

## **Immaculate Conception Parish Pastoral Council Meeting Minutes for February 27, 2021**

### **Vision Statement:**

Immaculate Conception Church will be the vibrant expression 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.

### **Attendees:**

Judy Chmielenski, Cheri Grassi, Janice Jordan, Father John McGee, George Plarre  
Alfred Casinelli, Loraine Fetzer, Bob Smith

### **Excused:**

Bob Brezler, Denise Mould, Marie Marshall-(*report submitted to Lorraine*), Marguerite Stokes

**Date:** Saturday, February 27, 2021  
**Time:** 8:30 AM to 12:00 PM  
**Location:** DeSales Faith Formation Center

### **Meeting Outcomes:**

1. The Commission Chairs (and designees) prepared and addressed the questions developed by the PPC and sent ahead of this meeting:
  - a. How has Covid-19 impacted this ministry? What changes have you made in light of the Covid-19 restrictions?
  - b. Do you have any revisions to the documents developed for this ministry? Are there any revisions to the current Strengths of this ministry? Are there any new Areas for Growth and Needs within this ministry?
  - c. Father previously shared these additional questions for Commission Chairs to consider: Who is in each ministry? Do you know your people? Are changes needed? What can you do in each ministry to further ICC's mission and vision?
  
2. Liturgical Commission—Alfred Casinelli and Father John
  - a. There is good communication with the choir members during Covid, but they cannot sing at Liturgy yet due to Covid restrictions.
  - b. Funeral Choir is still working during Covid because they can socially distance when they are at Liturgy.
  - c. Cantors meet individually with Alfred to rehearse, and this is improving their ministry. A question was raised about certain cantors' abilities to project, and Alfred is addressing this with the cantors in question.

- d. Alfred is working to get some instrumentalists in the parish to volunteer.
  - e. Alfred reflected that the music ministry, after the safety protocols were implemented, meant many changes to the ministry, but the choir is still practicing and working toward their return to Liturgy. Alfred is working to find the balance with Covid-19's impact on the safety of the choir members.
  - f. FJ spoke to the Altar Linens and Art/Environment groups. Carmella Carrano is recovering, and the Altar Linens Caretakers are still providing linens for the liturgies.
  - g. FJ is seeking more adults to be Altar Servers. He is also working with the younger ages (10 and up) and not turning anyone away who is interested in helping. Father himself is setting up for all the Liturgies as there are no Sacristans at this time.
  - h. The Extraordinary Ministers of Holy Communion (no home visits and no nursing home visits) are not ministering at this time due to COVID-19 restrictions.
  - i. The planning for funeral Liturgies is still operating well.
  - j. Jo Bowes will be the new coordinator of the Lector ministry when Ray Wycoff completes his term.
  - k. The Greeters are doing well, and Father is trying to get more couples involved in working as Ushers for a better male/female balance.
3. Faith Formation Commission—Lorraine Fetzer and Marie Marshall
- a. Lorraine explained the major changes to Faith Formation due to Covid. A survey was done last Fall, and most parents opted for remote learning due to safety concerns. There are no catechists for Year II (2<sup>nd</sup> grade) and 4<sup>th</sup> grade. Lorraine fills in for those grades. We are using a remote learning program with Loyola Press for students in grades 1, 3, 4 & 5, along with Zoom sessions with catechists. The First Reconciliation and First Eucharist preparation process includes parents teaching lessons at home as well as in person workshops with Father John and Lorraine.
    - There are no pre-school or Kindergarten classes this year.
    - There are 36 students in the elementary program this year compared to 67 last year.
    - Year 1—6 students (first year of sacrament preparation)
    - Year 2—12 students (second year of sacrament preparation)
    - Year 3—5
    - Year 4—6
    - Year 5—7
    - 13 students in the middle school program (grades 6, 7, 8)
    - 16 students working toward Confirmation preparation in grades 9 and 10 with parent-led sessions for level 1.
    - There are 36 students in the middle school/high school levels, and last year there were 63.
  - b. Lorraine also explained that there were 5 infant Baptisms, 1 First Eucharist, and 10 First Reconciliations in the current fiscal year. There is no team at the present time for the RCIA program, and Lorraine is working to recruit parishioners committed to this type of program which has required training.

- c. The Lent Book Study is doing well. Fifty-three books were purchased and distributed this year. There are two groups with 9 members in one group and 7 in the other. In addition, there are 3 members that Loraine meets with weekly on Zoom, and the ICC staff is also reading and discussing the book. The remaining books are being used by individuals for self-study.
- d. The Landings program and the Mom's Group are not meeting this year.

#### 4. Inreach Commission—Bob Smith

- a. Bob said there were no changes to the descriptions.
- b. There is no Lazarus ministry, no Hospitality ministry, and no Visitation Ministry due to restrictions from Covid-19.
- c. Adult Singles is not functioning at present, and no one has stepped forward to assume the coordinator role since John Bins died a year and half ago.
- d. There were several questions and suggestions about improving follow-up to the Welcome/Orientation meetings:
  - When Tracey sends the ministry coordinators the names of those new members who are interested in particular ministries, should they be asked to let her know that they have followed-up with them?
  - All commission chairs see the names of all those who signed up for more information for any ministry that individuals checked off on the "Interest Forms."
  - Do we need more follow-up with the new members of our parish to be sure that we are "capturing their enthusiasm" for ICC?
- e. Bob Smith suggested that we have, when Covid is over, a "hard start up" to gather together and celebrate our faith and our ministries. He also suggested that we emphasize upgrading all our skills and deepening our commitments to ministry and to the parish.

#### 5. Plant Operations--Father John

- a. FJ explained that we have no Business Manager at this time, but we are interviewing.
- b. He was pleased to report that the sprinkler system has been repaired in the rear parking lot. The island landscaping has been completed .
- c. Additionally, the Safe Environment data we are required to submit has been completed, and the training program for Safe Environments is now all online.
- d. The Bishop's Annual Appeal Committee has developed a new process of entering the pledges in an MS Excel format. This makes it easy to ascertain who pledged and those who need to receive a reminder letter.
- e. During the month of March, ICC will be audited for finances and for the implementation of diocesan procedures by the parish.

#### 6. Outreach Commission—Father John and Janice Jordan

- a. Father John discussed the C.A.R.E. Ministry which was changed this year in order to comply with Covid-19 restrictions. These included limiting the types of gifts and using an on-line gift registry. Aaron and Michele Bean and Jim and Jo Bowes led the effort this year with Father's guidance. Catholic Charities transported the gifts to their offices, packed them up, and distributed them in New Hanover and Pender counties.

- b. Chris Behm is now coordinating Meals on Wheels for the parish. **Tina Tucker is the new coordinator for Meals on Wheels.** The Prison Ministry has not been operating since Covid began and there is now no visitation possible to the prison. The Human Life and Dignity ministry has not functioned in some time, and it remains under review.
- c. I addressed some of the questions the PPC had about the Help Center even though my role there is to recruit and train volunteers and to stock the Help Center every Monday. I am not the coordinator of the Outreach Ministry, but I am a member of the Help Center Board. Questions about the Help Center included many of the Covid changes and the current data from this past Covid year:
- Even before Covid, the Food Pantry served 50 more families in early 2020 (January and February) than the same amount of time in 2019.
  - The Help Center was able to serve 1358 families and 3056 individuals from March 2020 through December with food. We served 307 more families and 734 more individuals than in 2019 due to the food insecurity experienced by so many during Covid.
  - The community donors were especially generous to the Help Center with food and financial donations.
  - Important changes were implemented due to Covid including serving clients from all surrounding locations, not just our traditional service area. We also implemented the no-contact food distribution system, including the shortened interaction with clients in order to keep the volunteers safe.
  - Since March 1, we have returned to serving only our service area clients due to the need to buy additional food in spite of our generous donors. We also continue to provide rent assistance, utilities support, diapers, medications and other medical assistance, fuel for cars, and other urgent needs clients have.
  - In 2020, the Help Center provided 134 Jan Truelove Christmas Baskets to families and 306 modified Christmas Baskets to individuals. In addition, 270 families and 417 individuals were given financial assistance for rent, utilities, etc. in 2020.
  - We have 87 volunteers at the Help Center, and 2/3 of them are ICC parishioners.
- d. There were several questions asked about Island Cottage. I asked several people for more information about the Island Cottage, and they shared the following:
- The Island Cottage is a recognized local charity that supports the communities of Kure and Carolina Beach as well as surrounding areas. It is a separate 501c3 from the Help Center with a separate Board of Directors.
  - The Island Cottage does have a corps of volunteers on whom they rely for help with the Cottage.
  - The Island Cottage has provided the Help Center with large donations each year—last year they provided the Help Center with \$20,000.00 to assist with their expenses. This year, due to Covid and some other changes, they may not be able to provide the Help Center with as large a donation as they have previously.

**Pastor's Dialogue:**

Please review the attachments to these minutes concerning the descriptions of the **Help Center, Island Cottage** and a current flyer of the **Island Cottage, Opportunities to serve, Items accepted and Prices**. This will assist us in the questions that were raised during our meeting. Chris Puritis provided the Island Cottage Flyer.

1. Father stated that he would ask specific parishioners if they would be interested in serving on the Parish Pastoral Council since our normal recruitment process has been disrupted this year.
2. When asked what worked well today, attendees stated that they had a deeper understanding of how Covid has impacted our ministries. In addition, many felt that good ideas surfaced about some of the ministries.
3. When asked what didn't work well, those in attendance asked when we could begin planning again for all of our ministries to be up and running when Covid is over. They wanted to know when the commission chairs could meet again and bring everyone together in the ministries for a renewed commitment to their ministry work.

**Action Items for May :**

Plans for returning to "normal" need to be done.

## PARISH PASTORAL COUNCIL ASSIGNMENTS

### Position Descriptions for PPC Assignments

**Prayer:** Please send to the recording secretary (Janice) 2 weeks in advance of meeting so it can be included with the agenda and attachments; Can be read aloud as a group or read in parts. You can be creative with this.

**Refreshments:** Please arrive at least 30 minutes prior to the start of the meeting. Plan for 12 people at the meetings; typical refreshments are doughnuts, bagels/cream cheese, fruit, juice, and coffee. ICC will reimburse the cost of refreshments for the January meeting (the combined PPC, PFC, PLT meeting) and the July meeting (retreat). For the retreat and January meeting the council is only responsible for breakfast items.

**Setup/Cleanup:** arrive 30 minutes prior to the start of the meeting; make coffee; make sure meeting room is open and ready. Help afterwards with cleanup, taking out trash, leaving the area cleaner than we found it. **Make sure your key fob is activated on these days so you can open the building!**

DATE	PRAYER	REFRESHMENTS/SET UP	CLEANUP
5/22/21	George Plarre	Janice Jordan and Judy Chmielenski	All

### Welcome Orientation/Registration Events 9:30—11:00

#### DeSales Faith Formation Center

Saturday 3/6/21	Janice Jordan
Saturday 6/5/21	Judy Chmielenski

### Parish Pastoral Council (PPC) Meetings 8:30—12:30

#### DeSales Faith Formation Center

Saturday, 5/22/21

### Executive Parish Pastoral Council Meetings—9:45—10:15

#### Conference Room - Church

Sunday, 4/25/21

## **Stewardship Prayer**

Lord God, you alone are the source of every good gift, of the vast array of our universe, and the mystery of every 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 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



## The Island Cottage

*Where Everything is New to You*

1313 Bridge Barrier Rd, Carolina Beach, NC 28428

Tele. # (910) 458-9339 (beside Post Office)

Proceeds Go to The Help Center of Federal Point

The Island Cottage is a non-profit thrift store in Carolina Beach on Bridge Barrier Road, next to the Post Office. All profits are donated to the Help Center of Federal Point. The store is open Tuesday through Saturday from 10:00 a.m. through 5:30 p.m. Donations of clothing and household items also go to the Help Center clients, persons sent by local churches, as well as the homeless in the area. Individuals are asked to donate two hours per month. This can be either scheduled time or drop in time.

### **Opportunities (not limited to) To Serve:**

- Sorting through clothes and re-donating to other non-profit
- Pricing donated items
- Stocking the store
- Helping to dust and keep the store in order
- Landscaping
- Occasional painter/maintenance
- Occasional help with moving heavy objects, yard sale
- Occasional need for a driver with a pickup truck

### **Items We Accept :**

- Decorative items, Collectibles
- Glassware (Sets of 4 or more)
- Kitchen items
- Household items, linens, lamps, frames/pictures
- Furniture (**appt. needed for acceptance of items**)
- Adult & Children's clothing, shoes, purses, belts
- Call if you have questions about your items
- Look for us on FaceBook

[www.facebook.com/TheIslandCottageCB](http://www.facebook.com/TheIslandCottageCB)

### **Prices:**

- see FaceBook list, winter jackets start at \$5.00,
- single dishes \$1.00,
- Dish sets are priced as needed (number in set)
- Eating Utensils are .25each
- Pots and pans - based on condition etc\*
- Linens based on size and condition etc.\*
- \*see price guide book

### Prices listed on FaceBook

#### **ISLAND Cottage**

#### **Clothing Prices**

Adult clothing - \$2.00

Shoes - \$2.00

Purses/totes - \$1.50-up

Hats - baseball caps, belts - \$1.50-up

Jackets - \$3.00- up

Bras - \$1.25

T-shirts, underwear, socks - 50cents

\*\*Some articles may be priced higher\*\*



#### **Children's Clothing**

Newborn - 3t - \$1.50 4t - 6 - \$1.00

Sizes 7-10 - \$1.50

Youth - 12 -16 - \$1.75

Shoes & hats- \$1.00 -

Socks & underwear - 25 cents

# Outreach Commission

*The Outreach Commission's mission is to promote an awareness of social justice issues within the community. The Commission seeks to provide food, clothing, educational materials, and other opportunities for Outreach activities. Suggestions are made to the pastor concerning the disbursement of Charity and Justice Funds.*

## C.A.R.E. Ministry

The Christmas Angel Request Extravaganza (C.A.R.E.) provides assistance to those in need in New Hanover and Pender Counties. The ministry works with Catholic Charities to identify and address needs.

### *Opportunities to serve:*

- hanging gift tags
- collecting applications
- answering questions after liturgy
- creating a spreadsheet of needed items
- shopping for needed items
- collecting and sorting items
- delivering items
- drivers with a pick up truck

## \* Help Center of Federal Point

The Help Center's Mission Statement is "To live Jesus by caring for the people in our community who are in need." All clients to the Help Center are treated with respect and compassion.

The Help Center of Federal Point provides emergency assistance with food and financial assistance with medication, rent, utility, transportation, and other needs on a short-term basis. Those with more complex or long-term needs are also referred to the appropriate social service and government agencies. The Help Center's assistance is available to needy residents of Carolina Beach and to those referred by ICC and other area churches. Additionally, the Help Center provides Christmas food baskets to families in need. Ten local churches, many local businesses and organizations, as well as concerned citizens provide food and funding for the Help Center. The Help Center is staffed by trained volunteers who work one day a month for two hours distributing food and helping clients with other needs. Individuals staff the center Monday thru Friday from 10:00 am to 12:00 noon at 7 Raleigh Ave., Carolina Beach.

### *Opportunities to serve:*

- staff the Center and distribute food to those in need
- transport food collected at the churches and bring to the Help Center
- assist with the Christmas Basket assembly and delivery
- assist with the data collection at the Help Center after hours

## Human Life and Dignity Ministry

*Being Reorganized This Year*

Human Life and Dignity Ministry mobilizes parish energies to work on behalf of life. This includes issues dealing with the sick and terminally ill, abortion, biotechnology, the elderly the needs of families. Human Life and Dignity Ministry coordinates seasonal events, information dispersal, and similar activities.

### *Opportunities to serve:*

- assisting in the organizational and promotional activities of the ministry
- distribution of materials
- Love my Life Rally in Raleigh, NC
- attend Life Chain on the first Sunday of October
- celebrate Life Sunday at liturgy
- participate in the annual Pro-Life Liturgy

## X Island Cottage - Tuesday - Saturday

Island Cottage was established in 2005 as an independent non-profit thrift store to generate operating income for the already establish Help Center of Federal Point. The Island Cottage operates with one paid employee to run the day to day activities and a group of dedicated volunteers. Clients evaluated at the Help Center may be given vouchers to shop at the Island Cottage. Donated items that are not sold are given to other non profits. Volunteers work through the umbrella of the Senior Center in New Hanover County and receive a personalized orientation to their duties. Individuals can be a regularly scheduled or an on-call volunteer. The store is open Tuesday through Saturday.

### *Opportunities to serve:*

*Regularly scheduled volunteers* are involved with the following activities:

- sorting donated items
- pricing items for sale
- reorganizing and cleaning display areas in Cottage

*On-call volunteers* may be called for a project or emergency situation at the Cottage for a unique set of skills. You sign up for what set of skills you have from need below.

- plumbing
- electrical work
- Interior/exterior painting
- carpentry
- general "fix it" person
- set up/take down for major sales (includes lifting)
- moving and packing of seasonal stock changes

## Meals on Wheels - Weekend

A weekend program to provide Saturday meals to the homebound and most in need on the 5th Saturday of the month, which is approximately 4 times/year. (four other area churches provide the service the 1st through 4th Saturdays). The ICC coordinator contacts volunteers to schedule the shopping, preparation, and delivery of the meals. meal preparation begins at 8:00 am in the church kitchen.

### *Opportunities to serve:*

- preparing the meals (approximately 1 1/2 hours)
- delivering the meals to one of three routes from Monkey Junction to Kure Beach

## Prison Ministry

An ICC volunteer is needed who would become qualified who could eventually take over as coordinator.

The Prison Ministry visits the New Hanover County Correctional Center which is a minimum security prison on Division Drive near the Wilmington International Airport (ilm). The Catholic Ministers, which may include members of other parishes, are coordinated by ICC (normally with other ministers) to participate in the Catholic service on the first Saturday of each month from 7:30 pm to 8:30 pm and the third Sunday of each month from 2:25 pm to 3:25 pm. The service involves conducting scripture readings and discussions that are normally led by the prisoners. The minister then conducts a short Communion service for Catholic prisoners. It is necessary, therefore, that the Eucharist is picked up at the church prior to the service. The prisoners who attend may be Catholic or may be non-Catholics, curious about the Catholic faith. All ministers go through a background check and an one-time orientation/ training at the prison and they then must attend four hours of volunteer activities/services there before getting a prison pass (blue card). The background check and blue card must be renewed annually Requirements also include being certified as an Extraordinary Minister of Holy Communion, have faith communication skills and familiarity with the Bible.

## Plant/Operations Commission

*The Plant/Operations Commission's mission is to ensure that the parish facilities, grounds, and operations are able to serve the needs of the parish community; to be good stewards of the parish finances by effectively attending to the maintenance needs of the buildings and grounds.*

## Plant

### Landscaping Committee

- Landscaping Committee enhances and maintains the outside grounds of our church property. All necessary equipment is provided. All adults and high school youth are welcome. Typically, work is done on Thursday and Saturday mornings during spring, summer and fall.

#### *Opportunities to serve:*

- lawn mowing
- edging
- weeding
- fertilizing
- watering hanging baskets daily
- watering ground plants daily