

Immaculate Conception Parish Pastoral Council Meeting Minutes September 29, 2020

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.

Date: Saturday, September 29, 2020
Time: 8:30 AM to 12:00 PM
Location: DeSales Faith Formation Center
Prayer: Cherri Grassi
Refreshments: Judy Chmielenski
Set Up/Clean Up: All Members

Attendees:
Judy Chmielenski
Cherri Grassi
Janice Jordan
Fr. John McGee, OSFS
George Plarre
Marguerite Stokes

Excused: Bob Brezler

Meeting Outcomes:

1. Calendar for Commission Bulletin presentations was revised.
 - Faith Formation August and September
 - Liturgical October
 - Outreach November
 - Inreach January
 - Plant & Operations February

Commission Chairs will be reminded that their presentations should make parishioners aware of what each ministry is doing and how parishioners can become involved and what the needs are in each ministry. The chairs will also be asked to send monthly email reminders to all their ministers to keep the lines of communication open.

Jim & Jo Bowes and Aaron & Michele Beam will coordinate the C.A.R.E. process this year. Emily Hart at Catholic Charities is working with Fr. John and the team to make the process for donations easier given that there will be different donations and more restrictions on the types of donations due to Covid 19.

2. PPC revised their ministry's Strengths and Areas of Growth after discussion:
 - Strengths:
 - Members of the PPC meet safely in spite of Covid 19 and continue to work toward the ministry's goals;
 - Members have candid and respectful discussions as they work with the pastor to identify issues and solve problems;
 - The varied backgrounds and experiences of council members often generate new ideas for the parish.
 - Areas of Growth:
 - Members need to recruit energetic, new PPC members;
 - PPC members are encouraged to be more active in this ministry's work because everyone's voice and help is needed;
 - The PPC members will develop and implement specific procedures and deadlines for all current commission chairs to update their Strengths/Areas of Growth, and to communicate regularly about their ministries;
 - The PPC will encourage parishioners to get involved in parish ministries through personal witness published in the bulletin of how each ministry has affected members' lives and faith.

3. The Parish Leadership Team will meet two times a year and include the entire ICC staff, the Parish Finance Committee (PFC) chair, the Parish Pastoral Council (PPC) chair, all Commission Chairs and the all PPC members in order to share successes and needs of each of the parish ministries. The first PLT is scheduled for February 27, 2021. This date needs to be communicated to all involved. The agenda for the meeting will include some version of the following and will be finalized at the next PPC meeting on Nov. 7.
 - Commission Chairs—Are you sending out their monthly communication emails to all the ministers? What feedback did you receive from your bulletin presentation? Have the presentations increased interest in your ministries?
 - Faith Formation—How effective is virtual/in-person combined catechesis for students and families?
 - Plant & Operations—Are you able to calculate how many hours the ministers volunteer, and can we make this a part of our Stewardship booklet this year? Joan Chmielenski suggested recognizing the commitment of our volunteers by showing how many hours (in the aggregate) they give to the ministries they serve.
 - How is Tracey's training going?
 - Liturgical—How is actively engaging parishioners in the liturgies through the Advent Wreath, the Christmas tree ornaments, etc. going in the time of Covid? How are the new procedures for cantors and the choir going?
 - Inreach and Outreach-How are things working in these ministries with so many restrictions?

4. We were not able to recruit any new PPC members at this time.

5. The PPC revised their PPC Constitution and Bylaws as well as the roles of the PPC Chair, Vice-Chair, Recording Secretary, and the role of the PPC members. **Please see the attached documents for the revisions.**

Pastor's Dialogue:

1. Father John asked us to think about Pope Francis' newest encyclical (to be signed next week in Assisi) entitled "Fratelli Tutti" as guidance for the work of the PPC. There is a lot to think about here:

The Vatican press office, said the document will be titled "Fratelli Tutti" in Italian or "**Brothers and Sisters All.**"

Conventual Franciscan Fr. Mauro Gambetti, custodian of the Assisi convent, said the document "will indicate to the world a style for the future and will give the church and people of goodwill the responsibility for building it together."

"The pope is clearly inspired by Francis of Assisi who, in following Jesus, recognized in fraternity, lived under the sign of mutual and loving service, the horizon of a fulfilled and happy humanity," Gambetti added.

The encyclical is expected to echo many of the themes Francis has been discussing in his general audience talks on Catholic social teaching in light of the pandemic: human fraternity, the equal dignity of all people, the preferential option for the poor, the universal destination of goods, and the obligation of solidarity. Care for the environment and the virtue of peacemaking also are expected to be part of the encyclical.

2. With the help of the Small Business Administration Protection Plan, our staff's positions were retained, although no staff received a raise in salary. We were able to keep all staff with the help of the loan from the SBA, and we will not have to repay this loan. The Diocesan Cathedral Commitment was waived for April and May, and the Priest's Welfare and Retirement Commitment was also waived, but from this point forward, we will have to pay these obligations.
3. Father explained how ICC was one of 32 parishes to be asked to join the OSV process to increase parish funding, especially during the pandemic. Our process entitled "Hearts-to-Hearts." It is a process for parishes to ask parishioners to increase their giving in Church envelopes, e-giving credit cards etc. (and one-time gifts) to the parish. He will keep us abreast of the success of this program. (In pre-Covid times, ICC accommodated 1000 parishioners on weekend liturgies; now we can only accommodate 360 parishioners due to social distancing restrictions. The impact of this and the lack of an Easter liturgy this Spring have taken a toll on parish finances.). Father reported that we have been able to pay our bills.
4. Father John reminded us that our parish debt is paid off and this helped us through the pandemic.
5. Father is pleased with the changes ICC made in order to keep parishioners safe at the liturgies. He is working hard to maintain the dignity of the liturgy at all Masses. He would like all parishioners to help in the clean-up at the church so that it is not a burden for a few. "It's about all of us!"

Action Items for November 7:

1. Contact Commission Chairs regarding on-going communications as outlined in these minutes and new procedures for updating their Strengths/Areas of Growth.
2. Review and finalize the revised PPC changes to Strengths/Areas of Growth.
3. Review and finalize the changes made to PPC Constitution/By-Laws, role descriptions, etc.
4. Plan for the Parish Leadership Team meeting on February 27, 2021.
5. Plan for the Parish Leadership Meeting held off-site on Saturday, January 30, 2021 from 8:00 to 2:00. Father will contact a former PPC member for help securing a place to meet.

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
11/7/20	Judy Chmielenski	Marguerite Stokes Janice Jordan	All
2/27/21	Janice Jordan	Marguerite Stokes Denise Mould	All
5/22/21	Bob Brezler	Janice Jordan Bob Brezler	All

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

DeSales Faith Formation Center

Date	Name
Saturday 11/14/20	George Plarre
Saturday 1/16/21	Judy Chmielenski
Saturday 3/6/21	Janice Jordan
Saturday 6/5/21	Bob Brezler

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

DeSales Faith Formation Center

Saturday, 11/7/20

Saturday, 2/27/21

Saturday, 5/22/21

Parish Leadership Meeting 8:00—2:00 (Off-Site)

Saturday, 1/30/21

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

Conference Room - Church

Sunday, 10/18/20

Sunday, 2/7/21

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