

**EPIPHANY CATHOLIC CHURCH  
PARISH PASTORAL COUNCIL MEETING  
MINUTES  
May 24, 2018**

Members present: Fr. Randy Hubbard, Kate Grindon, Anna Workman, Stan Domzalski, Michael Cuyjet, Diane Goodwin, Kate Grindon, Carol Harris, Steve Jochim, Jerry Metsker, Jim Parr, Jenny Townsend, Beth Vetter, David Holliger, Lois Rothgerber, Joan Shanahan, Elaine Zeller, Mary Downs

Guests present: Deacon Tony Cecil

Members absent: Deacon Lucio Caruso, Maria Munoz, Brendan Quirk, Tony Simpson

Meeting opened with a prayer and the reading of the Epiphany PPC pledge at 7:02p.

April minutes approved with no changes.

PPC Chair report

- Revisited ICIJ membership proposal. PPC will resume discussion following Deacon Lucio's report re: Catholic Charities' involvement with ICIJ and how their missions overlap.
- Chair reported to Council that some parishioners have expressed concern that Epiphany has no rectory. FAC is exploring this issue in further detail and will report back to PPC at a later time.
- Worship was asked to solicit feedback from the musicians about moving Saturday Mass to 4:00p, after a request from a parishioner during a recent Community Forum. The primary concern brought before Council was the safety of parishioners leaving church after dark. The Worship Committee could not support a Mass before 5:00p and preferred 5:30p. After PPC discussion, it was felt that this would not be of any help for the issue of early darkness during the winter months, and therefore did not recommend a change to the Mass schedule.

Standing Committee Reports

*Finance Advisory Council*

- April collections were above budget and expenses were \$3,000 below budget. Our financial year-to-date standing is \$219,000 in the black, primarily due to staff positions being vacant. However, year-end expenditures are anticipated to impact the fiscal budget in June.
- The PPC was presented with the proposed budget for the next fiscal year. The initial budget was \$79,000 in the red. However, Mary Downs and the FAC revisited and revised criteria used in past years and made new assumptions based on historical data to determine the budget. As a result, the budget is now \$129.00 in the black. This budget fully funds all staff positions, including full-time Pastoral Associate for Social Responsibility and Parish Minister for Youth and Young Adults, and a part-time Administrative Assistant. PPC will have a second reading of the budget at the June meeting before approving it.

*Youth Report*

- Emily Reid will be working with the Youth this summer. They will meet on Wednesdays during the summer. Emily has several activities already planned.
- Deacon Tony Cecil will be helping plan a Young Adult event this summer.

Staff Report: Mary Downs

- Work continues in growing our Hispanic Formation.
- Polly is beginning to work on inviting parishioners to serve on a new Formation Committee.
- The roof project is complete. The Lighthouse HVAC dual unit is only working at half capacity. The bid to replace the unit is \$15,000.00.
- Mary and FAC are working on ways to implement online giving for stewardship and memorial gifts.
- A part time Administrative Assistant has been hired. Mindy Locke will start June 5. She will be working with the PDS database, church registry, supplies, bulletin preparation, and will serve as a back up to Lynne in the office.
- Jordan will be taking over the “Epiphany Happenings” parish email through the provider Constant Contact.

#### Community Feedback

- A suggestion was made to consider erecting a fence around the dirt pile next to the maintenance building, as it is not an attractive welcome for visitors coming in the driveway entrance.

#### Pastor’s Report

- Fr. Randy is glad to have Tony Cecil on board for the summer. Deacon Tony will be working closely with the Epiphany staff on various projects.
- There should be movement in the next couple of weeks in the process of filling Pastoral Associate of Social Responsibility.
- Epiphany will be contributing some money toward a building project at San Lorenzo Martir.
- Fr. Randy will be out the first week of June for the annual Presbyteral Assembly.
- The Archdiocese is encouraging Epiphany to be more national in the search for a Youth Minister. They gave us some national websites to utilize in this endeavor.

Meeting ended with a prayer at 9:10p

Respectfully submitted,

Becky Parr  
PPC recording secretary