

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: April 14, 2009, 8:30 p.m.
Location: Meeting Room
Attendees: Robert Breitbach, Richard Burke, Amy DeRaad, Eric Gunderson, Bernie House, Mike Kraft, Alan Savage, Clyde Schultz, Tim Sullivan, Fr. Zehren, Mary Zielinski
Minute Taker: Mary Beth Ineson

- I. Minutes from March Meeting
Minutes approved as amended.

- II. Open Mic
 - No Open Mic this evening
 - March Open Mic follow-up: Clyde read the letter written by the PTO Fish Fry Committee in response to the question of serving shrimp at the Lenten Fish Fries. Also, it was mentioned that the Fish fry will be donating their money to the education fund.

- III. Commission Reports
 - Liturgy – Amy DeRaad
Approved March Minutes. Conducted a full Lent and Holy Week review at the request of Deacon Bruce Maltzen. Each ministry that we chaired took a few minutes and discussed specific enhancements for the script we have in place for Palm Sunday through Easter Sunday liturgy. Key pieces we focused on were the Easter Vigil, how to address the taping of the Mass, and how to address some of the movement that takes place during the Mass. Since this is a 2 to 2 ½ hour Mass, we discussed how we consolidate time to use it efficiently. We discussed how we address overflow at the 8:45 and 10:30 Masses on Easter Sunday. We have some thoughts in place for next year. We have an update on the Greeter ministry. Rather than creating a new ministry, we are looking to extend the current Usher ministry to include this hospitality person. More details to follow. Discussed the survey and used this as an opportunity to discuss any changes we would like to see in our commission. Remind everyone this Sunday is Divine Mercy Sunday so we have a chaplet at 3 p.m. The following three Sundays at 12:15 will be First Communion Sunday. The first part of May will be Eucharistic Minister training, so if you know anyone who is interested, please let them know.

 - Pastoral Care and Outreach – Bernie House
Clyde was a guest at our meeting. Tracy Siegfried from Women's abuse group spoke this evening at our ministry meeting. She has a wish list. She would like to have smaller groups for the victims and the children. Len Powell gave information on Family Promise program they would like to see started at Epiphany. They host families from time to time that are going through hardship. The food shelf did fairly well in March, but we could use more donations.

 - Education – Mary Zielinski
The commission focused on website this evening. Our site is up and running. They were a little confused regarding what could be on the website and disappointed with what could not be on the website. They would like to see a calendar of events where you could click on today's date and see events for the day. Discussed highlights from the advisory committees. They are up and running. The first public meeting for the school

is April 27. Faith Formation is May 5th. The school had their accreditation visit and is waiting for that report. Accreditation committee will be getting back to the commission in May. The Adopt a Student program has Dino's Gyros next Sunday, April 26th, and profits go to the Adopt a Student. Discussed our strategic plan, with the goal of expanding this to make it more of a working document. We also are discussing what is going well with the commission and what we can do to be better. Eric Gunderson was a guest.

- Operations - Mike Kraft

Commission continued to work on the facilities master plan. All of the content is in. The database format is almost ready and will be finalized in the next couple of weeks as are testing with the content and our goals. Over the next several weeks volunteers will be entering the data. At the June meeting commission will be reviewing the comments based on a handful of categories. Also discussed the content for our website. Continue efforts and discussion for reducing the use of energy and natural resources within the facilities.

- Community Life – Richard Burke

Commission finalized our action plan for goals and objectives. Met on March 23rd to finalize that. Touched base on the website. They had discussed with Libby our top ministries having activities on a calendar. Discussed do we want a calendar that pops up that lists what is going on at Epiphany today, do we break one out for school, and then break one out for the church. Concerned about overloading Libby. Ministries have major activities such as Girl Scouts have one big event, the Boy Scouts have one big event, and Cana has one big event. Do not want their meetings on the calendar. Potentially have a link to the event or ministry. For those who do not have a link, they could have a PDF of their calendar that could be posted. Need more feedback from Libby regarding the calendar. April 25th is the Volunteer Appreciation Dinner. We would like to have a community picnic this summer. Probably at the parish, but may have it off-site and have volleyball and softball. Looking at July 19th or the 26th, but these dates are not confirmed yet. Talked about a new ministry called Stay at Home Dads group similar to Queen of Angels. There are currently 7-8 men who are unemployed and would like to form a group. Mike Bickford will be helping to start the group. Springfest is coming up, and we are looking for volunteers. We will have a table for signups at the Volunteer Dinner. State Fair Diner is again featured in the Blue Book for \$2.50 off either a cheeseburger basket or a big breakfast. We are changing the menu a little bit this year. We are hoping to get more volunteers this year. Also wanted to mention they are looking into adding a map or a search engine to the web page.

- Stewardship - Greg Mueller

For the second month in a row, we tabled the agenda for the next month. We would like to focus the remainder of the year assessing the status of stewardship at Epiphany. We will be picking that up in May. One item was presented by Bernie House and discussed with the Finance Commission. Every week as the contributions are counted, checks are received that cannot be matched to a parishioner. They amount to about 20-30 checks each week. The suggestions is would it be possible to send these individuals a thank you note. The note would be thanking them for participating at Mass, thanking them for contributing, and inviting them back to the parish again. It would be taking a parish of 5,000 families and personalizing it. Greg presented it to the Finance Commission, and it was met with general acceptance. Greg would like to continue to pursue this concept. The council agreed.

- Finance - Alan Savage

Commission was attended by both parish trustees and Greg Mueller. The commission started by discussing the expansion of the senior housing. The commission is waiting to hear the status of the feasibility study. Miles Kennedy presented the scrip possibilities for using debit cards. Miles did not find other churches who provided this service. Surveyed people, and they were not willing to pay more to use debit cards. We are back to educating people in using Scip again. As part of the budget subcommittee, we are still collecting information. We are meeting again on April 21st and hopefully by mid-May getting some solid numbers to review. At the June meeting of the Finance Commission we will be putting together our final numbers to propose to Father. A survey is coming out concerning the marathon and how to make it more of a parish-wide event. There is also a marketing committee that will be meeting on this topic as well. Had several conversations with Libby regarding the website. The commission had six or seven things they recommended to put on the website, but through discussion with Libby, it came down to only put the minutes on the Finance site. Discussed the online survey. There was one comment regarding the letter in the epiphany extra being positive. Discussed the loose checks and are in full support of the plan. Need to work out the details. The weekly deposits for April 5th and 12th the budget was \$150,000, and we came in at \$156,000. We may want to look at initiatives to help with the summer months. We are currently \$111,275 under budget, which coming into the summer months we would project to be in the \$150,000 to \$200,000 short of budget. We would need to look at initiatives to close that gap.

IV. Fund Raising Committee – Eric Gunderson

Distributed the requests and status of what was received. The statement was on the forms pending the dates that are available on the calendar. Several ministries submitted specific dates on their forms. Several ministries have requested the same dates. The preliminary listing shows those that are submitted applications, whether it is approved, pending, and the dates requested. Several fundraisers were proposed last year, so noted who came forward last year and did not come forward this year. Exempt events are listed as well. Our liability with some of the fundraisers will come more and more into play. Bake sales are still allowed, but may not be in the future. For those groups that depend on these fundraisers, they need to know that they may not be able to do this in the future. They need to be creative and look at other avenues for fundraising. For example, waivers may need to be signed in the future to purchase baked goods. Need to schedule the fundraisers so they are spread out throughout the year and not all at once. Ideally it would be nice to rotate fundraisers through slotted dates. We need to determine if the calendar is fiscal year or calendar year and then put a date or by a certain timeframe so the fundraising policy does not have to be updated each year. Thank you to everyone who served on the committee.

V. Assessment – Father Zehren

Father Zehren would like to call attention to a letter that was sent to Archbishop Nienstedt regarding our parish assessment. Everyone is aware of the budget crunches we are starting to feel for the coming year. The parish assessment is similar to a tax that each parish must pay to the Archdiocese based on a formula. It is how the parishes are able to help with the good work the Archdiocese does in the broader community. We received notice that our parish would be facing a 117% increase in our assessment over what it was last year. The assessment is based on the year we did not have tuition. The revenue was down that year. The year we brought it back, revenue went up, but the credits went down. Mike Lentz, Fr. Zehren, and Jenny spoke with John Bierbaum at the chancery to present our case. This would create a huge burden for us. We have been making tremendously good strides in paying our prior assessment that we were delinquent. We are honoring our agreement with the Archdiocese. We are asking for a little help and are

asking they review our situation and help us. John Bierbaum recommended Fr. Zehren send a letter to Archbishop Nienstedt. A copy of the letter will be distributed to the council members. Assessment is calculated on the revenue we received, and then we receive credit for the number of students we have in the school and faith formation.

Need to plug everyone buying scrip. Also, we could not mail the raffle tickets this year, so be sure to pick up your raffle tickets.

VI. Discernment Process – Terri Willaert

Q. Will we be having a June meeting, and what will be the process?

A. New members would come to the June meeting. Retiring members would not need to be at the meeting, and remaining members would attend to welcome new members. This may change to have everyone at the meeting to welcome the new members. Father Zehren agreed. The official word will be distributed to the commissions. Alan Savage would like to recommend that Finance hold a separate meeting to approve the budget with the old members prior to the June meeting.

Q. When will the decision be made whether the structure of the commissions would change for next year?

A. As of right now, the actual commissions will stay as they are. Last year implemented the process of discussing with the Chair how many people would be needed for the commission. Any changes to the meeting structure as far as the dinner meal versus snack will still be discussed. Anyone interested in assisting with the process should contact Terri Willaert.

One comment was the commissions should continue to grow and invite new people. Have your commission members discern who they could invite to join the commissions and council.

VII. Adjournment/Closing Prayer

The meeting was concluded at 9:30 p.m. The next Parish Council meeting will be Tuesday, May 12, 2009, at 8:30 p.m.