

Epiphany Parish Leadership Council Meeting Minutes

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

I. Minutes from February Meeting
Minutes were approved.

II. Open Mic
New item:

- Debbie Barichello 11205 Hanson Blvd. NW Apt 103 Coon Rapids, MN 55433 Debbie expressed deep concern regarding the Friday Lenten Fish Fry's addition of shrimp (luxury item) to the menu. With the economy in the shape it's in and the fact that people are struggling just to put food on the table, increasing the price of the meal to \$9.00 per meal seems excessive. But more importantly, Lent is meant to be a time of sacrifice. She suggests the decision should be looked at with a reflection on the meaning of Lent and why we abstain on Fridays in Lent.

A brief response was offered by Bob Muffleman from the PTO point of view. Shrimp has been on the menu for a number of years and the \$9.00 cost is a suggested free will offering amount.

Clyde asked Mary of the Education Commission to direct her concern to be properly addressed. Clyde also asked that Debbie receive a timely reply to this issue.

Follow up on the February item from Diane Dixon regarding communication concerns.

- A response was sent via email to Diane and was copied to all Parish Council members. The response will be posted as an attachment with the February Parish Council minutes.

III. Commission Reports

- Education – Mary Zielinski

The commission discussed the website development. They will get their rough draft information to Libby. The advisory committees are set up for the school and faith formation. Meetings have been set up and the information will be on the website. The names of the members of these advisory committees will also be listed on the web. The makeup of these committees is diverse and covers the general population of the represented groups very well. School accreditation group is coming on March 24th, 25th and 26th. Work is being done to recruit catechists.

- Liturgy – Amy DeRaad

The commission approved the minutes from the February meeting. Discussion regarding the greeter ministry continues. It was presented at the directors meeting and will be presented to the Parish Council at the April meeting. It is requested that it be added to the agenda. All present were invited to see Amy after the meeting if interested in finding out more about this ministry. The music ministry will be having their last event, the Easter Cantata on March 23rd, 2009. The Liturgy Commission is looking toward the possibility of bringing a performance called "Sermon on the Mount"

to Epiphany next year. There is a meeting for planning the balance of the Lenten and Easter season liturgies on March 11th, 2009 at 6:30 in the Parish offices. The possibility of securing LED lighting (battery operated) for marking the benches in the foyer of the church is being discussed as a possible way of avoiding persons being injured (i.e. late adorers when lights are lower).

- Pastoral Care and Outreach – Bernie House
No meeting was held tonight
- Community Life – Richard Burke
This commission will have a second meeting this month (March 23rd). Work is being done to finalize their goals and objectives. The commission intends to have a Community Building Social each month. The new website is up and Libby Huebner is to be commended for her work on it. The website will soon include a calendar for main events i.e. Springfest. The Lenten fish fry is going very well with the 1st two weeks serving approximately 400 each week.
- Tim Sullivan – trustee
NOTE: no comment made
- Mike Lentz – Parish Administrator
Please provide articles regarding Ministry highlights to Cathy Sullivan by Monday for the upcoming newsletter.
- Bob Mueffelman – at large member
Bob attended the Community Life Commission meeting. By attending this meeting Bob has now attended each of the seven commissions. He affirmed the new design of the website. Much discussion was had around the strategic goals and objectives assigned to each commission last year. Work is being done on an updated parish census which will occur summer 2009.
- Operations - Mike Kraft
Time was spent on the intended content of the Operations web page. They also discussed formats for recording facility master plan updates. To introduce the members to the flavor of the commission, the members took a brief tour of the school and discussed needs related to it.
- Finance - Alan Savage
Current financials were distributed. After the report from the audit sub-committee, the finance commission has voted to stay with the current auditors Froehling Anderson. Their proposal includes a 3 year plan with a yearly opt out option. A brief mention was made of the possible future involvement with Pace-Prism, an insurance incentive program with the diocese. Finance website information has been sent in to Libby. Information on the internal documents to be added will be solicited from Mike Lentz. The budget sub committee will be meeting with each of the directors by next week and then with Mike Lentz to draft next years budget. A major portion of the meeting was spent on the Senior Housing initiative which Alan deferred to the latter agenda item at tonight's meeting to be presented by Mike Kraft.
- Stewardship - no report

IV. Mike Lentz – Staffing and Budgeting

Mike informed the Parish Council of the fact that collections to date are about \$100,000 behind budget. The staff has been curbing their spending and cutting back in any areas possible. Projections into next year suggest that we will be facing a major shortfall of \$300,000 - \$400,000. The shortfall does not lie in any one specific area. Staffing and enrollment, in all areas, is being reviewed and at this time there is a projected staffing reduction necessary. This will occur at both parish and school. There is an initiative (round one) already on the table. For those staff members who meet the 75 year rule - age plus years of experience in the diocese, (currently 25 staff members) they can voluntarily take the offer which would include one week of paid time for each year of service as well as 18 months of Cobra. This offer was formed in conjunction with help from lawyers from the Archdiocese. Round two is uncertain at this point and will be determined by reviewing ministry needs and enrollment. The down side of this is the fact that good people will be lost and how do we as a Parish fill the needs of these positions? Mike opened the floor for questions.

Q: Will round two be necessary if round one is well received?

A: It will depend on ministry needs, enrollment at the school for next year, the number of people who accept the offer, etc.

Q: What is the time frame?

A: Those interested in accepting the offer are to let Mike know by March 11th, 2009. Once these names are approved by the diocese, confirming the number of years in service, they will receive a document (4-5 page separation agreement) and they will have 45 days to return.

Q: Is there any indication of the dollar amount we are looking at if all 25 eligible staff members accept the agreement?

A: The total of 25 staff is inclusive of both parish and school. On the school side, we are looking at \$250,000 to \$300,000.

Q: Would this be charged on the current year fiscal year earnings?

A: Yes. From past experience, however, no more than 20% take an offer like this. Most likely, it will be closer to \$70,000.

Q: Is this type of problem being played out Archdiocesan wide?

A: This is very much a common problem in the Diocese as well as with the diocese itself. Fr. Zehren, Mike and Jenny will be meeting with John Bierbaum (CFO of the Archdiocese) regarding the assessment for next year.

V. Senior Housing – Skilled Nursing Facility – Mike Kraft / Alan Savage

Epiphany's Senior Housing Corporation Board is interested in doing a feasibility study regarding the addition of a Skilled Nursing Facility on the Epiphany Campus after having determined through a preliminary study that there is a need. They asked for help in identifying the potential in this addition from the Parish in regards especially to space and location. Most successful Senior Living Communities do include Independent Living, Assisted Living and Skilled Nursing. Mike reminded the group that senior living is definitely a part of the Epiphany Mission and Vision. He also stated that this could possibly help the Parish meet some of its goals which we do not presently have the financial means to accomplish. The proposal from this sub-committee isn't final or binding and all options of structures to be built and their usage would be reviewed and approved by Epiphany Parish. It is only a starting point / strategy with which the Senior Housing Board can move toward deciding on the feasibility.

Mike requested approval from the Council to propose a two phase solution as follows:

1. The board would be allowed to build in the area of the maintenance garage with the understanding that they would replace the garage in the area of the cemetery

and that they would create some mechanism to begin dedicating some revenue to the future use of the parish.

2. After several years, we would then turn over the land under the Administration Building for them to begin Phase Two of their project at which time we would have the seed money to begin looking at our additional needs in the Parish, based on the facility master plan already in the works: i.e. offices, meeting space, etc. The needs of the Parish would need to be addressed and dealt with before the property could be turned over.

SEE ENTIRE DOCUMENT FROM THE SUB -COMMITTEE PROPOSAL AT www.epiphanymn.org

Mike and Alan opened the floor for questions:

Q: Is the two phase solution idea coming from us or from the Senior Housing Board?

A: It came about because it seems unrealistic to us that they can replace the offices and we are not in the position to do it either.

Q: Do we know if they can proceed in a Two Phase process?

A: No, although we will want to discuss whether we obligate them to move to Phase Two if they do complete Phase One.

Q: Would this new garage include the space of the Springfest garage?

A: Yes it is being discussed. The same square footage would be included.

Q: At what point are the rest of the Parishioners and Parish priorities addressed?

A: We have the time to do this right. We would solicit entire Parish involvement and the priorities will be established before any action is taken.

Q: What if we lead them down the Two Phase path and when the time comes, we are not in a position to move forward with the second phase?

A: We would write into the plan, a mechanism to handle that possibility and the timing for the second phase.

Q: If Phase One is accepted and started would the revenue that is coming in from the Senior Housing group be used toward general operating expenses, debt reduction, etc.?

A: The revenue will be escrowed for use in Phase Two for the building of the future facilities and will not be used for any other purpose. All of the information provided today is preliminary and is only being presented for the Senior Housing Group to proceed with their feasibility study if they desire.

Q: Is this suggestion a land grant?

A: No. Compensation is clearly intended to address our future needs.

Q: Was relocating the garage to the cemetery area intended.

A: Yes as well as the planning for a multi-serviceable storage area.

Q: It seems we are saying we are positioning ourselves to get new Parish Offices.

A: We are not offering this to get new offices. It just seems to make the most sense. The Senior Housing Board will look at it and determine whether it works for them or not.

The Parish Council agreed to support the Two Phase recommendation at this point.

Clyde Schultz reminded all present that the discernment process for the coming year is quickly approaching. He asked that everyone consider self-nomination and nomination of others for this process.

Alan thanked Parish Leadership for showing interest in Parish events such as the Choir Concert.

VI. Adjournment/Closing Prayer

The meeting was concluded at 9:40 p.m. The next Parish Council meeting will be Tuesday, April 14th, 2009 at 8:30 p.m.