

EPIPHANY CATHOLIC CHURCH  
PARISH PASTORAL COUNCIL  
December 4, 2019  
MINUTES

Members present: Fr. Randy Hubbard, Deacon Trey Mobley, Jim Parr, Bill Carlisle, Stan Domzalski, Jeff Gilkey, Bob Hausladen, Jerry Krupilski, Maria Munoz, Jay Stuart, Tracy Squyres, Lauren Walker, Don Reiss, Linda Theineman (for Deb Sachs) , Jill Zamiska, Elaine Zeller, Isabella Hausladen (Youth Rep), Erick Ortega, Polly Duncan-Collum, Paul Franz (for Sharon Peariso)

Staff representative: Erin Dwyer

Members absent: Michael Cuyjet, Fr. Tony Cecil

Meeting opened with a prayer at 7:00p.

Change to minutes: Bill Carlisle was present for October meeting but was left off the attendance roster.

PPC Chair report

- Polly Duncan Collum gave a report to the PPC on the Chiapas visit by members of Epiphany.
  - Epiphany Twinning Committee is working on ways to continue and enhance our relationship with San Lorenzo Martir.
- Jay Stuart gave a final report as chair of the Pastor's Residence Ad Hoc Committee, which has been working for the last year. Over the course of the year, seven options have been narrowed down to three, seen below.
  - Option 1: Buy an existing residence
  - Option 2: Build a new rectory on campus
  - Option 3: Repurpose Epiphany House into a rectory and build a one- or two-story office building/meeting space (with basement) addition onto Community Center.

PPC reached a consensus that a residence should be included in any potential capital campaign.

- Fr. Randy discussed funding of capital improvements as identified by the Long Range Plan, as well as the funding of a pastor's residence. The anticipated capital need is around \$2 million. The need might be met through a capital campaign - perhaps in the 3rd Quarter of 2020. Considerations for a capital campaign include:
  - The Ad Hoc Capital Campaign Exploratory Committee will need to take into account carbon footprint when looking at facility improvements;
  - A company may be needed to run the campaign;
  - A company may be needed to be the construction manager;

After discussion, the PPC agree to invite the Finance Advisory Council and the Ad Hoc Capital Campaign Exploratory Committee members to attend the January retreat.

### Ministry of Presence

Opportunities identified were:

- Christmas poinsettia delivery to the parish sick and homebound
- Homemade cookies and candy for the Wednesday for Women party at St. Vincent DePaul
- 12/12 at 5:30a Mass for the celebration of Our Lady of Guadalupe
- 12/15 for Erin's farewell reception
- 12/16-12/22 – Posadas (12/22 @ 6:30p is a large closing event)
- Help with passing out Stewardship 2020 calendars and Matthew Kelly books
- Feast of Epiphany celebration on January 5th after 11:30a Mass
- Parish Mission on January 19-21

### PPC and Staff Retreat

- January 24-25 at Lighthouse. Friday evening will be from 6:00p-9:00p with dinner provided; Saturday 9:00a will be the January PPC meeting. Staff and invited guests will gather at 10:00a.

### Finance Advisory Council

- October contributions were \$106,063 which is an unfavorable budget variance of \$1,937 compared to the budgeted \$108,000.
- YTD \$430,295 a favorable variance of \$7,595, compared to the budgeted \$422,700.
- \$782.74 collected from Kroger Rewards
- Total operating expenses vs budget for October were \$9,806 lower budgeted
- YTD total operating expenses vs budget were \$27,068 lower than budgeted
- Total income less total expenses for October was \$2,745 which is a \$5,461 favorable variance to the budget of -\$2,716
- Total income less total expenses YTD is \$12,291. This is a \$34,996 favorable variance to the budget of -\$22,705
- Checking account balance ending October: \$34,020
- ADL Savings and Capital Improvement: \$559,926 at end of October
- Total capital expenditures for October were \$28,103.21 for ADA compliance, wood skirting panels on exterior of Worship Center and the cleaning, repair and painting of the Worship Center and Community Center

### Stewardship and Evangelization report

- A total of 560 out of 1,252 households submitted something – 44.7%
- A total of 532 out of 1,252 submitted financial pledges – 42.5%
- Pledges increased \$149,679
- Calls to interested parishioners are scheduled to be completed by committee chairs by 12/9
- Advent "Star" newsletter is out. Next one due at Easter

- Matthew Kelly's book, *Rediscover the Saints*, will be available as parish gift for Christmas
- Epiphany will hold a Parish Mission 1/19-21/2020. The speaker is Fr. Frank DeSiano, of Paulist Evangelization Ministries.

### Formation

- There are currently 5 people participating in the RCIA process.

### Staff Report

- There is a new Welcome sign at the Welcome Desk in the Connector.
- Parish Mission Planning Team has been meeting. We will be pushing for people to "sign up" before Christmas if they plan to attend. Registration is not required but encouraged.
- PPC is requested to be involved in the Parish Mission.
- More purple totes with Epiphany logo were ordered. This will allow us to have them for Thanksgiving collection in the future, as well as Welcome Bags for new parishioners.
- Long Range Planning Team is working on finalizing the 2024 Long Range Plan.
- New projector, larger screen and speakers were installed in the Community Center with an easy to use wall mounted switch plate. Thanks to Tom Hayes, Bob Burke, and Chris Chase for their help with this project.
- Panic bars will be added to 4 Community Center doors within the next week.
- Re-hanging bronze Holy Family plaque planned for Thursday 12/6 along with Epiphany statue plaque.
- Landscaping around Epiphany statue is complete.
- Grounds clean up was a huge success – 50+ volunteers. Thank you Eileen Schweinhart!

### Pastor's Report

- We will be advertising for Erin's replacement beginning in January.
- Jim and Fr. Randy talked about increasing parish participation in PPC meetings.
  - Jay Stuart, Lauren Walker and Jim Parr will study this issue further and report back to PPC.

### Community Feedback

- Why does the choir never sing a whole Mass? Worship advised that this is the choir's choice.
- Parishioner suggested an insert in the bulletin once a month that includes an activities calendar. PPC recognized that parish events are included on the website calendar, and referred this to the staff for further evaluation.
- Concern expressed about requiring quiet time in Worship Center becoming mandatory. There is currently no plan to mandate quiet time before Masses throughout the entire year, but may be encouraged seasonally as appropriate.
- Concern re: staffing – Do the needs of our parish require a full time Communications person? Yes, the demands for parish communication require a full-time staff member.
- Elders uncomfortable using technology – don't forget about them, especially involving Stewardship. The parish makes an effort to communicate in a wide variety of ways. The

stewardship process included the opportunity to fill out a card online or a paper copy in person at the Stewardship Socials.

- Can we get PPC agendas in advance? PPC is working to publish agendas in advance of the meetings.
- What do we do w/unclaimed Lost and Found? Person inquiring has an organization that the items could be donated to if unclaimed. The lost and found area is typically cleaned out twice a year, and items not claimed are donated.
- Concern that Social Responsibility isn't included in Long Range Planning process. Social Responsibility is represented throughout the Long Range Plan.
- Wants to have a list of names in the Litany of deceased Parish Saints sung during November. The Worship Committee has to rewrite the song every year to accommodate the recently departed. The progression of the list is variable depending on how long distribution of Communion takes. The list currently has over 500 names on it.

Meeting ended with a prayer @ 9:50p

Respectfully submitted,

Becky Parr  
PPC Recording Secretary