



IMMACULATE CONCEPTION PARISH COUNCIL MINUTES

March 1, 2011

The meeting opened at 7:05 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)			

Minutes from the February, 2011 meeting were approved with the following changes:
Stewardship Report – Fifth bullet point corrected to read - *Installing hot and cold water sinks in select lower el restrooms. Currently they have only cold water.*

Formation Topic: Lent is approaching and Fr. Tomek discussed opportunities for spiritual growth and participation in Lenten activities. Specific focus on Second Sunday of Easter and the Chaplet of Divine Mercy. Prayer cards were handed out.

Youth Ministry Report: No report received – update given by Sarah Cornwell.

- SHINE Spaghetti Dinner was a huge success. Over 250 tickets were sold, well over last years numbers. Gross profit of \$2,928 with approximately \$300 in expenses.
- Bake Off is coming up. Looking for desserts to sell. Prizes will be given. Budgeting \$1,000 for this fund-raiser.
- Participating in the 30-Hour Famine again this year.

School Advisory Report: No meeting since last council meeting.

Christian Service Report: Report received and attached.

Christian Worship Report: Report received and attached.

Christian Formation Report: No report received or given.

Stewardship Report: No meeting since last council meeting.



- Question about correction of previous meeting minutes. The issue was addressed at subsequent meetings and the correction appears in the following months minutes.
- A request was made to change previous meeting minutes based on consensus. Approved minutes cannot be changed so the request was denied.
- It was confirmed that the new Ambassador Program will fall under Christian Service.

Blue Water Vicariate Report: No meeting since last council meeting.

Old Business:

- Festival of Ministries:
 - The sign-up sheet to represent Parish Council at the Festival of Ministries was passed around.
- Ambassador Program:
 - Sue Share from the Ambassador Program will be attending the next PTC meeting.
- New Council Member Orientation: (Tabled at last meeting)
 - Looking to include Commission Representatives into the process of orientation.
 - Creating an Evaluation Survey for the Parish Council Orientation.
 - Fr. Tomek mentioned he may want to conduct the Parish Council Orientation or a “workshop” twice a year. More information to follow.

New Business:

- Parish Council New Member Selection/Election. New wording will be as follows:

Nominations must be received no later than the first Sunday of April and a complete listing of the individuals nominated will be in the weekly bulletin by April 30th. The selection can take place on any designated Sunday in May as determined by the Pastor. Depending on how many Parish Pastoral Council members are needed for the year, with the help of The Holy Spirit, one should be drawn at each mass to cover the seats available.

- We will be replacing three members of the Parish Council who are at the end of their terms.
- Proposing a new Parish Pastoral Council Nomination Application for those parishioners looking to serve on Parish Council. A proposed form was handed out and suggestions/recommendations on the form should be e-mailed to Andrea by Friday, March 4th at the latest.
- Once the form is finalized it will be available in the Parish Office and on the parish web site.

Pastor's Report:

- Fr. Tomek stated that the new baptismal font should be ready for Easter Vigil this year. He passed around a couple of photographs of the work in progress on the baptismal font for the council to review.
- The budget is being worked on and is coming along. It will incorporate reallocation to the cemetery fund and the debt for the gym and parish hall.



- Cabinets in the Parish Office have been installed. This completes the work.
- Work is being done on the Lenten tri-fold with all of the opportunities available throughout the parish during Lent.
- Fr. Tomek encouraged participation of the Parish Council members in activities that are available during Lent. He suggested that if possible we attend the Daily Mass, Stations of the Cross, or the Vicariate wide Reconciliation Services that are being offered.
- AOD Capital Campaign will begin in September 2012.
- We will be hearing more about the Together in Faith Phase II in the coming months from the 5 representatives from our parish who are representing us in this process.

The meeting closed with a prayer 8:15 PM.

The next meeting will be April 5, 2011 at 7:00 PM in the Parish Hall.

Minutes respectfully submitted by Amy O'Gara.

IMMACULATE CONCEPTION PARISH COUNCIL
CHRISTIAN SERVICE COMMISSION REPORT
FEBRUARY 15, 2011 MEETING

OPENED WITH OUR PRAYER

WE HAD 8 MEMBERS PRESENT – JOANN AUGUSTINE, KATHY WEISENBERGER, SHARON NEFF,
CAROL SACCO, KARILYN FEHLMAN, BERNICE NUYTS, CATHY FURTAH, EVELYN
KOLODZIEICZAK

APPROVAL OF JANUARY 11, 2011 MINUTES – MOTION BY SHARON, SECOND BY CAROL

DEL HASKIN REPORT – NO REPORT THIS MONTH

ROSARY MAKERS – WILL MEET AFTER 10 MASS THIS SUNDAY – KATHY DOES REPAIR ROSARIES

FUNERAL LUNCH REPORT – ONE FUNERAL LUNCH SINCE LAST MEETING

COPE (CHRISTIAN OUTREACH PROGRAM ENDEAVOR) – STILL TAKING MAN TO DIALYSIS TWICE
A WEEK ALSO TWO OTHER PEOPLE TAKEN TO APPOINTMENTS – ALSO ADDED TWO DRIVERS
THEY WILL TAKE “PROTECTING GOD’S CHILDREN” PROGRAM

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

COFFEE/DONUT SUNDAY – FEB. 20TH – EVELYN, KATHY, BERNICE, CATHY CAN HELP

COLLECTING DONATIONS FOR SOLDIERS OVERSEAS – CAROL SACCO REPORT – MICHIGAN
MILITARY MOMS NEED DONATIONS TO PAY FOR SHIPPING PACKAGES – WE WILL ASK
I.C. PARISHIONERS TO MAKE DONATIONS TO PAY FOR SHIPPING – WE ARE ALSO ASKING
FOR ADDRESSES OF SOLDIERS IN I.C. PARISH SO WE CAN SHIP SPECIAL PACKAGES
DIRECTLY TO THEM. THIS WILL HAPPEN MARCH 27TH THROUGH APRIL 17TH - ITEMS
WILL BE PACKAGED MAY 1ST AND SENT IN TIME FOR ARMED FORCES DAY, MAY 21ST

NEW BUSINESS:

ST. JOSEPH LAYETTE – WILL START SUN., MARCH 6TH THROUGH MARCH 20TH – JOAN WILL PUT
AN ARTICLE IN PAPER WEEKEND BEFORE – SORTING DATE WED., MARCH 30TH – 9 AM

FESTIVAL OF MINISTRIES – WEEKEND OF MARCH 19TH-20TH AFTER ALL MASSES. SHARON, CAROL,
EVELYN, KATHY, BERNICE, KARILYN WILL HELP – BARB BLAZ WILL REP. HANDCRAFTERS,
KATHY BECKER WILL REP. ROSARY MAKERS

BLOOD DRIVE – SUN., APRIL 3RD, 8 AM TO 2 PM - KARILYN WILL NOT BE AVAILABLE THIS YEAR –
LISA DIMAGGIO HAS OFFERED TO RUN THE PROGRAM – WALK-INS WELCOME BUT
RECOMMEND MAKING AN APPOINTMENT SO YOU DON’T HAVE TO WAIT

AMBASSADOR PROGRAM – PROGRAM PROPOSED BY FATHER AND PARISH COUNCIL TO WELCOME
NEW PARISHIONERS TO I.C. – SUE SHARE IS WORKING ON THIS PROGRAM AND WILL LET
US KNOW WHEN SHE HAS A PLAN

OTHER – READ THANK YOU NOTES FROM ST. JOHN LUTHERAN AND TRINITY METHODIST

NEXT MEETING – TUESDAY, APRIL 5TH

NEXT COFFEE/DONUTS – SUNDAY, MARCH 13TH

CLOSED WITH A PRAYER

WORSHIP COMMISSION MINUTES

February 17, 2011

Meeting opened at 6:35 PM with prayer.

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

Motion by Sandy Kott to approve minutes of January 13, 2011, supported by Pat Austin, motion carried with one note: The throat blessings of school children 2/3/11 was held in the church, not in the school as previously planned.

Change in agenda to allow Tom Kott to present pictures of progress on baptismal font, consensus of commission to continue the course toward completion. IC will ask Archbishop Allen Vigneron to officially dedicate the font, hopefully around Eastertime, inscriptions will be placed on the cabinet recognizing donors of time, talent, and treasures.

REPORTS & UPDATES

- a. Music:** We now have a full complement of eleven (11) bell ringers in the Bell Choir. All choirs working hard preparing for Lent and Easter.
- b. Art & Environment:** Carole reported she and Jeff Wooten are researching the proper use of flowers and materials for the Lenten and Easter seasons using the guidelines in the source book. Suggestion to put article in Spotlight prior to each season as to what is being planned.
Holy water to remain in receptacles during Lent, to be dry during Triduum.
- c. Liturgical Ministries:** On January 29th practice was held for altar servers at 10 AM, sacristans at 12 noon. Handbook is being prepared by Ed Ross for sacristans. The sacristy to be cleaned and organized by sacristans and Fr. Tomek sometime in March. Phone numbers of sacristans will no longer be posted in the sacristy. We have a need for someone to launder albs as the present laundress is stepping down.
- d. Sacristans:** A check-off list of sacristans' duties was given to Fr. Tomek to finalize.
- e. Ushers:** Pictures of jackets were provided by Robb Gafa, passed around for our opinion on selection, price about \$50, plus logo. Maroon color selected by ushers. Would like the parish and ushers to go 50/50 on cost. Mike said the ushers are becoming structured and they will have guidelines.
There was a question and some discussion about a cry room.
- f. Altar Cloths & Linens:** No report.
- g. Loving Hands:** The altar railings in the church were painted by this group on 2/7, more projects are being planned. Sandy requested that the ushers and sacristans assist in picking up after masses to keep the church as presentable as possible in-between the designated cleaning times of the custodians and Loving

Hands. Issue of "lost and found" boxes was discussed, we have two, only need one, and where should it be kept?

UPCOMING LITURGICAL EVENTS

3/9 Ash Wednesday: Scripture services at 7 & 11 AM, masses at 9 AM with children, and 7 PM, all with distribution of ashes. Ashes will be available all day in church.

Stations of Cross: Fridays of Lent 7 PM

School children to come to Stations of Cross on First Friday.

Eucharistic Adoration: Fridays of Lent 6-6:30 PM

4/2 First Friday, After 8:30 AM mass until 6:30 PM

Benediction at 6:30 PM each Friday of Lent

3/19 St. Joseph feast day. 9 AM mass.

Reconciliation schedule: 3/28 Faith Formation

3/29 School children

3/31 First Communion children

IC Wednesdays & Thursdays, after morning mass; Saturdays 3 PM

On Vicariate Level: 4/2 Saturday, 1 PM, Holy Cross, Marine City

4/6 Wednesday, 7 PM, St. Mary, Pt. Huron

4/13 Wednesday, 7 PM, St. Mary, New Baltimore

4/17 Palm Sunday: 10 AM mass, procession.

Bring old palms to church one week before Ash Wednesday.

Order more palms than last year.

Holy Thursday: Chrism mass at Blessed Sacrament Cathedral. All are welcome.

Morning prayer 9 AM, Liturgy 7 PM. Adoration until 11 PM with night prayer.

Good Friday: 9:00 AM Morning Prayer.

12:15 PM Stations of Cross

1:30 PM Liturgy of Good Friday

No fish fry on Good Friday

No Stations at 7 PM

Practice for children: Holy Thursday 4:30 PM

Good Friday 9:30 AM

Holy Saturday 9:30 or 10 AM

Holy Saturday: Two (2) Blessings of food: After morning prayer and at 4 PM

Easter Vigil 9:00 PM, according to the calendar (darkness)

Easter Sunday: Masses at 8, 10, and 12 noon

Medieval Mass: 3/12 or 3/19, 4:30 Mass. Definite date to be determined.

BAPTISMAL GUIDELINES

Final draft to be prepared.

FESTIVAL OF MINISTRIES

Altar cloths and linens to be added to list of ministries for the festival. Carole advised how the festival is shaping up, booklets being prepared, 71 ministries being represented so far.

NEW BUSINESS

Prayerful participation at mass discussion tabled until next meeting.

Participation in Eucharistic Adoration was discussed as to how to reach people to come to this beautiful expression of faith and devotion.

NEW ROMAN MISSAL

Members present prayed the new Nicene Creed.

ITEMS FOR FUTURE AGENDA

Piano in church.

Holder for Book

Stand for Sacred Scriptures

Ideas on rejuvenating the confessionals.

Cross on church property, visible from M-29, regarding abortion.

Next meeting date: April 7, 2011.

Meeting closed at 8:55 PM with prayer.

Respectfully submitted,
Mary Kot

MEMBERS-AT-LARGE MEMBERSHIP PROCESS

The Parish Pastoral Council is the leadership body of the Parish and should have members who will speak for all the people in the Parish. Any registered member of the Parish who is 18 years or older and is a non-staff member is eligible to become a member of the Parish Pastoral Council. Any person who is a spouse, parent, child or sibling of a current Parish Pastoral Council Member is not eligible for the membership process until the current member has completed their term or chooses to resign from the Parish Pastoral Council.

There are two basic forms of choosing members that are recommended by the Archdiocese with various modifications in local situations:

- 1) Election-A familiar and practical process which mirrors that political model of nomination and Parish wide ballot.
- 2) Selection-Within the context of prayer, a Scripture service, or Eucharistic liturgy and reflection, names (of those willing to serve) are drawn by lot to fill the vacant seats of the Parish Pastoral Council

The “Selection” process is commonly used in this Parish for establishing membership on the Parish Pastoral Council because it allows for the Holy Spirit to choose the leaders of the church. The selection process provides the best distribution of members and affords all interest parties and equal opportunity. The “selection” procedure includes the following elements:

- 1) Nomination- A period of time is established for nomination of potential candidates. Nominations can be made by any parishioner eligible for a seat. Parishioners are asked to suggest names of fellow parishioners they feel are particularly well suited to serve as a Parish Pastoral Council member. Parishioners may also nominate themselves.
- 2) Invitation- Those nominated for selection are invited, usually by Parish Pastoral Council Members to consider being candidates for the vacant seats.
- 3) Prayer- The Parish is informed that the nomination process has been completed and invited to pray for the guidance as those nominated are considering membership. Appropriate petitions in the General Intercessions at weekend Masses should be included during this time.
- 4) Selection- An appropriate public setting is determined for the selection procedure. In the context of public prayer, the communion is invited to invoke the guidance of the Holy Spirit in calling these parishioners to positions of leadership in the Parish. Following the prayer, the Pastor draws the appropriate number of names from a container to select those who are called to serve.

Each year there will be at least three vacancies on the Parish Pastoral Council. In order to find those willing to serve, a notice should be put in the bulletin three weeks before the date of the selection process for Parish Pastoral Council. Nomination forms will be available prior to the selection and submitted through the Parish office along with a letter to the Pastor stating why the candidate is qualified to serve on the Parish Pastoral Council. Any member of the Parish can

nominate himself or be nominated by someone in the Parish to be on the Parish Pastoral Council.

Prior to the selection process, the selected nominees are asked to participate in one or more "orientation" sessions to enable them to understand the role they are being nominated for. Only then do they need to declare whether they are willing to be considered a candidate for selections. They are asked to prayerfully consider whether they are being called to this position of Parish leadership. In the event that there are not enough Parish members nominated to Parish Pastoral Council, nominations will be made by members of the current Parish Pastoral Council to the Pastor. All nominations should be contacted to see if they are willing to serve as a Parish Pastoral Council member.

Nominations must be received no later than March 31st and a complete listing of the individual nominated will be in the weekly bulletin before April 30th. The selection can take place on any designated Sunday in May as determined by the Pastor. Depending on how many Parish Pastoral Council members are needed for the year, with the help of The Holy Spirit, one should be drawn at each mass to cover the seats available.

The Commission Members and Youth Group Member should be chosen from its own membership, as a person to speak for the Commission as a member of the Parish Pastoral Council. The Vicariate Pastoral Council member is done on a volunteer basis and an announcement will be made at all masses and in the Parish bulletin if there is a need for this position to be filled.