

COMMUNITY OF EPIPHANY
Parish Pastoral Council Meeting Minutes
September 24, 2009

Members Present: Fr. Jeff Nicolas, Sr. Mary Gowern, Chuck Sgro, Carol Harris, Sharon Bidwell, Tricia Burke, Michael Cuyjet, Rosemary Smith, Laurie Atwell, Dee Dee Baur, Shari Baxter, Katie Belt, Hub Daugherty, Jan Dostal, Jo Anne Feldman, Reece Johns, Anne Ramsey, Brandie Grisham for Lisa Scherer

PPC Alternates: Connie Fowler, William DeSanctis

Guests: Rosemary Terstegge

ROUTINE COUNCIL ACTIVITIES

Welcome Guests: Chuck Sgro welcomed the guests in attendance.

Approval of Minutes: The August 27, 2009 minutes were reviewed, corrected, and approved with consensus.

Letters of Appreciation: Letters of Appreciation were requested for:

- 1) Rosemary Smith for helping Hispanic families with First Communion.
- 2) Marlene Miller for putting together new Formation packets for parents.
- 3) Adam Carrico for being part of the Epiphany Community through the summer and his contributions to our parish. Hub Daugherty will write these letters
- 4) Maureen Kelly for facilitating the September PPC Retreat. Anne Ramsey will write this letter.
- 5) Colleen Stout for her work on the Bloodmobile. Jo Anne Feldman will write this letter.

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

There were no speakers at this meeting.

Parish Nurse Update - Fr. Jeff

Fr. Jeff reported that Julie Stuart has been hired for the position of Parish Nurse. After review of the options and his discussion with Chancery, he felt it was the right thing to do for the Community to move forward and make this hire, considering the work that needs to be done. Julie will start next week. The staff will be going on a retreat next Tuesday at Lake St. Joseph to "defrag."

Excess Reserve Calculation - Laurie Atwell

Excess Cash Reserves are those unrestricted funds in excess of two months of budgeted expenses that are held in reserve in case of emergency. The Excess Reserve calculation is a "snapshot in time" performed as of June 30th, which is the end of the parish fiscal year.

Parish cash assets as of 06/30/09 total \$258,071.00; liabilities total \$20,880.00. There was \$21,517.00 in restricted funds (parish emergency relief, 10% grant, labyrinth). The

unrestricted cash assets total \$215,674.00. The 2009-2010 Budgeted expenditures are \$1,330,160.00. Two months of budgeted expenses to be held in reserve total \$221,693.00. This leaves a negative Excess Reserve of \$6,019.00. This is the first time in 11 years that Epiphany has incurred a negative Excess Reserve at the end of the fiscal year.

Parish Census - Committee Formation and Update - Jo Anne Feldman

The Committee has started the process to see what the Census will look like, coordinating committee members, and a breakdown for volunteers and designing the census form, which will be distributed to the parish to collect the census data. A timeline is being proposed with Planning from October 5 through December 14, 2009; Publicity from January 4 through January 25, 2010; Collecting data February 1 through March 1, 2010; Data Processing, beginning with first responses, February 1 through March 15, 2010; Analyzing from March 22 through March 29, 2010; and Reporting on April 5, 2010.

The Census is geared to updating our parish demographic data to enhance communication and development of programs and activities in the parish. It will be of assistance with the Building a Future of Hope Campaign (Capital Campaign) next summer, which is a special fund-raiser by the Archdiocese, as well as the Fall 2010 Stewardship Drive.

The Ad Hoc Committee recommends that PPC approve a parish-wide census to be conducted in the spring of 2010, and that the current Ad Hoc Committee be charged with executing the conduct of this census, including the planning, collecting, and reporting phases of the census process. The Ad Hoc Committee has reported that with much of the census data being gathered electronically through the Epiphany web site, the cost of this is estimated to be \$1,000.00

Michael Cuyjet made a Motion to

- 1) Approve a parish-wide census to be conducted in the Spring 2010.
- 2) Charge the current Ad Hoc Committee with executing the conduct of this census.
- 3) Charge the current Ad Hoc Committee to work in collaboration with the Stewardship Committee and the Capital Campaign managers to avoid duplication and share resources. The Motion was seconded and approved with consensus.

A very important meeting is scheduled for October 14, 2009 with the Capital Campaign Committee, Census Committee, and Stewardship Committee to discuss the coordination and the avoidance of duplication.

H1-N1 Flu Virus - Recommended Liturgical Adjustments and/or Changes - Fr. Jeff

With concerns surrounding the H1-N1 flu virus, it is important to discuss "how we should be with each other in the flu season." It is most important to respect one another's choices regarding holding hands during the Our Father Prayer, Sign of Peace, and other interactions during Worship. Also, assume the best if someone does not want to hold hands; they are probably looking out for you. Fr. Jeff advises, "It's okay to stay home if you are ill." Suggestions were made as to how the Hospitality Ministers could assist, such as having the doors propped open during good weather, having one person

designated to open doors when weather is not so good. Good hand washing is the best prevention against catching or spreading this virus.

Capital Campaign Update and Recommendation - Fr. Jeff

We must come to a decision on what we are going to strive for in the Capital Campaign, what it might cost, and what we feel we can afford. In achieving the Campaign Benchmark of \$1,765,000.00, Epiphany will have \$882,500.00 for the project, or projects, that the Council determines is most attainable at this time. If we attempt a stretch goal, anything above the target will be negotiated as to how much is retained by Epiphany. In making our decision, we must also consider if we are willing to take on any debt. It is agreed this target is a very ambitious goal and we must be realistic in how we approach the Campaign.

Feedback from our parish conversations determined the three focus projects:

- 1) Expand the Worship Center
- 2) Enlarge the Gathering Area of the Worship Center and connect it with the Community Center
- 3) Build a Ministry Center to provide space for meetings, continuing education programs, and storage space.

The Ad Hoc team has met with several building contractors and green technology experts to explore options and projected costs.

The cost to expand the Worship Center and replace the existing glass will be very expensive. The consultants advise that the quality of the existing glass is very good and with some work on the door tracks and seals, the existing glass will be much more energy efficient. The recommendation is that, unless additional worship space is an absolute necessity, the Worship Center not be expanded at this time. However, the cost to repair the door tracks and seals can be done for a moderate expense and may possibly be paid from the approved Capital expense budget.

The estimated cost to enlarge the Gathering Area and connect it with the Community Center is \$145 to \$175 per square foot. The estimate for a 5,000-6,000 ft. addition to connect the Worship Center and Community Center ranges from \$725,000 to \$1,000,000. This will include expanding the Gathering space, allow for some overflow seating in the Worship Center, and add some storage and meeting space, enlarge the rest rooms and kitchen space in the Gathering Area.

The cost of a new freestanding Ministry Center building for additional meeting and storage space is quite expensive and can range from well over \$1,000,000 upwards to \$5,000,000 depending on the size of the building and the quality of construction materials. This is not considered to be an effective goal at this time.

After discussion of the options and costs, the PPC has come to consensus on the decision that Epiphany reach for the Campaign Target, and that the project goal be to enlarge the Gathering Area and connect it with the Community Center. Using green technology was enthusiastically embraced and it is the goal to implement this wherever possible. We must now prepare and present the case.

Youth Report - What New and Exciting Things are Happening? Katie Belt and Reece Johns

The Youth Group is really excited about the Ministry, and the success of the combined Junior and Senior High cookout and kickoff. Over 75 youth attended the first meeting for the year, half of which were new faces. Approximately 60 parents attended the Youth Group parents' meeting. Most were new parents, or parents who are bringing children back after time away from Youth Group. There will be a combined Junior and Senior High Youth Group on Sunday to enjoy watching a movie.

Pastoral Associate's Comments - Sr. Mary

Sr. Mary had two issues to report:

1) General Instruction of the Roman Missal: Fr. Jeff, Linda Thieneman, and the Chairs of our Worship Committee, are attending eight workshops offered by the Office of Worship between September 2009 and April 2010 on changes to the Sacramentary, the text containing the prayers used by the Presider and people at Sunday Liturgy. Changes will go into effect in about a year.

2) Parish Mission: I encourage you, and those you know, to participate in our Parish Mission taking place October 11 - 13. The theme is Liturgy as Justice. The main presenter is Lucio Caruso, who is a parishioner and also on staff with Catholic Charities. The mission opens Sunday evening, October 11, with the focus on Liturgy of the Word. Monday evening the focus is on Liturgy of the Eucharist, and Tuesday we look at Liturgy of the World. The prayer service each evening is from 7:00 to 8:30 p.m. with refreshments from 8:30 p.m. to 9:00 p.m.

COMMITTEE UPDATES:

Administration: Nothing additional

Community Care: Nothing additional

Formation: Nothing additional

Parish Life: Nothing additional.

Social Responsibility: Nothing additional

Stewardship: Nothing additional

Worship: Nothing additional

Youth: Nothing additional

CLOSING PRAYER

The meeting closed with a prayer.

Respectfully submitted,
Cathy New, recording secretary