

IMMACULATE CONCEPTION PARISH COUNCIL
MINUTES FROM October 5, 2010

The meeting opened at 7:12 PM with a prayer.

Member Name	Present	Not Present
JoAnn Augustine	X	
Joyce Bynum	X	
Janis Cornwell		X
John Graybill	X	
Anthony Jubinski	X	
Fr. Tomek Maka	X	
Pat McGrath	X	
Pamela Mertes	X	
Deacon Ken Nowicki		X
Amy O’Gara	X	
Jane Petitpren	X	
Susan Share	X	
Andrea Taravella	X	
Diane Vigneron	X	
Open Position (TBD)		X

Minutes from the September 7, 2010 meeting were approved without changes.

Youth Ministry Report: Not present to report.

School Advisory Report: Given by Diane Vigneron.

- Pam raised a question about unhealthy snacks in school. Diane will bring issue up at next SAC meeting. Pam gave her a letter to forward to the SAC.

Christian Service Report: Given by JoAnn Augustine.

- Discussion about commission meeting schedule vs. Parish Council meeting schedule. Christian Service is off June, July and August and Parish Council meets in June. No action required at this time.
- Handcrafters are looking into making care packages for our troops overseas. May be working with Michigan Military Mothers. More information to follow.
- Stars of Christmas, working on a way to reach out to families in need and respect confidentiality.

Christian Worship Report: Given by Fr. Tomek.

- Clarification on Mideval Mass, actually a “rustic” candlelight Mass with traditional acoustic music (eg. Bells), etc.

Christian Formation Report: Given by Jane Petitpren.

- Reviewed and handed out the revised *Immaculate Conception Faith Formation Handbook 2010 – 2011*.
- Brief update on programs, all going well.

Stewardship Report: No representative in attendance. (Update given by Anthony Jubinski.)

- Discussion on Stewardship Time & Talent Fair scheduled for November 2010. It is our hope to have the first fair correspond with our parish feast day.
- Requesting Parish Council participation in the Time & Talent Fair.

Blue Water Vicariate Report: Given by Amy O’Gara.

- Discussion about AOD Capital Campaign. Looks like it will be 70% 30% split with the parish getting the 70%. More information to follow.
- Discussion of service required of parents of schoolchildren for not only fundraisers for the school, but also for the parish hosting the school. This seems to prevent these people from working at their home parish. As money is given by each Blue Water Vicariate Parish toward every Catholic school in the vicariate, the Vicar is looking at review of the practice of requiring work for the host parish in addition to the school. (The issue is not time spent working for the school directly, rather time working for the parish.) We were asked to reflect on this situation and come up with possible recommendations.

Old Business: The following issues were addressed in our Draft Operational Procedures:

- Andrea read the following taken from our Operational Procedures regarding consensus:

Normally, the body of the Council that engages in the consensus process would be those members elected / selected by the parishioners.

Representatives from the Commissions and the Evangelization Committee can have a voice on the Council (meaning they share in the consensus process), if that is what’s called for in your operating procedures. Deacons should normally serve ex-officio, meaning they should be heard on an issue and can contribute their point of views to the meetings but normally they would not be part of the consensus. The issue is not entirely that he is a Deacon but a staff member and serving a dual role. Staff members do not sit on council but act as resource people; they would attend meetings as needed and directed by the pastor.

- JoAnn questioned the wording in the document of a committee chairperson “can not be” vs “should not be” representative on Parish Council. Wording will be revised in our Operational Procedures.
- Approved our Operational Procedures with the understanding that it is a working document and will soon change based on recommendations coming from the AOD.
- Discussion about Parish Council information on web site. It was determined that our approved minutes appear on the site and this should suffice at this time.

New Business:

- Parish Council members will, on a rotational basis, be attending our monthly Coffee & Donut weekends to give access to Parish Council.
- It was decided we will be including a *Parish Council Corner* in our weekly issue of *The Spotlight*. The first installment will be Parish Council photograph with names. Other topics to follow.
- Discussed the roll of Parish Council and clarified the issue of membership on multiple committees and commissions. This is addressed in our Operational Procedures.
- Based on goals that were submitted we established possible starting goals for our council and commissions. They listed below as they appeared in the notes of the meeting:
 - **Goals and Objectives for Parish Council (top five) –**
 1. **Bring back the Education Commission.** This Commission is recommended by the Archdiocese of Detroit. There are specific guidelines for the Commission already set out in the AOD handbook (pages 25-26F.) The Commission would include: School Advisory Committee, Faith Formation (Adult and Youth), Family Life, Catechists, Vocations, and Youth Ministry. This would allow these areas to work together and be responsible for promoting the teaching mission of the Church and educate our Parish as a whole. This Commission will operate just as the other Commissions do- they will have one Chairperson and one representative that will attend Parish Pastoral Council Meetings to inform the Council about information from all of the committees that fall under the Commission. The current Committees can stay “as is” but there will be an additional level between the Committee and the Parish Council.
 2. **Ambassador Program for New Families.** That Parish Council would spearhead clear criteria for welcoming new parishioners. (i.e. Personal, practical, pastor involvement, follow-up, etc.) Each new I.C. family would be assigned a “seasoned” I.C. parishioner family. If the new family has a preference for Mass time, then they could be matched with the ambassador family with this same time preference. Seeing a familiar face during Mass and at Parish events could ease the transition of the new I.C. family. This has already been very successfully implemented in the school. Either falls under one of the Commissions, or a sub-committee such as Hospitality. Annual event for all new parishioners- like a pig roast. Volunteerism- almost all new parishioners should be asked to join something. Once PPC establishes program it will be moved to Christian Service.
 3. **Outreach to Youth in the Parish.** Work on a common project with the young adults in the parish to strengthen the relationship of council and the young adults of this parish. They are the future of IC. A common project does not have to be large.

4. **Unified Parish/School Information Publishing.** Procedure for information/media published on line for both church and school. All events should be filtered through the IC website (.org) and can have their own section of the webpage that IC currently has. Will this be given to one person to update? One location?
 5. **Increase Communication/Visibility of Parish Pastoral Council with the Parish.** By: - A minimum of one Parish Pastoral Council Member at each mass.
 - Let Parishioners know to contact Parish Council member if they have concerns or issues.
 - Have the Parish Council be more recognizable.
 - Let parishioners know what exactly the Council does.
 - Have space in the bulletin each week for Parish Council update. With info on "happenings" or what a commission does, etc.
 - Parishioners should know that Parish Council minutes are easily accessible to all parish members.
 - Update and maintain campus calendar with all parish/school events (work with marketing committee)
- **Goals for Stewardship (top five) -**
1. **Ministry Fair for Time and Talent.** Complete a Stewardship campaign by June 2011. Each Ministry participates at the Fair, but Stewardship Commission would coordinate. Fair to take place one weekend per year in the Parish Hall, after each Mass. Sign-up Volunteer Lists for Adults and Children Available. Designated to recruit volunteers to all Commissions. Tells Parishioners what each commission/committee does, when they meet and what their responsibilities are. Incorporating this event with a Parish wide Stewardship campaign with survey and registry mailings. Allows Parish to find out more information about Parishioners such as areas of interest, job descriptions of parishioners so that maybe some may be called upon in times of need, and volunteering interest. Update Parish registry, sort of like the census every ten years, clean it up. Need to encourage Stewardship, educate parishioners and recruit for each Commission.
 2. **Debt Reduction Plan.** Would like to have a definitive plan to pay off the \$250,000 still owed on the parish hall. Definitive plan for payment to the cemetery fund money used for the purchase of the bank.
 3. **Written Marketing Strategy for Parish and School.** Marketing needs to be more efficient and aggressive. Need press releases to get out name in local papers more frequently. Need to have a plan as to the

direction of the marketing. High scores on Iowa test needs more publicity. Determine what the desired end result of the marketing will be: increasing enrollment of school, attracting new Parishioners, etc.

4. **Develop Long Range, 5 year plan.** Start Phase 2 by 2014? This would require a sub-committee. Current surveys from parishioners may be needed, in order to compare with past surveys already on file. St. Therese of Lisieux, in Shelby Twp. has a great example in their long range plan. www.stthereseaparish.ws long term plan needed to complete Phase one payments, and continue on to phase 2 and ongoing maintenance and repairs. Parishioners who joined since Phase one need to be encouraged to pledge something to finish the debt payments even if over the next 5-10 years. There needs to be more information to the parish with a plan and buy in by the parishioners. Then New parishioners after this date need to be aware as well.
 5. **CSA Committee.** Work on another fund raiser to just address the CSA and or better way of getting the moneys to where they will do the most good. A fund raiser: Showing that we Parish council can are willing to do one this would not have to be large scale showing good faith.
- **Goals for Christian Service (top one) -**
 1. **Evaluate all current programs and events of I.C. Parish.** Do these need to be updated? Are we meeting the needs in some capacity of our seniors, youth, families who are married or divorced, etc.? Are there programs that we need to implement, such as some type of program for the 50+ age group?
 - **Goals for Education (top one) –**
 1. **Catholic Education in Bulletin.** Have a question and answer column in the Spotlight, sort of a “Catholicism for Dummies.” Questions can be mailed in or questions from Confirmation/Religious ed classes.
 - **Goals for Worship (top one) -**
 1. **Sunday Evening Mass.** (A 6:00 pm mass) Possibly offer only two masses on Sunday Morning to allow for this mass. Possible only offer in the summer months.
 - **Goals for Evangelization (top one) –**
 1. **Plan to Reach Inactive Members.** Need plan to get inactive Catholics back.
 - **Goals all Commissions (all four recommended) –**
 1. **Uniform Documents.** Same Agenda and Minutes template for all commissions.

2. **Commission Operational Procedures.** Review Commissions manual with PPC and approve by Jan 2011.
3. **Website Efficiency.** Each organization (K of C, Parish Council, Youth Group, etc.) should have a page on our website to facilitate easy access to updates and news. If we do this, it **MUST** be kept current and up to date.
4. **Create a Wish List from faculty and staff of I.C. Parish and School.** Entries from faculty and staff are compiled to form a Master Wish List, which is posted on church website. Example available.

Open Forum:

- Anthony reported that K of C has booked four (4) licensees for Poker Rooms. Request going out to PTC if they would like to cooperate in staffing.

Pastor's Report:

- Relocation of the parish office is coming along. Still needs shelving.
- Old office will close at the end of the day October 4th and office will reopen in new location on Thursday, October 7, 2010. Fr. Tomek reminded all that this is not a permanent solution as the space is very limited but has been designed to its maximum potential.
- Many people worked many hours to make this transition happen.
- New signage is on the way for the new parish office.
- Fr. Tomek will meet with AOD representative regarding the AOD Capital Campaign. More information to follow.
- Vicariate priests have arranged to have centralized confessions during Lent and Advent. This will more evenly distribute priest coverage during these times and hopefully make everything more efficient.
- Immaculate Conception will be working on improving the flow of communication between the pastor, council and commissions.
- Festival report should be out in mid October. Their books are not closed as of this date.
- Discussed having a concrete plan for each commission and committee.
- Fr. Requested that we keep Deacon Ken in our prayers after his serious injury.

The meeting closed with a prayer 9:25 pm.

The next meeting will be November 2, 2010 at 7:00 pm in the Parish Hall.

Minutes respectfully submitted by Amy O'Gara.