

# PARISH COUNCIL MINUTES

TUESDAY, October 1, 2013, 7:00 P.M.

**Council members present:** Fr. Peter Wittman, Greg Stoks, Don Beno, Brian Kane, Kathy Kupfer, Donna Lane, Diane Lee, Brian Luce.

**Trustees:** Fred Jurewicz

**Absent:** Mark Bury, Jim Fiedler, Brenda Henning, Marco Soto, Dick Stoks, Jim Weiler

**Guest:**

**Guest Speaker:** Jim Weiland, Finance Council Chair

**Opening Prayer:** Fr. Wittman

**Approval of Minutes:** Donna Lane motioned to approve the minutes from September 3, 2013. Don Beno seconded the motion. Motion carried.

**Greg Stoks: September Comments:** Brian Luce noted he has received questions regarding the future use of St. Mark's school. A parishioner recently asked if the school could be used as a shelter for the homeless. Diane Lee added that the county, through the FISH (Families and Individuals Sharing Hope) program, is looking for a homeless shelter site. Brian noted the county would need to supply funding to bring the school up to code before such a request could be considered.

**Action:** Brian will obtain greater detail about the county's needs. Diane suggested we enlist external expertise if this suggestion moves forward.

**Finance Council:** Greg introduced Jim Weiland, who has been serving as chair of the Finance Council since July of this year. Jim shared the purpose of the council, its accomplishments to date, and its future objectives. The Finance Council currently meets bimonthly and is comprised of eight members from all three churches. He stated this is a great team, with space for a ninth member.

**Purpose and Accountabilities:** The council serves in a consulting role to Father and has shared accountability for the parish and school. They review and recommend annual budgets, investigate budget variances, establish funding for maintenance and utilities, oversee parish investments (e.g., sale of land) and incorporate financial controls, per archdiocesan processes. Jim noted they recently adopted archdiocesan constitutional bylaws.

**Current Objectives:** Council activities include establishing a 10-year Strategic Plan, improving communication regarding the financial status of the parish, ensuring appropriate collaboration with the parish and ensuring the council has the resources it needs to fulfill its responsibilities.

**Parish Collaboration:** Greg asked how the Finance Council is linked to the school's financial structure. Diane noted the school still requires its own finance committee. Jim added the parish finance council serves as an advisory body to this committee. The Finance Council will add one member from the school finance committee to help ensure appropriate collaboration. Greg also asked how the Parish Council should work with the finance team when financial ideas and/or questions are raised. Jim stated ideas should be forwarded to the Finance Council before the budget gets finalized. Ideas generated after the budget is finalized should go through Diane Lee.

**Action:** The Parish Council will formally communicate financial ideas and questions prior to annual budget approval.

**Council Communication Log:** Kathy Kupfer and Diane Lee reviewed the updated communication log. Kathy noted no one had yet been assigned to communicate the celebration activities planned for the feast of Ss. Joachim and Anne to the Shakopee paper. Brian Kane noted priority items should be identified on the log.

**Action:** Diane and Father Wittman will create a press release to announce the new name and communicate the celebration activities. The communication log will be updated on a continuous basis.

**Parish Administration:** Diane Lee commented on the following activities:

- **Building Projects:** The Marystown steeple project is proceeding and should be complete by mid-October. Work on the roof of Father Wittman's rectory has been completed. The steps at St. Mark's cannot be completed until next spring; this timeline does not present a safety issue. Repairs on the boiler and water compressor at St. Mark's school will be completed by mid-October. The PA system at the old school was repaired. St. Mark's youth rooms were also remodeled. Fred suggested we take pictures of the new rooms and post in the bulletin.
- **Visit by Archdiocese:** A visit by members of the Archdiocese is scheduled to take place on October 22, 2013. The purpose of the visit is to assist with assessing what is going well in the parish and what improvements need to be made. Diane reviewed the survey tool associated with this visit.
- **SACS:** The marathon is scheduled for Saturday, October 5th. The school hopes to raise over \$190,000 which was the record last year.
- **Other Parish Activities:** The Feast of Our Lady of Fatima is October 12 and a rosary procession will be held on October 13. The celebration of our new parish name and the feast day of Ss. Joachim and Anne will occur on November 1, 2, and 3. Faith formation is on track to begin October 2nd. The budget was recently approved. A 2013 Fiscal Report from Father will be inserted into the bulletin. The report will include details on building projects, parish expenses and parish revenue. It will also note the forthcoming building and maintenance envelopes. Fred suggested we recognize the many people that contributed time and talent to complete recent building projects.  
**Action:** A note of recognition will be placed in the bulletin and on the website. Diane reminded the council that there is the ability to post comments on the new parish website.

**Parish Sectors:** Greg outlined his plan to enhance communication between the Parish Council and the major parish sectors including ministry, liturgy, Youth Ministry, the school and finance. Each major sector will be invited to attend periodic meetings to review activities and discuss what is needed from the council, much like Jim Weiland did at today's meeting. Greg provided short updates on the following:

**Ministry:** Jim Weiler, parish council member, is on the Rediscover Catholicism committee. Fred noted parishioner concerns regarding follow through from the ministry fairs. Some parishioners say they are not contacted after they sign up for an activity. Greg noted the group is working on compiling a parish-wide list of ministry volunteers with the intent to have fewer church-specific assignments.

**Liturgy:** Fred noted this group has been discussing what it means to have a Christian approach to a funeral. They have also been planning the celebration activities for our new name.

**Action:** Scott Breimhorst will provide school updates at the November meeting and Deacon Bill will present an overview of ministry activities at the December meeting.

**Parish Calendars:** Each parishioner will receive two calendars to sell, beginning sometime in October.

**Other Discussion:** Donna noted new Parish Council members were not listed in the bulletin. She also noted parishioners are having difficulty finding the readings in the new hymnals since they no longer contain calendar dates. Council members stated other churches post this information in front along with hymn

numbers. Don Beno asked when new Parish Council officers should be elected. The council agreed that elections should ideally take place in April so that transition is completed by July.

**Action:** These items will be added to the communication log for staff discussion.

**Closing Prayer:** Donna Lane

Council members welcome any interested parishioners to attend the parish council meetings at St. Marks at 7 PM on the following Tuesdays:

- November 12, 2013
- December 3, 2013
- January 7, 2014
- February 4, 2014
- March 4, 2014
- April 1, 2014
- May 6, 2014
- June 3, 2014
- July 1, 2014
- August 2014 – Summer Break