

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: May 8, 2007, 8:30 p.m.
Location: Epiphany Meeting Room
Attendees: Robert Breitbach, Denny Dorsey, Julie Fischer, Joe Gabler, Eric Gunderson, Mike Lentz, Greg Mueller, Greg Phillippi, Robert Sanislo, Clyde Schultz, Tim Sullivan, Father Dennis Zehren
Minute Taker: Mary Beth Ineson

- I. Minutes from April Meeting
April minutes approved with no changes.
- II. Open Mike
No one had questions or suggestions during open mike this evening
- III. Commission Reports
 - Tim Sullivan sat in on the finance commission meeting this evening. He was impressed with the meeting. SpringFest is next week. Volunteer sign ups are ahead in numbers compared to prior years. The weather forecast for that weekend is good.
 - Liturgy – Denny Dorsey
It has been very light on the ministry booklets that have been turned in. By next meeting, they hope to have more. A letter was sent to Mike Lentz by Jean Ashton regarding sign language interpreter. Mike is researching if we have a need. He has 2 people who can do it. The Parish may need to put an ad in the bulletin to determine if we have enough deaf parishioners to warrant the interpreter. Denny will work with Jean to create the ad. When asked about the original interpreter, Mike stated he would show up sporadically and then stopped showing up completely.
 - Finance – Greg Mueller
 - The endowment committee for the Reiser foundation met this week for the first time in a few years. They are scheduled to meet again on May 22 to make short term decisions regarding funds. The endowment committee will also be working through their long-term goals.
 - The 2007-2008 budget was approved and given to Father Zehren for final approval. To achieve budget, the Sunday collections must be \$56,000 each Sunday. There is no reason to believe that level of giving is not possible. It will give us the opportunity to whittle away the Parish debt.
 - Stewardship – Joe Gabler
 - The Commission reviewed our accomplishments for the year, and the goals that were not met. The overall feeling was positive that we accomplished 80% of our goals for the year.
 - One of the goals this year was to connect with the ethnic communities in our Parish. This year we reached out to the Vietnamese community. We had a Mass on Monday evening, and the evening was a huge success. A pot luck dinner was held afterward. Fr. Minh presided over the Mass, mostly in Vietnamese. They asked if they could continue to do this periodically.
 - The Commission also discussed our goals for the coming year and the discernment process. We encouraged everyone to contribute names.

- Education – Robert Breitbach
 - We are going to celebrate the 40th anniversary of education at Epiphany. Our principal, Jane Carroll, will work with Sister Marion to put some notices in the bulletin and plan a year-long celebration. A new senior high youth minister was hired, Amber Christie. Greg Matern will return as the junior high youth minister. Rich Hamsa has resigned to take an opportunity in the New Ulm diocese.
 - The commission also discussed building and school safety. This topic will involve facilities, operations, and management. We want to make security in this building as good as it possibly can be.
- Activities – Greg Phillippi
Clyde Schultz visited the commission tonight. We also discussed the 40th anniversary, SpringFest, and the Whistle-Blower policy.
- Operations – Robert Sanislo
 - The commission discussed OSHA inspection. They were fairly lenient with us. We had fines of about \$3500, but they took \$2500 since we paid up front.
 - The plans for the cemetery this year is to have the sprinkler system installed and seeding. Then we will look at statues, etc.
 - A leaky faucet turned out to be a broken pipe. The damage caused our usual \$3200 water/sewer bill to be \$7000. John Awalt is working with the Metropolitan Council to determine if the bill can be reduced.
- Eric Gunderson – May is the month of Mary. The May crowning is Monday, May 14th. He wished to remind everyone that no one who has gone to our Mother is left unaided. It is good to remember that we are in need and should pray.

IV. Commission e-mail forwarding

Clyde received requests for forwarding and for not forwarding. If you want your e-mail forwarded to another address, give Clyde the specific e-mail address you want it forwarded to. It will be in both places.

V. Council Hospitality

The Council has been invited to do Hospitality again next year. The council agreed to do it again, but they would like to request a weekend during the discernment process. Liturgy is hosting hospitality June 2 and 3, if anyone would like to help.

VI. Whistle Blower and Conflict of Interest Policies

These two policies were actually initiated at the recommendation of our auditors two years ago. They were not created as a result of something that happened, but as a recommendation only. They even gave sample policies as a start. The commission completed these policies, and they were sent to the archdiocese for legal approval. The forms modified by the archdiocese were distributed at the last council meeting. The form in the appendix of the policy would need to be completed by the council members in September. The Council officially approved the policies.

VII. Discernment

Each commission identified the number of people needed:

- Liturgy – 3, possibly 4
- Education – 3
- Operations – 5
- Pastoral Care – 9

- Finance – 4, 3 are full-terms, 1 is one-year term
- Community Life – 6
- Parish Council – 1 (3-year)

Volunteers for the retreat can notify Terri Willaert. Council members need to attend either June 5 or June 7. At the June 12 meeting, each council member will be asked to give a brief description of their commission. A letter will be going out to everyone this week asking for recommendations.

VIII. Staffing

- Mike Lentz stated that one of the goals is to have each commission contain a staff member. It helps facilitate the meetings. They will not run the meeting, but assist as needed. The Director of Music position is still open. It is the number one priority to fill this position. That person will then serve on the Liturgy Commission. A staff member will be needed for the Community Living and Pastoral Care commissions.
- The lower enrollment in the school for next year has created staffing challenges. More information will be coming in the near future.

IX. 2007 Archdiocesan Stewardship Forum

Epiphany is on the vanguard of Stewardship. Many parishes are still looking at us for direction regarding Stewardship. Pamphlets regarding the Stewardship Forum in September were distributed. Terri Willaert will be speaking regarding stewardship at Epiphany, and Mary Kennedy will be speaking about the Ministry Fair.

X. Adjournment/Closing Prayer

The meeting was concluded at 9:15 p.m. The next meeting will be Tuesday, June 12, at 8:30 p.m. The commission meetings will be discerning new members, and the commission reports will be the new members discerned onto their commissions. Any other agenda items should be sent to Clyde.