

St. Luke's Parish Council Agenda
Jan. 10th Conference Room 7 PM

Attendees: Father Adam Westphal, Deacon Fred Cornwall, Tonya Althaus, Dana Bastian, Teresa Busch, Andy Cink, Mary Johnson, John McPherson, Gary Olson, Shani Wahl, Brian Werner. Guest: Mike Mahoney (seminarian)
Not present: Deacons Don Shannon & Matt Halbach

Opening Prayer—Fr. Adam

Our goal for this meeting is to refocus the efforts of the Parish Council, set a strategy going forward and to follow the guide lines as a Parish Council as presented in the guide book. Please reference the St. Luke's Guide Book and Directory 2018 and the St Luke the Evangelist Catholic Church Pastoral Council Charter Document

A. The Parish Council role

The Parish Council oversees the activities of the following Committees:

- Liturgy Committee—Cari Higgins (chairman)
- Stewardship Committee— (chairman – open now)
- Social Concerns Committee—Cassidy Bristow (chairman)
- School Board –Licia Pettit (chairman)
- Welcome Committee (Hospitality)—Tom Pettit (chairman)
- Facilities Committee –Tom Judge (chairman)

“We communicate council activities and decisions to the parishioners to create and maintain a transparent and open environment”.

To Do: Need to request the monthly meeting minutes for distribution and an in-person update/report to the Parish Council from these committees on a rotational basis. A representative from the Finance Committee will be including in this rotation.

- Diagram would be helpful (see attached draft)
- Fiscal year 2020
- Form now required to be submitted before purchases
- Biggest challenge facing our committees: are preventing burnout, rebuilding/re-energizing committees, maintaining them
 - How do we get new people up to the level of the founders?
 - Biggest lack is communication
 - Founders are tight-knit group and spread out amongst activities
 - There's a lot of power in inviting or asking someone to get involved
 - We have to ask them.
 - Councils
 - Some councils have mission statements
 - Need fact sheet/job description for each position & council
 - Standardized form for committees to fill out

- Current status
 - Need time commitment and job description and impact
 - Needs of committee, strengths & weaknesses of committee, people needed
- Gifts & Called to serve workshop: invite our parishioners to attend to learn about their gifts
- Scheduling
 - Volunteer coordinator: matching ministry fair sheet sign ups (spreadsheet) with councils
 - Donuts more often?
 - Use it as a time to share information
 - Soup supper in between the RE classes
 - We need the right people
- Typically, in the 1st quarter, Finance Council request budget items, so they can set the budget and then send it to pastoral council for review. Pastoral council sets our yearly goals. We should be focusing on the spiritual needs of the parish. Pastoral council is consultative to the priest. Council looks at the needs of the parish

B. Budget reviews

1. Review final/approved yearly budgets of committees reporting into Parish Council as well as the parish administration budget. Work closely with Finance Committee to ensure strong financial principals are in place and to better understand the total finances of the Parish.

To Do: Need to acquire Budgets of Committees that report into Parish Council and see where they are YTD. Need to see Administration budget and the Parish Councils role in developing and maintaining this budget.

C. Prepare an outline for the Parish Council monthly agenda thru the year and ending in Sept. 2019

D. Hospitality Committee update – Tabled

- Availability of religious coloring books/pictures for children—short update John and Dana,
- Welcoming new parishioners to St. Luke’s – Dana
- Any changes or updates to new member Packets
- Name Tag Sunday – has this been discontinued?
- TV updates – who’s responsible – any needs?

E. Capital Campaign update – Fr. Adam

- Parishioners pledged \$1.5
- Outside groups \$1.1 million

F. Tri Council update —Fr. Adam.

- Convergence of architects, Tri-council and deadline for Diocese (end of Feb)

G. Building Committee update – Fr. Adam

H. Funds from Oxtoberfest update – Fr. Adam

- Marketing needs: websites, instapot
- Parish needs: many, but one is fryers for fish fry (April 12th)

I. Parish Events— how/who to handle in future

J. Girl Scouts selling cookies

- Dana made motion to allow selling cookies here; John seconded it
 - All in favor
- Need to have a larger discussion of both boy scouts & girl scouts

Closing Prayer—Fr Adam

Housekeeping Items:

Remote phone connection is available.

- **This meeting may run longer than 8:30 as multiple very important topics will be discussed.**
- Some items may be reassigned to the February agenda if needed.
- As an FYI:
 - Guidelines for Parish attendance— Waiting on Dioceses Input for all churches and schools in Des Moines Dioceses concerning the Diocese Emergency Plan
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Summary for parish bulletin

Returning in January after not meeting in December, the parish council meeting began with prayer. There was a good discussion about the state of the parish including councils and their missions. One of our biggest concerns is how can we get our parishioners involved and supported as long-time involved members are burning out. Much begins with hospitality and relationships and being invited to get involved and serve. Councils will be asked to complete forms detailing the whys and the hows of what they do. Tri-Council will meet next to work on plans for 2019 and beyond. The next parish council meeting will be February 14th.

Respectfully submitted by Teresa Busch, parish council secretary

