

**Parish Pastoral Council Meeting
May 8, 2017**

Present: Fr. Ray, Eileen Bowes (staff-ex officio), Peg Bush, Allison Cyganowski, Bruce Denner, Ludwig Heil, Sandy Hogan, Fatima Walsh (staff- ex-officio), Sandy Zielie (development – ex-officio)

Absent: Jane Brihan (staff- ex-officio), Rosemarie Dykeman (finance council- ex-officio), Deacon Chris Everhart (staff- ex-officio), Jacques Gagnon, Sue O’Malley, John Sullivan

Guest: Ken Kalinowski representing the Knights of Columbus

- 1) **Opening Prayer** – in the chapel
- 2) **Minutes** – Minutes of 3-6-17 meeting were accepted and will be posted on the website.
- 3) **Update from Welcome Sub-Committee** – Eileen reported that Donna Krauss has stepped down as coordinator of the Mass greeters and Peg Bush has volunteered to take on this task. Feedback about the greeter program has been very positive. Fr. Ray mentioned that it would be great to also have greeters in place at special events such as First Communion, penance services etc. in addition to ushers and parking guides. A suggestion was made to incorporate the Social Committee and the greeter program into a larger Hospitality Ministry and this was accepted.

The welcome cart has been built and is almost ready to go, final planning underway.

- 4) **Review Journey to Missionary Church Roadmap** – Ludwig shared that he has been communicating with ALPHA New England leaders. There is a Divine Renovation conference being planned for Feb 17, 2018, in Worcester. There will also be a Divine Renovation conference in Halifax, Nova Scotia, in June 2018.

Ludwig reviewed timelines for completing systems assessments as well as for defining the Parish Purpose and Strategic Plan with Five Year, Three Year, and One Year Plans. He recommended inviting representatives of major parish ministries to join us in October to complete the Ministry systems assessment and mini-plan. Several Council members emphasized the importance of ongoing communication with parishioners regarding parish needs and making adjustments to goals as the parish needs change. The September PPC meeting will help members refocus on our ongoing work and make any necessary adjustments before moving forward with Ministry systems assessment in October. The system assessment of Worship and Evangelization will be delayed until early 2018.

- 5) **Meeting Schedule update:** Members expressed concern that our present schedule of meeting every other month is resulting in difficulty maintaining focus and progress on our work and requiring much time reviewing at subsequent meetings. Members decided that we will resume monthly meetings from 6-8:30PM starting in September with no meetings in July and August. The following is a tentative schedule for FY 2017-2018:

- ❖ **Monday Sept 11, 2017**
- ❖ **Monday Oct 16, 2017**
- ❖ **Monday Nov 6, 2017**
- ❖ **Monday Dec 4, 2017**
- ❖ **Monday Jan 8, 2018**
- ❖ **Monday Feb 5, 2018**
- ❖ **Monday March 5, 2018**
- ❖ **Monday April 2, 2018**
- ❖ **Monday May 7, 2018**
- ❖ **Monday June 4, 2018**

- 6) **Review & Feedback on Goals for Discipleship for the four SWOT areas: Strength, Weakness, Opportunity and Threats-** Ludwig led members through a review of the systems assessment on discipleship. The mini-plan for this area will be completed at the June PPC meeting. Members shared concern that we need to continually communicate with parishioners to understand the needs of the parish and then use the data we obtain in adjusting our short and long term goals. We also were reminded to focus on people wherever they are in their faith journey, understanding cultural and societal challenges, and being mindful not to appear overly pious or judgmental in how we interact. At the same time, hopefully we do speak up for (and model) what we believe.
- 7) **Fifty Year Anniversary-** Sandy Zielie offered to coordinate planning for the year-long celebration of the 50th anniversary of Immaculate Conception Parish. She will be recruiting members for a core team from all sectors of the parish.
- 8) **Other Topics-** Sue O'Malley will put together a raffle basket from the PPC for the Pinehaven fund raising event. If you want to contribute, please contact Sue.
- 9) **Closing Prayers:** Fr. Ray and all members
- 10) **Action Plan: Immediate tasks before next meeting:**

Item	Member(s) responsible
Pray for Immaculate Conception Parish and the PPC	All members
Communicate with greeter coordinator Peg Bush	Eileen
Research "Catholic trivia" for use in handouts	All members
Complete welcome cart	Jacques et al
Technology consultation re welcome cart and AV adaptations in the worship space	Ludwig
Compile suggestions for Discipleship mini-plan	Ludwig
Begin recruiting 50 th Anniversary Core members	Sandy Z
Prepare agenda for next meeting	Fr. Ray, Ludwig, Allison
Prepare meeting minutes	Sandy H
Send approved minutes for website posting	Sandy H
Request meeting space per schedule	Sandy H
Coordinate food for June meeting	Sandy H

11) **Next Meetings:**

Monday June 5, 6-9PM, rectory