who believes in the benefits of Catholic School Education.

Other – 160th Anniversary – Next event to be announced.

New Business/Open Discussion (Please submit beforehand so we can allocate time, otherwise it may be tabled until next meeting, and more facts may be collected and distributed.

- Stewardship Commission – perhaps will be formed in the fall
- Volunteer Concerns and Bid Process Forms – Bid process procedures are currently being discussed. This process does impact volunteers.
- Communication – Communication is the key to being informed of what is happening in the parish committees.

Old Business:

- School Report from I.C. Principal – no report
- Drapes – on going business

Assignments: Need for a Long Term Goal – we need to plan for the future.

- Read “What is the Purpose of the PPC.” Prepare to share dialog at our March meeting after review of information provided. The info is from notes taken at a presentation that the Office of Pastoral Planning and Leadership team from the AOD presented at Holy Family Parish in the past.

Next meeting March 5, 2013.

Meeting closed at 8:45 PM with a prayer from Father Joe.

Minutes respectfully submitted by JoAnn Augustine

IMMACULATE CONCEPTION PARISH COUNCIL
CHRISTIAN SERVICE MEETING
FEBRUARY 12, 2013

OPENED WITH OUR PRAYER

HAD TEN MEMBERS PRESENT

APPROVED MINUTES FROM JANUARY 8, 2013 WITH CONSENSUS

ROSARY MAKERS – WILL MEET THIS SUNDAY AFTER 10 AM MASS

FUNERAL LUNCH REPORT – TWO LUNCHESES

HANDCRAFTER'S MEET 1ST AND 3RD THURSDAYS AT 9:30 AM

COFFEE/DONUTS THIS SUNDAY, FEB. 17TH AFTER ALL MASSES – THERE WILL BE A
CATHOLIC BOOK STORE AVAILABLE

AMBASSADOR PROGRAM – CALLED TWO PEOPLE – GOT A VERY POSITIVE RESPONSE
INVITED THEM TO COFFEE/DONUTS AND OUR MEETING

ST. JOSEPH LAYETTE – WILL BEGIN WEEKEND OF FEB. 24TH AND RUN THRU MARCH
17TH – SORTING DATE TENTATIVELY IS APRIL 2ND

PARISH PHOTO DIRECTORY – WENT VERY WELL – HAD 243 PARISHIONERS TAKE PART
PEOPLE ARE RECEIVING THEIR PICTURES – SOME 8 X 10'S WERE SHIPPED
SEPARATELY – WILL BE PASSED OUT AT COFFEE/DONUTS – THANKS TO ALL
WHO HELPED GREET PEOPLE WHEN THEY CAME FOR THEIR PHOTOS

CHANGING LIVES TOGETHER – INFORMATION PACKETS ARE AVAILABLE AFTER
MASSES THRU FEB. 17TH

NEW BUSINESS:

FATHER REQUESTED A LUNCH BE SERVED FOR SIX PRIESTS HELPING WITH
CONFESSIONS ON TUESDAY, MARCH 5TH – PAM, THERESA & JOANN
VOLUNTEERED

POSSIBLE PARISH WIDE FOOD DRIVE IN APRIL SPONSORED BY K OF C

160TH ICE CREAM SOCIAL COULD COINCIDE WITH DISTRIBUTION OF PARISH
DIRECTORIES

CHANGES IN MEETING DATES: NO MEETING IN MARCH

WAS DECIDED BY CONSENSUS NOT TO COLLECT FOR MILITARY THIS YEAR

NEXT MEETING: APRIL 2ND – COFFEE/DONUTS: APRIL 7TH

Immaculate Conception Finance Council Agenda
February 25, 2013

Present: Fr. Joe Esper, George Eichorn, Business Manager, Gordon Birgbauer, Jean Corbat, Robb Gafa, Theresa Austin

1. Opening Prayer –
 - Meeting opened at 7:35 pm with a prayer led by George Eichorn
2. Approval of minutes
 - January minutes were approved
 - Minutes from the 2/14/13 Conference call were approved.
3. Old Business
 - Discussion on garage construction process; Father Joe advised that the College of Consultors has approved the request to construct the garage and that he is waiting for the formal approval letter; Finance Council is requesting verification that LTP will be assigning a project coordinator to the project in accordance with AOD guidelines.
 - Review updated Bid Process Form – discussed and made additional changes. Revised document will be sent to Finance Council members for final approval via email. Once approved, the bid process will be provided to Parish Council for its information.
4. New Business
 - Review of financial reports through January 2013; discussed e-giving, George will check with Vanco to see how much flexibility there is in scheduling donations(for instance, can a person donate for all Holy Days with one schedule?) . The 2012 CSA will be closed April 1st; Parish shortfall is currently around \$3,400 for the 2012 campaign year.
 - Review Preliminary Budget: several items have not yet been received from the AOD – dental, health, utility or step increases. School enrollment is projected to drop next year
 - Father, George and Gordon have been meeting regularly with Mrs. Steele to brainstorm ideas for marketing. Discussion on enrollment/school trends in our area was held. All but one department has returned their budget information.
 - Kelly Lovati and entire Script leadership team has resigned. A new leadership team will be transitioned.
 - George negotiated a lower price of \$1.98 per parishioner on our church envelopes.
 - George is continuing to explore banking options.
5. Pastor's Report
 - No report
6. Assignments
 - Review budget and submit questions to George for discussion next month
7. Next Meeting Date
 - Monday April 8 at 6 pm
8. Closing Prayer
 - Meeting closed at 9:15 pm with a prayer

TECHNOLOGY UPDATE FOR IMMACULATE CONCEPTION SCHOOL:

- **Smart Boards in grade 3-8, and soon will include K-2**
- **Smart Board in Computer Lab**
- **Servers for computers that were ageing were replaced in school, including library**
- **Grade 8 will soon have iPads, thanks to an anonymous donor who believes in the benefits of Catholic School Education**

GIVE YOUR CHILD THE GIFT OF...

Faith based education

Small class size

*Dedicated teachers, seven with Masters Degree, others in progress

Strong academic curriculum with additional music, foreign language, physical education and swimming

*Junior High math and reading scores on the national normed IOWA assessments are at Blue Ribbon level which translates into top 15 percentile in the country

Extracurricular activities...golf, chess, Blue Water athletics, fabulous spring musical, Academic Olympics

Science fair

Accelerated reading program

SMART board technology

Our challenging academic curriculum is designed to prepare students for success in high school and beyond

Scholarships and Archdiocesan Grants available

10 Tips for Working with Volunteers

1. Have a clear plan. Volunteers like to know what to expect before signing up.
2. Communication. Communicate what your plans and expectations are. Using multiple forms of communications (ie phone, email, social media, etc.) helps reach all groups. Follow up initial messages to confirm volunteers have received them.
3. Have a clear contact person. Having one or two (working together closely) for volunteers to contact makes it easier for the correct information to be communicated and for people/ideas to not “fall through the cracks.”
4. Be positive. Volunteers do not need to know all the specifics of planning, negativity can turn volunteers away. Once the event/activity has started, leaders should “go with the flow.” There is little you can change once an event has started so make the best of it. It is a leaders job to save volunteers from chaos during events.
5. Work along side your volunteers. It is a good rule of thumb to not ask for something you would not do. Working along side your volunteers also gives you a good idea how things are going, allows questions to be asked and answered easily, easily allows changes (if any) to be made and keeps moral up.
6. Ask for feedback after event. Volunteers provide a different view of an event/activity, asking them for feedback provides for new and/or different ideas. This helps show volunteers that their opinion is valuable. Do not take negative feedback personal.
7. Be flexible. If you give a volunteer something to do allow them to complete it in their own way, there is more than one way to complete a task. Micromanaging a volunteer is one of the quickest ways to loss them.
8. Recognize people for their help; do not take people for granted. This starts at the event, use people’s names and tell them thank-you at the end. Also, thank everyone after the event too (a phone call, church bulletin, announcement after mass, a hand written card, etc.).
9. Provide a variety of volunteer opportunities. Provide opportunities during a variety of times during the day and days of the week to accommodate schedules. Also, when scheduling volunteers have a variety of shifts for them to choose from, shorter shifts can be easier to fill.
10. Plan for variety of experience levels. Pair people together that have experience with first timers, it will help first timers feel more welcome and will make experienced volunteers feel appreciated. Keep in find families, provide opportunities for everyone. Getting kids excited for volunteering will help grow our church’s volunteer base.

WHAT IS THE PURPOSE OF PARISH PASTORAL COUNCIL?

- 1. SERVING EACH OTHER AND BEING A SERVANT LEADER IS THE PURPOSE OF PPC**
- 2. MOVING PARISHES AWAY FROM 'MAINTENANCE' MODE TOWARDS MISSION DRIVEN, AND VISIONARY**
- 3. PPC IS AN ENVISIONARY COUNCIL-LOOK AT WHY WE ARE A CHURCH AND WHY WE COME TOGETHER TO WORSHIP**
- 4. EVANGELIZING COMMITTEE IS ESSENTIAL TO SEEING THE MISSION OF THE CHURCH CARRIED OUT SO THAT WE DON'T FALL INTO 'STATUS QUO' MODE'**
- 5. PPC SHOULD: SOLICIT WISDOM OF WHOLE PARISH, REACH CONSENSUS ON PASTORAL PLANNING, COMMUNICATE PASTORAL VISION, IMPLEMENT VISION THROUGH COMMISSIONS**
- 6. AS PPC MEMBERS, WE NEED TO 'TABLE HOP' AT EVENTS. MAKE THE ROUNDS, LISTEN TO OUR PARISHIONERS**
- 7. PUBLISH MISSION STATEMENT IN CHURCH BULLETIN. WHAT IS THE POINT OF HAVING A MISSION STATEMENT IF WE DON'T PUBLISH IT.**
- 8. COMMUNICATION TO THE PARISH IS IMP.**
- 9. CONSENSUS DECISION MAKING IS VERY IMPORTANT. ALLOW ENOUGH TIME FOR DISCUSSIONS. SHOULD BE ABLE TO FREELY DISCUSS TOPICS.**
- 10. HEALTHY TENSION CAN BE POSITIVE. CHALLENGES CAN CREATE CHANGE, RENEWAL, GROWTH**
- 11. DURING CONSENSUS PROCESS, ASK YOURSELF, "WHAT DO THEY SEE THAT I AM NOT SEEING?" BE OPEN TO LISTEN.**
- 12. NEED TO HAVE A PLAN HOW DO YOU KNOW WHERE YOU ARE GOING IF YOU DON'T HAVE A PLAN?**
- 13. ASSESS YOUR PARISH-WHERE HAVE WE BEEN, WHERE ARE WE GOING?**
- 14. REFLECTING ON MISSION STATEMENT: HAS OUR COMMUNITY CHANGED? OVERALL GOALS WILL BE TAKEN FROM THE MISSION STATEMENT. WHOM DO WE SERVE, THE AGING, YOUNG FAMILIES?**
- 15. ASK OURSELVES: WHAT IMAGE DO WE WANT PEOPLE TO HAVE OF OUR CHURCH? WHY DO WE WANT TO GROW OUR PARISH? HOW DO WE SERVE OR HOPE TO SERVE?**
- 16. AS PPC MEMBERS, WE ARE VISIONARY, WE ARE THE EVALUATORS OF THE COMMISSIONS**
- 17. PPC, TAKE CHAPTER 5 AND GO OVER QUESTIONS FOR DISCERNMENT.**
- 18. WE NEED TO HAVE A CLEAR UNDERSTANDING OF THIS: SPREADING THE GOOD NEWS; CALLING BACK PARISHIONERS WHO HAVE LEFT THE CHURCH-FALLEN AWAY CATHOLICS; YOU NEED TO KNOW WHO YOU ARE PREACHING TO; HOW ARE WE EVANGELIZING OUR CHILDREN BASED ON OUR MISSION?; WHO IS SITTING IN MY PEW?; DISCERN THE NEEDS OF THE PARISH**
- 19. REMEMBER, YOUR PARISH IS YOUR HOME. YOU NEED TO KNOW YOUR FAMILY MEMBERS.**