

**Parish Pastoral Council Meeting
March 6, 2017**

Present: Fr. Ray, Eileen Bowes (staff-ex officio), Jane Brihan (staff- ex-officio), Peg Bush, Allison Cyganowski, 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)

Absent: Bruce Denner, Sandy Zielie (development – ex-officio)

Guest: Ken Kalinowski representing the Knights of Columbus

- 1) **Opening Prayer** – rosary in the chapel
- 2) **Minutes** – Minutes of 1-9-17 meeting were accepted and will be posted on the website.
- 3) **Change to PPC Operating Model:** Article VII (meetings) Section 1 was changed to reflect that meetings are now held bi-monthly: “Regular PPC meetings shall be held bi-monthly, except in July, on the second Monday of the month from 6:00PM to 9:00 PM at the Parish Hall...”
- 4) **Systems Assessment:** Ludwig noted that the assessment of the 5 church systems is taking a little longer than originally planned, as we are taking the time to carefully assess each system in preparation for one, three, and five year strategic planning. The 5 systems are: Fellowship/Community, Discipleship, Worship, Evangelization, and Ministry. We decided to push Worship and Evangelization out and analyze these two systems later this year/early next year. This allows up to come up with a strategic plan addressing many areas that will have major (positive) impact and will give us faster results.
- 5) **Update from PPC Sub-Committee on “Being a More Welcoming Community”** – Eileen reported that the first weekend of greeters at all weekend Masses went very well and that most parishioners were responding very positively. She reported that Donna Krauss has volunteered to coordinate this new ministry. For the time being, Donna prefers to coordinate volunteers manually versus using the already existing EM and lector software system. The plan is to have 4 greeters per Mass reporting in to the Mass leader. There have been 44 volunteers thus far. Families, youth group representatives, and people new to ministry will be encouraged to serve as greeters. This ministry will remain separate from that of ushers. It is expected that it will take 2-3 months for this ministry to run really smoothly. Members discussed that greeters could also hand out additional items to pique parishioner’s interest, for example: important flyers, information about saints, Catholic trivia, etc.
Jacques is in the process of building a “welcome cart” which will hold a laptop with a photo power point running before and after Masses. A skilled person will be needed to manage it and respond to inquiries. The hope is that the computer will also be able to accept new parishioner enrollments, registrations for various programs, etc. The plan is to introduce the new welcome cart on Palm Sunday. Ludwig shared that perhaps once a month, the welcome power point can also be run at coffee & donuts in the parish hall.
The committee has other projects, but wants to introduce one initiative at a time.
- 6) **Review of SWOT Analysis and Mini-Plan for Discipleship:** Ludwig led the group through a review of the Discipleship SWOT analysis done at the last meeting. He then engaged the group in identifying a mini-plan in this area. Ludwig will tabulate results and report out at the next PPC meeting.
- 7) **Other Topics:** Fr. Ray mentioned that next year will mark the 50th Anniversary of Immaculate Conception Parish. He hopes that at the next meeting, the members will help to brainstorm ideas for celebrating this significant milestone.
- 8) **Closing Prayers:** Fr. Ray and all members

9) ***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 Donna Krauss and welcoming sub-committee	Eileen
Research “Catholic trivia” for use in handouts	All members
Complete welcome cart	Jacques
Technology consultation re welcome cart and AV adaptations in the worship space	Ludwig
Compile results of Discipleship Mini-Plan	Ludwig
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

10) ***Next Meetings:***

Monday May 8, 6-9PM, chapel and double room at the Parish Center
Monday June 5, 6-9PM, rectory