



## IMMACULATE CONCEPTION PARISH COUNCIL MINUTES

April 5, 2011

The meeting opened at 7:00 PM with a prayer.

Member Name	Present	Not Present	Position
Elaine Abraham/JoAnn Augustine	X		Christian Service Representative
Joyce Bynum	X		Council Member
Laura Carlin/Robb Gaffa	X		Stewardship Representative
Janis Cornwell	X		Council Member
Sarah Cornwell		X	Youth Representative
John Graybill		X	Council Member
Anthony Jubinski	X		Council Member
Mary Kot	X		Worship Representative
Fr. Tomek Maka	X		Pastor
Pat McGrath	X		Council Member
Pamela Mertes	X		Council Member
John Nemeyer		X	Council Member
Deacon Ken Nowicki	X		Evangelization Representative
Amy O'Gara	X		Vicariate Representative
Jane Petitpren		X	Christian Formation Representative
Susan Share	X		Council Member
Andrea Taravella		X	Council Member
Diane Vigneron	X		School Advisory Representative
Guest(s) Carole Gafa	X		Festival of Ministries Representative

Minutes from the March 2011 meeting were approved with the following changes: **Stewardship Report** – Added the following item: • A request was made to change previous meeting minutes based on consensus. Approved minutes cannot be changed so the request was denied. Also, Pat McGrath was moved from **Present** to **Not Present** for the March minutes.

**Formation Topic:** No formation topic for this meeting.

**Youth Ministry Report:** Report received and attached.

**School Advisory Report:** No meeting since last Parish Council meeting.

**Christian Service Report:** Report received and attached.

- Question on whether we have ever considered doing blood pressure checks during Coffee and Donuts. It was noted that this has been made available in the past and there was little or no participation.

**Christian Worship Report:** No meeting since last Parish Council meeting.

**Christian Formation Report:** No report received, no report given.

**Stewardship Report:** Report handed out at meeting, attached.

- There was a question about submitting minutes to Parish Council. Minutes from Stewardship in the future will be marked as “Approved Minutes” or “Not Approved Minutes” when they are presented to Parish Council.



**Blue Water Vicariate Report:** No regular Vicariate Pastoral Council report, meeting consisted of Together in Faith Phase II process.

- Meetings now consist of Together in Faith Phase II. Diane Vigneron will be the representative for the school side of the program and we will have a representative from the parish side to report to Parish Council as well. Immaculate Conception has 4 representatives from the school (Ms. Gabriel, Gordon Burgbauer, Diane Vigneron, Joe Oplinski (sp?)) and 5 representatives from the parish (Jim Mattina, James Haase, Theresa Austin, Jean Corbat and Andrea Taravella.). Technically as the Vicariate Representative Amy O’Gara is also part of the process, but as we have good representation from Immaculate Conception, Amy will bow out of the Together In Faith portion of the meetings.
- Diane noted that there is a link on the AOD web site for the Together in Faith Phase II process where folks can keep track of the process.
- The Restoring America through 24/7 Prayer program response has been wonderful. The response from I.C. was amazing as all but one time slot (2:00 AM) was filled in just 4 days!

**Old Business:**

- New Council Member Orientation – It was suggested that a slide with the Parish Mission be added. This will be added and posted on the Parish Council access area for review.
- Festival of Ministries – The festival was a huge success. Over 200 interest forms were turned in over the course of the weekend. More forms are coming in over the weeks since. Sunday, April 10<sup>th</sup> is Commitment Sunday so more response is expected.
  - A children’s stewardship program is being proposed and researched.
  - Living Your Strengths workshops are being planned. More information to come.
  - The handbook from the Festival of Ministries will be made available on the I.C. web site for easy access and to save on printing costs.

**New Business:**

- Charity Poker Room: Anthony has booked a Snookers charity poker event for May 19, 20, 21 and 22, 2011. This will fall under Stewardship and a chairperson will be assigned to coordinate workers and times. Thank you Anthony for doing all the preliminary work to get this program going for the parish.
- It was suggested that a sign-up be put on the web site.

**Pastor’s Report:**

- Preparations for Easter are going well.
- The new baptismal font is complete and will be installed sometime prior to Easter.
- Fr. encourages all Parish Council members to attend Eucharistic Adoration and Stations of the Cross.
- There will be two more Vicariate Reconciliation Services, one at St. Mary, Port Huron and one at St. Mary Queen of Creation.
- CSA is coming to a close soon. We need to make a final push.
- Fr. Tomek has received 8 nominations for Parish Council.



- Question asked about cell phones ringing in church. It is a difficult topic to address, as people should take some personal responsibility.
- Question on advertising the Living Stations of the Cross in our church paper. Fr. Tomek is not opposed.
- Question on who was finishing their term on Parish Council this year. Susan Share, Janis Cornwell and John Graybill.
- Question on Change the Debit Collection. Totals are published in *The Spotlight*.
- Question on Ushers Jackets, will be discussed at the Worship Commission Meeting.

The meeting closed with a prayer 8:40 PM.

The next meeting will be May 3, 2011 at 7:00 PM in the Parish Hall.

Minutes respectfully submitted by Amy O'Gara.

### Parish Council

- We participated in the Festival of Ministries on March 19<sup>th</sup>-20<sup>th</sup>. Throughout the weekend, nineteen teens showed interest by signing up.
- The Thirty-Hour Famine was on March 26-28<sup>th</sup>. The youth group met at 6am Saturday morning in the Parish Hall and kicked off the famine with a large pancake breakfast. Throughout the day Saturday, they took part in different “famine activities”. Later on they made houses out of cardboard boxes, in which they slept in Saturday night, and had a bonfire to keep warm. On Sunday the famine ended at the thirty hour mark and everyone celebrated by eating!! A total of \$2,028.00 was raised, all of which will be used to house and feed those less fortunate than ourselves in third-world countries.
- At the Famine we hosted a bonfire for all new members. Eleven new teens showed up!
- The next youth group meeting is currently planned for April 10<sup>th</sup> from 6:30p.m. – 8:00p.m. in the school library.
- We are having another Spaghetti Dinner Fundraiser to raise funds for World Youth Day on Friday, May 13th. Please mark it in your calendars!!

IMMACULATE CONCEPTION PARISH COUNCIL  
CHRISTIAN SERVICE COMMISSION REPORT  
APRIL 5, 2011 MEETING

OPENED WITH OUR PRAYER

WE HAD 13 MEMBERS PRESENT – JOANN AUGUSTINE, KATHY WEISENBERGER, DEL HASKIN,  
MARIE RUDOLPH, KARILYN FEHLMAN, JOYCE BYNUM, DELORES KEHRIG, EVELYN  
KOLODZIEICZAK, ELAINE ABRAHAM – NEW MEMBERS – SUE HULL, ANN PARSKI  
PAULA BELANGER, JUDI MACIOCE

APPROVAL OF FEBRUARY 15, 2011 MINUTES – MOTION BY KATHY, SECOND BY EVELYN

DEL HASKIN REPORT – 3 CARDS SENT IN FEB., 5 IN MARCH, BIRTHDAY CARDS WILL BE SENT  
TO PARISHIONERS 85 YRS. AND OLDER

ROSARY MAKERS – WILL MEET AT THE MAY COFFEE/DONUT SUN. – KATHY DOES REPAIR ROSARIES  
SIX VOLUNTEERS SIGNED UP AT THE FESTIVAL

FUNERAL LUNCH REPORT – NO FUNERAL LUNCHESES SINCE OUR LAST MEETING

COPE (CHRISTIAN OUTREACH PROGRAM ENDEAVOR) – THREE PEOPLE SIGNED UP AT THE  
FESTIVAL TO HELP WITH COPE

HANDCRAFTER'S MINISTRY – WILL MEET 1<sup>ST</sup> AND 3<sup>RD</sup> WED. THIS MONTH AT NOON IN THE  
PARISH HALL – ALL AGES ARE WELCOME TO COME

COFFEE/DONUT SUNDAY – APRIL 10<sup>TH</sup> – EVELYN, KATHY, PAULA, ANN CAN HELP

COLLECTING DONATIONS FOR SOLDIERS OVERSEAS – CAROL SACCO REPORT – WILL BE  
COLLECTING MONETARY DONATIONS UNTIL APRIL 18<sup>TH</sup> – MEMBERS OF CHRISTIAN  
SERVICE WILL HELP MICHIGAN MILITARY MOMS WITH PACKAGING ON SUNDAY,  
MAY 1<sup>ST</sup> AT LENOX TWP. FIRE DEPT. ON GRATIOT AT 1 PM

ST. JOSEPH LAYETTE – WE COLLECTED ENOUGH ITEMS TO MAKE UP 14 LAYETTES – THEY WILL  
BE DELIVERED TO CATHOLIC SOCIAL SERVICES – LEFT OVER ITEMS WILL BE TAKEN TO  
COMPASSIONATE PREGNANCY CENTER

FESTIVAL OF MINISTRIES – HAD OVER 40 VOLUNTEERS SIGN UP – WE ARE STILL IN THE PROCESS  
OF CONTACTING THEM TO SEE WHERE THEY WANT TO HELP

BLOOD DRIVE – WAS HELD SUN., APRIL 3<sup>RD</sup> – WE COLLECTED 43 UNITS AND 8 DOUBLE UNITS

AMBASSADOR PROGRAM – FIVE PEOPLE SIGNED UP AT THE FESTIVAL – WE ARE CURRENTLY  
WAITING FOR APPROVAL OF THE REGISTRATION FORM AND WHO THE CONTACT  
PERSON WILL BE FROM THE PARISH OFFICE-WE ALSO NEED MORE VOLUNTEERS FOR THIS  
PROGRAM-WHEN WE HAVE THIS INFO, WE WILL MEET TO DISCUSS PROCEDURES

NEW BUSINESS:

POSSIBLE RECEPTION IN JUNE – WON'T KNOW UNTIL THE MAY 10<sup>TH</sup> MEETING

FOR YOUR INFO: THERE WILL BE NO FLU SHOT CLINIC SCHEDULED AT I.C. FOR NEXT FALL-IT  
WAS DETERMINED THERE ARE ENOUGH OTHER PLACES AVAILABLE TO GET A SHOT

NEXT MEETING – TUESDAY, MAY 10<sup>TH</sup>  
NEXT COFFEE/DONUTS – SUNDAY, MAY 15<sup>TH</sup>

CLOSED WITH A PRAYER



**IMMACULATE CONCEPTION  
STEWARDSHIP COMMISSION MEETING**

**TUESDAY, MARCH 8, 2011 - 7:00 PM**

**(Parish Community Center)**

Members:

Father Tomek  
Laura Carlin  
Keith Gregoire  
Jeff Wooten

Chris Ameel  
Katie Cyr  
Betsy Knapp  
Jean Corbat

Theresa Austin  
Robb Gafa  
Stan Sommers

**Stewardship Report – APPROVED 12Apr11**

**1. Opening Prayer**

The meeting was opened with a brief prayer by Father.

**2. Approval of Minutes**

This was tabled as Chris Ameel had not distributed them to the members. A brief discussion ensued on the process of how minutes should be distributed from now on. It was decided that the minutes would be emailed to the entire Stewardship group along with Amy O’Gara and marked as “NOT APPROVED” and then emailed again once they are voted on and Approved.

**3. Committee Updates:**

**Buildings and Facilities [Jeff Wooten]:** (2) new “touch free” faucets were installed this week due to the generous donation of an anonymous family. (1) each for the lower ‘L’ boys and girls bathroom. They are also now using a much less aggressive non anti-bacterial soap.

The used floor scrubber purchased from Chet’s Rent All was found to be in poor condition. Chet’s was telephoned and they apologized profusely. They took the floor scrubber back and reconditioned it. It is working great.

The waste management bids have not gone out yet, Jeff was looking for a list or suggestions of what companies to send out a bid to. He is going to check with the office to see if they can provide a listing of what the current company does for a statement of work to be used for the bidding process.

They are still fighting with FH Martin with issues on the gym walls, it has been recommended that he call the AOD and see if they could use a bit more “push” to get some resolve with them.

**Budget [Theresa Austin]:** A preliminary meeting was held two weeks ago. They are going to reconvene once Kimberly Vivian receives updates from the AOD.

**CSA [Betsy Knapp]:** A meeting was held there were two attendees. They decided to send a letter out during Lent asking each family for an additional \$30 to offset this year’s shortfall. They would also like to state that any overages would go back into the building fund. They are scheduled to have another meeting end of this month or the beginning of April. It was decided that a deadline for the letter to go out should be March 21<sup>st</sup> at the latest.

A discussion ensued. Most agreed that we need to give real truthful statistics. If only 400 out of 1200 families are contributing, then that should be stated. We should be truthful in the information that we broadcast and demonstrate the numbers

**IT Support [Chris Ameel]:** The 6<sup>th</sup> grade received a new SmartBoard which Bob DeBusschere is installing now, due to an anonymous donation.

The phone system is completed. Father, Chris Ameel and CCI are doing a final walk through and sign off on Thursday.

**Church Support [Robb Gafa]:** Robb submitted minutes from their last meeting (see attached).

SCRIP, the group is looking for “best practices” of what other groups are doing.

The BBQ fundraiser/parish event that was discussed at the last meeting is tentatively scheduled for June.

They are trying to balance between other groups and events.

Father had a good suggestion that we could possibly have an IC sponsored “Farmer’s Market”.

They are working on putting together a group to run the Poker Nights/Events. There was some discussion that KofC was “on site” and Snookers had some open dates so they signed us up under the “Parish” for May 19<sup>th</sup> through 22<sup>nd</sup> and August 18<sup>th</sup> through 25<sup>th</sup>.

They are looking for restaurants for an IC Family “Night Out” proceeds to go to the Buildings Fund.

**Marketing [Katie Cyr]:** (See attached report) Open House was a huge success. Mrs. Steele said that 22 NEW families filled out information requests. The coordination with the pancake breakfast was a great help. Clothing sales continue and are steady.

The PTC Wine Down was advertised in The Voice paper. Katie swears that NO ONE said Bourbon Street and doesn’t know where the article author came up with that.

PTC 3 Digit Lottery was a huge success. They will clear over \$4,000.00!!

Currently advertising for the Parish Fish Fry.

All stationaries have been updated with new addresses and they are working on business cards now. There’s an issue that the Marketing group was hit for the printing of the stationary and now they are short. A brief discussion ensued and it was generally agreed that the \$635.00 for printing should not be taken out of Marketing.

They are still planning on making some changes to the website. Amy O’Gara has been asked to joining the Marketing team.

It was brought up that IC is the ONLY parish in the Vicariate that is sending anyone to World Youth Day. Anna Vigneron is planning on BLOG’ing about the event. Jean Corbat recommended that we get some Press Releases out.

**4. Festival of Ministries – coordination of representatives for event**

**5. Retention Policy RE: Stewardship Reports and Minutes and Inactive Parishioners –** See notes above regarding the distribution of minutes. Amy O’Gara will be in charge of posting them and ultimately the retention policy.

**6. Other General Policies:**

- ☐ **Kitchen Use Policy – request to appoint Parishioners with experience** – a sub committee needs to be formed to discuss this.
- ☐ **Gym Use Policy**
- ☐ **M-29 Banner Policy** – Jean Corbat to follow up on the annual permit.

7. **PTC Poker Event** – this was discussed above in the “Church Support” report.

8. **New Business** – None.

9. **Updates by Father Tomek -**

Father wants added to new business, how we are going to address “inactive parishioners”. The policy should not be purely based on Financial Support. This needs to be discussed so that we can have a REAL number of Active parishioners.

Office update is finally finished. New cabinets are installed. They are beautiful.

Collections, the last two weeks have been great, however three weeks ago it was \$1,000 less. It has been a bit erratic.

Betsy Knapp asked where the “Change the Debt” was being reported. Father stated, it is in the Bulletin, it just doesn’t show up each and every week.

10. **Assignments (if applicable)**

**Next Meeting: Tentative Date – April 12, 2011 @ 7:00 p.m.**





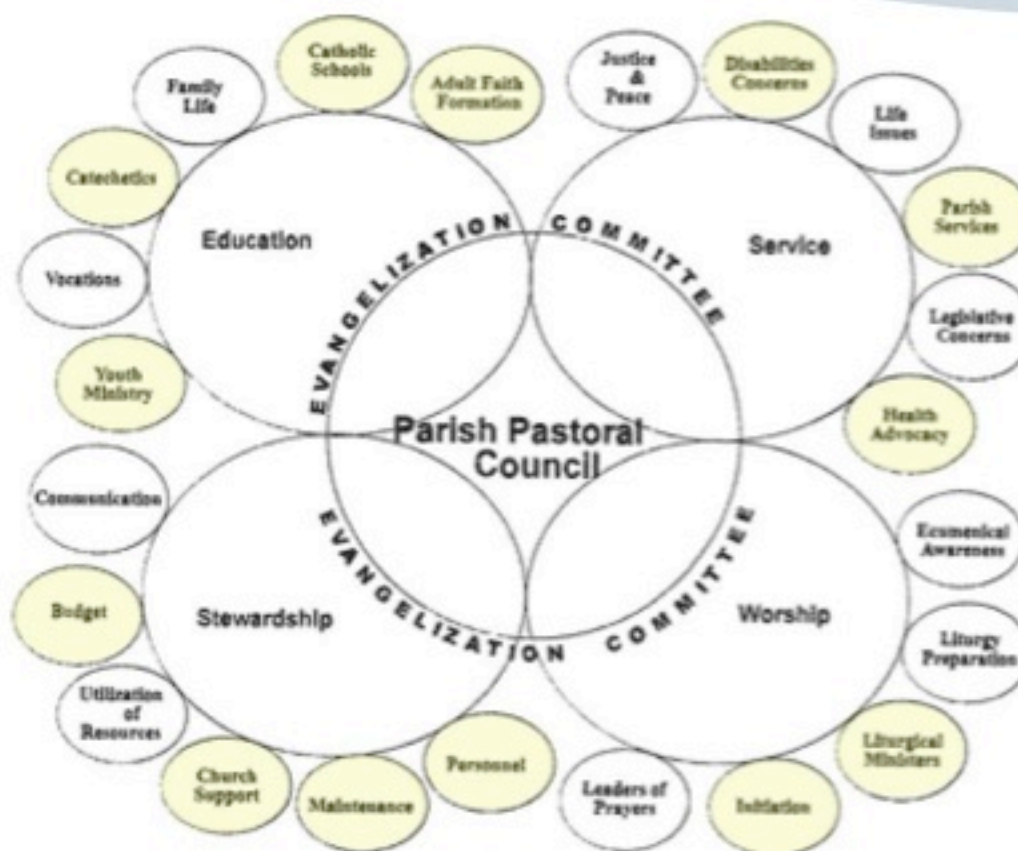
# WELCOME New Member Orientation Parish Pastoral Council

Immaculate Conception Catholic Parish





# Immaculate Conception Parish Organization Chart





## Immaculate Conception Parish Pastoral Council is made up of...

- Pastor
- 9 Council Selected Council Members (3 incoming each year)
- Christian Service Representative
- Stewardship Representative
- Youth Representative
- Worship Representative
- Evangelization Representative
- Vicariate Representative
- Christian Formation Representative
- School Advisory Representative







## Purpose and function of the Parish Pastoral Council



The Parish Pastoral Council is a consultative body to the Pastor and the coordinating and unifying structure of the parish. Parish Council gathers together the visions, hopes and needs of the parish and translates this into parish planning through the establishment of goals and objectives. The Parish Pastoral Council sees that these goals and objectives are implemented by the parish commissions and committees and are evaluated annually.



## Purpose and function of the Parish Pastoral Council continued...

Functioning as a consultative body, the Parish Pastoral Council concerns itself with the following aspects of Parish life:

- As the leadership body within the Parish, its basic purpose is to set the broad direction for the Parish and act as a consultative body to the Pastor.





## Purpose and function of the Parish Pastoral Council continued...



- Service, not power. The Parish Pastoral Council serves to assist the growth and development of the Parish as a people of faith.
- By giving due consideration to the legitimate concerns that are brought to it, the Parish Pastoral Council acts as a source of unity, and if necessary, reconciliation within the Parish communion.





## Purpose and function of the Parish Pastoral Council continued...

- “Making every effort to preserve the unity which has the Spirit as its origin and peace as its binding force.” (Eph. 4:3) Calling forth, enabling and empowering the charisms, gifts given by the Holy Spirit to individuals members of the faith community for the good of all.





## General Expectations



Parish Pastoral Council meetings are held ten to twelve times a year. A thoughtfully prepared agenda facilitates the ongoing formation of the Parish Pastoral Council through prayer, study/reflection/sharing, business and evaluation. Meetings should not exceed two hours.





## General Format & Structure



Parish Pastoral Council meetings are generally held monthly. They are open to all parishioners, and they should not exceed two hours. The general agenda is as follows:

- Prayer/Continuing Formation/Reflection
- Attendance (Noted by Secretary)
- Approval of Minutes
- Commission Reports-Clarifications Only
- Old Business
- New Business
- Report of Pastor
- Next Meeting (Date, Time, Place) and Assignments
- Closing Prayer



## Closing Prayer

### **Let us pray:**

Lord Jesus, by your example you taught us to serve one another without counting the cost. Your kingdom is not one of this world, but rather one where those who are greatest must think of themselves as the least. Your leadership did not seek power and acclaim. Rather, your authority was gentle, persuasive, and pastoral. Inspire us for the ministry of leadership in our parish, that we might put your people's needs ahead of our own and direct every decision and action to the fulfillment of your mission here on earth. We pray this in your name, Jesus Christ, one God with the Father and the Spirit, forever and ever.

**Amen.**