



IMMACULATE CONCEPTION PARISH COUNCIL MINUTES
May 3, 2011

The meeting opened at 7:10 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
Michael Vigneron (Shine)	X		

Minutes from the April 2011 meeting were approved without changes.

Formation Topic: Ecclesia de Eucharistia – discussion and handout.

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

- Shine has 4 new lectors and 3 new Eucharistic Ministers
- Good interest from the 8th graders.
- May 15th is the next meeting. Current 8th graders will be eligible to attend, as they will have received Confirmation prior to next meeting.
- Spaghetti Dinner scheduled for May 13th. Requesting donations for baskets, desserts, etc.
- Adopt a Pilgrim program will begin next week and run for 4 weeks.

School Advisory Report: Report received and attached.

- Discussion on Service Credit Hours. Program will be reviewed and improved each year.

Christian Service Report: Report received and attached.

- Requesting donations for the May 8th reception. K of C will be assisting as it is Mother's Day, so the mom's don't have to work.

Christian Worship Report: Report received and attached.

- Review of Easter services.
- Loving Hands had a good response
- Divine Mercy Sunday coming up.



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

Stewardship Report: Report received and attached.

- Question on how they are filling the Poker Room slots. No representative from Stewardship available to answer.

Blue Water Vicariate Report: No regular Vicariate Pastoral Council report, Together in Faith Phase II process reported on by Diane Vigneron.

- Discussion on how the process is going. The process is progressing. A lot of work ahead.
- Will ask for a representative from the parish side of the process to report to council.

Old Business:

- Parish Council New Member Orientation slide show approved.
- Charity Poker – Looking for updated list of workers for the State of Michigan.

New Business:

- Will hold selection for new Parish Council members soon.
- Education Commission should be in place for next Parish Council session. SAC should no longer need to send a representative to Parish Council as they fall under the Education Commission.
- Shine will still attend Parish Council.
- Last meeting will include a Pot Luck Dinner, e-mail Joyce with what you are bringing.

Pastor's Report:

- Easter Masses were full. Short discussion on options for handling overflow. More information to follow.
- Older organ will be moved to the Parish Hall.
- Baptismal Font will be installed Saturday.
- We met our CSA goal for 2010 just before Easter. First time in a long time.
- Looks like we will meet the collection budget.
- The new budget is finalized.
- School enrollment is good.
- Need two volunteers from Parish Council to run the New Member Orientation.

The meeting closed with a prayer 9:07 PM.

The next meeting will be June 7, 2011 at 7:00 PM in the Parish Hall followed by end of year pot luck dinner.

Minutes respectfully submitted by Amy O'Gara.

IC School Advisory Minutes Meeting of April 19, 2011

Attendees: Kathy Steele, Diane Vigneron, Anne Malik, Sean Stawiasz, Mary Ann Bragan, Susan Mattina, Daniel Wehby.

Absent: Christine Gabryel, Kelly Lovati, Heather Morrison

Minutes: The February minutes were read and approved.

Tuition Increase: The budget committee approved a \$200 increase for single tuition for the 2011 – 2012 school year. The rate for a 2nd child will be 82%, a 3rd child will be 64% and a 4th child will be 58%. The bulk of the increase will go towards bringing the staff salaries up to Archdiocesan scale. Last year our salary scale had gone under the recommended scale because the Archdiocese sent out their recommendation after our budget had already been set. AOD had upped the pay for a master's degree. A master's degree is important for accreditation and Blue Water Vicariate subsidy. The remaining increase will go toward the Accelerated Math program, which will now be throughout the building, and for teacher training of the new on-line version of this program.

Alumni survey - The alumni survey was not sent out in February due to Mrs. Steele's family emergency. SAC decided that the survey should still be sent out this spring. Those who complete and return the survey by a certain date will be put into a drawing for a prize. I-Tune gift cards were discussed as a possible prize..

Service credit hours – Mrs. Steele explained the revised service credit program. Advisory members felt that the people who can be approved to work for credit should be expanded. Members would also like to see the ability to work hours other than festival weekend due to other commitments. A concern was raised over receiving no credit if less than 24 hours were worked. Would a person who could only work 20 festival hours and not the required 24 decide to then not work any hours? It was also noted that the way the plan is set up, if you work 25 hours you will actually only get \$31.25 off of your tuition. Mrs. Steele will take the comments and concerns back to the service credit committee.

Together in Faith report: Diane Vigneron explained the purpose of Together in Faith Phase II. She reported on the questions the group had discussed at their March meeting regarding the data concerning housing, jobs and population trends and what it might mean for Catholic schools. She reported that Ira Township is expected to grow in jobs and population, which should have a positive effect on I.C. It was also noted that the Together in Faith committee is analyzing data from the 2000 census, which was before the current economic downturn, so the projections stated in the data might not be accurate. Detailed

information about Together in Faith Phase II and all the external data that the committee is reviewing is available for download on the AOD website under the Together in Faith link.

Italian class - The class is funded through a NOI foundation grant, not the Italian consulate.

Building inspection - Mrs. Steele reported on the Archdiocesan inspection of the school building. This inspection was completed as part of the Phase Two Together in Faith study of healthy schools. There were a few areas that need improvement, most notably the front doors. The inspection report is also available on the AOD website under the Together in Faith link.

Endowment fund and Strategic Long Term Planning- Daniel Wehby questioned why we are not moving forward with a Strategic Long Term Plan and stated the need for an endowment fund so that when repairs are needed, money is available. Sean Stawiasz concurred. Diane Vigneron and Sue Mattina stated that there currently is a Long Term Strategic Planning committee and that both of their husbands are members. Sue's husband, Jim, is researching endowments. We will ask that committee if it is possible for the school to have its own endowment fund and if SAC can get that started. Most pressing is the need to establish a database with alumni information so that if something is needed, we have a list to work from as to who might be able to provide it. Mrs. Steele would like to work with marketing to get that started.

Agenda items for next time:

- PTC full report
- Review of term limits

Submitted by: Diane Vigneron

WORSHIP COMMISSION MINUTES

April 7, 2011

Meeting opened at 6:35 PM with prayer.

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

Motion by Jeff Wooten to approve minutes of February 17, 2011, supported by Ed Ross, motion carried.

REPORTS & UPDATES

- a. **Music:** No report
- b. **Art & Environment:** Jeff described how the altar, sanctuary, and church would be prepared and decorated for Palm Sunday, Holy Week and Easter. Red drapery and palm fans for Palm Sunday, returning to purple on Monday of Holy Week until after Holy Thursday morning prayer, white for Holy Thursday liturgy, altar prepared for reposal in parish hall. Crucifix on altar covered with red drape on Good Friday, altar uncovered except for corporal. Palms for distribution on Palm Sunday were already ordered. Church decorating for Easter to begin after the 9:30 AM food blessing.
- c. **Liturgical Ministries:** No major activity since last meeting, no report.
- d. **Sacristans:** Rule booklet is ready, Ed wants to take pictures to incorporate into the guidelines. For Holy Saturday Vigil, 500 candles with holders have been ordered, sample shown.
- e. **Ushers:** Jackets are being ordered. Suggestion that lectors and ushers could act as greeters and arrive 15 minutes before mass begins, the ushers should be more prayerful during mass and the group be more structured.
- f. **Altar Linens:** No report.
- g. **Loving Hands:** We have a good dedicated crew, several people were recruited during the Festival of Ministries. Discussed getting bids on professional dusting (for high areas, statues, etc) and church interior painting.

UPCOMING LITURGICAL EVENTS

4/10, Sunday Third Scrutiny, RCIA

4/12, Tuesday 11 AM and 1 PM, School reconciliation

4/13, Wednesday, Adult reconciliation, St. Mary's, New Baltimore, 7 PM

Palm Sunday: Procession at 10 AM, weather permitting, palms blessed at each mass.

Holy Week: Monday evening mass, 7 PM, with Faith Formation.

Morning Prayer, 9 AM, Holy Thursday, Good Friday, Holy Saturday

Holy Thursday, 7 PM, Liturgy of the Lord's Supper, reposal of the Holy Eucharist in parish hall until 11 PM at time of closing prayer.

Good Friday: 12:15 PM Stations of Cross, 1:30 Liturgy

Holy Saturday: 9 PM, Easter Vigil

Easter Sunday: Masses at 8, 10, 12.

5/1, Divine Mercy Sunday: Regular schedule of masses. 2 PM Adoration of Blessed Sacrament, 3 PM Chaplet, 3:30 Benediction, 4 PM Liturgy.

5/4, Wednesday, Confirmation, 6:30 PM, Fr. Tim Hogan will administer sacrament.

5/7, Saturday, 9:30 & 11:30 AM, First Holy Communion

5/8, Sunday, May Crowning, after 10 AM mass

OLD BUSINESS

Baptismal Font: No date yet from Archbishop Vigneron for dedication of font.

Baptismal Guidelines: Tabled until next meeting.

NEW BUSINESS

Prayerful participation at mass: People are lax, gum chewing. Suggestion to re-teach when the New Roman Missal comes out.

Piano in church: Tabled.

Holder for Book: Thanks to Tom Kott for a beautiful job of painting and restoring.

Stand for Sacred Scriptures: Discussion about where it should be placed. Put under Old Business for next meeting

Ideas on rejuvenating the confessionals: Soundproof material could be used.

Cross on church property regarding abortion: No discussion.

Cell phones in church: Discussion. Lectors could give greeting from ambo and remind people to turn off electronic devices. Deacon Ken will prepare something for Father to review to be started April 17th.

NEW ROMAN MISSAL

Tabled until after the meeting with other priests on May 23.

MEETING DATES

Thursday, May 12, 6:30 PM

Thursday, Sept. 8, 6:30 PM

Meeting closed at 8:45 PM with prayer.

Respectfully submitted,
Mary Kot

Budget – have met with Mrs. Steele, budgeting 190 students (current enrollment). Next meeting is next Tuesday. Father stated that the budget looked pretty good thus far.

Buildings and Facilities – No Report

CSA – Second letter went out last weekend in March. Father stated we got a good response from it. The 28th or 29th, the letter will go out for the 2011-2012 CSA campaign. The CSA appeal will be May 1st. The letters will go out early May. Marketing to help with labels.

There was a brief discussion about the Festival of Ministries and who was responsible for calling/contacting the people who signed up. Father stated that the chair for the FOM was out of town and that questions should be directed to her (Carol Gafa) after she returns.

Father – last month we were \$10,000 short, after this past Sunday, we are now only \$1204.60.

Father said that he received the letter already from downtown for the CSA. This year we were assessed \$68,285 and this coming year is \$68,786.

IT – Keith commented that the 24/7 website that Amy O’Gara put together worked well.

Marketing – the Festival of Ministry books were a bit more expensive than expected but they were very nice. The fish fry banner was re-done as well. Marketing is working with Father on developing a signage policy as to how many can go up, for how long, where, etc..

There was recently an issue with the sample jackets that they had made for the Ushers that the bottom of the logo was cut off. This eluded to the fact that better handling and policies with the logo need to be addressed. Father asked if we could trademark the logo. Marketing said they would follow up with Mrs. Steele.

Marketing is meeting on Tuesday to discuss website formatting and design. They will work with Amy O’Gara on this.

Marketing will schedule a meeting with Mrs. Steel to discuss future events.

Marketing is working on a plan for Pastoral Council that was due for April.

Working with Perch Festival for their needs in addition to having IC Wearables for sale at the festival along with online ordering.

Marketing notes attached.

Retention Policy RE: Stewardship Reports and Minutes – Pastoral council has asked that they can post the report in their “Unapproved” status and then repost them once Stewardship approves them.

Other General Policies:

- Kitchen Use Policy
- Gym Use Policy
- M-29 Banner Policy

Father stated that we should create sub-committees to discuss and form the policies and then bring them back to Stewardship for approval. Or possibly create one “Policy Sub Committee” that could handle all policies.

PTC Poker Events – report attached –
Poker Breakdown

-Currently scheduled May 19-22.

-Times are set as 9:30 am – 6:30 pm th-sat, 12:30 pm – close on sun (I am trying to change times, we want the bigger money times)

-we are going to try and gather volunteers internally prior to posting in Church bulletin

-Estimated \$4000 in gains

New Business:

- Inactive Parishioners – this has not yet been resolved. Father wants to get this on the agenda for the next meeting and asked that Stewardship consider this and bring comments to the next meeting.
- Laura Carlin brought a copy of some notes of how a neighboring parish handled this.
- Father re-iterated the sensitivity of writing a “letter” to inactive parishioners and that it may not be well received. For instance, a family may provide in school events, but they need to participate in parish events as well. Including having them make an effort to attend mass regularly and participate in the sacraments.
- At least 50% of our current Parish Registered Families are not active. This wastes money for mailings, it raises our CSA and follows over in to other areas.

Updates by Father Tomek – The updates are above.

Assignments – For everyone to prayerfully consider how we can address inactive parishioners and identify, reach out and hopefully retain them.



WELCOME New Member Orientation Parish Pastoral Council

Immaculate Conception Catholic Parish



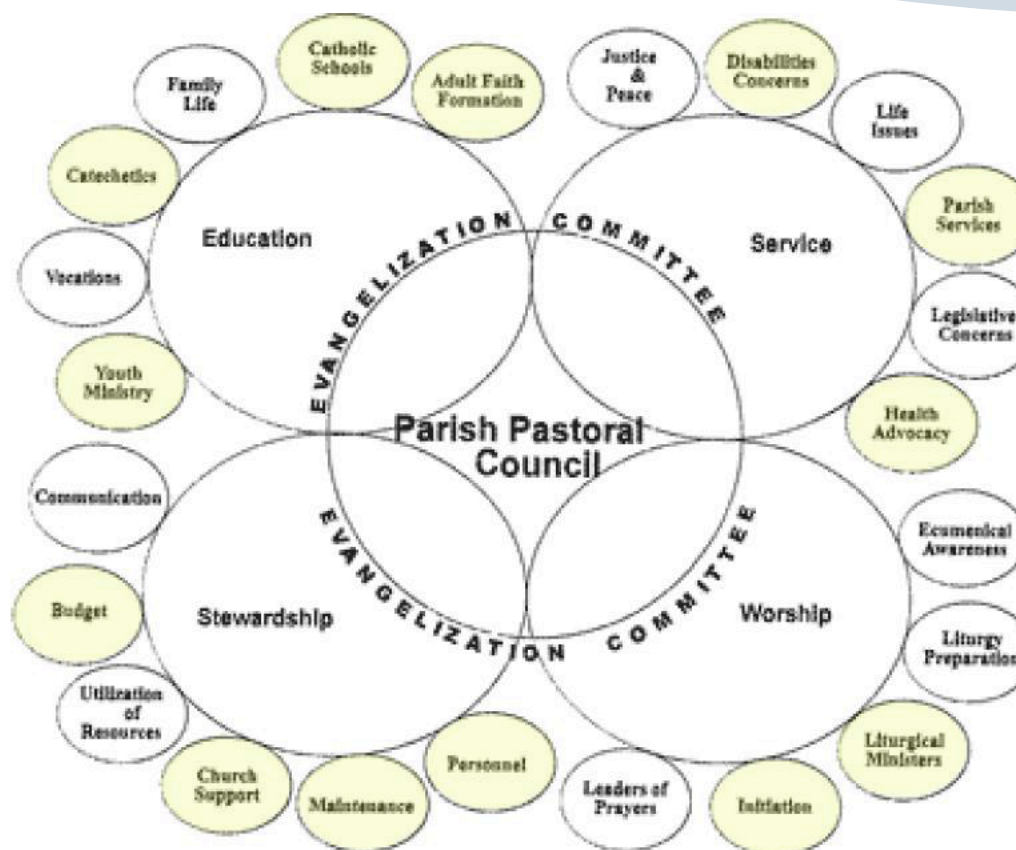


Parish Mission Statement

Immaculate Conception parish is a vital part of the Catholic Church's presence in the Anchor Bay area. For over 150 years, we have carried out the mission of the Church by proclaiming the good News of Jesus Christ in Work and Sacrament. Through our Eucharistic worship, we strive to grow in the rich Tradition of our faith.



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.



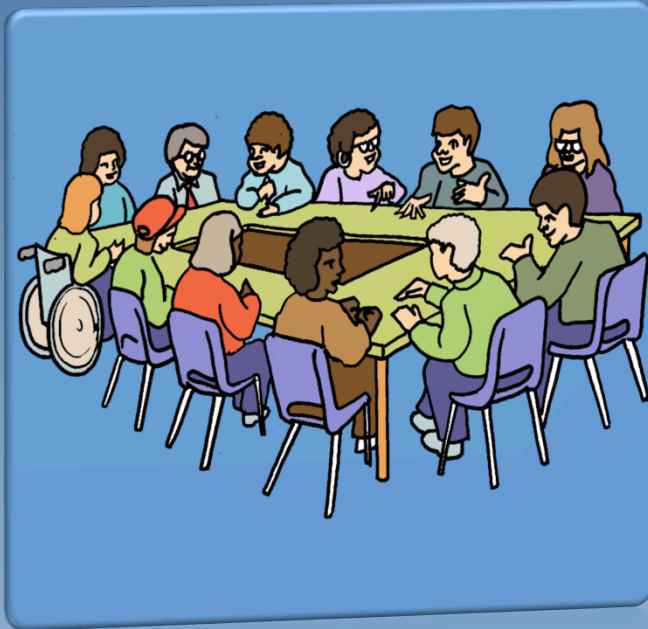
Purpose and function of the Parish Pastoral Council continued...

- “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.