

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: November 13, 2007, 8:30 p.m.

Location: Three Kings Meeting Room

Attendees: Robert Breitbach, Mike Sopcyk, Julie Fischer, Eric Gunderson, Dave Kassing, Todd Krafty, Mike Lentz, Greg Mueller, Robert Sanislo, Clyde Schultz, Steve Sorsen, Tim Sullivan, Terri Willaert, Father Dennis Zehren

Minute Taker: Mary Beth Ineson

- I. Minutes from October Meeting
Minutes approved with no changes.
- II. Open Mic
No one stepped up for open mic this evening.
- III. Commission Reports
 - Community Life – Todd Krafty
The parish appreciation event will be in April. Cathy will put a note in the newsletter to invite people to help plan and also to provide interest in the Community Life Commission. The commission determined there were six tasks to complete for their goals, and they will assign committees to work on them. They discussed utilizing our technology more for communications. Some suggestions were using e-mail and also pod-casting the sermons from Sunday. They are hoping these methods will help to reach out (evangelize) to the younger generation.

Rhonda is helping out with the cookie exchange on Monday December 10th from 4 to 9. Everyone can bring cookies to exchange and/or decorate. She is also trying to find a way to get more support from the ministries for Hospitality on Sunday. The commission discussed assigning groups rather than relying on them to sign up. The Parish Council wants to server hospitality during the discernment weekend. Smaller groups could co-sponsor a weekend. One suggestion was to have a sign up with a deadline, and after that the weekends are assigned. Todd will come up with a proposal. Steve Sorsen is also looking into electronic communications, so he will work with Todd.
 - Operations – Robert Sanislo
There was a water leak in the gym (air relief valves that needed repair). John Awalt is working on re-keying the master keys for the building. They are also upgrading technology with security going from video to digital. Todd from Ace hardware is assisting. They discussed the strategic objectives. They are promoting more volunteers rather than paid labor. They looked at the second strategic objective to keep up the buildings and grounds. Are we prepared for large events? The commission will assist other commissions that have requests such as meeting rooms, etc. The commission is reviewing how we can get information into the newsletter and communicate the help we need – contractors, items, etc. Some things are identified in the talent forms.

- Stewardship – Terri Willaert
Matt Gerard deserves huge kudos for producing the video. The video will be on the website in the near future. Terri passed out the prayer cards that were distributed this weekend. Next weekend is our big covenant form drive. We have new children and youth forms. We have revised the covenant form, and the ministry booklet is new this year. Everything this year was donated. The three winners of the displays were the music ministry, the faith formation, and the sound board (honorable mention). Jean Mackey did a lot of work creating the design. The picture is displayed in the foyer. We are looking at our objectives and action plans, and we will continue that next month.

- Education – Robert Breitbach
The 40th anniversary committee is up to eleven members. Everyone is welcome to join. The next meeting is November 22nd in the Hearth Room. May 31st is the celebration. The commission discussed the protection of children. There are mandatory new materials that must be included for the younger children called Netsmart. These materials will be sent to the parents. A meeting will then be held January 21st.

The commission also discussed the objectives. They had an interesting talk discussion with Jane Carroll regarding the demographics of our children attending the school. These statistics are part of the accreditation and learning who we are. They also discussed the finances involving the school. A letter went out from Jane Carroll last Thursday preparing parents for a potential 4% increase in tuition next year.

- Mike Lentz congratulated the Women of Epiphany for a very successful bazaar. They made approximately \$13,000 - \$14,000. The process and procedure for the diner will need to be addressed. Mike Lentz has asked Fr. Zehren to hold an evening of discernment for the diner. They would invite people who have connection with the diner past and present. No decision has been made as yet. If we decide to do it again next year, we have to decide by December 1st. If we do not, we either should tear it down, give it to the state fair, or sell it to the state fair at an appraised value. Monday, November 26th, would potentially be the date of the discernment meeting.

Mike is continually impressed by the people who do so much here. The amount of traffic that comes through the Parish Office each day is amazing. The priests go from ministering, to funerals, to baptisms. Other examples are:

- Sr. Marion and the stewardship committees who worked so hard on the stewardship renewal.
- Cathy Sullivan and Rhonda Dillon
- The maintenance crew who is short staffed and John Awalt is still putting in the hours to re-key the buildings.
- The school staff and Jane Carroll.
- Kathleen Howland and her work with the Thanksgiving/Christmas baskets.

Tim commended Mike on his visibility at these events on the weekends.

- Finance – Greg Mueller
The Finance commission met with the Auditor. Deb Frye has been working with Epiphany for many years. There was nothing in the audit that was a surprise. The commission had a good understanding of the books at the end of Fiscal Year 2007 (June 30, 2007). The auditors expressed a going concern with our financial debt and our financial stability moving forward. We need to continue to make decisions to shore up our finances. We do not want two 'going concerns' in a row. The commission had

a vigorous discussion regarding the implementation of a zero-based budget for next year. Additional discussion was tabled until next month.

- Eric Gunderson commended the presentation this Sunday and the professional quality. Seeing everyone's opinion of Epiphany was a pearl of great price. As we approach Thanksgiving we should remember to be thankful for Epiphany.
- Liturgy – Mike Sopcyk
The Commission discussed the need for a prayerful silence following the Masses. Mike Sopcyk researched. There should be time for prayerful reflection before Mass. People are not respectful of other's needs to reflect in silence prior to Mass. Perhaps Father could address in his sermons. The commission also discussed the misuse of the Eucharist that has been observed. Music before Mass was not addressed. Tim Sullivan brought up the music that was sung when the children were escorted out. Mike Sopcyk will investigate why this was stopped.
- Pastoral Care and Outreach – Steve Sorsen
Their discussions this evening were about the ministries and the ministry fair. How can the commission best serve them. Most of the discussions have been how to grow these ministries and assist them. Kathleen Howland has been working on the holiday baskets. There will be more information in the newsletter. One person resigned from our commission tonight. Steve will forward that name to Clyde Schultz.
- Dave Kassing asked whether we could do a survey. We could ask what do you like best about Epiphany, what do you like least about Epiphany, and what should we change at Epiphany. Clyde asked Community Life to look into this suggestion. Todd said they also discussed breaking up the age groups and determining the best way to communicate with each group. The Communications commission did this survey about four years ago. Those results will be shared with the Community Life Commission.

IV. Strategic Objectives (2008-2010) – Mike Lentz

The Strategic Objectives that have been discussed the last couple of meetings were distributed prior to the meeting. The commissions were to review them this evening during their meeting. Each commission should determine how they will meet the strategic objectives. Mike mentioned the hospitality and welcoming of the gathering space and meeting rooms. Signage, information, and flow will need to be addressed. This could impact many commissions. One suggestion was made to educate the ushers how to portray hospitality at Mass. The important thing is to make an agenda item next month to create an action plan with very specific tasks to meet these objectives.

Terri used an example from the Stewardship commission. They had a goal of the covenant renewal weekends that met all six objectives. As you have ideas, e-mail Clyde and he will keep a database. The welcoming desk is operational, but we do need more volunteers.

V. Vocations Ministry – Clyde Schultz

Last month the vocation committee was discussed as potentially falling under the Liturgy Commission. Clyde asked the council if they had any concerns regarding this change. Mike Lentz was concerned that ministries may request to jump from one commission to another. He suggested that once a year the ministries could be reviewed and requests be made to change commissions. The current ministry booklet has the vocation committee under Education. It will stay there for now.

VI. Conflict of Interest Forms – Clyde Schultz

Everyone on the council is responsible for turning in the signed document if they have not already. If there is a doubt whether something should be disclosed, error on the side of disclosing. The goal is full disclosure.

There has been a conflict with the bible study and the rosary group on Monday evenings. The Liturgy commission is investigating and will make a recommendation in January.

VII. Adjournment/Closing Prayer

The meeting was concluded at 9:40 p.m. The next meeting will be Tuesday, December 11th, at 8:30 p.m.