

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: October 9, 2007, 8:30 p.m.
Location: Three Kings Meeting Room
Attendees: Robert Breitbach, Mike Sopcyk, Julie Fischer, Joe Gabler, Eric Gunderson, Dave Kassing, Mike Lentz, Greg Mueller, Greg Phillippi, Robert Sanislo, Clyde Schultz, Steve Sorsen, Tim Sullivan, Father Dennis Zehren
Minute Taker: Mary Beth Ineson

- I. Minutes from September Meeting
Dave Kassing should be added as an attendee in the September minutes. The correction will be made, and the minutes will be posted on the website.
- II. Open Mic
No one stepped up for open mic this month
- III. Commission Reports
 - Pastoral Care and Outreach – Steve Sorsen
The commission discussed the mission and vision statements this evening. These will be finalized, and a copy will be submitted to Clyde. Their website is now available. It tells who we are and what we are about. They are adding the ministry contacts and upcoming events. They are still working to contact their ministries to find out what they are about. Steve will send Clyde an e-mail requesting the Conflict of Interest in electronic format to send to missing commission members.
 - Community Life – Greg Phillippi
Greg is filling in for Todd Krafty. This commission also worked on our mission statement and will be sending it to Clyde. Rhonda suggested a Christmas cookie exchange as a function to build community life.
 - Operations – Robert Sanislo
An evaluation was done on roof repairs. By next month, the commission will receive an assessment of the condition of the roof and the work to be done. It is a regular rotation, but has been held off temporarily. The plans are to get started next year on repairing sections. We had a minor plumbing issue with the Baptismal Font. They are hoping to have a volunteer assist with this repair. As for the new cemetery, meetings will be held to determine the location of statues, etc. The main crucifix will match the current cemetery.
 - Liturgy – Mike Sopcyk
Louis Collette (vocation ministry) requested his ministry be placed under a commission. The question was raised as to whether the ministry should be under Liturgy or Education. Since there is no precedent, the commission decided the ministry could be under Liturgy, as he requested. The commission discussed the current artwork and statues. They will photograph all artwork and statues. Once inventoried, they will then determine what is appropriate. There are two types of artwork in the Church. Some is designated to be displayed at all times, while some is seasonal. The seasonal artwork would need to meet environmental approval. They also discussed having a Catholic refresher regarding our faith.

- Education – Robert Breitbach

The commission had a few topics this evening. Regarding the 40th anniversary of the school, the initial meeting had nine people who are very spirited and excited. October 23rd is the next meeting, and everyone is welcome. The day of celebration is May 31st. It is the weekend following Memorial Day weekend.

They discussed the protection of children and youth initiative. The progress report was given to the commission and a new set of standards established. It is a daunting process of getting and being in compliance. The Archdiocese has a pretty stringent follow-up process. The staff is doing very well meeting this process.

Jane Carroll and the staff are in the middle of the accreditation for the school. They have reevaluated the mission statement and performed an exercise to review mission statements from other organizations. We are into the accreditation process for another year and a half.

The commission will have a table at the Ministry Fair and is trying to find people to staff the table.

The Marathon took place on Saturday. This is the first time it has been on our grounds. The people who attended were enthusiastic, and the event went well. Pictures are available.

- Stewardship – Joe Gabler

This is a busy period for stewardship. The renewal weekends are the last weekend in October through mid-November. The commission plans to have procession of banners for each commission. They are considering having young people carry the banners versus having them carried by commission members. The ministry booklets and database are in progress. There are some ministries that are not contacting people who sign up. The commission is exploring options to help ministry leaders contact these interested parties.

- Finance – Greg Mueller

Greg distributed the Sunday giving reports. The giving this past Sunday was lower, but it is too early to determine if this is a trend. The auditors will not be completing the audit until this Friday. Normally we would be reviewing the audit in October, but due to their schedule, this task will be done in November. They discussed the ministry fair and renewal weekends.

Two years ago, senior housing was in financial straights, and Epiphany loaned them money. They are now financially stable and have sent Mike a letter stating they will be making regular payments back to the Parish of \$5,000 a month for 36 months plus \$40,000 up front. The commission will be discussing and making a recommendation to Fr. Zehren for using these funds.

IV. Ministry Fair – Clyde Schultz

The question was raised as to whether each commission will be having their own table or just a table for the Parish Council. Sister Marion will get clarification to Clyde in 24 hours. Mike Lentz made the recommendation that the Commissions each have their own table. The at-large people, trustees, and the chair will work on the table for the council. A schedule will be developed for everyone to have the chance to attend the table.

V. Renewal Committee – Mary Beth Ineson

When parishioners turn in their talent forms, they are entered in our database, and a listing of interested parties is given to the ministry leaders. The ministry leaders are then supposed to contact each person and note whether the person will become an active member of the ministry or if they declined. The listing is then returned to the Stewardship commission and the database updated accordingly. We are then certain that all are contacted, and the database has true ministry membership. Please encourage all ministry leaders to follow this process and contact these individuals. It is an important part of the hospitality and welcoming nature of our parish.

VI. Epiphany Extra – Cathy Sullivan

The Epiphany Extra is the bi-monthly newsletter. The next one is coming out in November. We would like to have something from the Parish leadership, because it is a good tool to explain what each commission does. One thought was to highlight a different commission each month. What she needs from the council is input – do you want to be involved and in what shape or form.

Communications came up in the visioning sessions this summer, and this is a good venue to let people know what is going on. Joe suggested distributing a lead time and schedule. Also commissions could think of an activity coming up that they could focus on in their writing. For example, Stewardship would write in October for Renewal weekends. Gregg Mueller asked if there are submission guidelines. Cathy will forward this to the Council. The next deadline is November 15th for the December newsletter. Steve Sorsen volunteered to write something for this publication. An opening in the Spring would be good for Finance since they would be wrapping up budget. Cathy will send out a schedule to the Chairs to determine when they would want to submit an article.

VII. Discernment Processes – Joe Gabler

This agenda item is a follow-up from last month. A couple of commissions (Stewardship and Community Life) will only have one to two members next year. Joe asked the Parish Council to wave the discernment process for Stewardship and Community Life. A small task force met and discerned this request. Terri Willaert recommended we pull the idea off the table. It breaks down the rules of our discernment process. Joe has no disagreement with that idea.

The Stewardship Commission decided that they would invite committee people to attend their meeting. They would not be members of the commission, but they could attend and offer input regarding their committee. They can then learn the commission process and discern onto the commission in the Spring.

The committee also discussed having a second night for discernment, but no conclusion was determined. All commissions need to be more proactive with our own committees and also be more proactive in inviting people to discern onto commissions. This parish was the first to adopt the full discernment process. It is natural to reevaluate this process periodically. One option would be to have five nominated and six elected commission members. However, the model has worked. Perhaps we need to look at how we are recruiting.

Commission meetings are not closed, so people can attend and observe. There is no open mic. More communication should be distributed regarding this meeting and the commission meetings. The discernment table at the ministry fair will have materials explaining the process. Clyde suggested the discernment process may fall under Stewardship commission. There will be a lot of information going out in the Spring.

VIII. Conflict of Interest Forms – Mike Lentz

Everyone should have received the conflict of interest policy. Mike has asked all staff, council chairs, and leaders to read and sign the Conflict of Interest Form in the next 30 days. The form will be renewed annually.

IX. Parish Visioning – Mike Lentz

Who creates the vision of the parish? Is it the Pastor or administrator? Mike believes in involving the greatest number of people. He has surveyed the Parish staff and leadership.

In reviewing the Strategic Objectives that were determined, "Continue to take steps towards financial viability, greater responsibility, and transparency" is most prevalent. Mike, however, believes the goals should be ministry-focused. This objective was our focus last year, and it is still our focus, but it does not need to be restated. "Continue to build upon a culture of stewardship at Epiphany" and "Improve all aspects of Sunday Liturgy – how we welcome, music, preaching, participation in liturgical ministry roles, etc." were leading objectives. "Reach out to those that are inactive and/or not engaged in our parish community" should also be included. "Provide an overwhelming spirit of hospitality and welcoming in all that we do" and "Be a parish with educational priorities (from the mission statement) – build pride and participation in our educational ministries" are also priorities.

The only way these objectives will be met is through financial responsibility and communication. These are the tools and support mechanisms. The top should be stewardship, education, hospitality. Mike will go back to visioning committee. In November the finalized version will be distributed to commissions. They can then set their goals to meet this vision.

X. Miscellaneous Topics

- The Women of Epiphany are having their annual Fall Rally on October 26th. There will be refreshments and door prizes. It is a great activity for women.
- This Saturday following Mass there will be a family adoration of Our Lady of Fatima in the main Church. The service will be led by Fr. Hennen.

XI. Adjournment/Closing Prayer

The meeting was concluded at 9:40 p.m. The next meeting will be Tuesday, November 13th, at 8:30 p.m.