

**EPIPHANY CATHOLIC CHURCH  
PARISH PASTORAL COUNCIL MEETING  
MINUTES  
February 28, 2019**

Members present: Fr Randy, Jim Parr, Jay Stuart, Jerry Krupilksi, Maria Munoz, Tony Simpson, Linda Thieneman, Erin Dwyer, Bob Hausladen, Steve Jochim, Carol Harris, Stan Domzalski, Lauren Walker, Beth Vetter, Gracie Zamiska, Jill Zamiska, Jeff Gilkey, Don Reiss, Elaine Zeller, Brendan Quirk, Deacon Trey Mobley, Anna Workman  
Members absent: Michael Cuyjet

- Began with a prayer at 7:04 PM.
- Minutes from January 26 meeting were approved with no changes.
- There were no open forum participants at tonight's meeting.

PPC Chair Report:

- The January PPC Retreat was well-received. The content and flow were enjoyed, as the moderator was knowledgeable and kept the retreat moving.
- The Emergency Action Planning Committee attended a training seminar presented by Catholic Mutual Insurance. Training had an emphasis on awareness, preparation, and training in the event of an emergency at Epiphany. Plan will be presented to the PPC for approval at March meeting. After approval, the Committee will develop action items and add them to the plan. Training will be developed for parties who would play a part in enacting the plan. Final comments or suggestions regarding the document should be emailed to Stan within the next week (by Thursday, March 7).
- Padre Jose Marquez, a priest from Leon Mexico will be arriving in late March. He will be assisting with Hispanic Ministry at Epiphany and we have agreed to cover 1/3 of his salary and living expenses. He will be with us for 2.5 years, residing in Shelbyville.
- There have been improvements in the handicap parking when checks have been performed since the last meeting. The staff is evaluating putting together a card for windshields to gently remind those who do not have a handicap parking pass that the lot is for handicap-marked vehicles.
- Selection Committee Update:
  1. Nominations are in progress and will close on Sunday, March 17
  2. Discernment Sessions will take place on Tuesday, March 19, at 7 PM, and Sunday, March 24, at 2 PM
  3. Those discerning will be invited to attend the March 28 PPC meeting
  4. Selection Ritual will take place on May 11 at 5:30 PM Mass

- An ad hoc committee has been formed to fact-find regarding the potential of a Pastor's Residence. The committee is gathering background information, in order to begin brainstorming options.
- Installation sites have been prepped for Epiphany art work and art will be installed in early summer.
- Planning for Epiphany's Jubilee Year will start after Easter.

#### Financial Advisory Committee Report:

A Financial State of the Parish will be hosted by FAC and PPC on Sunday, March 10, at 3 PM, in the Community Center.

- Contributions YTD are a favorable \$33,392 position for fiscal year
- Total operating expenses vs budget are \$70,588 less than expected. Note that this reflects budgeted payroll and benefits expenses for our Social Responsibility minister, not paid out in actuals.
- Total income less Total expenses YTD is \$114,159. This is a \$102,518 favorable variance to the budget of \$11,641
- Cash available in savings and checking remains strong at \$633,608 as of 1/31/19
- Per the recently revised policy, money exceeding the three month estimated expenses was moved from checking to savings and is earmarked for Capital Improvements.
- FAC has compiled estimates for some of the needed capital improvements totaling over \$1M, which will be reviewed with the community at the Financial State of the Parish.

#### Formation Committee Report:

- Still in need of a chair for Family Formation.
- A 6-week Couples Café is being offered during Formation time on Sundays, and registration is full. There are 9 couples participating in the group facilitated by Joe and Linda Niehaus.
- The Mardi Gras celebration will take place on Sunday, March 3, between masses. It will include refreshments for all and crafts for children.
- There are 4 candidates for RCIA this year.

#### Stewardship Committee Report:

- The Stewardship Drive for this year surpassed prior years in both the number of returned pledge cards and the pledged dollars received!
- Positive feedback has been received from those who volunteered for ministries through the stewardship process this year. The feedback regarded receiving phone calls soon after pledge card submission, so interested parties could begin engagement in the selected ministry quickly.

#### Worship Committee Report:

- The Worship committee will be producing a new album in the next year and will also produce a compilation album retro from previous albums with some new music. They are now selecting the music that will be included in both productions.

#### Staff Report:

- Discussed the proposal for staff member participation in the PPC. The proposal is that Erin Dwyer attend all PPC meetings and the other pastoral staff members will rotate one each month. This proposal will be enacted in a trial manner and re-evaluated in June 2019.

#### Youth Report:

- The Archdiocesan Catholic Youth Conference will be held March 2 at Flaget.
- The Christian Awakening Retreat is scheduled for March 15-17, and one Senior is signed up to attend.
- June 15- 17 will be One Bread, One Cup. There are currently 5 spots reserved for Epiphany.
- While Tasha is on maternity leave from the end of April through June, Tammy Reid and Carmen Clark have agreed to coordinate Senior High youth group meetings and Bill and Sandy Carlisle have agreed to coordinate Junior High youth group.
- The next set of baptisms will be the May 17-18 weekend.
- The Youth will lead the Stations of the Cross on March 20 from 7:30 to 8 PM.

#### Pastor's Report:

- Interviews for the Pastoral Associate for Social Responsibility will begin Saturday, March 2.
- Epiphany is participating in a pilot program to evaluate Staff. The program focuses on strengths and will provide a 360 view.

#### Community Feedback:

- Received a recommendation regarding removal of the large dirt mound on the drive into church.
- One parishioner reported that the ceiling in the Worship Center needed to be evaluated for repair.
- Several recent guests had favorable comments regarding the church and mass.

#### Letters of Appreciation:

- Richard (Tink) Guthrie – as a thank you for the January PPC Retreat. Jill Zamiska will send it.

#### Deacon Report:

- Deacon Trey has changed jobs (Diaconate Director of Formation), which has allowed him more flexibility and more time to engage in parish life.