

IMMACULATE CONCEPTION PARISH COUNCIL
MINUTES FROM June 8, 2010

The meeting opened at 7:00 p.m. with a prayer.

The following members were present: Pamela Mertes, Stanley Sommers, Susan Share, Amy O’Gara, Pat McGrath, JoAnn Augustine, Father Tomek Maka, Deacon Kenneth Nowicki, Andrea Taravella, Cathy Furtah, Diane Vigneron, Janis Cornwell, Anthony Jubinski, Jane Petitpren

The following members were not present: Sarah Cornwell, Tim Messing

Approval of Minutes: Minutes from the May 11, 2010 meeting were read by members and accepted with minor changes

Youth Ministry Report: No Report Given

School Advisory Report Given By Diane Vigneron:

- See Attached Minutes (Exhibit A) from June 1st, 2010 meeting
- Sue has concern with Marketing – Father Tomek said that marketing is reporting to Stewardship, Sue’s concern was that we have not gotten a report from the Marketing Committee (see Stewardship minutes) and they should be reporting on a regular basis at Stewardship because they should be marketing the Church and the School
- Easter Week- Jane asked for a ½ day or a full day off on Holy Thursday in order to prepare for Good Friday journey

Christian Service Report Given By JoAnn Augustine:

- Attached in Exhibit B
- Jane requested that the names of the members who are present to be listed on the minutes as the other commissions do
- Pam asked if Christian Service has anything for military support from their home Parish (such as cards, or Christmas or Thanksgiving items), Pat added that purchasing phone cards might be nice-Christian Service will consider this

Christian Worship Report Given By Father Tomek:

- Attached in Exhibit C
- New altar servers and training of new servers will be in the Fall
- Working on Baptismal font and a committee was formed and their findings will be presented to Worship once their research has been completed
- Calendar will be an ad-hoc committee under Stewardship
- Father Tomek is planning education on the new missal
- Clarification on new custodian was actually the afternoon shift not the evening shift-Father gave explanation of this

Christian Formation Report Given By Jane Petitpren:

- Vacation Bible School will be the week of June 28th from 9:30 until noon
- RCIA Inquiry gathering will be the 29th of June and there are already 8 adults and 4 children
- Training two new Eucharistic Ministers

Stewardship Given By Anthony Jubinski:

- Rough Draft of the minutes are attached in Exhibit D with changes made by PC secretary according to Father Tomek that there was incorrect information in the minutes (highlighted) as well as additional notes
- Phone System-contract went out for bids and Anthony stated that it is also on the website, Father Tomek stated that we had to find the right way to communicate these types of things, we need to link everything to the Parish Website and nothing should be advertised on their own link because they are using the IC name

Vicariate Report Given By Amy O’Gara:

- Minutes are attached in Exhibit E

Old Business:

- Approval of Revised Mission Statement:
- Assignments from May, 2010

New Business/Open Forum:

- Review/Discuss 1st draft of PPC Operational Procedures: Began reviewing the Procedures and made suggested changes-completion of review of 1st draft will take place at next Parish Council meeting)
- Review/Discuss Potential Goals/Objectives (this topic was tabled until the next Parish Council meeting)

Pastor’s Report:

- Father Tomek would like to see more focus on what is going on at the commission and reported back to Parish Council-so that more items can be sent back to the commissions for them to address any issues
- Everything should be stated at the meeting and should be addressed at the meetings
- Father Tomek stated he wants each meeting to stick with the agenda and not to stray from it
- Keep meetings in balanced and be conscious of the time
- Update on property: not a done deal yet, but Father Tomek will inform everyone once it is complete
- We do not have a great deal of money in the budget so if something has to be done, then people will have to come forward to provide a donation
- Budget committee helped Father Tomek keep to the budget and making sure every expense was in line
- Building & Grounds should develop long-term plan for all buildings
- Asking Parish Council to be involved in promoting spiritual growth and Stewardship throughout the Parish

Assignments:

- Parish Pastoral Council Evaluation Survey: Should be completed and returned to the Parish Office before the next Parish Council meeting

The meeting closed at 9:35 p.m. with a prayer

The next meeting will be held Tuesday, July 13th at 7:00 p.m.

Minutes respectfully submitted by Andrea Taravella.

Exhibit A

Meeting Logistics	
Date:	6/1/10
Start & End Time:	6:30pm to 8:30pm
Location:	Parish Hall
Meeting Facilitator:	Kathy Steele
Meeting Minutes Author:	Christine Gabryel

Participants (x = in attendance):			
x	Kathy Steele		Anne Malik
	Fr. Tomek		Susan Mattina
x	Christine Gabryel		Heather Morrison
x	Mary Anne Kilgore		Sean Stawiasz
	Stan Lisica	X	Diane Vigneron
	Kelley Lovati		

Meeting Minutes:	
I Prayer/Minutes	May minutes approved
II Old Business	
III Continuing School Improvement	
A. FACTS follow up	Parent meeting was successful. Fr. Tomek, Mrs. Steele and FACTS representative Joe Rogers addressed parent questions and concerns. 16 families have registered. 15 families plan to pay in full with one-time payment. Deadline to prepay tuition in full is 8/1.
B. SAC term Ads in Parish Spotlight and School Newsletter	Stan and Mary Anne have completed their terms. Thank you for all your support! A notice will be posted in the church and school newspapers for the vacancies; one parishioner and one school parent.
C. PTC Alumni Request	Mrs. Steele met with Jim Charbonneau and Laura Carlin to discuss next steps. A letter will be sent in August to Alumni and Parishioners. Letter will invite individuals to upcoming events including Catholic School's week mass followed by donuts & coffee. An appeal letter will also be sent. Possible alumni newsletter and donors giving tree to be established.
D. 2010-2011 School Calendar	Initial dates: 9/7 first day of school; ½ day 10/22 professional devel day 11/12 no school (day after conferences) 11/25-11/26 Thanksgiving break 12/22-1/2 Christmas break 1/17 professional devel day (MLK day) 2/18-2/22 winter break 4/5-4/8 Easter Break 4/22-4/25 no school (Easter 4/24) 5/30 Memorial day 6/10 Last day of school
E. Enrollment	15 new students registered for fall.
IV. New Business	<ul style="list-style-type: none"> Mrs. Gadowski is retiring. A posting will be listed for this position Family referral - \$100 Additional new families have expressed interest in IC
MISC	Parish Council has requested that the SAC minutes be provided online. Mrs. Steele will follow up with Andrea T (Parish Council) to determine process.
	SAC calendar for 2010-2011 9/14, 10/5, 11/2, 12/7, 1/4, 2/1, 3/1, 4/12, 5/3 & 6/7
	Grant Committee actively working on scheduling a meeting to discuss next steps

Note from Mrs. Steele via email in reply to the minutes submitted by secretary:

Re: The June minutes - just one change that needs to be made re: Mrs. Gadawski's retirement - I had mentioned at the SAC meeting that I was speaking with Fr. Tomek and the position may well be filled in-house. It will be. However, there is a latchkey position available that will be advertised in the newsletter and the Spotlight.

Exhibit B

IMMACULATE CONCEPTION PARISH COUNCIL CHRISTIAN SERVICE COMMISSION REPORT MAY 12, 2010 MEETING

OPENED WITH OUR PRAYER

WE HAD 12 MEMBERS PRESENT

DEL HASKIN REPORT – 7 CARDS SENT LAST MONTH, 17 SO FAR THIS MONTH

ROSARY MAKERS – WILL MEET AFTER 10 MASS THIS SUNDAY

FUNERAL LUNCH REPORT – FOUR FUNERAL LUNCHESES IN THE PAST TWO MONTHS

COPE (CHRISTIAN OUTREACH PROGRAM ENDEAVOR) – NOTHING NEW TO REPORT

HANDCRAFTER'S MINISTRY – LAST MEETING WAS MAY 19TH – WILL MEET AGAIN IN SEPT.

COFFEE/DONUT SUNDAY – WAS HELD MAY 16TH – AFTER ALL MASSES – VETERANS WERE
HONORED AFTER 10 MASS

ST. JOSEPH LAYETTE – FILLED ELEVEN BASKETS – DELIVERED TO CATHOLIC SOCIAL
SERVICES IN PORT HURON – REMAINING ITEMS DELIVERED TO COMPASSION
PREGNANCY CENTER IN MACOMB COUNTY

BLOOD DRIVE WAS HELD APRIL 25TH – 58 UNITS COLLECTED – NEXT DRIVE SUN., SEPT. 26TH
FOUR MEN GAVE DOUBLE REDS

LUNCHEON FOR VICARIATE CLERGY WAS TUES., MAY 11TH - 21 CLERGY WERE PRESENT
MANY COMPLIMENTS ON FOOD

FATHER TOMEK REQUESTED WE DO A RECEPTION FOR NOW FR. BENEDICT WHO WAS ORDAINED
ON MAY 22ND – HE WILL SAY NOON MASS HERE ON JUNE 6TH – RECEPTION WILL FOLLOW

FOR YOUR INFORMATION – NEXT FLU SHOT CLINIC IS SCHEDULED FOR SUN., OCT. 24, 2010

NO MEETINGS IN JUNE, JULY AND AUGUST - NEXT MEETING – TUES. SEPT. 7, 2010

NEXT COFFEE/DONUTS WILL BE SUNDAY, SEPTEMBER 12, 2010

CLOSED WITH A PRAYER

Exhibit C

WORSHIP COMMISSION MEETING MINUTES

June 3, 2010

Present: Fr. Tomek Maka, Pat Austin, Rene Meldrum, Jan and Carol Gawel, Ed Ross, Sandy Kott, Jeff Wooten, Mary Kot. Not Present: Deacon Ken Nowicki, Jane Petitpren, Eliana Hogarth.

Meeting opened at 6:30 PM with prayer.

Minutes of April 15, 2010 were approved on motion of Ed Ross, supported by Rene Meldrum, with the striking of comment by Pat regarding Easter Sunday hymn on Page 3 under Comments & Concerns.

REPORTS & UPDATES

- a. Music: Pat reported the choirs are winding down, bell and youth choirs are through for this season, the adult choir will finish the following Sunday, Corpus Christi. We could not get the brass quartet together for Pentecost as we had planned, hoping for next year.
- b. Art & Environment: Jeff reported they will be changing to summer arrangements in the church this week.
- c. Liturgical Liturgies: New schedules are out for EMs. Training for Altar Servers, mainly newcomers, will be June 5th, 11:00 AM. Beginning in September, there will be 4 training sessions before the new schedule comes out.
- d. Altar Cloths: Father Tomek informed Mary and Sandy that Corporals are needed.
- e. Loving Hands: This group of dedicated workers are planning an outing to St. Mary's in Greentown on Wednesday, June 16, to meet with the custodian there, get maintenance tips, tour the church, attend mass, and go to lunch. Father Tomek was elated about the interest shown and asked for a report afterward of how the outing went.

UPCOMING LITURGICAL EVENTS

6/6 Corpus Christi, procession around church after 10 AM mass, weather permitting.

6/6 12 Noon Mass of Thanksgiving by Fr. Benedict Ehinack. One baptism during mass, Rose Gottler's baby daughter Juliette Rose.

6/7 Monday, 6:30 PM, Graduation Mass.

6/10 Thursday, 8:30 AM, Final School Mass for students for this school year.

6/28-7/2 Vacation Bible School

8/15 Sunday, Feast of Assumption

OLD BUSINESS

- a. Baptismal Font: Father suggested we form a committee to address this item to bring it to completion. Ed Ross has someone to build it and someone to finance the expense. So far, Ed Ross and Tom Kott, a committee of two, will start by designing something over the summer. Father wants a new permanent font, if we have the money to finance it; otherwise, let's wait if it must be a temporary one.
- b. Guidelines for Baptism: Pat and his committee have been working on this. Father said the AOD does not desire parishes to be too stringent on requirements and to use discretion on how they approach this issue to make people and families feel more comfortable.

NEW BUSINESS

- a. Summary for Past Year: Father expressed his pleasure with this commission this past year.
- b. Membership Changes, if any: Father asked if we all want to continue serving on this commission but stated the guidelines indicate that no person should serve on more than one commission, also that spouses should not both serve on the same commission, nor parent and child. If a person serves on more than one commission he/she should choose one and step down from the other(s). This will create more involvement by more people who have much to offer and will serve to tap the resources we have in our parish. It also will not expect a few to do all the work while others do nothing; it helps to build friendship and comradary and gives a person a greater sense of belonging. Father asked those of us who fall into that category not to be hurt or offended, that it is nothing personal, we have all served well, but to please understand what policies he must adhere to.

c. Discussion of Committees Needed:

- a. Baptismal Font.
- b. Jackets for Ushers. We should have the ushers represented at Worship meetings; Father must meet with the Head Usher this summer and get them organized.
- c. Church Calendar for Parishioners

COMMENTS & CONCERNS

Carol Gawel is on a committee of three (3) persons to prepare the following year's calendar that is distributed to all parishioners. Father said he thought this project should either fall under Stewardship or be a separate committee by itself and he will meet with them when necessary. She suggested having a contest at the Festival of pictures taken in the Holyland last year and using the winning photos on Christmas cards. She will contact the Festival people about this.

There was a suggestion that we have daily readings published in the Spotlight regularly instead of sporadically. This will be channeled through to Amy O'Gara.

Pat is taking over the responsibility of changing the books and hymnals at the proper times.

ITEMS FOR FUTURE AGENDA

Pat suggested we get some education before the new missal comes out in Advent 2011. Father Tomek will arrange for that.

MEETING DATES

Thursday, September 9, 2010 6:30 PM
Thursday, October 14, 2010 6:30 PM
Thursday, November 18, 2010 6:30 PM

Meeting closed at 7:30 PM with prayer.

Respectfully submitted,
Mary Kot, Secretary

Exhibit D

STEWARDSHIP COMMISSION MEETING MINUTES

June 1, 2010

Present: Fr. Tomek Maka, Robb Gafa, Stan Sommers, Pat McGrath, Betsy Knapp, Theresa Austin, Chris Ameal, Jeff Wooten, Ed Ross, Anthony Jubinski, Mary Kot. Not Present: Jean Corbat.

Meeting opened at 7:05 PM with prayer.

Motion by Pat McGrath to approve minutes of May 4, 2010, supported by Stan Sommers, motion carried.

COMMITTEE UPDATES

Budget: Theresa reported that we have about a \$40,000 deficit for this year, and Budget is still working on it. Jeff informed that Buildings & Facilities have about \$14,000 in their budget that Kimberly said they would lose if it wasn't spent by the end of this fiscal year. Father explained that any funds not spent go back into the general fund, that the ramp that was in this year's budget will be put on hold until the offices are demolished and that the money could better be used to fix the lower el heating system in the school (\$9,000 will be used to fix heating)

Marketing: No report

Events Committee: No report

IT Support: The keyless entry to school was financed with grant money from Homeland Security; the teachers said they love it!

Buildings & Facilities: Jeff again asked about the church deficit and the use of their surplus of \$14,000. They will proceed with fixing the lower el system in the school which will cost about \$9,000. The tree by the handicap area behind the offices is half dead and it should be taken down partially or completely. He knows someone who would probably remove it for \$500.

Church Support: No May meeting but one is scheduled for June. Discussion about inserting reminders in the envelope packets advertising E-giving, cost around \$150 per mailing. Concern about using tight budget money, and how do we monitor which messages and reminders are impacting. We are keeping the five or six different articles in the Spotlight on a rotating basis. Father will try using the envelope system if the budget allows. Robb asked for ideas if we want to do any more fund raising.

Cemetery Board: No Report

Vicariate Report: None (will be removed from Stewardship minutes because this report will be given at PC meetings)

Ad Hoc Committees: No reports

For our next meeting, Events Committee should be under New Business.

CSA: This year's target is \$68,285. As of 6/1/10 we have a report of \$20,984 paid in cash toward the target. There was lengthy discussion about an error the AOD made in reporting last year's collection, crediting us with \$5,000 instead of \$500, leading us to believe we had gone over our goal when in reality we were under. It was our general consensus that the AOD should perhaps credit us with at least half of the \$4500 difference and a letter should be sent from Stewardship with that message.

Members Years of Service and Intent for Next Year: Pat McGrath wishes to step down. Father stated that spouses should not both be on the same commission, nor parents and children, nor siblings, and no one person should serve on more than one commission. Father thanked us for this past year of support and hard work. Father suggested we re-work the membership list to include only active members, not the ones serving on sub-committees who come to our meetings with their reports.

Open Discussion/New Business: A letter from Andrea Taravella was read regarding a Stewardship Fair. Father would like someone from Stewardship to be liaison to bridge this together, Robb volunteered. At the Fair, here on December 8th, there should be representatives present from all ministries to meet our guests and fellow parishioners. Members who are on committees should have their representatives come to meetings to report on the committees' activities. This idea is merely a suggestion and nothing has been set in stone yet.

Updates: Purchase Agreement signed on 5/26/10, successful purchase of bank and property for \$149,000, pending some inspections, closing in about six weeks.

Parish Council informed Father that we need three bids for each thing that is done, therefore, the above mentioned ramp and tree removal are included. There was discussion about this, sometimes we know of someone who can do the job reasonably but we still need three bids. The phone system is another of those items and we do not have three bids. Parish Council also addressed the hiring of our new part-time custodian but Father said hiring is the Pastor's job. Father is perplexed about the pattern of money collected at the 12 noon masses, almost the same number of envelopes but a large difference in money received.

Next meeting: July 6, 2010, Tuesday, 7 PM

Meeting closed at 8:35 PM with prayer.

Respectfully submitted,
Mary Kot, Secretary

Exhibit E

Blue Water Vicariate Pastoral Council – May 2010

Meeting was held May 11, 2010 at Holy Family Parish, Memphis.
(This represents key points from the meeting, not the entire minutes.)

Principals:

- Tuition rates, calendar and event dates for next school year shared. Below is in vicariate, one student. It does not include fees or other charges assessed by each school
- St. Mary/McCormick \$2,600
- Immaculate Conception \$3,500
- St. Augustine \$2,900
- Holy Cross \$3,480
- St. Edward on the Lake \$2,550
- St. Mary, St. Clair \$3,136
- Cardinal Mooney High School \$6,900
- October 22, 2010 is the scheduled date of the annual All School Professional Development Day, which will be held at Cardinal Mooney High School

Youth Ministry:

- Young Adult Soccer league is starting.
- Global Youth Service Day – Planning a painting/cleanup project at the Peoples Clinic.
- SMQC is hosting a senior farewell dance on Friday June 4 with appetizers, karaoke \$2 each, graduating seniors free.

Campus/Young Adult Ministry:

- Young Adult Soccer league is starting.
- We have an opportunity to purchase display boards to promote Young Adult Ministry that could be placed in the vestibule of the church. These display boards advertise events that target young adults and the advertising is supplied by the vicariate young adult minister, so there is no cost to us to keep these boards "stocked up." This program has been piloted and has proven successful. Some of the young adult events saw a 400% increase in attendance after the installation of these stands. The only cost we would incur is the cost of the stand. All advertising and handouts are provided and kept up to date by the Vicariate Youth Minister. (PDF of display boards attached.)

Vicar's Report:

- AOD Capital Campaign in the fall — Due to economic conditions in Michigan CSA lost 12%, AOD lost 19% of it base.

Old Business:

- Fr. Joe informed us about a proposed law coming to Michigan lifting a cap on abuse cases. Allowed to go back 40 years, applies ONLY to non-profits. Would not apply to public schools and would be very difficult to defend against. More information to come as this proceeds.
- Vicariate budget will remain the same for 2010/2011 - \$15,500. (a portion is contributed by each Blue Water Vicariate Parish.) This covers youth and young adult activities, seminars, classes, vicariate wide DRE activities, web maintenance, monthly publication of *The Drift* and secretarial services.

New Business:

- Updating policies and procedures.

Next meeting June 9, 2010

Submitted by: Amy O'Gara, VPC