

**IMMACULATE CONCEPTION CATHOLIC COMMUNITY  
PARISH COUNCIL MEETING MINUTES  
October 14, 2008**

The meeting opened at 8:10 p.m. with a prayer.

The minutes from September 9, 2008 were read by the members and accepted by Pat McGrath and Jane Petitpren.

The following members were present: Jane Petitpren, Pam Mertes, Sean Stawiasz, Pat McGrath, Eileen Gretkierewicz, Stanley Sommers, Anthony Jubinski, Lisa DiMaggio, JoAnn Augustine, Susan Share, Deacon Kenneth Nowicki, Janis Cornwell, Father Tomek Maka, Randy Proctor, and Amy O'Gara.

The following members were not present: Theresa Austin and Cathy Furtah.

***SCHOOL ADVISORY REPORT GIVEN BY SEAN STAWIASZ:***

Meeting 10/14/08

**Attendees:** Sean Stawiasz, Fr Tomek, Kathy Steele, Anne Malik, Kelley Lovati, Stan Lisica, Mary Anne Kilgore, Christine Gabryel, Sue Mattina, Diane Vigneron.

**Minutes Author:** Christine Gabryel

**I. Prayer/Minutes**

- a. Review of Sept Minutes. Update made to Survey. Minutes approved.

**II. Old Business**

- a. IC school 2008-2009 Survey- Members reviewed proposed survey and provided suggestions. Next steps- Mrs. Steele to meet with faculty for review.

**III. Continuing School Improvement**

- a. IOWA assessments – new norms. First and second grade have the test read to the students. Third, fifth and seventh grades will be taking the Cogat and Religion sections of the test in addition to the IOWA assessments. The assessments will be ready for pick up 10/21/08 and the results should be available late December. The “new norms” include a more global review of social studies.

Curriculum Mapping was begun last year and is continuing at IC this year as part of the school improvement plan. Mrs. Steele is interested in a writing assessment available for the students. Possibility to assess IC student's internally with a teacher in-service.

- b. Teambuilding-7<sup>th</sup> Camp Tamarack. Positive feedback from all who participated. Letters written by the students posted in the hall. Great teambuilding experience for students!
- c. Marketing-Grade level brochures. Kindergarten brochure and grade level literature is being developed. There is a new school brochure and post card campaign. Each grade level brochure will include highlights for that grade including sacraments, team building events and benchmarks.

Open House tentatively scheduled for 2/8/09 following 10:00 & 12:00 mass. It will be “theme” based and possibly include a pancake breakfast.

- d. School Improvement Plan 08-09. There is a committee of teachers working on the plan which includes curriculum mapping and professional development. The completed document should be available for the Nov SAC meeting.
- e. Misc- Cafeteria update. Lunch tickets are available for a full lunch. Cost is \$27.00 for 10 lunches. Families who qualify for reduced lunches receive the same tickets. Should a child forget their lunch, peanut butter and/or jelly sandwich, Cheerios and or soup is available along with milk or juice. Salad bar is still being researched.

#### IV. **New Business**

- a. PTC report. Entertainment book fundraiser is complete. Sally Foster is the next fundraiser and proceeds will go to each family's book fees. Tastefest has received positive feedback. More than 400 people attended. Kelley will provide a list of vendors that participated to Mrs. Steele to include in future Spotlight.

Directories are at proof and should be available 10/21/08. New directories include family businesses as well as personal contact information.

- b. Meetings
  - i. Change in reporting methods to Parish Council- Groups possibly need more time to meet. First Tuesday of each month Stewardship meets. Second Tuesday of each month Parish Council and SAC meet. Request to have a variety of SAC members present to Parish Council to allow members of both groups to better get to know one another.
  - ii. Dates of future SAC meetings & member reporting to PC:
    1. Nov 11- Diane
    2. Dec 9-Kelley
    3. Jan 13-Stan
    4. Feb 3-Christine
    5. Mar 3-Sean
    6. Apr 7- Anne
    7. May 5-TBD
    8. June 2-TBD

**CHRISTIAN SERVICE REPORT GIVEN BY PAT MCGRATH:** Available in the parish office.

#### **CHRISTIAN WORSHIP REPORT GIVEN BY FATHER TOMEK:**

This committee met September 25<sup>th</sup> for a general meeting. It is reported that the music program is going well. Father Tomek was very pleased with his installation mass and reception. He would like extra care taken of the church for special occasions along with regular cleaning. The heating problem has been solved. Father Tomek plans to add confessions after one of the weekday masses. Extraordinary Ministers of the Eucharist and Lectors will have a training session this month with two days and times available. Adult formation starts soon. Festival of Ministries will be held December 7th. We have a donor for a nativity scene. Special intentions will be limited to "one". There have been problems with the internet in the parish office. It was questioned whether or not we need to hire an IT person. Also, should we connect the school with the parish? This needs to be discussed more.

#### **CHRISTIAN FORMATION REPORT GIVEN BY JANE PETITPREN:**

Jane reports that it has been very busy. Between the two programs, 350 children are enrolled which does not include home-schooled children. This would add on another 30 children.

RCIA – There is a total of 13 signed up with 9 being baptized. Bible study just started with a total of 50 people. There are 2 catechists per grade.

***STEWARDSHIP REPORT GIVEN BY ANTHONY JUBINSKI: October 7, 2008 meeting***

Present: Fr. Tomek Maka, Craig Surprenant, Anthony Jubinski, Pat McGrath, Bob DeBusschere, Theresa Austin, Daisy and Mario Colone, Robert Gafa, Jeff Wooten, Chris Ameel, Carol Johns, Betsy Knapp, Mary Kot.

Meeting opened with prayer at 6:35 PM.

Minutes of September 9, 2008 were reviewed and approved.

Craig made opening remarks about the benefits of the Leadership Conference being held on Saturday next, 10/11/08, at St. Mary's, St. Clair, MI., the cost of which I.C. will pay for anyone from our parish who wishes to attend this informative and worthwhile event.

**PASTOR'S REPORT**

- Fr. Tomek reported that the heating for the office building was approved.
- A fence to contain "Russia", Father's dog, was installed, thanks to Bob DeB who did a great job.
- Mary Ann, housekeeper at the rectory, retired recently, so instead of hiring a replacement for Mary Ann, Fr. Tomek's mother is now in charge of the cooking and cleaning and his father is making repairs to the house, painting and plumbing, among other things. Some of the money saved is going toward food. Fr. Tomek is thinking about doing his own cooking and hiring a cleaning service after his parents leave for home, which he believes will save about 60% on house expenses, cutting the hours of pay from 17 to about 5 per week.
- Anthony Jubinski's Eagle Scouts will clean up the cemetery this Fall for which they will receive recognition.

There were three other issues Fr. Tomek wanted to address: (1) The internet in the office and school gets out of whack sometimes so we need to have that taken care of. (2) Fr. Tomek understands we have a paid service for church cleaning, he would also like to enlist some volunteers from some of the groups here in the parish to assist in keeping our place of worship as clean as possible as he feels that is very important. (3) The PTC is concerned about the issue of giving 6% to the AOD from their fund raisers but they need to understand what the 6% provides for us in the way of insurance, lawyers, and much more and they should have a more positive attitude toward this.

**SUB-COMMITTEE REPORTS**

1. Budget: Has not met.
2. Utilization of Resources: No report.
3. Buildings & Facilities: Jeff presented a report on three bids for the heating unit for the parish office, explaining why Kelly & Sons was selected, that upon demolition of the office building the unit could be either used in the connector to the church and hall or Kelly & Sons would buy it back from us if that scenario did not work out. Motion to accept bid was made and passed.

Regarding fish dinners, Jeff elaborated on his report on the prices of fish for the fish dinners stating that it must be purchased at the right time in order for us to maximize our profits. He presented a bid from Forma-Kool Manufacturing to provide a walk-in freezer, delivered and installed, for total price of \$10,358.10. Jeff and Bob would do the wiring, get commercial shelving, etc., there would be a few hundred dollars of extra expense for these miscellaneous items. There was a discussion about whether all groups

in the parish could use the freezer, how it will be used, it's efficiency, etc. Motion to accept proposal passed, and will be presented to Parish Council at their next meeting. Jim Knapp will help with the freezer shelving.

Jim Knapp sent in a drawing about where to place a St. Vincent de Paul bin on the campus for the purpose of collecting clothing for the needy. Motion to accept the bin and a place for it's home will be determined.

Fr. Tomek said he has been approached by several people about moving the paper containers to another location because of their proximity to the playground and the children playing. Building and Grounds sub-committee to look at this issue and report back to us.

Chris showed a video, report on the festival 2008, which was very well done in beautiful color, showing expenses, profits and losses and explaining the various items. He stated that the fish prepared for the fish dinners for the festival is fresh, not frozen, how we need to cut expenses to produce more profit, our need to recruit for volunteers to work. There was an extensive discussion about the festival and the great product we put out. Craig emphasized that our fund raisers are to be fun, friendly and community building. We have no idea how many people come to the festival, suggestion to have someone take pictures every half hour in an effort to make some sort of determination. Fr. Tomek stated our two big fund raisers, Festival and Tastefest, are wonderful and we don't want them to be competitive events. There was mention of having a committee to make purchases in quantity, paper products, etc., to cut costs, for all groups to use. Chris said he never realized before of how much Jane Petitpren does. Suggestion about having a welcoming committee for Festival and Tastefest, Chris talked about how some booths were actually manned in the past by Father David, Deacon Ken, and Seminarians from Sacred Heart Seminary. Craig wants Chris to know Stewardship is always ready to help!

#### VICARIATE UPDATE

Theresa reported that this month's meeting 10/8/08 would be held at St. Mary's, St. Clair, be an open session at 6:45 PM, that a presentation on Christian participation in stewardship would be made, namely "Called by Christ, Gift by the Spirit". This is an introduction to a study on Christian stewardship which is about 12 weeks in length. Monthly vicariate meetings are usually held at Holy Trinity Parish in Memphis.

#### LONG TERM PLANNING

We will take a brief rest, then try to formulate a new plan on how to tackle our debt. We will invite The Long Term Planning people to make a presentation to our commission at our November meeting.

The Fair will be held on the eve of Immaculate Conception, December 7<sup>th</sup>, Sunday, to which we will invite everyone to come and present their talents, and hopefully recruit some new people to serve on our committees and help with parish needs. This will be a good time to also invite all the new parishioners to come and make new friends. This should develop into an annual event.

Michelle Meldrum is graciously staying on as bookkeeper until the end of December, is writing a job description which will be presented to the AOD and we will attempt to hire a replacement for her.

Rob asked how we man the sub-committees. Fr. Tomek said the Stewardship Commission should not have an "open door" policy so no one comes to the meetings and causes a ruckus. The sub-committees were formed as a result of an analysis of what stewardship is all about. There was discussion about these things, the people asked to serve on the sub-committees should be

hand picked, Fr. Tomek asked us to send him an e-mail in the next two weeks of suggestions of persons qualified and desirable to be placed on same. Fr. Tomek will then appoint a chairperson and have that person put his sub-committee together.

Jeff and Bob will work on replacing the lights in the church. Rob will send them some information about new lighting to consider.

Some sort of recognition of those who contributed to the Building Fund was brought up again and it was agreed that we need to move forward on this.

Fr. Tomek said there have been donations from individuals of equipment to make work stations in the parish office and that is being done.

Next meeting is Tuesday, November 4<sup>th</sup>, Election Day. Daisy will take minutes.

Meeting closed at 9:00 PM.

Respectfully submitted,  
Mary Kot, Secretary

Also:

Anthony Jubinski distributed information titled "Where Does the \$ Come From?" with regards to the festival profits and losses. He also gave us a website to visit to give complete details on this, as well.

Anthony also distributed information regarding recommendations put together by Jeff Wooten for purchasing a walk-in freezer for the school. The members reviewed these recommendations and it was agreed that this topic would be tabled until more information is available to us. It was suggested by Jane Petitpren that is it a possibility that the school might have access to free storage. It was suggested to talk to Mrs. Steele whether or not she or other staff members would like this change in their kitchen area. It was suggested that we get other quotes from other companies. It was suggested that we could have the fish brought in weekly instead of one large delivery. Again, this will be tabled then taken back to Stewardship, then to the Building Committee.

***EVANGELIZATION REPORT GIVEN BY DEACON KENNETH NOWICKI:***

There has been no opportunity to meet. Deacon Ken would like to bring Father Tomek up-to-date on this committee.

***VICARIATE REPORT GIVEN BY THERESA AUSTIN:***

VPC Meeting Notes from September 10<sup>th</sup> 2008

For October 14<sup>th</sup> Parish Council Meeting

- Cardinal Maida encourages Catholics to vote NO on Proposal 2- embryonic stem cell research. The church supports Adult stem cell research – not embryonic stem cell research. For scientific support, visit [www.micause.org](http://www.micause.org).

- Deacon John Connors reported that the Vicariate Christian Service continues to update the outreach services map. The Port Huron food depot (located at the corner of 10<sup>th</sup> and Beard in Port Huron) has access to the Eastern MI food bank where \$1 can purchase \$10 worth of food. Money donations are gratefully accepted. For more information on volunteering, call 810-987-7886.

- Fr. Nick reported that the health materials from Trinity Health in Port Huron have arrived. Each parish's Christian Service Commission, Faith Community Nursing Network or similar outreach group should have received a copy. The next issue of the Drift will have an article explaining how households can receive the Eternal Word Television Network and Catholic Television Network inexpensively.

- Upcoming events:

Tuesday, October 14, 2008 – Divine Mercy Meeting at Holy Family in Memphis – rosary at 6:30 p.m., mass at 7 p.m. followed by the Chaplet of Divine Mercy and an inspirational talk by Catherine M. Lanni.

Wednesday, October 15, 2008 – Faithful citizenship: Voting as a Catholic at Holy Family in Memphis.

Saturday, October 25, 2008 – 6<sup>th</sup> Annual Catholic Women's Conference at MCCC on 12 Mile Road.

- “Called by Christ, Gifted by the Spirit” presentation held at St. Mary's, Ct. Clair on October 8<sup>th</sup> was an overview of the Christian Stewardship program offered by the AOD. Christian stewardship is much more than money, it is effectively using the time, talent and treasure available to enrich the parish community. This program has time lines, scripture reflections, sample invitations, bulletin articles, homilies, etc. to be used in a parish implementing this strategy to educate their parishioners. Small group discussion was held regarding what steps are required to implement this program in their parishes. All comments will be compiled and distributed to the Vicariate Council at a later date. St. Mary Queen of Creation is in their 3<sup>rd</sup> week of the program. St. Mary in Port Huron has been successful with Fr. Simeon's leadership in increasing the level of stewardship in their parish without the program. This may be a worthwhile program to look into sometime in the future. Immaculate Conception has already been doing a lot of the activities and processes that will get us to Stewardship as a way of life, but we do need to continue to move forward with this education.

***ENRICHMENT:***

Deacon Ken talked about Proposal 2 and wants to inform parish what it is about and encourage a NO vote. October 5<sup>th</sup> Spotlight had an insert with information regarding this. September 26<sup>th</sup> Spotlight had a complete printed article from the Michigan Catholic Conference. Last week an insert from Michigan Catholic Conference was in the Spotlight, as well. This week, Oct. 19<sup>th</sup>, another insert will be in the Spotlight from the Michigan Catholic Conference on questions and answers. On October 26<sup>th</sup>, a 12-minute DVD on stem cell presentation will be shown in the parish hall. Lawn signs are available to promote NO on Proposal 2. A brochure will be available the week of October 26<sup>th</sup>. A statement from the Bishop asks that the current moral issues be viewed in light of faith. He wants people to make an informed decision. Eileen Gretkierewicz suggested having more information earlier to inform voters who use the absentee ballots.

***OLD BUSINESS:***

Stan Sommers recalled that Father David had talked about having a panic door lock on the front of the church. Jane Petitpren stated that Greg Knoche is lined up to install this.

Stan Sommers also asked if it would be possible to make available flu shots. It was discussed whether or not to have visiting nurse here at our parish. Christian Service will look into this possibility. Sue Share suggested getting in contact with Kroger and/or the Health Department for assistance with this idea.

Stan Sommers suggested that Parish Council members receive a copy of the budget to give us time to review it before okaying it.

Stan Sommers asked if our meetings should be published in the Spotlight. It was answered that our meetings are on the calendar which is part of the Spotlight. They are also on our website.

***NEW BUSINESS:***

Eileen Gretkierewicz asked if our meetings were going to be moved to an earlier. It is set for now that the November meeting will be at 8:00 p.m. and that December (if we have a meeting) and/or January will be moved to 7:30 p.m. since the School Advisory Committee will be meeting on a different night.

Sue Share asked if our parish does enough for the community in these difficult economic times. She asked if we are reaching out to the community and/or are we supporting those who need it? She also asked if we would be able to put adds for jobs in our Spotlight. Multiple committee members answered her stating that we have MCRREST that we help out, food pantry is always available, the Vicariate has a food plan for those who need it, Star of Christmas, St. Vincent de Paul is advertised in our Spotlight.

***PASTOR'S REPORT:***

Long-term Planning committee – there is the possibility that they might attend our November meeting with a presentation. There is a chance that we will start up with more work this spring.

While the economy is down, our parish family is standing strong. We need to give positive feeling out to the community. We should be more sensitive to others and not be wasteful in our parish and in our homes. We have to make people aware that if they have a need, to please come out with it and ask for help. Reach out to us.

Jean Corbat gave us work stations that are temporarily being stored in our parish office. The parish office is being revamped and soon these work stations will be moved into it. October 22<sup>nd</sup> is the painting and moving day for these. There will be a wall built to divide the office. There will be a reception area which will be a very welcoming area. It will be more private for the office staff for taking phone calls, and it will be much quieter. It is important to keep our parish office safe, as there is always the chance for a break in. Michelle Meldrum will be moving on to do other things in her life and therefore, will not be working at our office. Father Tomek read an ad for a part-time bookkeeper for the parish office which will be posted in the Spotlight and in the Michigan Catholic. The positions for the office are going to be renamed to have one receptionist, one office assistant, and one bookkeeper, along with the possibility to have a volunteer work strictly on Scrip. Office hours are being discussed to meet the needs of staff and parishioners. It is possible that pre-orders for Scrip will be taken through the school office. Father Tomek wishes to have the parish emergency phone number not be his home number.

It was recently suggested that Michelle Meldrum use a deposit box at the bank.

***NEXT MEETING:*** Tuesday, November 11, 2008 at 8:00 p.m.

The meeting closed at 10:10 p.m.

Minutes respectfully submitted by Lisa DiMaggio.