

## Epiphany Parish Leadership Council Meeting Minutes

**Date and Time:** January 13, 2009, 8:30 p.m.  
**Location:** Meeting Rooms  
**Attendees:** Robert Breitbach, Richard Burke, Amy DeRaad, Eric Gunderson, Bernie House, Mike Kraft, Mike Lentz, Greg Mueller, Bob Mueffelman, Alan Savage, Scott Schulte, Clyde Schultz, Tim Sullivan, Fr. Zehren, Mary Zielinski  
**Minute Taker:** Mary Beth Ineson

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

II. Open Mic

- Mary Novack, 2920 127<sup>th</sup> Circle NW, Coon Rapids – She sent a letter to Fr. Zehren, Jane Carroll, and Mike Lentz about three to four months ago regarding the marathon and all the times the parents in the school are approached to donate money. She indicated that she never received a response outside of an acknowledgement that it had been received. She had an issue that was brought to her that she knows little about, but the bottom issue is the parents, especially the Junior High parents have nowhere to go. We have no school board. One suggestion would be a quarterly forum to submit questions and suggestions. Mary will resend her letter and include Clyde Schultz.
- Clyde Schultz presented the attached school progress report which was submitted by Jane Carroll and Mike Lentz.
- The Education Commission responded to an open mike complaint, concerning the Catholicity of our Preschool Readiness Program. Based on a conversation with the program director, we feel the Preschool program does contain Catholic components.

III. Commission Reports

- Member at Large - Scott Schulte  
Sat in with the Finance Commission this evening and learned more about the process.
- Finance – Alan Savage  
The commission met from 5:30 to 6:30 and from 7:30 to 8:30 this evening. In light of the number of agenda items the commission needs to address we felt we needed the additional meeting. Alan wanted to publicly thank all the people on the commission. The commission is recommending a policy for expenditures exceeding \$30,000. There is an Archdiocesan mandate that we have to further review to put together the recommendation. They revised their strategic objectives and action plans as well as last minute audit questions. Discussed the selection of the 08-09 auditors. In late January, they will be interviewing new firms for potential acceptance of doing our audits. Also discussed the capitalization of all expenditures over \$5,000. The committee is recommending we go back three years. This will support new bank initiatives that are wanting more financial information from us if we were in a loan situation. The Catholic Finance Corporation presented us an opportunity to join a three-year program for \$2,950 each year. He would be providing information on where we stand with the finances with the archdiocese as well as demographic

information so we could potentially plan for future years. The zero-based budgeting process will begin late January. A calendar of dates will be sent to the commission members, specifically those on the budget committee to meet with the department heads to answer any questions. The commission will discuss the Scrip program accepting credit and debit cards. There will be a fee for those transactions that will be charged back to the purchaser. They reviewed the website and the construction of information, gather ideas for the website. They also reviewed and will be discussing further in February the Skilled Nursing Facility and plan.

- Member at Large – Bob Mueffelman  
Sat in with the Operations Commission this evening. He would like to thank Amy DeRaad, Mike Kraft, John Awalt, and all those responsible for the Christmas liturgies. The two Masses at 4 p.m. (in the Church and the gymnasium) were filled to capacity, which is a wonderful testament to what they did. Mike and his commission are generously interested in serving every ministry here at Epiphany, so please contact them if you have any needs.
- Operations – Mike Kraft  
Discussed the facilities master plan update. Originally intended for the commissions to have this on their agenda for this evening, but since the information did not get out in time, they are requesting the plan be discussed at the February Commission meetings. Each commission should answer the questions on the discussion document. If you are unable to do so, please let Mike know. We would like the information so we can collect the information in March.
- Stewardship – Greg Mueller  
The McCread Stewardship Forum will be held February 18<sup>th</sup> and 19<sup>th</sup> in Wichita, Kansas. The cost is \$375 for the conference, and \$52 for a single room or \$41 for double occupancy. Please notify Sr. Marion by February 1<sup>st</sup> if interested. The annual renewal forms continue to trickle in. Over 900 forms have been returned. The Ministry leaders are asked to contact the people on the lists they will be receiving in the next few days. If the calls are not made by February 10<sup>th</sup>, the commission chairs will be expected to follow up. The signups for the Evangelization small faith-sharing groups will be February 7<sup>th</sup> and 8<sup>th</sup>. The theme this year is "Disciples on a Journey", and it is very family-oriented. The Development Committee has been renamed to the Planned Giving Committee.
- Member at Large – Robert Breitbach  
Sat in with Education. Follow-up should be the theme for 2009.
- Community Life – Richard Burke  
The commission completed the majority of their action plan template for this year. The biggest goal this year is communication. The goal is to have everything up and running for the website for each of the commissions by April 1<sup>st</sup>. They discussed the potential of offering to parishioners the option of receiving the bulletin electronically. The Coon Rapids 50<sup>th</sup> Jubilee is all this year. We have committed to working directly with all interfaith Churches in the community. During the Thanksgiving time 2009, we will be hosting an interfaith service here at Epiphany. A mailing will be going out to all the Churches in the area the first of March to see if they are interested. They would like to improve communications between the commissions. They would like to have tools out there for communication with our organizations and the community.

- Education – Mary Zielinski  
The commission had a full agenda this evening and made it through half of the items. They discussed the preschool issue and the open mic policy and procedure. They also discussed the development of the website. They included the progress on Stewardship. The follow-up comments from visiting the other commissions were very positive. Everyone was very welcoming. Thank you to all the commissions for allowing them to do this. They hope to do it periodically.
- Pastoral Care and Outreach – Bernie House  
The commission distributed the operations master facility plan to the members and reviewed the stewardship objective at Epiphany. They did some brainstorming of ideas for the commission for the rest of 2009. They also had a ministry update.
- Liturgy – Amy DeRaad  
Fr. Zehren and Clyde Schultz were guests at their meeting this evening. They did not make it through all of their agenda this evening either. Therefore, they not only are deferring some items until February, but they are planning a special meeting later in January to cover the topics. They discussed the liturgy corner in the bulletin, for which they have been compiling information. They are discussing whether to continue it as part of the commission or turn it over to Parish staff. Currently it is remaining with the commission, but will be deferred to the February meeting. Future items will be the history and significance of Ash Wednesday and also the opportunity to educate the Parish on the Liturgy of the Word and the Liturgy of the Eucharist and the history and reason behind the actions and gestures at Mass. They discussed the Christmas liturgies and the overwhelming feedback on the two 4 p.m. Masses on Christmas Eve. The Feast of the Epiphany and the focus on social justice and immigration was discussed. They are hoping to continue next year. They discussed the website and have information ready for Libby. They will have further discussion regarding the facility planning and status of Stewardship during their next meeting. The feast of presentation is February 2<sup>nd</sup> so they discussed the possibility of a solemn entrance and candle procession. One of the members will follow-up with the presider that evening and the appropriate information will be in the bulletin.
- Member at Large – Eric Gunderson  
A big thank you to everyone involved in the Christmas Liturgies this year. They were very moving, very touching. We are very blessed here at Epiphany for the opportunities to participate in the sacraments.

#### IV. Senior Housing – Mike Kraft

The topic will be deferred until the February meeting. The three options are:

1. Build within the land the Senior Housing Corporation already owns.
2. Build where the maintenance garage is located and relocate it to the new cemetery.
3. Build where the maintenance garage, Springfest garage, and parish offices are. Help relocate the parish offices to the west end of the campus.

Mike Kraft emphasized these plans are very preliminary.

#### V. Stewardship – Mike Lentz

- Community Life discussed the communication of stewardship within the parish. Stewardship is a very key part of our Parish today. We would not survive without it. How can we reach out to the people who did not return their covenant forms? During the initial contact, we should ask what can we do for you. There are different needs for

different people. We need to determine how we can reach the larger community and get them involved in our Parish.

- Pastoral Care and Outreach suggested we have a great opportunity for those individuals who throw a check in the collection basket without an envelope. We should follow-up with them, sending them a note. Thank them for their contribution and participating in our worship. It would be a great way to start some dialog with them. The threat to our success is no follow-through. We could send them a new parishioner packet and keep that communication going.
- Tim Sullivan stated we should continue to explore our stewardship and what it means to us as a Church. We continue to explore different avenues and ways of inviting participation and the sharing of ideas regarding Stewardship. People keep stepping forward with new ideas for spreading stewardship. We have really made an outstanding effort in improving our liturgies, which is the main reason we are here. The things that threaten it would be pigeon-holing and stagnating our stewardship message.

Mike Lentz stated we need to determine our stewardship plan and vision for total stewardship, the timeline, and to communicate this to the parish.

VI. First Half Financial Report – Mike Lentz

It is important for people to know as a Parish and a Community that the financial picture of Epiphany is important, but we are not driven by finances. Through the first six months, we are a little behind. Christmas was a huge help. We are \$75,000 behind our goal, and we are \$50,000 behind last year. It is a 3-5% lag behind last year. We have some income areas that are doing better than expected. We have to be prepared for the possibility of our income going down. Expenses have been followed closely. Most areas are at or below budget. We could have some tough months ahead, though. More families are finding it difficult to meet tuition payments. School has enhancements that need to be made in communication, how we teach, and how we do many things which will help our cause. Our first six months were good, but we are optimistically cautious where we want to be in the next six months. We need to keep engaging people to be a part of our Parish.

VII. Adjournment/Closing Prayer

The meeting was concluded at 9:30 p.m. The next Parish Council meeting will be Tuesday, February 10<sup>th</sup> at 8:30 p.m.