

Epiphany Parish Leadership Council Meeting Minutes

Date and Time: February 10, 2009, 8:30 p.m.
Location: Meeting Room
Attendees: Robert Breitbach, Richard Burke, Amy DeRaad, Eric Gunderson, Bernie House, Mike Kraft, Mike Lentz, Greg Mueller, Bob Mueffelman, Alan Savage, Clyde Schultz, Tim Sullivan, Fr. Zehren, Mary Zielinski
Minute Taker: Mary Beth Ineson

I. Minutes from January Meeting
Minutes were approved as amended.

II. Open Mic

- Diane Dixon, 16368 Wren St, Andover 55304 – Diane has been a member of Epiphany for many years. She graduated from Epiphany in the mid-70's, was married here, and her children were all born and raised here, attending Epiphany. She had trouble finding out how to contact the Parish Council. She has been concerned about communications within the Parish for several years, especially within the last year. As a parent of school children, that is a key concern. She does not know how to find the minutes or contact the Commission chairs. Communications is a critical element for a parish this size. She would like to learn more about the strategy of each of the committees and how do they intertwine and specifically the school. Communication from the school perspective is lacking. Nothingfest was held during Catholic Schools Week. Thank you for having the parents there. However, there was no communication with the parents and school administration. This was a lost opportunity. The Parent Advisory Commission that was suggested last month has her vote. She wants to know how the parents get involved. She has watched our enrollment drop. She does not know what the data states, since she does not believe it is just the marketplace. If the quality of the school and the communication continues to decline, she may rethink her children attending. She would like to know what we are doing to improve communication.

III. Commission Reports

- Finance – Alan Savage
The commission discussed the policy concerning expenditures over \$30,000. Mike Lentz provided the archdiocesan recommendation, and the commission agreed to follow those. They approved our current strategic objectives and action plans. Currently have interviewed three different audit firms. Committee will be making a recommendation. Further discussion will need to take place regarding the Scrip program accepting debit and credit cards to make sure the percentages work out for us and negotiating with the vendors. The commission discussed the website construction and information that should be provided. Discussed the ACH program and enhancing the ability for people to be on it. Discussed including current and long term projects, online giving, reports from the development committee, the Reiser Foundation, and outreach. Discussed the long-range planning for the Operations Commission attending their meeting next month. Basically the committee is recommending strengthening what we have now. The budget committee did meet at 5:30 this evening. We have a long tough process ahead of us with the economy. Thankfully we have a wonderful group of people that will make this a good process to go through. The audit committee showed we are doing very well this year. Expenditures are at

49% of our annual budget and income at 53% of our annual budget. The development subcommittee met and are setting a policy for accepting gifts. Talked with the Reiser Foundation and the Cemetery. Currently the Reiser Foundation has approximately \$750,000.

- Operations – Mike Kraft
When we met in January we discussed the master plan update so we reviewed it this evening. The bulk of our input for the master plan update has to do with maintenance, safety issues, and feedback from other commissions. They feel this commission is a commission that is here to serve the other commissions. Also discussed the website and set up some ideas they want to put in place. Relative to the facilities master plan identified ways to record and access the information in the future. Would categorize the information so over time they could look at pieces of the master plan information based on information they would need to know about such as timeframe, skills required, cost, industries related, etc. Looked at more tactical issues such as the restrooms, cafeteria, junior high, and what can we do to support the other commissions.
- Bob Mueffelman – at large member
Attended the Pastoral care and Outreach Commission meeting. This was his first time with them, and it was a learning experience. A lot of the discussion was brainstorming activities for the coming year.
- Stewardship – Greg Mueller
Reminder each commission chairs should have contacted all the interested people they received on their lists. Evangelization small group signups will be extended to next weekend. A small group met to review the Stewardship mission statement. They made recommendations to change the mission statement. The commission approved it this evening. The mission statement is: "The Stewardship Commission will lead the parish community to stewardship as a way of life through formation, prayer, hospitality and service in response to their baptismal call to discipleship." The commission also discussed the operations plan. Greg will compile the discussion topics and e-mail them to Mike Kraft
- Clyde Schultz attended the Stewardship Commission this evening.
- Mike Lentz – Furnace Fund
The Parish has set up a specific fund for the air handler. We have collected \$11,000 through this past weekend. Mike has received the recommendation to repair the air handler rather than replace it at a price of . One of the challenges in next year's budget is the assessment for the Archdiocese. It is calculated from the prior year's income. The current year assessment is \$146,000 and was based on the year we had no school tuition. Next year's assessment will jump to \$317,000.
- Education – Mary Zielinski
The commission completed the review of their strategic plan. Reviewed how they are doing at contacting the education commission groups. Discussed the Web site development. The Goal is to be done by April 1st. This task should help with communication. They will include a lot of information regarding the faith formation program and the school. Discussed facility master plan and will e-mail their information to Mike Kraft. Spent quite a bit of time discussing the set up of the advisory committees for faith formation and the school. Had an additional meeting the end of January to discuss. Decided to table the open mic at their meetings since they

will be having the advisory meetings instead. There will be an open forum as part of these meetings. Hope to have them up and running this spring. Each committee will consist of 5 people plus a staff director.

- Community Life – Richard Burke
Worked last month with Libby on the website to get it up and running. We are going to add a calendar on our website to add events for the 22 active ministries in our commission, such as Cana Dinner, etc. We will give our ministries a link to their ministry web page or a PDF file of their activities. Libby was very flexible and she had many suggestions. We may not implement all of them right away. Group came to us that would like to start a new ministry – At Home Dads. They are going to get the documentation that needs to be completed. Each month want to feature a specific event – Fish Fry in March, Parish Appreciation in April (April 25th). Community Life wants to promote these groups. If we don't have a special event for a month, we will help a ministry select an event and help them promote.
- Liturgy – Amy DeRaad
Met last week (February 3rd) and discussed the facility plan. She will e-mail feedback along with questions at the end of the month. Reviewed the stewardship objectives at the commission level. Discussed temporary curtains over the windows for the bishop appeal weekend. We decided to not put them up this year. We discussed the liturgy corner in the bulletin. We are going to source the writing of that to a member of the parish staff. We will provide the question to be answered in the article. We also discussed web site information. Will have the information to Libby by the end of February. Adult liturgy education is a topic that came up. Father Campbell will be hosting a meeting on March 18th to talk about going through the Mass. An idea that came up a couple of months ago was a Greeter Ministry. Discussed with Greg Mueller and would like to move forward. Will be discussing with the necessary people. It is an extension of Stewardship in this parish to make people feel welcome. Music ministry concert series topic was moved to next meeting. Talked about planning for Lent and Holy Week. Discussed suggestions from Bob Mueffelman.
- Pastoral Care and Outreach – Bernie House
We had a couple of members missing last month so we gave them the opportunity to go over the stewardship objectives. Discussed bringing the children into the treasure aspect of stewardship, perhaps having a basket in front. Another idea was bringing in the singles (40+). The commission is wondering about the metrics for the covenant forms – were the percentages higher or lower this year. Last month Bernie brought up the idea of contacting those who contribute by check that do not use envelopes. Could this be started immediately? Greg Mueller took the task to investigate. Discussed web site, but tabled the facilities plan until next month.

- IV. Fundraising Policy – Eric Gunderson
Revised policy was distributed. The Purpose, Rationale, and Definition have not changed this year. Language has been modified. Key differences were on page 3, where the timeline has been updated. After this meeting would like to distribute these out to the ministries (tomorrow morning). The substantial change is the form itself. We have always asked for a report on how the event was. Changed the follow-up from 60 days to 15 days so it would be closer to the timeframe of the event. Applications fit on one page. We would also like the groups doing the fundraiser to host hospitality. Even if approved, the event will still need to be scheduled. You are not locked and guaranteed the date until scheduled. Eric will work with Libby to update the policy on the website.

V. Senior Housing – Skilled Nursing Facility – Mike Kraft / Mike Lentz

Mike Lentz is on the board of Senior Housing. They have requested a feasibility study for a skilled nursing facility. At the last Senior Housing meeting, they asked if they could begin the \$20,000 for the feasibility study. They requested the Council give them their options by the March meeting, listing what are we willing to commit to and what is non-negotiable. This group decided in November there are 3 recommendations that we reviewed and agreed the Senior Housing had 3 options.

1. Build on their current property.
2. Move garages to property of the new cemetery and build there or move garages and parish offices and build there. Move parish offices and education offices together in another location.
3. Discussed softball fields. Relocating the softball fields closer to Hanson is not feasible.

Mike Lentz recommended eliminating the softball field option. Need to be clear that this is a purchase not another land grant.

The skilled nursing facility could also potentially be run by another company and not the senior housing corporation. While there is not an urgent need, they are asked frequently by residents about the next step. They will still need to get approval from the state.

Clyde mentioned that moving the offices to the front was part of a facility plan fifteen years ago, but Epiphany did not have the money to move forward. Alan Savage stated we have a valuable resource in Doug Fisher, who is an engineer with the county. He may be able to answer our questions regarding the wetlands. One of the commission members alerted the group that the Archdiocese may be mandating that Pastoral administration live on campus. If that does come back, we may need to have our leadership live on campus. If so, we may need this land. His suggestion is to wait until we know what we have planned. Amy suggested the close proximity of the current residence may adhere to this policy.

Tim Sullivan mentioned this could be a good opportunity for Epiphany to get some building renovations done. The offices need to be remodeled. Robert Breitbach stated we have one option for them, and the other option is we do not give them any property. Mary Zielinski also stated it would be a benefit to our parishioners to have a Skilled Nursing Facility here on campus. This was part of the Parish vision originally. We need to keep that in mind too.

The discussion will be added to the agenda for March. Need to gather data on property value, parking needs, water drainage, etc. for that meeting.

VI. Pace/Prism Insurance Program – Mike Lentz

The parish has an opportunity to take part in Archdiocesan insurance incentive program. The program has the standard programs you see in corporate America such as background checks, credit checks for money counters, and instruction videos. The parish would receive a 20% reimbursement (\$15,000) each year. It has been in existence, but we have never taken advantage of it. It has already met resistance from key volunteers. However, Mike Lentz recommends the Parish do this. There is no cost except to run the credit reports. The group unanimously agreed to comply with this program.

VII. Adjournment/Closing Prayer

The meeting was concluded at 9:50 p.m. The next Parish Council meeting will be Tuesday, March 10 at 8:30 p.m.