

Immaculate Conception Catholic Church Parish Finance Council Meeting Agenda

Vision Statement: *Immaculate Conception will be the vibrant expression of the presence of the Risen Christ in sacred worship and through loving service.*

Mission Statement: *We live Jesus Christ by proclaiming the Gospel, by celebrating the Eucharist, by nourishing our faith, and by loving and serving all God's people.*

Goal 2016/2017:

1. To promote parish stewardship through a Tithing Reaffirmation weekend.

Objectives:

1. Consult with McKenna Stewardship Ministry and church staff regarding an available weekend.
2. Consult with Our Sunday Visitor regarding scheduling of letters and mailings.
3. Coordinate the necessary steps for a successful Tithing Reaffirmation weekend.

Date: Thursday, October 27, 2016

Time: 6:30 PM – 8:00 PM

Location: Main Building Conference Room

Desired Outcomes:

1. Review Action Items from prior PFC meeting.
2. Seek approval of minutes from prior PFC meeting.
3. Seek approval of financial reports for quarter 1 of fiscal year 2016~2017.
4. Review McKenna Stewardship Ministry Tithing Reaffirmation.
5. Review budget and financial questions.

	What	How	Who	When
1	Start Up	<ol style="list-style-type: none"> 1. Opening Prayer 2. Agree to Desired Outcomes 	PFC	6:30 PM 5 min
2	Action Items from PFC Meeting 7/28/15	<ol style="list-style-type: none"> 1. Review Action Items from prior PFC mtg 	Charlie	6:35 PM 5 min
3	Minutes from 7/28/15 PFC meeting	<ol style="list-style-type: none"> 1. Review minutes from prior PFC mtg 2. Seek suggested changes/updates 3. Seek questions for clarity 4. Seek approval to publish 	Charlie	6:40 PM 5 min
4	FY 2016/2017 Qtr1	<ol style="list-style-type: none"> 1. Share information 2. Seek questions for clarity 3. Seek approval 	Charlie	6:45 PM 20 min
5	McKenna Stewardship Ministry Tithing Reaffirmation	<ol style="list-style-type: none"> 1. Share information 2. Seek questions for clarity 	Charlie	7:05 PM 15 min
6	Review PFC Budget & Financial Questions	<ol style="list-style-type: none"> 1. Share information 2. Review information 3. Seek questions for clarity 	PFC	7:20 PM 20 min
7	Wrap Up	<ol style="list-style-type: none"> 1. New items from floor 2. Action Item List 3. Future Agenda Items 4. Group Check/Debrief 5. Closing Prayer 	PFC	7:40 PM 10 min

Immaculate Conception Catholic Church Parish Finance Council Schedule/Dates

Attachments:

- Prayers
- PFC meeting minutes 7/28/16
- Financial report
- Detailed statement
- Diocese report
- Tithing Reaffirmation information
- Budget & financial questions & responses

Parish Finance Council (PFC) Meetings:

- Thursday July 28, 2016 6:30pm~8:00pm
- Thursday October 27, 2016 6:30pm~8:00pm
- Thursday January 19, 2017 6:30pm~8:00pm
- Thursday April 27, 2017 6:30pm~8:00pm

McKenna Stewardship Ministry Tithing Reaffirmation:

- Saturday November 5, 2016 5:00pm
- Sunday November 6, 2016 8:30am/10:30am

Parish Pastoral Council (PPC) Meetings:

- Saturday July 9, 2016 8:30am~12:30pm
- Saturday September 10, 2016 8:30am~12:30pm
- Saturday November 12, 2016 8:30am~12:30pm
- Saturday February 11, 2017 8:30am~12:30pm
- Saturday March 11, 2017 8:30am~12:30pm
- Saturday May 13, 2017 8:30am~12:30pm

Parish Leadership Team (PLT) Meetings:

- Tuesday TBD August xx, 2016 4:00pm~5:30pm
- Tuesday TBD October xx, 2016 4:00pm~5:30pm
- Tuesday TBD January xx, 2017 4:00pm~5:30pm
- Tuesday TBD March xx, 2017 4:00pm~5:30pm

Parish Leadership Meeting:

- Saturday January 28, 2017 8:00am~2:00pm All

Welcome/Orientation/Registrations:

- Saturday August 6, 2016 8:30am~11:00am
- Saturday September 17, 2016 8:30am~11:00am
- Saturday October 15, 2016 8:30am~11:00am
- Saturday December 17, 2016 8:30am~11:00am
- Saturday January 14, 2017 8:30am~11:00am
- Saturday March 18, 2017 8:30am~11:00am
- Saturday June 3, 2017 8:30am~11:00am

(PPC/PFC) Discernment:

- | | | | |
|------------|-------------------|----------------|----------------------|
| • Saturday | December 10, 2016 | 5:00pm | Witness Talk |
| • Sunday | December 11, 2016 | 8:30am/10:30am | Witness Talk |
| • Saturday | January 7, 2017 | 5:00pm | Information/Displays |
| • Sunday | January 8, 2017 | 8:30am/10:30am | Information/Displays |
| • Saturday | January 14, 2017 | 5:00pm | Information/Displays |
| • Sunday | January 15, 2017 | 8:30am/10:30am | Information/Displays |
| • Sunday | April 30, 2017 | 10:30am | Discernment |

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Parish Finance Council Meeting Agenda

Opening Prayer

- 1) Our help is in the name of the Lord
Who made heaven and earth.
As we gather for our Parish Finance Council meeting,
We call upon God to be with us.
Spirit of Understanding
You surround us with people who care.
- 2) We are gathered here today to serve You and conduct the affairs of
Immaculate Conception Church.
Give us knowledge and strength to do Your will, with a proper balance of eternal
values and our present needs.
May we accept our responsibilities and act with courage, considering the needs and
feelings of other people.
Grant us a sense of justice and stewardship both now and forever.
- 3) Holy Spirit of Wisdom,
You refresh us with Your life-saving power.
You have entrusted us with a share in leadership.
Help us to share ideas and plans with each other.
Keep us kind and courteous to one another.
Give us insight to the work at hand that we may further Your causes and benefit
many people.
- 4) Spirit of the Living God,
With faith and hope we trust in Your presence.
Give us a vision of Your plan for our salvation.
Bless our leader with wisdom and discretion.
Help us to support one another for the common good.
- 5) Triumphant God, You are a community of persons.
In your mercy and grace, we gather to plan.
Give us unity of heart and mind to consider the tasks and challenges before us
today.
Send Your Spirit of Insight to open our imaginations to prepare for what lies
ahead.
- 6) May we trust and share our convictions with enthusiasm.
We ask this in Jesus' name.

Amen.

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Stewardship Prayer

Lord God, you alone are the source of every good gift, of the vast array of our universe, and the mystery of each human life. We praise you and we thank you for your great power and your tender, faithful love.

Everything we are and everything we have
is your gift. After having created us, you
have given us into the keeping of your son, Jesus Christ.

Fill our minds with His truth and our hearts with His love, that in His spirit we may be bonded together in a community of faith, a parish family, a caring people.

In the Name and Spirit of Jesus, we commit ourselves to be good stewards of the gifts entrusted to us, to share our time, our talent and our material gifts as an outward sign of the treasure we hold in Jesus.

Amen.

Prayer of Discernment

Dear Loving Lord,
Please be at my side
when I am making decisions.
Teach me to open my mind
and to see with my heart.
Help me, dear Lord,
to discern the path –
even if it seems strange –
that will lead me to You.

By F. K. Forbes

McKenna Stewardship Ministry

Fiscal Year July 2016 ~ June 2017

Immaculate Conception Parish Finance Council

Minutes ~ July 28, 2016

Members Present:

Chris Behm (Chair), Walt Chmielenski, Margaret Duffrin, Subi Rajendra, Bob Smith, Fr. John McGee, OSFS, Pastor, Charles DaVolio, Business Manager

Members Excused:

Action items for Monday August 1, 2016:

1. Business Manager will contact HOP/BOF Chairpersons to request written scripts for August 6/7 campaign presentation.
2. Business Manager will contact Coffee Social Ministry Coordinators to request coffee social following all Liturgies August 6/7.
3. Business Manager will make suggested revisions to Campaign PowerPoint presentation.
4. Business Manager will contact McKenna Stewardship Ministry to inquire next steps for November 5/6 Tithing Reaffirmation.

Action items for Monday August 15, 2016:

1. Review quarter 4 detail financial reports and email Business Manager: "No comments" or questions/comments/difficulties/concerns.
2. Review Budget FY16/17 and email Business Manager: "No comments" or questions/comments/difficulties/concerns.
3. Business Manager will review/research questions and provide responses to PFC.
4. Bob Smith will compile contact information of PFC members and distribute to PFC.

Action items for Thursday October 27, 2016 PFC meeting:

1. Review quarter 1 financial statement reports.
2. Review status of Tithing Reaffirmation.
3. Review questions emailed August 15 to Business Manager.

Minutes:

1. The meeting began at 6:30 pm with the opening prayer.
2. Members agreed to the action items from the April 28 PFC meeting.
3. Members accepted the minutes of the April 28 PFC meeting.
4. Members reviewed an update of the HOP/BOF campaign and discussed the upcoming August 6/7 presentations. Several suggestions were made to the PowerPoint presentation to improve clarity. (see Action Items above)
5. Members reviewed the fourth quarter financial statement reports and the Attestation letter was signed.
6. Members reviewed the budget for fiscal year 2016/2017.
7. Members discussed McKenna Stewardship Ministry and the upcoming Tithing Reaffirmation.
8. Members reviewed the action items for the next meeting scheduled for Thursday October 27, 2016.
9. The meeting concluded at 8:15 pm with a closing prayer.
10. Next PFC meeting scheduled for **Thursday October 27, 2016 at 6:30pm.**