



## IMMACULATE CONCEPTION PARISH COUNCIL MINUTES

June 7, 2011

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

Member Name	Present	Not Present	Position
Elaine Abraham/ <b>JoAnn Augustine</b>	X		Christian Service Representative
Joyce Bynum	X		Council Member
<b>Laura Carlin</b> /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
Michael Vigneron	X		SHINE
Jim Mattina	X		Together in Faith

Minutes from the June 2011 meeting are approved with changes, included below. (Changes were circulated to all Parish Council members, reviewed, and approved prior to publication of these minutes.)

**Formation Topic:** Fr. Tomek

**Youth Ministry Report:** No report received. Mike Vigneron reported.

- Spaghetti Dinner fundraiser made \$1,000.00
- Adopt-a-Pilgrim deadline end of June.
- Retreat up-north July 8<sup>th</sup> – 10<sup>th</sup>.
- Shine will be handling parking at the I.C. festival
- World Youth Day, August 9<sup>th</sup> – 22<sup>nd</sup>.
- Meetings will now be the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of each month.
- New Parish Council representative next year: Julia Kinter

**School Advisory Report:** Report received and attached.

- Fr. Tomek requested that the IT committee and the web coordinator should be contacted and involved in any discussions about the parish web site (church and school).

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

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

**Christian Formation Report:** No report received. Jane Petitpren reporting.

- VBS will be June 20<sup>th</sup> – 24<sup>th</sup>.



**Stewardship Report:** Report received and attached. Per conversation at the meeting, the following will take place:

- Question on list of charity poker volunteers as reported in the minutes. No list had been received. Going forward, information will be better coordinated. To that end, Anthony Jubinski has agreed to be Chair for the Charity Poker Committee and will handle the paperwork. Laura Carlin and Keith Gregoire will work on the committee and do the work of getting volunteers for any scheduled charity poker events.
- Stewardship will select a chair for the Marketing Committee. Stewardship should be giving direction to the Marketing Committee as to priorities they should be working on. This committee should be made up of volunteers from both the school and the parish. The Marketing Committee will report to Stewardship on their activities and should be active for both the school and the parish.

**Blue Water Vicariate Report:** Report received and attached.

**Together in Faith:** No report received. Jim Mattina reporting.

- Vicariate divided into north and south for working purposes.
- All information can be found on the AOD website, Together in Faith Phase II link.
- Scheduling extra meetings in order to finish on time.
- On the school side – discussing “Healthy Schools.”

**Old Business:**

- Parish Council New Member Orientation - Pat McGrath and Joyce Bynum will conduct the orientation sometime in August.

**New Business:**

- Budget Q & A:
  - “Other Expenses” explained.
  - “Capital Expenditures” explained
  - % of Church subsidy to school discussed.
- Budget approved.

**Pastor’s Report:**

- Many compliments from visitors on our services and community.
- We should continue to be a welcoming parish.
- Fr. Tomek encouraged daily mass for those who are available.
- Kimberly, our current bookkeeper is moving on. Interviews for a bookkeeper are currently being conducted by a selection committee and Fr. Tomek.

The council for 2011-2012 will be tasked with establishing new goals. It was noted that the current council successfully accomplished all established goals for the current year. (Ambassador Program foundation is set, but on hold pending parish office software updates.)

The meeting closed with a prayer.

The next meeting will be September 6, 2011 at 7:00 PM in the Parish Hall.

Minutes respectfully submitted by Amy O’Gara.

**Immaculate Conception  
School Advisory Committee  
Agenda**

<b>Meeting Logistics</b>	
<b>Date:</b>	5/31/11
<b>Time:</b>	6:30 pm mass, 7pm meeting
<b>Location:</b>	Parish Hall
<b>Meeting Facilitator:</b>	Kathy Steele/Heather Morrison
<b>Minutes:</b>	Christine Gabryel

**Meeting Purpose: IC School Advisory Committee**

<b>Participants (x = in attendance):</b>			
x	Kathy Steele	x	Mary Ann Bagan
x	Diane Vigneron	x	Susan Mattina
x	Christine Gabryel	x	Daniel Wehby
x	Kelley Lovatti		Fr. Tomek Maka
	Sean Stawiasz	x	Heather Morrison
x	Anne Malik		

**Agenda**

- I. **Prayer/Minutes**
  - A. **Approval April Minutes**-approved
- II. **Old Business**
  - A. **Alumni survey mailed – to be returned by June 1<sup>st</sup> for two drawing prizes two iTunes gift cards**
  - B. **Volunteer service credits** – new letter, see handout
  - C. **Calendar 2011-2012** school will start after Labor Day
- III. **Continuing School Improvement**
  - A. **SAC Membership 2011-2012**
    1. **Term limited – Anne Malik (parishioner position)- Your insights on curriculum and on transition from IC to high school will be missed next year**
    2. **Second term available- Diane Vigneron, Susan Mattina (both parishioner positions).** Diane will be returning, Susan will not.
  - B. **Healthy Schools project** guidelines for Healthy Schools. Academics, teacher certification, tuition rate & parish debt are all being reviewed. The review is for all schools in the Blue Water Vicariate.
  - C. **Website – from a marketing standpoint-** could be easier to navigate, tuition information is not easy to find, parents would like to see link to grades (AOD is recommending online grading system with a specific parent portal), names/emails/contact information would be beneficial. Parents researching schools have been disappointed when comparing IC with other Catholic Schools websites. There is no link to purchase spirit wear or SCRIP. The School is not represented. Testimonials are missing. Suggestion for brief videos to speak to school/community. Athletics. Contact information. Forms should easily accessible. Calendar & tuition tabs would be helpful. School menus & weekly bulletin need to be current. Parents would like to see tabs that are easy to read. Include extracurricular activities offered at IC. FAQ's. Registration information. Preschool program. Kindergarten program. Parent info-link to resources (include text book series for all curriculum). Highlighting our teachers, profiles, educational information.
  - D. **Class offerings-per parish council request** AOD guidelines. Accreditation team makes sure required minutes are being following

- E. Food Allergy update** newsletter attachment PAL brochure. Safety information will be shared in the Spotlight

**IV. New Business**

- A. **PTC report** New officers for fall 2011. Two year term. Mrs. Opolski, Mrs. Stefani, Mrs. Guck & Mrs. Arnold - Welcome!
- i. Teacher appreciation was wonderful.
  - ii. Funds raised will be spent in June. Technology is an initiative. Summary will be provided in June
- B. **Parish Council Report** Holy Week. Sacramentals. New members selected and orientated. Next year there will be an education commission (per AOD recommendation).
- C.

**Upcoming Meeting dates:**

June 14th

**Misc:** last meeting June 14<sup>th</sup>. Endowment- must go through AOD. School could only draw on 5% of interest & only draw one timer per year. School cannot access principal \$. Need \$1,000 to start. Capital campaign will take place in two years.

**Items for next agenda:** Early drop-off's. Is morning Latchkey needed? Online grading system. Post two new SAC openings for parish members.

**Action Items:**

#	Action	Action by	Action Due Date
1			
2			
3			
4			

IMMACULATE CONCEPTION PARISH COUNCIL  
CHRISTIAN SERVICE COMMISSION REPORT  
MAY 10, 2011 MEETING

OPENED WITH OUR PRAYER

WE HAD 13 MEMBERS PRESENT – JOANN AUGUSTINE, , HELEN REIHL, CAROL SACCO  
MARIE RUDOLPH, TERESA FIELDS, JOYCE BYNUM, DELORES KEHRIG, ELAINE ABRAHAM,  
SUE HULL, ANN PARSKI, CATHY FURTAH, PAULA BELANGER, JUDI MACIOCE

APPROVAL OF APRIL 5, 2011 MINUTES – MOTION BY KATHY, SECOND BY CAROL

DEL HASKIN REPORT – 4 CARDS SENT IN APRIL

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

FUNERAL LUNCH REPORT – ONE FUNERAL LUNCH

COPE (CHRISTIAN OUTREACH PROGRAM ENDEAVOR) – NO REPORT

HANDCRAFTER'S MINISTRY – WILL MEET 1<sup>ST</sup> AND 3<sup>RD</sup> WED. THIS MONTH AT NOON IN THE  
PARISH HALL – BARB BLAZ SUGGESTED THEY COULD MAKE A BLANKET FOR BABIES  
BEING BAPTIZED AT I.C. AS A GIFT-FATHER THOUGHT IT WAS A GOOD IDEA – THEIR  
LAST MEETING WAS JUNE 2<sup>ND</sup> – THEY WILL MEET AGAIN IN SEPT.

COFFEE/DONUT SUNDAY – MAY 15<sup>TH</sup> – RED/WHITE/BLUE MASS AT 10 AM FOR MILITARY  
K OF C WILL PAY PORTION OF DONUT EXPENSE

COLLECTING DONATIONS FOR SOLDIERS OVERSEAS – WE COLLECTED OVER \$1200 WHICH  
HELPED WITH SENDING 300 BOXES TO DEPLOYED SOLDIERS – THEY SEND OUT BOXES  
4 OR 5 TIMES A YEAR AND CAN ALWAYS USE FUNDS FOR POSTAGE – A FEW OF THE  
MOMS TOLD OF HOW THEIR CHILD AND OTHERS WHO GET BOXES HAVE BEEN VERY  
THANKFUL AND APPRECIATIVE OF RECEIVING THEM AND THEY TELL THE MOMS TO  
MAKE SURE THEY TELL ALL THE HELPERS HOW MUCH THEY APPRECIATE THE BOXES

AMBASSADOR PROGRAM – COMMITTEE WILL BE MEETING NEXT WEEK TO DISCUSS  
PROCEDURES FOR THIS PROGRAM – NEW SOFTWARE REGARDING REGISTRATION  
FORMS WILL BE COMING TO THE OFFICE BY JULY – WE MAY WAIT UNTIL THAT TIME  
TO START THE PROGRAM

LUNCHEON FOR VICARIATE CLERGY WAS HELD TUES, MAY 3<sup>RD</sup> – 22 CLERGY ATTENDED –  
MEAL SERVED WAS VERY MUCH APPRECIATED

RECEPTION FOR THE ARCHBISHOP WAS HELD AFTER THE NOON MASS, SUN., MAY 8<sup>TH</sup> IN WHICH  
THE BLESSING OF THE NEW BAPTISMAL FONT TOOK PLACE AS WELL AS THE BAPTIZING  
BY THE ARCHBISHOP OF TWO CHILDREN – WAS A WONDERFUL CEREMONY – THE FONT  
IS BEAUTIFUL AND FITS IN PERFECTLY WITH OUR CHURCH THANKS TO FR. TOMEK AND  
TOM KOTT (WHO BUILT THE FONT-THE MARBLE BOWL WAS DONATED BY BEDROCK  
GRANITE IN PORT HURON)

NEW BUSINESS:

RECEPTION FOR FR. TOMEK'S 10<sup>TH</sup> ANNIV. TO BE HELD SUN., JUNE 5<sup>TH</sup> AFTER ALL MASSES

I.C. PERCH FESTIVAL WILL NEED HELP PREPARING LUNCHES FOR THE WORKERS SETTING UP THE  
TENTS, ETC. THE WEEK BEFORE FESTIVAL – WILL CALL FOR HELPERS CLOSER TO FESTIVAL

NEXT MEETING – TUESDAY, SEPT. 6TH  
NEXT COFFEE/DONUTS – SUNDAY, SEPT. 11TH  
CLOSED WITH A PRAYER

## **WORSHIP COMMISSION MINUTES**

### **May 12, 2011**

Meeting opened at 6:00 PM with prayer.

Present: Fr. Tomek Maka, Deacon Ken Nowicki, Rene Meldrum, Pat Austin, Carol Gawel, Rick Rhein, Sandy Kott, Carole Gafa, Ed Ross, Mary Kot. Not Present: Mike Mytinger.

Motion to approve minutes of April 7, 2011 made by Rene Meldrum, supported by Ed Ross, with one addition: Pat Austin was also **not** present at that meeting; motion carried.

### **REPORTS & UPDATES**

- a. **Music:** Pat reported that the choirs sang, rang, and played for the Holy Triduum and Easter with a lot of brass instruments at the 10 AM Easter mass; sounds were beautiful. Also, the music for the Mother's Day mass celebrated by Archbishop Allen Vigneron went very well. Getting ready to close down for the summer break with the choirs' last session on Corpus Christi, June 26.
- b. **Art & Environment:** Lilies taken out of church this date and will be planted in Mary's Garden. Red, White & Blue mass on 5/15, small American flag will be placed in flower arrangement in front of ambo. Church will be adorned in the usual red/firey and yellow streamers, decorations, and flowers for Pentecost. Summer arrangements until Fall. A number of banners have been dry cleaned. Banners from our 150<sup>th</sup> Anniversary celebration have been found and could be added to the display in the parish hall; this item should be passed on to Parish Council for approval.
- c. **Liturgical Ministries:** Fr. Tomek was going to train 3<sup>rd</sup> graders as altar servers but will wait until Fall when there will be practices for the others as well.
- d. **Sacristans:** Manuals for the sacristans have been received, will be distributed; pictures of church possessions still need to be taken. Music for daily mass coming from the organ is working very well.
- e. **Ushers:** All is ready to order jackets except the cost of \$2800-2900 to be covered which cannot be done until we know the exact number of jackets being ordered and who are making commitments to be ushers. Discussion about whether the logo should be embroidered onto the jacket or a pocket insert with logo should be used. Concensus for embroidered logo if parish is picking up the cost.
- f. **Altar Linens:** No report.
- g. **Loving Hands:** It was reported that a spray of soot fell from a fan in church on at least two parishioners on Easter Sunday; obviously some extra cleaning of church needed. Loving Hands requested a second (new) vacuum cleaner be purchased as two are needed on cleaning days, one is not enough. Father said the budget for the next fiscal year is pretty much done, he would try to accommodate them somehow, that they should have a budget for necessities and put in a budget request next January or February for the following year.

### **UPCOMING LITURGICAL EVENTS**

**May Crowning for School:** Friday, May 13

**School Graduation:** Monday, June 6<sup>th</sup>, 6:30 PM mass.

**Pentecost:** Sunday, June 12. Vigil Saturday evening.

**Corpus Christi:** Sunday June 26. Procession *after* 12 noon mass.

**Vacation Bible School:** June 20-24

**Red, White & Blue Mass:** Discussion about the appropriate time for this mass in the future, perhaps Memorial Day Weekend, sing patriotic hymn at end of mass. Request was made for American flag to be placed in the sanctuary, Father explained that on special occasions such as this that would be permissible but not as a permanent fixture. Prayers for the Faithful could include those now serving our country, fallen servicemen and women, and families of those serving and deceased. Suggested hymns for Red, White & Blue - God Bless America; Fourth of July – Star Spangled Banner; Memorial Day – My Country ‘tis of Thee.

**Robes for Choirs:** Nice idea, but where would they be closeted/hung?

### **OLD & NEW BUSINESS**

All of the old and new business was tabled until our next meeting because of time constraints, except for the following:

Father Tomek expressed his gratitude and applauded Tom Kott for his exceptional work in designing, engineering, and building our new beautiful baptismal font.

Request to have font uncovered some Sunday for parishioners to view the marble interior. Also, it is necessary for us to know how to clean and care for the marble.

**Divine Mercy:** Discussion about the poor attendance at the 4 PM mass and about how to reach and teach people about this important liturgical event.

### **MEETING DATES**

Thursday, June 23, 2011 6:30 PM

Thursday, Sept. 8, 2011 6:30 PM

Meeting closed at 7:15 PM with prayer.

Respectfully submitted,  
Mary Kot, Secretary



**STEWARDSHIP COMMISSION MEETING  
TUESDAY, MAY 10, 2011 - 7:00 PM**

Members: (Present: in Bold)

**Father Tomek**  
Laura Carlin  
**Robb Gafa**  
**Stan Sommers**

Chris Ameal  
Jim Charbonneau  
Keith Gregoire  
**Jeff Wooten**

**Theresa Austin**  
Katie Cyr  
**Betsy Knapp**  
**Jean Corbat**

**MINUTES**

**1. Approval of Minutes.**

April 12, 2011 Minutes approved.

**2. Committee Updates:**

- a. Budget. Budget is complete. Theresa will circulate a recap to members for review and approval at our next meeting and forwarding to Parish Council for approval.
- b. Marketing. Not in attendance, no report given
- c. Buildings and Facilities. Jeff Wooten reported:
  - Installation of touch free faucets in School should be completed this week;
  - Gym walls continue to be monitored. Walls appear to be stable and if that continues painting may be completed in late summer;
  - Sacristy and altar server room windows in the Church will be replaced;
  - Looking into ideas for school doors;
  - Discussed Property Condition Evaluation Report prepared by AKT Peerless;
- d. CSA. Father Tomek and Betsy Knapp reported:
  - 2010 goal met;
  - 2011 letters out;
- e. Church Support. Rob Gafa reported:
  - Festival of Ministries:
    1. Considering a children's program;



2. Would like to add more members;
    3. Name change requested;
    4. Feast celebration for 2011
  - Chicken BBQ scheduled for June has been rescheduled for September 17, 2011. More information to follow;
  - f. Fund Raising Committee. Jim Charbonneau reported:
    - Committee will be meeting with various fund raising committees;
    - The May Poker Night is ready; plenty of volunteers;
    - Tastefest will be 2<sup>nd</sup> Saturday in October;
  - g. IT Support. Not in attendance, no report given.
3. Discussions by Members:
- a. Poker Nights. Stan Sommers addressed the committee regarding the upcoming poker nights. Stan felt that the Parish should not use poker nights as money-making events. The issue was discussed in detail by members. It was the consensus of the committee that although gambling could have a negative effect on some attendees, it is a charity event which the attendees fully understand. The currently scheduled poker nights will be held but the issue may be revisited in the future. Stan was thanked for bringing this issue to the committee as it was the proper forum for discussion.
  - b. Inactive Parishioners. Members discussed various ideas regarding notice to inactive parishioners. Father Tomek recommended that a policy be set up concerning this issue.
  - c. Cemetery Culvert. One of the cemetery culverts collapsed and was temporarily fixed by the Township and County. Stan explained what happened and that the County Drain Commissioner and Road Commission arranged for the culvert to be flipped and reinserted for temporary use. It is expected that the culvert will be replaced during the Church Road drain reconstruction which should begin this fall. Father Tomek was disappointed that he was not advised of the problem by either the township or county and that he was not included in the process.
4. Members and Officers. The committee will discuss membership and officers at its next meeting.
5. Next Meeting: **Tuesday, June 14, 2011 at 7:00 p.m.**

## **Blue Water Vicariate Pastoral Council – May 11, 2011**

Meeting was held at Holy Family Parish, Memphis.

Fr. Joe discussed that at our next meeting we need to nail down a budget for the fall. Some things will be cut.

The youth had a very successful help project.

A request was made from The Gabriel Project to pass the word and link to its new web site. It is currently a joint effort between St. Mary Queen of Creation and Immaculate Conception Parishioners to help women with unplanned pregnancies. All are welcome to join. St. Mary has offered storage space for donated items. More information at [GabrielHelp.com](http://GabrielHelp.com)

New officers will be selected at the first meeting in the fall.

Meeting progress with the Together in Faith, Phase II process.

Next VPC meeting June 8, 2011

		CHURCH		CHRISTIAN EDUCATION		ELEMENTARY SCHOOL	TOTAL PARISH
	Line	Amount	Line	Amount	Line	Amount	Amount
OPERATING RECEIPTS	27	\$ 770,000	9	\$ 27,410	17	\$ 806,777	\$ 1,604,187
LESS:							
OPERATING EXPENSES							
ADMINISTRATION	38	230,758	22	89,323	34	138,109	458,190
WORSHIP	47	87,293					87,293
CHRISTIAN SERVICE	56	740					740
INSTRUCTIONAL			32	10,850	45	583,718	594,568
TRANSPORTATION SERVICES					51	-	-
FOOD SERVICE PROGRAM					59	3,875	3,875
ATHLETIC PROGRAM					68	12,250	12,250
MUSIC PROGRAM					76	1,000	1,000
PUBLICATIONS					80	-	-
CHRISTIAN EDUCATION PROGRAMS			37	17,945			17,945
PLANT OPERATION & MAINTENANCE	67	111,709	52	4,450	93	122,162	238,321
OTHER EXPENSES	74	130,920					130,920
TOTAL OPERATING EXPENSES	75	\$ 561,420	53	\$ 122,568	94	\$ 861,114	\$ 1,545,102
OPERATING PROFIT (LOSS)		\$ 208,580		\$ (95,158)		\$ (54,337)	\$ 59,085
ADD/ (DEDUCT):							
NET DAYCARE PROFIT (LOSS)					18	-	-
NET LATCHKEY PROFIT (LOSS)					18	2,615	2,615
SUB-TOTAL						\$ (51,722)	\$ 61,700
ADD:							
NON-OPERATING RECEIPTS	19	-	11	-	21	-	-
UNSAID MASSES	26	-					-
PREPAID TUITION					23	-	-
NET NON-CHURCH RECEIPTS(EXPENSES)	24	-					-
SUB-TOTAL		\$ 208,580		\$ (95,158)		\$ (51,722)	\$ 61,700
LESS:							
DEBT REPAYMENT PRINCIPAL	76	( - )					( - )
FUNDS TRANSFERRED TO SAVINGS	78	( - )					( - )
ENDOWMENT FOUNDATION DEP	79	( - )					( - )
CAPITAL EXPENDITURES	91	61,700	61	( - )	105	( - )	61,700
NET INCREASE(DECREASE) IN CASH BALANCE		\$ 146,880		\$ (95,158)		\$ (51,722)	-
PROJECTED BEGINNING CASH BALANCE, JULY 1							-
PROJECTED ENDING CASH BALANCE, JUNE 30							\$ -
LESS: PREPAID TUITION						-	
NET CHURCH SUBSIDY					(A)	\$ (51,722)	
% CHURCH SUBSIDY 40% LIMIT FOR ONE SCHOOL						6.7%	
55% LIMIT FOR TWO SCHOOL							
(A) +Line 12, Column D =__%)							

[illegible]