

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: March 13, 2007, 8:30 p.m.
Location: Meeting Room
Attendees: Robert Breitbach, Denny Dorsey, Julie Fisher, Eric Gunderson, Mike Lentz, Bob Mueffelman, Greg Phillippi, Robert Sanislo, Clyde Schultz, Tim Sullivan, Father Dennis Zehren
Minute Taker: Mary Beth Ineson

- I. Minutes from February Meeting
February minutes approved with no changes.

- II. Open Mike
 - Feedback from prior meeting was sent in an e-mail today.
 - Linda Thorsvik, 10855 Bluebird Street NW, Coon Rapids, 55433 – Linda was not at the last council meeting, but she wanted to follow up on the tuition discussions. Her children attended Epiphany and Totino Grace. She would like to make the parish aware of the guardian angel program which could provide financial assistance for those families in need. Also, the alumni from Epiphany School could be tapped for contributions. Totino approaches alumni the year after they graduate. The Stewardship Commission and Mike Lentz will be working together on these suggestions.
 - Mary Novak, 2920 127th Circle NW, Coon Rapids, 55448 – She attended the meeting last month and had asked a question that did not get addressed. Mary requested the new tuition listing be sent to all families, not just families with more than 2 children. She does not believe this happened.

- III. Commission Reports
 - Liturgy – Denny Dorsey
The liturgy commission spent this evening's time discussing the response to the liturgy leadership meeting. The response was very good, and the committee has a good start in getting the booklets out. Eucharistic ministers are about ready to publish. The commission has received an e-mail regarding the sign language individual at the morning Masses. Denny is researching. Another e-mail was received regarding positioning of statues, and they will be contacting the environment committee for follow up.

 - Stewardship – Joe Gabler
Guest tonight was Fr. Zehren. The education commission and stewardship commission will be working together to develop the budget education program. The stewardship commission is also exploring moving covenant weekends to November. More information will be coming.

 - Finance – Bob Mueffelman
Finance reports were passed to the council members. The reports have the prior year numbers removed, since they are not a true comparison. The budgeted amount is now a 2-level line. The commission has determined that since we had \$87,000 to 110,000 a few months ago due to lower collections. Since the decision regarding tuition, the giving on Sundays has gone down. There could be a correlation, but may not be. We are now at a point that we need \$115,000 each week until June to break even. We are currently looking at a \$700,000 deficit.

At Finance Commission, we had Jennifer Heiling, the Parish Accountant, and Mary Novak as guests. Everyone is welcome. The commission reviewed the weekly

collections, made a motion and approved the tuition wage salary recommendation to Father and Mike Lentz. They covered the budget for the next fiscal year and gave everyone the detail financials to review. Next meeting the commission will formally approve the budget for the next fiscal year.

- Fr. Zehren – Asked everyone to pray and invite people to take part in parish leadership next year.
- Education – Robert Breitbach
The education commission spent the time tonight discussing the protection of children and youth program as far as when it is happening and the curriculum. The commission also discussed stewardship and the financial update, the adopt a room program, the parish structure proposal, the teachers aides, and the monthly reports from Katie Gebhard and Jane Carroll.
- Activities – Greg Phillippi
Activities commission discussed the restructuring of commissions. The commission determined that Rhonda Dillon will be their contact for the fund raising committee. The diner for Back to the 50's is not going to happen this year, due to timing to get paperwork into the necessary people. We may be able to take part next year. They will also keep us in mind for other events.
- Operations – Robert Sanislo
We are going to do some asphaltting this summer. CPR training is coming up March 31 from 9 to 1 in the gym. It will be in the bulletin the next two weekends, as well as sign up sheets will be available after Masses. Mike Lentz mentioned he was very impressed with the snow removal process here at Epiphany.

IV. Fundraising Policy – Proposed – Julie Fisher

- The committee is made up of the chair of activities, finance, and stewardship (or someone from those commissions) 2 at large members, the director of stewardship, and the parish administrator. The committee reviewed last year's policy and a summary of all fundraising that occurred at the Parish for 2006-2007. They determined the activities could be divided into 3 groups: (1) funds that went back to the group (plant sale, bake sale, wreath sale); (2) proceeds are entered into the parish budget in support of a particular ministry (Scrip, Cana dinner, 30-hour famine) did not go through application last year, but will this year; and (3) community fund raisers (Diner, SpringFest, fish fry). Definition broke out the 3 categories. The first 2 will need to apply. The community will not.
- There will be no limiting quantity of fundraisers this year. We are proposing that in order to qualify, they will need to meet criteria. If they meet criteria, they may be approved. Even if approved one year, does not mean approved the next year. Need to apply each year.
- Each fundraiser was to donate 10% of funds raised to a ministry in Epiphany. There does not appear to have been much follow-through on this last year. The committee decided to tighten this up this year. The 10% of the net proceeds will be given to the Parish, and there will be an accounting of these funds.
- The dates have changed for this year. All applications have to be in this year by April 1 (February 1 last year). The approval process will change this year. Last year applications went to the Pastor and the Council. This year the committee proposes the applications only go to the Pastor. The only exempt ministries are those fundraisers that take place off the campus. The next meeting of committee will be April 3. The recommendations will be given to Fr. Zehren by April 12.
- Many of the council members made suggestions for policy changes:
 - Recommended changing the wording to Church of the Epiphany, including School and not separate the two entities.

- Proposed removing the dates so the policy could be carried forward year to year. The policy could state before the end of the first full week in April so it will carry forward. Discussed updating the policy each year with only the date.
- For clarity, proposed that the policy include that the Diner, SpringFest, and other specific community builders are exempt. Otherwise, the community builders will need to be clearly defined. The listing of the categories is not going out to the ministries. Therefore, everything should assume they need to make an application when they receive the policy and application.
- Add to policy that the committee will use discretion to approve any fundraising event. The ministry should not assume that even though they meet criteria that they will be automatically approved.
- Once approved, the committee will send out a notice to the groups that do fund raising. Commissions should contact their ministries. Do not want to lose sight that the collection is still primary income of the Parish. We also do not want the gathering space to be a marketplace.
- Groups have already been notified to calendar their meetings, and the fundraising applications must be turned in before the events are on the calendar.
- 10% to the Parish is the tithing amount. The rest of the funds would go to the organization.
- Fundraising committee will e-mail the revised policy to the Council chairs. Council members must approve within 24 hours.

V. Commission Structure

Commission chairs should notify Mike Lentz with any changes to the ministries that are assigned to each commission. Once the ministries are assigned to a commission, Mike proposed the structure be locked down for a year. The council approved the structure as designed. Mike also wants to add a staff member to each of the commissions. Everyone should submit their changes to Mike as soon as possible. This is critical to the discernment timeline.

VI. Discernment Timeline

The timeline stands as distributed at the last Council meeting. There are three basic roles for the council. The council should identify people within the parish that would be beneficial to the leadership. They need to pray for the Parish and the discernment process. On the evening of discernment (second night – June 12 council meeting), active participation is critical. It would also be beneficial for those that can attend to participate in the first discernment meeting (June 5 or 7).

VII. Holding over Finance Commission

At last month's council meeting, it was proposed that the finance commission be frozen for one year to provide consistency due to the financial state of the parish. Joe suggested keeping the process to bring on new members, the leaders step down to let others take those roles, but they stay on the commission to provide mentoring and consistency. There is one opening on the commission this year. Bob stated the finance group needs continuity and history for at least this year. Open the door for additional members, but we do not want to let the 3-year terms leave the commission. If the 3-year people moved off, the commission will lose four members. Julie suggested discerning 4 more people onto the commission, which would grow this commission to 12 for the coming year only. Next year, 6 would discern off and then add only 2 to keep. Father suggested waiting to see what the discernment process brings.

VIII. Adjournment/Closing Prayer

The meeting was concluded at 9:45 p.m. The next meeting will be Tuesday, April 10, at 8:30 p.m.