

# PARISH COUNCIL MINUTES

TUESDAY, September 3, 2013, 7:00 P.M.

**Council members present:** Fr. Peter Wittman, Greg Stoks, Mark Bury, Brenda Henning, Brian Kane, Kathy Kupfer, Donna Lane, Diane Lee, Brian Luce, Marco Soto, Jim Weiler.

**Trustees:** Dick Stoks

**Absent:** Don Beno, Jim Fiedler, Fred Jurewicz

**Guest:**

**Guest Speaker:**

**Opening Prayer:** Fr. Wittman

**Approval of Minutes:** Donna Lane motioned to approve the minutes from July 9. Brenda Henning seconded the motion. Motion carried.

**New Members:** New council members Mark Bury, Brian Kane and Marco Soto introduced themselves. Marco Soto will represent the Hispanic Community on the council. New members were welcomed by all! Greg Stoks noted one additional council member is being recruited and should be in place by the October meeting.

**Fr. Wittman:** Father stated that parish proceedings went smoothly over the summer months. Today is the first day of school; many activities will begin in the near future.

**Greg Stoks: July/August Comments:** It was suggested that news related to parishioners (births/baptisms, banns of marriage, parishioner contributions, etc.) be posted in the bulletin and/or on the website. Our current modes of communication largely cover operational items and could benefit from a more personal approach. Father added that personal stories and contributions could come directly from the parishioners.

Additional comments were raised concerning the need to update the website and the Shakopee paper with the new parish name. Donna asked if the website had been updated since the comments were submitted and Diane responded that it had. Kathy noted that Facebook contained a link and encouraged council members to review the new website. The Shakopee paper, however, has not yet been updated.

**Action:** These suggestions will be added to the Communication Log. Diane and her staff will review and respond.

**2013-2014 Council Meeting Dates:** Greg outlined upcoming council meeting dates and inquired if any parish and/or community conflicts were known. Several members noted the November 5<sup>th</sup> date was a conflict with election duties. The council moved the meeting date to November 12<sup>th</sup>. No other conflicts were noted.

**Action:** Meeting dates will continue to be posted in the parish calendar and at the end of council minutes.

**Council Communication Log:** Greg, Diane and Kathy met to discuss how the communication process between parish council and staff could be strengthened. Kathy presented a log that will be used to record communication recommendations from the council. Kathy will send to Diane Lee after each council meeting to review and assign to the appropriate staff/parish volunteer. Diane and staff will then record actions taken and dates resolved. Updates will be reported at parish council meetings. Council members voiced their support for this new process.

**Action:** The new communication log will become effective immediately.

**Parish Festivals:** Council members discussed the Julifest and Marystown festivals. Both were successful in terms of weather and income. Dick Stoks noted fewer people attended Julifest on Sunday compared to last year, but more income was realized. Raffle tickets brought in more income than the previous year. A number of people attended both festivals and commented on how much they enjoyed getting acquainted with other parishioners. Diane presented a draft of festival expenses and income; final figures will be available after festival leaders complete their analysis. There are no financial targets for the festivals; the goal is to continuously improve. The council discussed the process for selling festival tickets, which needs to be refined prior to next year. It was suggested that festival leads work together to develop a new ticket process and/or a ticket committee be established.

**Action:** The need for a new ticket process will be communicated to festival leaders. Additional discussion related to the ticket process will occur early in 2014.

**Calendars:** Dick noted the creation of a new calendar is one of the first activities we will have as a parish. Diane stated there is a committee assigned to work on the calendars. More information is needed.

**Action:** The process to create and distribute the calendars will be discussed at the October meeting.

**Parish Administration:** Diane Lee presented a preliminary budget for the parish. She noted the Finance Committee had discussed various ways of reflecting major projects in the budget and decided to enlist the assistance of a financial auditor. The parish is currently “in the black,” and once the budget has been finalized, charts will be created to illustrate expense categories and sources of income. We continue to have building and maintenance needs such as the steeple project at Marystown and the roof leak in St. Mark’s rectory. Father Wittman approved the use of an envelope to collect funds for building maintenance.

**Action:** Once finalized, budget highlights will be shared with parishioners. Envelopes for building maintenance will go into effect in January 2014.

Diane noted that banners displaying the new parish name were created and one has been mounted at the CEC. The remaining three banners need to be displayed at each of the churches. It was suggested that the banners be displayed until permanent signs can be made. The permanent signs should display the new parish name, the name of the church, mass times, etc. It was also suggested the parish have a Ss. Joachim and Anne icon. The council recommended the agreed upon logo be used for parish signs, letterhead, business cards and other materials as appropriate. An icon could be used on worship and educational materials.

**Action:** Diane will arrange for the banners to be mounted at each church. The Building Committee will take on the task of creating and mounting permanent signs for each location.

Diane presented information on the GROW pastoral planning process and said the parish is moving forward with this program. The purpose of GROW is to provide parishes with demographic and financial data in order to assist with parish and school planning. The program will assist us in creating a 5-year financial plan. Twenty other parishes have completed this program with favorable outcomes. Diane requested that two council members participate, including Greg Stoks, council chair.

**Action:** The parish will participate in the GROW planning process from December 2013 through May 2014. One additional council member will be named to participate.

**Ministry:** A brochure outlining liturgical ministry opportunities at our parish was created by Garrick Comeaux, Director of Music and Liturgy. The *draft* document is divided into four sections (Hospitality, Ambo or Pulpit,

Altar, and Music) and will be used to educate parishioners and assist with recruitment. It was suggested that ministry opportunities and ministry schedules be posted in the bulletin and on the website.

A brochure outlining the celebration of the Patronal Feast of Saints Joachim and Anne (November 1-3) was distributed and reviewed. Council members were complimentary of the messages and activities planned for this special occasion. Greg also made note of the beautiful new songbooks inscribed with our parish name. Marco noted a spelling error in the bulletin for the Spanish translation of Ss. Joachim and Anne. This will be corrected.

**Action:** Ministry Fairs are scheduled for September 14<sup>th</sup> and 15<sup>th</sup>. The Patronal Feast celebration will occur on November 1 through the 3<sup>rd</sup>. Communication of both events is forthcoming.

Diane is researching a calendar software program to assist with creating a common process for the posting of ministry schedules and other calendar needs.

### **Closing Prayer: Greg Stoks**

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

- October 1, 2013
- 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