

St. Mary of the Immaculate Conception

Parish Pastoral Council Minutes

November 14, 2017

The meeting started at 6:30pm.

Present: Father David Burgard, Donna Banker, Gay Criscio, Fred Fedorowicz, Heather Hall, Lorie Holden, Richard Janssens, Roger Kidd (Chair), Doug Kuras, Maria Liparoto, Anne Zochowski

Absent: Hugh Acosta, Lorie Bronson, Robert McMillan

Vision: To Welcome. To Inspire. To Transform. To Serve,

Mission Statement: St. Mary of the Immaculate Conception, a Catholic community of faith, proclaims Jesus Christ through prayer, worship, celebration of the sacraments, ongoing care for those in need, lifelong faith formation and stewardship of our time, talents and treasures.

Opening Prayer: Doug Kuras

PPC Member's Prayer Intention/Reflection:

Opening Prayer for November Meeting: Maria Liparoto

Formation/Enrichment

Father David explained that the Bishop is asking each church to have an intercessory prayer team. There are workshops in the diocese for pastors and staff for training on how to form and lead these teams as part of the new evangelization, and the first workshop took place last weekend. They are suggesting 6-8 people, with one point person, committing to a one year commitment to pray together, while also finding common prayers/needs through this prayer that can be brought to the pastor for consideration. This initiative is called, "A Visit to the Upper Room." The church would like to start this in the next few months.

Roger shared the impact of seeing and participating in intercessory prayer and how it has reached into his professional life in a positive way as well.

Father David passed out a document entitled, "7 Traits of a Thriving Parish," and asked the council to look at it and use it for reflection.

Formal Approval of October 10th PPC Minutes:

Approved by all at the meeting. The process was discussed and the concern was raised that the current process of approval through email is not working. Lorie Holden asked the council to be more diligent about their commitment to responding to the final approval of the minutes by email. There was a discussion of having the approval of minutes done by the majority versus the whole council. The council agreed that a majority (8 or more members) of the council must respond with their approval of the minutes to reach a final approval of the minutes.

Lorie Holden brought up that the other minutes from the other councils are not updated consistently and this needs to be addressed. It was agreed that all council representatives on the PPC would address this with their perspective councils.

Vicariate or Archdiocesan Report:

Fred reported that the vicariate council met on October 18th at St. Charles, in Newport. They have been able to start paying all of their bills. He reported that the Hispanic Ministry held a fundraiser and raised \$1000.00, selling tamales.

Fred also reported that the Vicar will be contacting parishes about providing representatives for each of the various vicariate committees.

Commission Reports:

Finance:

The question was asked if the sound system is still being investigated, and the response is that the system is still being monitored and corrected. Father suggested the possibility training some young adults in how to use the technology and have them monitor the system during services.

Lorie spoke of creating a checklist for the organist to refer to before the mass to check the sound system. Father David said that this would be a good idea and added that we need a couple of more people to learn this system.

The speakers that were placed in the back of the church are being discussed as something to re-implement if it would help the sound issues being experienced in the back of the church.

***Action Item:** Check with RMW on replacing the back speakers.

Fred asked about the trifold report. Lorie responded that The trifold report is in process and the final wording needs to still be approved before the end of the calendar year.

Doug commented that the fixed floor looks good.

The parish endowment, since one year ago October 31, has increased to \$976,000.00, showing a \$105,000 increase. The investments have been profitable.

As of the end of September the offertory is about 8% below budget. October and November have come in with an approximate \$6000 increase. The maximum annual distributable amount (5.25% of an average balance as determined by the AOD), which the finance director has recently requested to be disbursed to us, is \$46,943 (budgeted amount was \$40,000).

The CSA is now past our target by approximately \$1000 and all overage will go into the organ restoration fund.

The question was asked; Is the ceiling in the PLC on the radar for finance council, it looks like there is a leak in it? Lorie made a note of it and will take it to the finance council.

Richard asked about the endowment money and how it is used. Lorie responded that it is used to fund day to day activities and improvements.

Christian Service:

Fred reported that the last meeting was November 6th and summed up the unofficial minutes from their meeting. He shared that there are 60 families involved in the bereavement ministry and the ministry is looking for more volunteers to help handle the increased number of families being helped. They are looking for at least six volunteers for Stephen Ministry training in January. He reported that the oven and ice machine in the PLC have been fixed. The Hospitality group is looking for more members. He shared that the Mrs. Claus giving program has 42 families and will be delivering gifts to them on December 12, 2017. The committee is researching what can be done to better assist those with special needs during services. The baby bottle fundraiser was able to raise \$2200. The proceeds from the Baby Bottle Drive were equally divided between, New Beginnings Mercy House, based in Ida, and Heartbeat of Monroe. The committee continues to work on their parish goals and objectives. The committee is also still recruiting workers for GodWorks. Fred reported that St. Vincent DePaul is in need of food and money as they get prepared for the winter.

Father David asked if the needs of St. Vincent DePaul is greater or is the support less and Fred did not have a definitive answer.

Doug asked about the St. Vincent DePaul clothing collection container by the PLC wondering if the clothing was given away or sold to raise funds for the organization. Fred stated that the clothing goes to the Detroit base and was not certain of the distribution/sale process.

Maria raised a concern about the lack of information about local donation centers, their affiliations, and the variety of options being available to the public so that they can make more informed choices in their donations. She stated that this is something she is working on.

Worship:

Father David reported that they are in the process of finalizing training and formation for altar servers, creating more continuation of service as the servers get older, and trying to present the broader picture on their level.

Father David suggested the thought of removing the very back pew along the wall in the west wing of the church to be used as a walkway for those serving during the mass. The council agreed that this would be a good idea and something that would provide a less intrusive way of doing the different jobs during the service.

Father David spoke of the brochure rack and the plaque on the opposite wall for the renovation of the recording angel statue in the vestibule and the use of the space in church available for providing materials to the parishioners. Father suggested putting these memorials/plaques in the social hall and changing the name of the social hall to something like Heritage Hall, so that we could continue to recognize the generosity that has helped the church continue, while opening space for new materials in the vestibule. Father said that this would help utilize the space and the council agreed to support the investigation of this.

***Action Item:** reorganization and utilization of vestibule space.

Bernie suggested that the rack be replaced with something more effective in holding the pamphlets and displaying them effectively.

Fred suggested that the plaques and memorials be put in the parish life center since it shows the life of the parish.

Father David said that 2018 is the year that the commission would really like to target that as the year to pursue and complete the new front door project.

The Worship commission is looking at a more substantial wooden base/stand for the tabernacle. Bill Minney's brother is willing to create something for this so that the base is more secure while maintaining the theme of the church. The height and depth will be the same as the current one but it will be longer and provide more space for display while providing more stability. The council approved of this idea.

It was asked if the group, Monroe Prays/Christians United has a representative from St. Mary. Father stated that it has not been on our worship agenda, but that Lorie Bronson may know more about this.

CYO:

Roger reported that the fall banquet was a success, with many in attendance. They are in good shape financially from generous donations. The CYO is currently clarifying the roles of their board.

Faith Formation:

Roger stated that the report is being done each month by Mary Quick and she invites any questions that the council has about their minutes. She is willing to come to our meetings if we really need her here, but otherwise she will not be attending. Roger said that this should be sufficient and all agreed.

Youth Ministry:

Updates are still needed.

Fred added that the youth minister is looking for adult helpers, and to please contact Nancy Dietrich if interested.

Old Business:

Review of Goals for Commissions and Operational Procedures of the Parish Pastoral Council:

Roger will be sending out sections within the next two weeks. He will add suggestions for the answers within the sections. The advantages of a group meeting format versus an electronic exchange were discussed. Anne suggested trying electronically and if there are too many revisions/issues then move to a group meeting. Many members requested doing this face to face instead of through email and it was agreed to go with a meeting format. Roger suggested that it be done over the course of a couple of meetings. The council agreed to a meeting on January 18, 2018 at 6:00pm, location to

be determined.

New Business:

Evangelization Council

Roger asked the PPC to start to think about the formation of an Evangelization Council. Roger read the requirements for an Evangelization council to the PPC so that the council could have an idea of the need for this and the requirements for this council. Roger reported that there are a couple of people interested in chairing this council, and there will be more conversation leading to the formation of this council.

Open Forum:

Bernie shared that on Sunday morning there is a space between the rug and the front door, where people are slipping as the rug does not stay in place. There is a need for either a larger rug or a way to hold it in place. Lorie Holden is taking this concern to the finance council.

Anne showed a picture of the floor under the kneeler where she was seated at mass which showed dirt accumulated and asked that the cleaners be spoken to about the cleaning process. The council discussed the process and a way to move forward on this concern.

Fred asked what type of other faith formation for adults will be offered. Father David said they are open to topic ideas. Members offered some ideas. Father said that he would like to know what type of things members are interested in learning about and is open to all ideas. Father suggested a survey and initially address the most common topics. The council agreed and Father said that he will bring a copy of the survey for the council to see.

Anne asked if there will be caroling this year and Father said absolutely.

Pastor comments:

Father David said that at this time it looks like we will not be getting an associate pastor. In the meantime the diocese has connected Father with someone, Father Mark George, to help when he is available. Father David asked for prayers.

It was asked if there is any chance to eliminate one of the masses and Father answered that at this time he will be able to arrange for a different priest to cover one mass a weekend and keep the masses as they are currently scheduled.

Next PPC Meeting- December 6, 2017, 6:00 pm

Closing Prayer- Father David

Respectfully submitted by: Donna Banker, Recording Secretary