

Epiphany Parish Leadership Council Meeting Minutes – Pending Approval

Date and Time: September 9, 2008, 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, Scott Schulte, Clyde Schultz, Tim Sullivan, Fr. Zehren, Mary Zielinski,

Minute Taker: Mary Beth Ineson

I. Minutes from June Meeting

Corrections were sent in electronically. Cissy Holland is not a member of Pastoral Care. Kristann Yokum is Vice Chair. Operations has 3 new members, 6 in total. Corrections will be made and submitted as approved. They will be posted on the website.

II. Open Mic

- No one stepped up for open mic this evening.

III. Commission Reports

- At Large – Eric Gunderson
Spent time this evening with the Liturgy Commission.
- Finance Commission – Alan Savage
The Finance Commission met in the Cafeteria this evening. The weekly statements were distributed. The electronic giving does fluctuate, so considering analyzing monthly. To Date, we are \$71,000 below budget, which is partially due to the summer months. The commission spent the evening orienting the new members. They reviewed the letter from 2005 that had a list of action items and discussed the successes and accomplishments. Mike Lentz addressed the going concern. Four of the five concerns have been addressed. The commission discussed the subcommittee appointments. Briefly reviewed the senior housing and how it works for the finance commission. They also reviewed the strategic objectives. Two members will be comparing the objectives to the 2005 letter to make sure everything is included. The commission made a recommendation to have the budget numbers for the weekly collections in the first bulletin of the month only and have the administrator comment on the financial picture.
- Pastoral Care and Outreach – Bernie House
The commission began the evening re-introducing themselves. Updated the commission list and will e-mail to Clyde. Reviewed the ministry list and divided them among the members to contact and let them know we are a liaison for them between the parish council and their ministry. The commission is pleased with the changes in the website and asked the council to provide feedback. Also, the commission will provide an article for the Epiphany Extra.
- Education Commission – Mary Zielinski
Spent time in orientation of the new members. The commission reviewed the strategic plan, the parish plan, and the commission plan. They also discussed the policies regarding the Sacraments, Reconciliation, etc. Another topic was the re-accreditation for the school.

- **At Large – Scott Schulte**
Had the opportunity and pleasure of sitting in on the Finance Commission. Doug Fisher brought up some great points of the headway we have made thanks to the leadership of Bob and Greg. This is a great commission and look forward to working with them this year.
 - **Stewardship Commission – Greg Mueller**
Sister Marion provided a historical update as to where the parish has been for Stewardship, which gave us a great foundation for the work this year. Greg gave some opening comments. We then reviewed our committees with great participation from the commission members. We went through the calendar of events for this year. Since so many people will be gone for the Parish Council meeting, we will have our commission meeting on September 30.
 - **Community Life – Richard Burke**
The Tailgating Party is this week, which Father Zehren suggested. A goodwill offering will be available for hotdogs, chips, etc. They are blocking off part of the parking lot for the event, and Dish Network will be setting up a large screen TV. Please pray for good weather. They are hoping for approximately 100 people to kick off this first tailgating party. The Epiphany Diner was fantastic this year. When teenagers want to come back next year, it is a good thing. The final numbers are not in, but early estimates are \$30,000 over last year. The committee is already talking to the vendor for next year to provide fritter bread on a stick. The Christmas cookie exchange will be done again this year. We are discussing other activities for Church and Community. Hope to get other organizations within our community involved. Alan Savage asked that we check to make sure we are not in any conflict with the Tailgating Party. Mike Lentz will investigate.
- Bob Muffelman – attended the education commission. He commended the commission for having a really good blend of people on this commission. They are involved in a lot of different facets of education at Epiphany. Epiphanyschoolmn.org is the new school website.
- **Operations Commission – Mike Kraft**
Since many of our membership are new, we went over the mission of the commission and the strategic plans. Discussed maintenance, skilled volunteers, and long-term campus improvements. Our next meeting will include discussions with Liturgy as to how to handle large crowds. Also will be discussing campus improvements that may not come into play for several years, but want to begin discussions. Want other commissions to know that we are here to support you. We would like to sit in on other commission meetings and offer opportunities where we can assist (probably in 3 or 4 months). We will let you know when so you can plan your agenda.
 - **Liturgy Commission – Amy DeRaad**
Met in August to plan for the coming year. We have the opportunity to have an article in the bulletin and in the newsletter to educate the parish in the sacraments and the Mass. The annual renewal weekends will be November 8th and 9th, November 15th and 16th, and November 22nd and 23rd. We will be using the same theme as last year – Engaged in our Past.. Enriched by our Future. The commission is working with the music ministry to assist with this theme. Christ the King is the next theme, and then we are into Advent. Due to fire regulations, changes will be made to the advent wreath. The commission is also discussing the possibility of moving the weeknight Mass from 7 p.m. to 6 p.m. The commission is connecting with the children's liturgy and other ministries. One of the

agenda items for the next meeting will be whether there is an appropriate dress for Mass.

Tim Sullivan – please consider anything you can do to enhance the youth ministry here at Epiphany. The ministry does not get a lot of attention, and it is a very important ministry that we need to focus our attention.

Robert Breitbach – Excited to see so many new faces tonight. It will be positive for the Parish to have so many new contributions. Also excited to see returning people in new roles. One of the good points about Epiphany is that people are committed

IV. State Fair Epiphany Diner – Chuck & Rhonda Dillon

2008 state fair ended on Labor Day. We ended up about \$30,000 up on sales. The actual number was \$110,000 in sales last year versus approximately \$140,000 this year. Thank you, Fr. Zehren, Mike Lentz, and John Awalt. Several people contributed a lot of time and talent to the diner – Rod and Janet Beckman, Mary Kennedy, Tim Andrajack, and Dale DeRaad (who was day supervisor almost every night). The shift leaders were awesome. Thanks to the volunteers – many who volunteered many shifts. Tom Keene and Scott Widstrom did the work on the remodel. Rita Wilson donated the new tables. There was a problem with the order, so the new tables will be used at the parish and taken down to the fair for next year. The committee was over the \$30,000 budget by \$15,000 to \$20,000, for repairs due to mold. A generous donor donated \$25,000 toward the repairs, which helped. The Epiphany Diner received an award from the State Fair for outstanding concession (one of two) this year. Dennis from the Fair told Rhonda they are using us as a model. The menu changes were good, but the committee will need to adjust. Some food items did not do as well as we thought. We continue to need volunteers to be successful. Some shifts do fill up quickly, but others continue to be a struggle. We opened the Monday, Tuesday, and Wednesday before the Fair, which gained us approximately \$1500 in sales. Every day we had a little more business. We established ourselves for future years.

V. Preliminary year-end report (from June 30, 2008) – Mike Lentz

Each year we conduct an audit, which will be done next week. The pre-audit income was \$180,000, which did not come through Sunday collections. Money came in from other non-budgeted sources. The Parish expenses were under budget by \$80,000. This gives the parish about a \$260,000 profit. Income over expenses are approximately \$60,000. This is a wonderful accomplishment. We were able to complete two big sections of the roof. The PTO pitched in half the money to buy the new phone system and the new website. The Auditors will meet with the Finance Commission next month. The Line of Credit of \$800,000 was down to \$400,000, but is now back up to \$600,000. We are making back payments as well as current payments on the Arch Diocesan assessments.

VI. Considerations for the coming year – Mike Lentz

We have switched the nursery and the lending library. We need to promote the use of the nursery. Epiphany Caring for Life provides car seats, diapers, etc. They were awarded a \$93,000 grant from State of Minnesota, which will give them the ability to be much more active. The youth ministry is a priority this year. We also have maintenance issues that Mike Kraft mentioned. We have pews that need to be replaced with a \$200,000 price tag in the next couple of years. There is a plan and vision to open up the meeting rooms. The challenge will be how do we do that with the income from our Sunday collections.

My goal is to discover how we can grow our school enrollment by appealing to new and existing school families in many ways, especially potential new kindergarten families as well

as Jr. high families. We will be looking at ways to enhance the Jr. high experience here at Epiphany.

Mike indicated that Senior Housing Corporation will be conducting preliminary talks with various commissions of Epiphany this year regarding their desire to someday provide a skilled nursing facility here at Epiphany.

VII. Conflict of Interest forms – required as part of the leadership of the parish.

Next month's meeting in October, Robert Brietbach will be leading the Council meeting since Clyde Schultz and Mike Lentz will not be present.

Commission agendas should be submitted to Clyde a week ahead of time. The At-Large members can then review them to determine which ones to attend. Also, commissions could meet on similar topics. Agenda items for Council meetings should also be sent to Clyde in the same timeframe.

VIII. Adjournment / Closing Prayer

The meeting was concluded at 9:30 p.m. The next meeting will be Tuesday, October 14th, at 8:30 p.m.