

**Parish Pastoral Council Meeting
November 28, 2016**

Present: Fr. Ray, Eileen Bowes (staff-ex officio), Jane Brihan (staff- ex-officio), Peg Bush, Allison Cyganowski, Bruce Denner, Rosemarie Dykeman (finance council- ex-officio) Deacon Chris Everhart (staff- ex-officio) , Jacques Gagnon, Ludwig Heil, Sandy Hogan, Sue O'Malley, John Sullivan, Fatima Walsh (staff- ex-officio), Sandy Zielie (development – ex-officio)

1. **Opening Prayer** – Lectio Divina
2. **Minutes** – Minutes of 9-26-16 meeting were accepted and will be posted on the website.
3. **Meeting Frequency**- Members agreed that meeting every other month for 3 hours seems more efficient for analysis and planning. However, it was decided that ad hoc committees could be helpful in moving short term initiatives forward in a more timely manner. The committees would meet on off months or at the end of PPC meetings as feasible and needed. Bruce and Sandy Z emphasized the importance of communicating regularly with parishioners regarding what the PPC is working on as well as to seek parishioners' feedback.
4. **Terms of Reference Overview** – Ludwig presented a one-page bulleted overview of the Parish Pastoral Council's structure and functions. Members suggested that a shorter version be constructed suitable for posting on the bulletin board, weekly bulletin, and website. An ad hoc committee was formed to complete the revisions: Ludwig, Sandy H, Allison, Deacon Chris, Peg, and Fatima. The committee will meet on Monday Dec 12th from 7-8PM.
5. **Ten Values Analysis**- Ludwig presented a compilation of the 10 values analysis members completed at the previous meeting. The results were presented in low to high rank order to help inform SWOT analyses and planning for each of the 5 systems of church life (Worship, Evangelization, Discipleship, Fellowship / Community, Ministry).
6. **SWOT Analysis and Mini-Plan for Fellowship / Community**- A SWOT analysis consists of performing a review of current Strengths, Weaknesses, Opportunities, and Threats for a parish system. Members completed a SWOT analysis and mini-plan in the area of Community. Ludwig will compile and present the results and agreed upon goals to members via e-mail as well as at the next meeting. The expectation is that short term committee work will then begin on some of the most immediate goals.
7. **Closing Prayers:** Fr. Ray and all members
8. **Action Plan: Immediate tasks before next meeting:**

Item	Member(s) responsible
Pray for Immaculate Conception Parish and for the work of PPC	All members
Complete reading Divine Renovation	All members
Compile results of Community SWOT analysis and goals (below)	Ludwig
Review and simplify PPC overview document (Dec 12, 7PM)	Ludwig, Sandy H, Allison, Deacon Chris, Peg, and Fatima
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

9. **Next Meetings:**

DOCUMENT COMMITTEE: Monday December 12, 7-8PM

PPC:

- Monday January 9, 6-9PM, chapel and double room at the Parish Center
- **Monday March 6, 6-9PM, chapel and double room at the Parish Center DATE CHANGE**
- Monday May 8, 6-9PM, chapel and double room at the Parish Center

6-Month Planning Guide - Community

SWOT Quadrant Strength - **Immaculate Conception Church Brand Awareness**

Goals	Action Steps	Point Person	Completion Date	Measurement
Welcome Program				
Large Scale Events				
Weekend Socials				

If we do nothing else in the next 6 months, we must: **Improve our weekend social programs, i.e., one monthly full breakfast, similar events for Saturday 5:00 PM and Sunday 11:00 AM Masses**

The single most important thing we must do in the next month is: **Define and implement a "Welcome Program" to make existing and new parishioners feel more invited and connected. Leverage our facilities (i.e., foyer, parish hall), Children's liturgy, etc.)**

SWOT Quadrant Weakness

Goals	Action Steps	Point Person	Completion Date	Measurement
Themed Sundays				
Alpha and other Program initiative				
Family engagements				

If we do nothing else in the next 6 months, we must: **Optimize our Alpha and other Program offerings**

The single most important thing we must do in the next month is: **Define and implement a "Themed Sunday" program, i.e. Push-In Sunday, Name – Tag Sunday, Did you know Sunday, etc.**

6-Month Planning Guide - Community

SWOT Quadrant Opportunity – **Leverage our community**

Goals	Action Steps	Point Person	Completion Date	Measurement
Leverage (Parish) Community				
One new Parish Outreach program				
Social Justice/Joined Project initiative (prisons)				

If we do nothing else in the next 6 months, we must: **Define Social Justice/Joined external Projects (for example prisons)**

The single most important thing we must do in the next month is: **Define/implement one new Parish Outreach program**

SWOT Quadrant Threat - **Society and social influence**

Goals	Action Steps	Point Person	Completion Date	Measurement
Embrace the society thru events				
Be Invitational				
Leverage Social Media				

If we do nothing else in the next 6 months, we must: **Embrace the society (broader community) thru events, like Superbowl, Red Sox season opener, etc.**

The single most important thing we must do in the next month is (we may combine #1 and #2):

- Leverage Social Media to be a more inviting and missionary church.**
- Encourage our parish members to invite others from outside ICC**