

COMMUNITY OF EPIPHANY
Parish Pastoral Council Meeting Minutes
July 23, 2009

Members Present: Fr. Jeff Nicolas, David Bowles, Chuck Sgro, Amy Shoemaker, Carol Harris, Tricia Burke, Michael Cuyjet, Kate Rueve, Rosemary Smith, Laurie Atwell, Dee Dee Baur, Shari Baxter, Katie Belt, Hub Daugherty, Patrick Evans, Jo Anne Feldman Edd Johanneman, Reece Johns, Anne Ramsey, Lisa Scherer

PCC Alternates: Connie Fowler

Guests: Therese Brennan, Eileen Breslin, Karen Bryant, Adam Carrico, Maureen Kelly, Cathy Shoemaker, Martha Stuber, Linda Thieneman

Election of PPC Officers - David Bowles

Election of new officers for Parish Pastoral Council was held prior to the beginning of the regular meeting. The Council must first determine if the position of Associate Vice Chairperson is to be continued. A motion was made, seconded, and approved with consensus to have an Associate Vice Chairperson for the next year. The following were elected by vote and then, approved by consensus to serve as Officers of the Parish Pastoral Council for the upcoming year:

Chairperson:	Chuck Sgro
Vice-Chairperson:	Amy Shoemaker
Associate Vice-Chair:	Carol Harris

As facilitating election of PPC officers was the final duty for David Bowles in his capacity of Chairperson, he excused himself from the meeting immediately thereafter.

ROUTINE COUNCIL ACTIVITIES:

Welcome Guests: Chuck Sgro, newly-elected Chairperson, welcomed the guests in attendance.

Approval of Minutes: The June 25, 2009 minutes were reviewed, corrected, and approved with consensus.

Letters of Appreciation: Letters of Appreciation were requested for:

- 1) David Bowles for his service on Parish Council, including his last year as Chairperson
Anne Ramsey will write this letter.
- 2) David and Melinda Hileman for organizing the trip to Appalachia. Rosemary Smith will write this letter.
- 3) Rosemary Smith, Karen Cronin, Jeanne Denny and Nancy Raible for coordinating the Mary of Magdala Prayer Service. Amy Shoemaker will write these letters.

COMMUNITY FORUM: Parishioners offer comments and suggestions. **PPC members listen, but do not comment.**

Cathy Shoemaker, Co-Coordinator of Bereavement Program of Community Care, shared how devastated the volunteers for Community Care were when advised that their advisor, mentor, and friend, Pam Lynch, was abruptly terminated. She noted the close relationship, guidance, planning, and communication provided by Pam. Since May there have been no committee meetings and the programs have been dispersed to various staff. The volunteers look to staff for experience, direction, innovation and guidance. It is the request of the volunteers that all Community Care programs be reunited under one person for continuity, that the current coordinator be on the search committee for hiring a new Parish Nurse. They also request that the position of Parish Nurse be a full-time, 40 hour position.

Approval of the 2009-2010 Capital Budget - Laurie Atwell, Patrick Evans

Laurie Atwell presented the Capital Budget for the 2009-2010 year that has been approved by the Administration & Finance Committee. The Capital Budget must also be approved by PPC. There is \$22,200 in approved expenses including Gathering Area carpet tiles, computers and technology, keyless entry system, maintenance equipment and Worship Center skylight replacement. There is \$44,500 in Contingent Expenses including Community Center HVAC, Epiphany House East wing HVAC, Concrete replacement of the Worship Center apron, and a Contingency Fund. Approved Expenses are needed repairs and expenses; Contingency Expenses are those that may need to be addressed during this fiscal year. The 2009-2010 Capital Budget was approved with consensus.

Parish Census - Lisa Scherer

Lisa reported that parish staff has spent a lot of time going through the parish directory and have identified 234 families for whom no recent parish activity can be determined. Letters have been sent to these families. Thirty-six of these families have replied and confirmed their desire to remain as active members of the parish; four families confirmed they have joined another parish due to schools. There are 18 volunteers making phone calls over the next two weeks to contact the remaining families. The results of this process will be reported at the August meeting.

There was discussion that this process is more of securing a count of the number of families that are members of Epiphany rather than a true census; however, Fr. Jeff advised that the process did bring up some census-like information.

Parish Nurse Job Search and Timeline - Fr. Jeff

Fr. Jeff advised that one question which must be answered in order to begin the search is whether this should be full-time or part-time position. He provided the most recent job description for a full-time Parish Nurse and advised there is a separate job description for a part-time Parish Nurse.

The Parish Nurse Minister utilizes nursing and spiritual disciplines in a holistic approach to Pastoral Care Ministries within the Epiphany Community. The roles of this minister include (but are not limited to) educator, counselor, referral source, facilitator, and support system in the areas of health and wellness. The Parish Nurse Minister does no “hands on” nursing.

The Parish Nurse must have an active Registered Nurse license, be in good standing in the state of Kentucky, and have at least five years of experience in the nursing profession. The Parish Nurse must also have completed a ministry formative program in the Catholic Faith, show proof of a Completion of Certification course in Parish Nursing, and must be a member of the Catholic faith.

Following review of the several-page outline of the duties of the Parish Nurse, there was lengthy conversation and discussion regarding the specific duties, as well as those not detailed and specific but are inherent in the position. Members of the parish staff in attendance were asked to share their comments and observations on the duties that have been dispersed to various staff since the vacancy and the impact of those changes. Fr. Jeff also requested Administration & Finance to comment on the financial effect of full-time versus part-time, not only for this fiscal year, but for the future. A motion was presented to have the Parish Nurse be filled as a full time position. The Parish Pastoral Council could not reach full consensus. Two-thirds majority is required any time PPC must vote. A vote was taken and a two-thirds majority voted that the position should be a full-time position. There was further discussion on whether the position should be a 30-hour or a 40-hour full-time position. It was recognized that most of the parish staff positions are currently full-time 40-hour positions; however, the staff often work more than 40 hours per week. Being salaried, anyone working more than 40 hours is not paid for the extra time spent at their job.

A motion was made to move toward hiring a Parish Nurse on a full time salaried position of 40 hours per week. The Council was unable to come to consensus on this motion; therefore, the issue was put to vote. The initial vote was not a two-thirds majority for a 40-hour position versus 30-hour position. After taking a short break, a second vote was taken with a two-thirds majority of Council voting for a 40-hour per week Parish Nurse. With this, the PPC advised Fr. Jeff that it is Council's vote to hire a 40-hour full-time Parish Nurse

Pastor's Comments - Fr. Jeff Nicolas

Fr. Jeff acknowledged what had just been done by vote is that PPC advises the Parish Nurse position should be full-time 40 hours per week. He was very glad Council was able to come to a decision on this issue. It was the responsible thing for the leadership of the parish to have had this conversation. Fr. Jeff is aware that the Council is a new body this month and that everyone was courteous and considerate of each other and valued their contributions.

Fr. Jeff accepts the advice of Council that the Parish Nurse position will be full-time 40 hours per week. He and the prior Executive Committee had put a list together for the search and he will work with the newly-elected Executive Committee to move forward in search for a new Parish Nurse.

COMMITTEE UPDATES (other than minutes).

Administration: Nothing additional

Community Care: Nothing additional

Formation: Nothing additional

Parish Life: July minutes have not been submitted as the Committee likes them to be reviewed by Sr. Mary first. The July and August minutes will be available for the next meeting.

Social Responsibility: Nothing additional.

Stewardship: Nothing additional

Worship: Members of PPC will be commissioned and blessed on August 29th and 30th

Youth: Nothing additional

CLOSING PRAYER

The meeting closed with a prayer.

Respectfully submitted,
Cathy New, recording secretary