

Parish Pastoral Council Meeting
March 4, 2019

Present: Fr. Ray Labrie, Eileen Bowes (staff – ex-officio), Peg Bush, Allison Cyganowski, Steve DeMello, Sandy Hogan, Sue O’Malley, Fatima Walsh (staff – ex-officio),

Absent: Rosemarie Dykeman (finance council – ex-officio), Jacques Gagnon, Deacon Chris Everhart (staff – ex-officio), Ludwig Heil, John Sullivan, Sandy Zielie (development – ex-officio)

1) **Opening Prayer:** Fr. Ray and all in the Chapel

2) **Minutes:** Minutes from February 2019 approved

3) **Updates:**

- The stair repair work for the church is estimated to be completed by the end of June. Fr Ray showed members in attendance the plans for the repairs. Temporary stairs are currently being installed and should be ready by the weekend. Phase two of the work will include revamping the sidewalk and adding several more handicapped parking places near the ramp.
- We reviewed upcoming Lenten events.

4) **Discussed 2019 Goals:**

- Community G1: Redefine Welcome Program – Fr Ray and Fatima shared that there was an initial meeting with Power Sound regarding updating the AV systems in the church. More information as plans are firmed up.
- Discipleship G1: Implement Divine Renovation Program - The Shroud Encounter event was very successful with approximately 300 people participating. The Unbound Conference is scheduled for Fri March 22 and Sat March 23. There are also two upcoming Bible studies and many Lenten programs being offered.
- Discipleship G2: “Do you know” Teaching Program – Fatima reported that Eveline Morrier, our Communications Coordinator, is trying to reduce the size of the bulletin and incorporate more information onto the parish website. The current paper and digital bulletins require two solid days of Eveline’s work week and could be better utilized updating the website and doing other communications related tasks. Fatima also shared that a “Do You Know” offering would require much oversight by the pastoral staff and is readily available from many existing resources which Eveline already posts on the website. Members discussed possible Catholic trivia items which could be posted on the bulletin with answers posted on the website in an effort to engage parishioners and help people make the transition to digital media.
- Ministry G1: Develop Ministry Liaison and Collaboration Plan- Members discussed the role of the liaison program as giving ministries a voice in communicating with the parish as well as encouraging better collaboration and access to any needed support. The goal is to build on the ministry meetings held last year which introduced the Divine Renovation Game Plan and the role of ministries in the Game

Plan. Eileen shared the organizational structures for the Diocese of Manchester. Staff members pointed out that many ministries are directly connected to a member of the pastoral staff and are already in close communication, not needing an additional liaison. Members agreed to examine the roster of ministries and determine which might be candidates for some liaison and support versus those that clearly fall under a specific pastoral staff member. Eileen agreed to review the past organizational chart developed by the PPC to determine the same. Members agreed to review the parish ministries tri-fold brochure for the same purpose.

Members also discussed how a liaison would work, making personal contact on a regular basis and perhaps e-mailing designated ministries prior to PPC meetings to get any updates.

5) **Closing Prayer:** Peg

6) **Action Plan: Immediate tasks before next meeting:**

Item	Member(s) responsible
Pray for Immaculate Conception and the PPC	All members
Fr Ray and staff members	Provide updates to Evangelization, stairs, AV, etc
Read <u>Unlocking Your Parish</u> book	All members
Review parish organizational chart to analyze possible needs for liaison	Eileen
Obtain parish ministries brochure for members	Sandy H
Review parish ministries brochure to analyze possible needs for liaison	All members
Prepare agenda for next meeting	Fr. Ray & Allison
Prepare meeting minutes	Sandy H
Send approved minutes for website posting	Sandy H

7) **Meeting Schedule:**

- **Monday April 1st: 6:15-8:30PM**
- **Monday May 13th : 6:15-8:30PM**
- **Monday June 3rd : 6:15-8:30PM**