

## **EPIPHANY PARISH COUNCIL MINUTES**

**May 11, 2010 – 8:30 pm – Meeting Room**

**Members present:** Robert Breitbach, Amy DeRaad, Mary Beth Ineson, Mike Kraft, Mike Lentz, Bob Mueffelman, Alan Savage, Steve Sorsen, Tim Sullivan, Emey Vaillancourt, Fr. Dennis Zehren, Mary Zielinski

Tim Sullivan expressed heartfelt thanks to the parish, priests and staff at Epiphany for the outpouring of love and compassion his family experienced recently at the funeral of a family member. It meant a lot to his family and the support from the parish definitely made a huge difference in their lives.

### **OPEN MIC**

No Open MIC this evening.

### **APPROVED MINUTES**

The minutes of the March and April minutes were approved as written.

### **PASTORAL CARE AND OUTREACH**

Steve Sorsen reported on the Family Table Ministry. The sub-committee met with experts of the Family Table to learn more about the ministry and how it works. It began at the Trinity Episcopal Church in 1995. There are now 12 parishes in the North Metro that are a part of this ministry. Each parish decides how often they will host a meal and how the finances will be handled. Some pay for the food themselves and others use the Second Harvest. Second Harvest sells food at 12 cents a lb. Each meal usually costs between \$1.00 and \$1.50. To handle the cost internally, a parish would set up a budget of \$800 to \$1000.

The committee recommended that our parish handle the food in-house with the understanding that Second Harvest is available should the need arise. It was felt that we have the resources to handle this ministry and the resources of Second Harvest could be used by others more in need of this help. A line item in the budget under Pastoral Care will be created for this ministry.

Family Table ministry has no umbrella structure. There is one person who volunteers to set schedules of the dates, times and places that meals are available. Each parish determines what time frame will work best for the parish. This new ministry will require 25 to 30 volunteers each time we serve a meal. No one will be turned away from service and the volunteers will also be able to eat the night they work. The meal service will be cafeteria style.

It is the hope of the Council that this new ministry will bring in new people as volunteers. It is a new ministry, one that is thought to be well received by everyone. Although the volunteers should be adults, it would be a good ministry for participation by families. It will also provide hours for the people receiving Confirmation. The recommendation from the Council will be given to Father Zehren for his approval and the Council will monitor the ministry for the first year.

## **LEADERSHIP STRUTURE**

The proposed revisions for the 2010-11 Commissions was presented. The 7 commissions would remain intact. When possible, a staff director will be assigned to each Commission. Each commission will be comprised of no more than 9 members. A discernment process will be conducted by the parish to assist in completing the membership of each Commission. The Pastor will make the final appointments for all discerned members of the Commissions with a 3 year term of service. Nominations for the Chair of each Commission will be submitted to the Pastor for approval.

Commissions will meet no fewer than three times each year. Mandatory commission meetings will take place in accordance with leadership nights on the 2<sup>nd</sup> Tuesday of September, January and June. Commissions are asked to meet the months in between as needed to accomplish their work. The Chair of each Commission will submit agenda and minutes of any meetings to the parish office. The Chair will also be required to attend the Parish Council meetings.

The proposed revisions for the Parish Council were also presented. The Council will meet on the 2<sup>nd</sup> Tuesday of the month from September through June. It will be comprised of the Chair of each of the Commissions, two at-large members, two trustees, the parish administrator, the chair and the pastor. The Chair of the Council will be assigned by the Pastor. A recording secretary will be assigned to the Parish Council by the pastor and may not be an active participant in the discussion and decision making process. The Council will meet for one hour in September, January and June. The Council will hold two hour meetings on the other seven months. The Chair is responsible for distributing agendas and minutes.

The discernment process will take place in August and will discern members to each commission, two at-large members to the Council and any other major committee of the parish that request participation. The process will require attendance at two meetings. All names will be forwarded to the pastor for final approval and appointment beginning in September.

A question was raised concerning the role of the Executive Committee. This is a small group of people that the pastor uses as a advisory resource for sensitive matters on three subjects: personnel issues, financial issues and strategic items that might impact the parish as a whole.

## **COMMISSION REPORTS**

### **COMMUNITY LIFE: Emey Vaillancourt**

Reported on their discussion of SpringFest. There is still a need for volunteers. There is a new ministry of business networking. Brian Evans owns a small business and he volunteered to create a place where small businesses can share their expertise with each other. A suggestion was made to create a mentor program for new parishioners. This would establish a connection for the new parishioner with an existing member who can show them around and give them information on all of our activities. It could be a helpful way to encourage involvement by new members.

### **OPERATIONS: Mike Kraft**

Reported that a guest speaker on the subject of efficient boiler system met with the Commission. There will be another visit at which time more recommendations will be obtained on upgrades and maintenance.

### **STEWARDSHIP: Mary Beth Ineson**

Reported on their work of reviewing and revising the Ministry booklet. Time will also be spent on brainstorming ways to promote stewardship in the Parish.

### **EDUCATION: Mary Zielinski**

Members of the Commission spent their time on visioning for next year's work and how to recruit new membership

### **FINANCE: Alan Savage**

Informed the Council they discussed the current status of the budget. We will make the goals set for this year and the expenses are being watched closely. He offered a special thanks to the work done by Mike Lenz in this area. Discussion is beginning on a 5 year budget proposal.

Work continues on the Raiser Foundation and what next steps need to happen to strengthen this process. They are also looking at the Constitution and By Laws.

### **LITURGY: Amy DeRaad**

Informed the Council that the Commission met last month and reviewed Holy Week and began plans for the 2011 Liturgy year.

## **NEW BUSINESS**

Mike Lentz informed the Council that the PTO has raised money for new playground equipment and the Epiphany Women have donated money to pay for a sign on Hanson Blvd.

Mike received approval for a Financial Fit by 50 Campaign from the Archdiocese. The money raised from this campaign will be for capital improvements and debt reduction. A committee will be formed to begin the process. The first year will be devoted to the structure of the campaign setting the goals and timeline. The following 3 years will be the raising of the money. The goal is \$2.5 million with completion in 2014. Anyone interested in joining this committee can contact Mike Lenz.

Mike also received approval from the Archdiocese to reduce our past assessment debt from \$200,000 a year to a reduced amount of \$100,000 a year.

**The next Parish Council meeting will be held on June 8, 2010.**