

# Immaculate Conception Catholic Church Parish Pastoral Council Meeting Minutes

**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.*

## **Strengths (PAST):**

1. Members of Pastoral Council work well together
2. Varied experiences of Council Members lead to new ideas to consider
3. Council successfully completed the parish community event

## **Needed Growth (PAST):**

1. Recruiting new/vibrant Parish Council Members
2. Encourage PPC members to be more active
3. Lay groundwork for continued ministry exposure/recruiting

**Date:** Saturday, July 11, 2020  
**Time:** 8:30 AM – 12:00 PM  
**Location:** De Sales Faith Formation Center  
**Prayer:** Marguerite Stokes  
**Refreshments:** Cheryl Saba and Cheri Grassi  
**Setup/Cleanup:** All

## **Desired Outcomes:**

1. Discussion and possible election of new members.
2. Discussion of calendar for upcoming year.
3. Covid-19 and attendance at Liturgies updates.
4. Please bring your personal calendars and information sent to you via mail to the meeting

## **Action Items for next meeting:**

1. Cheryl Saba will Zoom with Janice Jordan to get her situated as new recording secretary
2. Father John and Marguerite Stokes will start asking guests/representatives from commissions to meetings for updates.
3. All will review position descriptions before next meeting to prepare for discussion

## **Present:**

- \*Judy Chmielenski (new, replaces one of three positions many thanks to Judy for her joining the council)
- Cheri Grassi
- Fr. John McGee, OSFS, Pastor
- Denise Mould
- George Plarre
- Cheryl Saba (many thanks to Cheryl for her years of service on the council)
- Marguerite Stokes

## **Excused:**

- Bob Brezler
- Janice Jordan (will take the recording secretary position)

## **No Longer PPC Members:**

- Frank Ambrose - moved to another parish
- Rachelle Dargie - moved to FL

**Action Items:** Reviewed  
**Opening Prayer:** Marguerite Stokes led the group in prayer  
**Minutes:** Reviewed and approved

**Discussion – All:**

- Cheryl Saba asked to stay on for a while to train new secretary.
- Janice Jordan, volunteered to be new secretary, but may not be able to come to meetings in person due to Covid Pandemic.
- Marguerite Stokes will stay on as the Chair.
- Cheri Grassi will become new Vice Chair.
- Two positions still need to be filled.
- Welcome/Orientation/Registration Events: Council members have signed up and are listed in the minutes.
- Liturgies have been running smoothly. Everyone is following guidelines and protocols.
- Faith Formation Team is trying to devise a plan for Faith Formation in the fall.
- Financials update provided by Charlie DaVolio, Business Manager:
  - It has been a challenging year for our parish. During the COVID-19-related shutdown in Mid-March, parish offertory - the largest source of any parish's income - was off significantly versus the prior year. **ICC Offertory was less than Projected Need \$47,801 (Easter experienced greatest impact)**. With Sunday Liturgy offertory collections virtually nonexistent during the coronavirus pandemic, dioceses helped their parishes tap into revenue sources to help keep one crisis from becoming a second crisis. The Diocese of Raleigh took extraordinary actions to provide financial assistance to parishes - actions which collectively saved parishes across the diocese more than \$3.4 million. Immaculate Conception received the following **one-time assistance:**
  - **Small Business Administration (SBA) Payroll Protection Plan:** a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. SBA will forgive loans if all employee retention criteria are met, and the funds are used for eligible expenses.
  - **Diocesan Cathedralism Commitment** for the April-June 2020 quarter was waived. (Annual commitment to the Diocese of Raleigh to support operations)
  - **Diocesan Priest's Welfare & Retirement Commitment** for the April-June 2020 quarter was waived.
  - **Parish Lay Office Staff:** no salary increase is planned for fiscal year 2020-2021.
  - **Property and Liability Insurance:** The Diocese absorbed parish property and liability insurance rate increases that took effect in July. While those increases were in the 9% range, parishes only incurred a 5% increase. The timing of these increases was especially challenging as the rate changes resulted from a high number of hurricane-related insurance claims and took effect in the midst of the pandemic-related fiscal crunch.

### **Discussion – All (cont'd):**

- Elaine LaCourse, Parish Secretary/Bulletin Editor retires Friday July 25.
- PPC Areas of Strength and Needed Growth:
  - new strength: continued support during Covid with fewer numbers
  - fruitful meetings with PPC, staff, and Commission Chairs
  - help support all ministries in greatest need though idea of commission weekends
  - flourish and be visible with greater involvement via March meeting
- Areas of Needed Growth:
  - “commission weekend”
  - each month will focus on what a ministry does and what it needs and share with parish,
  - adult singles review is necessary-redefined and re-described or let go as a viable ministry.
  - meals on wheels and help center have decreased volunteers due to Covid
- Proposed Idea by Judy Chmielenski:
  - each month, in bulletin, focus on a different Commission after Liturgy to support weekend presentations
- Fr. John spent part of Covid “Stay Home” period editing the input provided by Commission Chairs and Ministry Coordinators regarding their Ministry Position Descriptions.
- Liturgy intentions for coming months have been added to schedule online.
- Future presentation of gifts and flower dedication schedules will be going online.

### **\*Commission weekends:**

- August - Faith Formation (already has something planned)
- September - Liturgical Commission
- October - In-Reach Commission
- November- Outreach Commission
- December onward to be determined

**Immaculate Conception Catholic Church  
Parish Pastoral Council  
Schedule/Dates**

**Parish Pastoral Council (PPC) Meetings:**

- Saturday July 11, 2020 8:30am~12:30pm
- Saturday September 26, 2020 8:30am~12:30pm
- Saturday November 7, 2020 8:30am~12:30pm
- Saturday February 27, 2021 8:30am~12:30pm
- Saturday May 22, 2021 8:30am~12:30pm

**Parish Leadership Meeting:**

- Saturday January 30, 2021 8:00am~2:00pm All Off site

**Executive Parish Pastoral Council (PPC) Meetings Conference room Church:**

- Sunday June 30, 2020 9:45~10:15am
- Sunday September 6, 2020 9:45~10:15am
- Sunday October 18, 2020 9:45~10:15am
- Sunday February 7, 2021 9:45~10:15am
- Sunday April 25, 2021 9:45~10:15am

**Welcome/Orientation/Registrations:**

- Saturday August 1, 2020 8:30am~11:00am
- Saturday September 12, 2020 8:30am~11:00am
- Saturday November 14, 2020 8:30am~11:00am
- Saturday January 16, 2021 8:30am~11:00am
- Saturday March 6, 2021 8:30am~11:00am
- Saturday June 5, 2021 8:30am~11:00am

**Attending Orientation:**

- Marguerite Stokes
- Denise Mould
- Cheri Grassi
- Judy Chmielenski
- Janice Jordon
- Bob Brezler

**Immaculate Conception Catholic Church  
Parish Pastoral Council Assignments**

**Position Descriptions for PPC Assignments**

- Prayer:** Send to the recording secretary 2 weeks in advance of meeting so it can be included with the agenda and attachments; can be read aloud as a group, read in parts, you can be creative with this.
- Refreshments/Set Up:** 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. Make sure your key fob is activated on these days so you can open the building!
- Cleanup:** All will help afterwards with cleanup, taking out trash, leaving the area cleaner than we found it.

## PASTORAL COUNCIL ASSIGNMENTS

| <b>Date</b>        | <b>Prayer</b>     | <b>Refreshments/Set-Up</b>        | <b>Welcome/Orientation/<br/>Registration Events</b> |
|--------------------|-------------------|-----------------------------------|---|
| July 11, 2020      | Marguerite Stokes | Cheryl Saba & Cheri Grassi        | Saturday August 1, 2020                             |
| September 26, 2020 | Cheri Grassi      | Judy Chmielenski & Denise Mould   | Saturday September 12, 2020                         |
| November 7, 2020   | Judy Chmielenski  | Marguerite Stokes & George Plarre | Saturday November 14, 2020                          |
| February 27, 2021  | Janice Jordan     | Marguerite Stokes & Denise Mould  | Saturday January 16, 2021                           |
| May 22, 2021       | Bob Brezler       | Janice Jordan & Bob Brezler       | Saturday March 6, 2021                              |
|                    |                   |                                   | Saturday June 5, 2021                               |