

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

3/30/10

The first meeting of the Infant Jesus Parish Pastoral Council took place on Tuesday, March 30, 2010 at 7:00 p.m. in the Ministry Center.

In attendance were Father Joseph Szolack, Sister Michelle, Diane Cusick, Tammy Gatto, Patricia Graham, Stephen Graham, Barry Hills, Robert Law, Nick Moffa, Thomas Petri and Karen Walters. Frank Dunleavy was unable to attend due to another commitment.

The meeting began with an opening prayer and recitation of An Act of Consecration to The Sacred Heart of Jesus by Saint Margaret Mary Alocoque.

Everyone was provided with a working draft of the Guidelines for Parish Pastoral Councils. It was explained by Father Szolack that Parish Pastoral Councils is the new term for what once was "Parish Council". These new Councils are designed with a consultative role to examine, consider and recommend such that in the event the Parish were to have a new Pastor, the Parish Pastoral Council would be in the position to continuing to function.

Membership is designed to be a three year term, however, the terms should be staggered so as to maintain continuity. This is something that may have to be addressed in the future since or it may work itself out naturally during the passage of time (if someone should have to step down in the interim, that term would become staggered).

A Coordinating Committee is necessary which is comprised of the Pastor (Father Szolack) who is the chairperson, a vice-chairperson and secretary. A Vice Chairperson was not yet selected. Diane Cusick volunteered to be Secretary. The Vice Chairperson and Secretary serve a two year term unless their membership expires prior to the completion of the two year term.

Father Szolack expressed importance of reading the vision statement previously submitted to the Diocese for Pastoral priorities and addressing same.

We discussed the desire to have Novenas and offering wine to the parishioners. Patricia Graham stated that her committee is busy looking into various programs to offer the Parish.

Bob Law (who is also on Finance Council) reported that our fiscal year begins on 7/1 with a new budget. Finance Council is busy working on same. If we are aware of any capital expenses, we should get these numbers in as soon as possible before the budget is established.

Father indicated that the year of the Priest ends on 6/19/10 and he would like to mark that in some way. Thoughts are underway as to what we might do in this regard.

The Feast Day of SJV is August 4th. The Celebrations Committee will begin planning in the near future. The Feast Day of St. Margaret Mary Alacoque is on 10/16 and we would like to honor that Feast Day as well. Sister Michelle has some thoughts on marking this occasion and we will revisit this.

Steve Graham mentioned possibly linking our Parish with Facebook as a communication tool for parishioners. We discussed the need to update our registry with many families being double registered. The registry is very important and we will begin to concentrate on this effort.

Unfortunately, we have lost many St. John Vianney children to other CCD programs. We would like to try to bring them back into the Infant Jesus Parish program.

Bob Law reported that the Welcoming Committee is in need of more people and we should find individuals willing to serve in that capacity.

For the time being, it was agreed to hold monthly meetings on the first Tuesday of each month at 7:00 p.m. with the next meeting scheduled for May 4th at 7:00 p.m. We may reduce to bi-monthly meetings in the future depending on our agenda.

The meeting concluded with a closing prayer.

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

5/4/10

In attendance: Father Joseph Szolack, Diane Cusick, Frank Dunleavy, Tammy Gatto, Patricia Graham, Stephen Graham, Barry Hills, Robert Law, Thomas Petri and Karen Walters.

The Vice-Chairman and Secretary were introduced: Steve Graham, Vice Chairman, Diane Cusick, Secretary. Council Members were asked to review the **Mission Statement** and responsibilities (page 2) prior to the next meeting for revisions/approval at the next month's meeting.

Parking Lot: Barry Hill reported on repairs needed for the parking lot; there are two sewer boxes in critical condition and therefore a top priority and repairs should be completed prior to the carnival.

Parish website has been renovated

Year of the Priest: Patti Graham is working this project which includes compiling a list of all Priests who have served both Churches and collecting comments from Parishioners.

Finance: The next finance meeting is May 17. The Finance Council is preparing the budget for the 7/1/10 fiscal year and needs our input asap regarding anticipated capital expenses and estimates for repairs to be made between 7/1/10 and 6/30/11.

Religious Education: Steps are underway to hire a new DRE.

Registry: Updating the Parish Registry is a top priority. Consideration has been made to solicit an IT person to create a database and implement a plan.

The next meeting is Tuesday, June 1 at 7:00 p.m. in the Ministry Center.

Any **New Business** should be emailed to Steve Graham asap for the next Agenda.

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

6/9/10

In attendance: Father Joseph Szolack, Sister Michele DeGregorio, Father Felipe Doldan, Deacon Bob Kenney, Deacon Nicholas Danze, Diane Cusick, Frank Dunleavy, Tammy Gatto, Patricia Graham, Stephen Graham, Barry Hills, Robert Law, Nick Moffa, and Karen Walters.

Budget: Preview of budget was presented by Bob Law. We are not planning for any capital expenses. In this budget, the DRE will also handle youth ministry.

Registry: Census for registry is too costly. A committee will handle in-house. We currently have 2,844 registered households.

Personnel: Father Szolack announced that a Transitional Deacon has been assigned to the parish, Deacon James King, effective 6/15. Father Felipe leaves on 6/30. Father Albert and Deacon James will stay at the SJV rectory from 6/15-6/30 and we hope to renovate (paint) their rooms at the rectory on Beech Avenue in the interim.

Mass Schedule: We are looking into the possibility of adding a Mass at St. John Vianney. The cost is \$100 per Mass if we hire an outside Priest.

St. John Vianney Festival on 8/4/10: We will hold the annual celebration. The Special Events Committee will meet and report back next meeting.

Year of the Priest: Due to low response, the information collected by Patti will be posted on the website. A Mass has been added for 6/11 at 8 p.m. at St. John Vianney Church to conclude The Year of the Priest with Holy Hour at 7 p.m.

New Business: A joint meeting will be held for all Lectors and Eucharistic Ministers. The next Pastoral Council Meeting will be Tuesday, July 6 at 7:30 p.m.

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

7/6/10

In attendance: Father Joseph Szolack, Sister Michele DeGregorio, Diane Cusick, Frank Dunleavy, Tammy Gatto, Patricia Graham, Stephen Graham, Robert Law, Nick Moffa, Tom Petri and Karen Walters.

Improvements/Repairs: Father is investigating improving the lighting at St. Margaret Church. Proposals will be collected and reviewed.

Registry/Census: Sharon is working on obtaining databases from neighboring parishes. Once received, a committee will be formed and work will begin to update our registry.

Mass Schedule: We will not make any changes at this time.

Feast Days: The Special Events Committee is planning an outdoor reception following a Mass on August 4th (Feast of St. John Vianney) with the goal of keeping costs down from recent years. Father is contemplating a Novena beginning 7/27 and ending on 8/4, but first needs to confirm Priest availability for same. In addition, we would like to provide Holy cards to the parishioners. The Feast of St. Margaret is on Saturday, October 16th. We will plan a similar Novena and celebration. Due to the time of year, the reception/festival may need to be indoors and, if indoors, there may be scheduling conflicts with the gym. (Youth Group overnight and basketball) It was decided to mark the Feast Days of our two Saints, and to put an even greater emphasis on the Epiphany in January and perhaps offer gifts to Infant Jesus for those in need.

Liturgical Changes to Mass: The implementation of the changes to Mass are scheduled to occur during Advent 2011. It is important that we educate the Parish to embrace these changes as a positive step towards bringing people of different nationalities together. We currently have two English translations which do not offer complete translation with other languages.

Meeting Schedule: It was decided to recess in August, to set future meetings for 7:00 p.m. and to rotate meeting locations between the two sites. The next Pastoral Council Meeting will be Tuesday, September 7, 2010 at 7:00 p.m. at Infant Jesus Parish Ministry Center (Teacher's Lounge).

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

09/07/10

In attendance: Father Joseph Szolack, Sister Michele DeGregorio, Deacon Kenney, Deacon Danze, Deacon Olesiewicz, Diane Cusick, Frank Dunleavy, Patricia Graham, Stephen Graham, Robert Law, Nick Moffa, Tom Petri and Karen Walters.

Implementation of the New Missal: Karen Walters reported that the Camden Diocese plans on implementing these changes in our parishes in March of 2011. The Diocese will provide materials to the parishes. In the meantime, www.usccb.org, the website for the United States Conference of Catholic Bishops is a good source for information and the Pastoral Council Members should take time to become familiar and educated regarding the coming changes and we should discuss any concerns as a group before we begin addressing parishioners. It is important that the changes are viewed as necessary and positive.

St. John Vianney Rectory: Father Szolack would like to develop a subcommittee to clean up the rectory and make some adjustments to better utilize the space. Nick Moffa expressed interest to chair this committee.

Census Update: No update at this time.

Spiritual Committee Update: Patti Graham reported that the committee would like to offer the rosary prior to each Mass and that we need a list of people who would be scheduled to lead the rosary and to fill in when needed. There is concern regarding the start time so that the rosary is not rushed and also to ensure that the rosary time remains quiet and reverent for those who participate. Deacon Nick suggested that the Spiritual Committee and the Liturgical Committee should work together for the same goal.

The celebration for the Feast of St. John Vianney occurred on August 4th. We received many donations from local businesses and parishioners which helped make this a successful event while keeping the costs to a minimum as opposed to prior years before the merger.

October 16 is the Feast of St. Margaret Mary Alacoque. A Nine Day Novena is planned to begin on October 16th and end with a celebration on October 24th. The Special Events Committee and the Liturgical Committee will begin the planning process.

St. Margaret School Update: Sister Michelle reported the addition of some new windows, fresh paint and a larger preschool classroom to accommodate an increase in enrollments. Sister also informed council of a new bully fee program which will be instituted in school/classrooms.

New Business

Finance Council: The next finance meeting is scheduled for September 23rd. Parishioners should be provided with a vocal report and a hard copy will be made available. It is expected for this to occur some time in October.

Youth Group: The Youth Group has been very busy and have planned a Youth Group Blitz to occur at St. Margaret Church which follows a successful event that occurred at St. John Vianney Church. There was discussion concerning acquiring a 15 passenger bus to accommodate the Junior High Youth Group. Pastoral Council was concerned that this would not be economically feasible and that other avenues should be explored regarding transportation.

The next meeting is scheduled for October 5th at 7:00 p.m.

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

10/5/10

1. **Opening Prayer:** Father Szolack
2. **Roll Call:** Father Joseph Szolack, Sister Michele DeGregorio, Deacon Nick Danze, Deacon Ron Olesiewicz, Rev. Deacon James King, Diane Cusick, Frank Dunleavy, Patricia Graham, Stephen Graham, Barry Hills, Robert Law, Nick Moffa and Karen Walters.
3. **Chairman's minutes:** Father Szolack reported on part 2 of the Diocesan plan for merging process. The first phase was entitled "Gathering God's Gifts". This next phase is entitled "Harvesting the Gifts" and contains Pastoral Planning Priorities discerned by Bishop Galante following the speak-up sessions which were previously held throughout the Diocese. Upon review of the materials provided from the Diocese, we captured three Pastoral Planning Priorities which most directly impact Infant Jesus Parish. The three Pastoral Planning Priorities are as follows:
 - Lifelong Formation
 - Liturgy
 - Vocations

The following website is available to serve as a toolkit to aid in this process: <http://harvestinggifts.camdendiocese.org>

4. **Old Business:** Minutes from September's meeting were approved.

St. John Vianney Rectory: Nick Moffa reported that we are making progress at the rectory at St. John Vianney. Furniture has been donated to provide a comfortable (informal) meeting space located on the first floor where the office once was. The upstairs has been cleaned (by Nick) and is ready for guests. The upstairs bathroom needs some minor repairs (which may include a new sink).

In addition, both rectories are in need of powerwashing. The parking lot at St. John Vianney Church is in serious need of repair in large measure from the harsh winter that we experienced. Overall, the St. John Vianney grounds look pretty good thanks to some "volunteer" parishioners.

Census Update: No update at this time, however, Father Szolack expressed that the census is still a top priority project and reminds us that an updated registry is the best way to reach out to our parishioners.

St. Margaret Feast Day: A breakfast celebration is scheduled for Sunday, October 24th following the 10:00 Mass.

St. Margaret School Update: Sister Michelle reported that everything is going well. There are no new updates at this time.

Finance: Jeff Heck provided the parishioners with an oral report at each Mass on October 2nd and 3rd. In addition, an insert was placed in the Parish Bulletin. The report was confusing to some at first glance because the report references actual income for only six months (from the time the merger and not before). The Parish will be holding two fundraisers in the future.

New Business: We will begin to publish our meeting notes on the Parish Website be accessible to anyone interested.

6. Action Items: Pursuant to Phase Two, Harvesting the Gifts, we will divide Pastoral Council into three groups. Each group shall work together to explore and plan for growth of Infant Jesus Parish in regard to the assigned Pastoral Planning Priority as referenced above. The first step is an initial discovery phase. Members in each group shall collaborate with each other and with others in the parish in an effort to strategize what improvements can be made, if any, to take a particular priority to the next level. Each Group shall report to Pastoral Council. Plans and decisions will be discussed at Pastoral Council, however, Father Szolack will be the decision maker. The goal is for our committees to meet in the coming weeks and provide initial feedback at the next Pastoral Council Meeting. This feedback should include an action plan which should include how we can help a particular group and to develop and/or clarify the mission statement for a particular group which would help interested parishioners determine if this is a group they might be interested in joining.

The next meeting is scheduled for Wednesday, November 3rd at 7:00 p.m. (deviation in regular schedule due to All Souls Day)

Closing Prayer: Karen Walters

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

11/04/10

Date/Time: November 4, 2010 -- 7 pm

Location: St. Margaret's Teachers' Lounge

Present: Father Szolack, Deacon Ron, Deacon James, Sister Michele, Patti Graham, Barry Hill, Bob Law, Nick Moffa, Frank Dunleavy, Tammy Gatto, Karen Walters

Absent: Steve Graham, Diane Cusick, Tom Petry

1. Deacon James led the council in an opening prayer.
2. Father Szolack proposed approval of minutes from October 5 meeting. Council approved minutes.
3. "Harvesting the Gifts" subcommittees reported on their progress:
 - a. The Liturgy Committee held one meeting and enjoyed a productive and good conversation. They gave consideration to the level of solemnity of our liturgies. They plan to look at the hymns that are used and work on eliminating any distractions to prayerful worship. They are considering the need for liturgy education for all ages, perhaps offered on a monthly basis for adults. They identified a problem with the sound in St. Margaret Church. They are considering organizing 40 hours, perhaps before the Epiphany, which is our parish feast day. At their next meeting, they will determine next steps and prioritize.
 - b. The Vocations Committee reported that they had not met yet but were determined to hold their first meeting before the December Council meeting.
 - c. The Lifelong Formation Committee reported that they held one meeting and discussed the six questions assigned at the October meeting. They identified the lack of a children's liturgy and the absence of young adult ministry as a problem. They will consider a *Theology of the Body* program for Infant Jesus parish.
4. Father Szolack suggested that the Parish Council hold a prayer service at their next meeting to celebrate the Advent Season together.
5. The council agreed that starting in the New Year we will publish our meeting minutes on the parish website.
6. Sister Michele reported that the school recently hosted an in-service session for teachers focused on religious education strategies. It left the faculty questioning how to deepen their own faith and model that for students. As a result, Sister Michele has begun moderating a small faith sharing group for the teachers.
7. Father Szolack expressed gratitude to the Knights of Columbus and the Special Events Committee for the recent successful feast day celebration for St. Margaret Mary Alocoque.
8. Father Ron led the council in a prayer to close the meeting.

Infant Jesus Parish Council

Meeting Notes by Steve Graham, Vice Chairperson

12/7/10

Date/Time: December 7, 2010 -- 7 pm
Location: Steve and Patti Graham's House
Present: Father Szolack, Sister Michele, Deacon Nick, Deacon James, Patti Graham, Steve Graham, Tammy Gatto, Nick Moffa, Tom Petri, Barry Hills, Frank Dunleavy, Bob Law, Karen Walters
Absent: Diane Cusick

1. Father Szolack led the council in an opening prayer.
2. Father Szolack proposed approval of minutes from the November 7 meeting. Council approved minutes with three minor corrections.
3. Father Szolack presented the following parish updates:
 - a. The *500 Raffle* was scheduled to end the following Sunday. As of the meeting date only about 350 tickets had been sold.
 - b. The parish made \$5000 on the recent basket bingo event. Proceeds will be used to improve the sound system at St. Margaret's Church.
 - c. The ceiling and the hot water heater at St. John Vianney Church were mentioned as causing concern.
 - d. Fr. Szolack stated his intention to form a buildings and grounds committee in January 2011.
 - e. Six Christmas Masses were scheduled for our first Christmas as Infant Jesus Parish. Baby Jesus figurines from parishioners' homes were scheduled to be blessed at Masses on 12/19.
 - f. Fr. Larry Kozak scheduled as speaker for upcoming 40 Hours observation January 2-4, 2011 to celebrate our parish feast day.
4. Father Szolack presented the idea of using Life Touch Photographers to create a parish directory and offer family portrait services to parishioners. Decision was made to invite the vendor to the February 2011 council meeting to formally present the idea to council.
5. Steve Graham presented a review of Infant Jesus Parish Council activities in 2010. Looking ahead to 2011, Steve proposed the following areas of focus:
 - a. Census
 - b. "Harvesting the Gifts"
 - c. New Roman Missal
 - d. Improving communications to parishioners and ministries
 - e. Establishing a central parish calendar
 - f. Keeping the web site fresh with new content
6. Action Item – Steve will email all council minutes to Sharon Sandone for inclusion in the year-end report to the diocese.
7. "Harvesting the Gifts" subcommittees gave updates and submitted minutes under separate cover. Council discussed ideas for updating the interior of St. Margaret's Church.
8. Sr. Michele gave an update on activities at St. Margaret's School, which is enjoying healthy enrollment trends.
9. Tom Petri led the council in a closing prayer.
10. Council celebrated Fr. Szolack's upcoming birthday with cake and a gift.