



St. Luke's Parish Council
Thursday February 14, 2019
7:00 pm

Attendees: Father Adam Westphal, Deacon Don Shannon, Deacon Fred Cornwall, Tonya Althaus, Dana Bastian, Teresa Busch, Andy Cink, Mary Johnson, John McPherson, Gary Olson, Shani Wahl, Brian Werner

Not present: Deacon Matt Halbach

Guest: Susan Grebasch

- A. Opening Prayer—Deacon Don
- B. Discussion on Refocus of STL Groups and Ministries—attachment A (Revised edition is shared below) and B (not attached because it contains contact information).
 - a. Based on We Worship, We Teach, We Care, Dana organized existing committees
 - b. Dana and Andy to work on committees and volunteers and connecting new volunteers
- C. Discussion on Event Planner for Parish see attachment A.
 - a. Event planner and volunteer coordinator
 - i. Unpaid at this time
 - ii. One event planner for parish includes school
 - iii. Parish volunteer coordinator
 - 1. Gets to know people and looks to connect people with service and committees and activities
 - 2. Owns database of volunteers, babysitters/childcare
 - 3. Could have separate volunteer coordinator for big events like Oxtoberfest
 - 4. Define position & create description laying foundation for future position years in advance without overwhelming volunteer (Andy & Dana to work on, Tonya to ask contact for event planner description)
- D. Discussion of Parish Council Definition Attachment C (draft attached, in revision following meeting)
 - a. Work Session: revising parish council definition
 - b. Annual report/summary of parish activities
 - i. Goal: 2019 report due March 2020
 - 1. Use format of We Worship, We Teach, We Care to organize summary
 - 2. Ask committees and groups to begin to track activities, hours, success stories
 - 3. Summary of volunteer hours
- E. Approval of Parish Council Definition with or without corrections.
 - a. Revisions will be made for next meeting.
- F. Discussion of using some of Oxtoberfest funds to purchase Fryers for use in Parish Events.
 - a. Donor has offered to purchase fryers and food for the fish fry (April 12th).
 - b. Free will donation:
 - i. Goal could be to be self-funding and self-sustaining
 - c. Recommend safety measures.
 - d. Fish fry committee
 - i. Focus is on fellowship & community



- ii. Is experienced
 - iii. 3 step process: 2 trial runs and then parish fish fry on April 12th
- G. Discussion on yearly Performance reviews of Parish Staff, what forms are used, who does the review, where to get input on employees' performance.
 - a. Parishioners have asked council members about to whom they should submit suggestions, comments, praises, complaints. Usually, parishioners speak to Father or Tonya. Diocese has HR support for parishes. Parishioners are welcome to speak to council members. If it is a serious issue, a name needs to be shared, so there can be follow up on the concern.
- H. Snow plow update
 - a. A Plus is current provider, plows >1.5 inches of snow 1 time per snow event, not at specific times, need 30 day notice to end contract, contract doesn't include blowing, drifting. Those events would require a call for immediate service, but service has not been immediate.
 - b. Parishioner is currently called and paid for immediate service as needed. Future contract to be extended.
- I. Tithe of the Tithe
 - a. Currently is 10%, not including other cash streams such as capital campaign
 - b. The question has been asked at TriCouncil "Is 10% the right %"?
 - c. 2nd collections
 - i. Average \$1,400 per 2nd collection
 - ii. Dictated by USCCB or Diocese
 - iii. Tend to be global
 - d. Stewardship committee and social concerns committee alternate deciding where the tithe of the tithe is distributed.
 - e. Historically, this parish was founded as a tithing parish.
 - f. If tithe of the tithe is decreased, it will be very difficult to ever increase it because there will always be something else to fund.
 - g. Need to be transparent and communicate who we are donating to
 - h. We could do a parish survey to determine where we donate to.
 - i. There is lots of interest in "local". What is local?
 - i. Discussion will be continued at our next meeting.

Closing Prayer Fr. Adam

Summary for bulletin

The February parish council meeting began and ended in prayer. This month we had a parishioner attend as a guest. Parishioners are welcome; the next meeting is March 14th at 7PM in the conference room. Discussions included how to revive and reorganize parish committees under our mission of We Worship, We Teach, We Care; the current role of parish council; the need and role of an unpaid event planner/volunteer coordinator to connect volunteers to opportunities to serve within the parish and the community; a fish fry update (April 12th); how to address suggestions, complaints, concerns; snow plow/shoveling update; and finally a discussion on tithe of the tithe.



Revised Attachment A:

SLTE Categories & Committees

St Luke the Evangelist Pastoral Council

Imagine a trilogy of centers for all seasons of life: Saint Luke the Evangelist Catholic Parish accepts the mission of Jesus to proclaim his good news with compassion and mercy. Having been so greatly blessed by God, our faith community responds in love. **We worship. We teach. We care.**

Worship

Liturgy: Worship and Spirituality Chair: Cari Higgins

- Altar Servers: **Open**
- Cross Bearers: Mike Roarty
- Eucharistic Captains: Karen Bishop
- Extraordinary Ministers of Holy Communion: Karen Bishop
- Mass Hospitality Ministers: Mike Roarty
- Lectors/Commentators: Mike Otis
- Music Ministry: Cari Higgins and Pete Haack
- Environmental Team: Betty Blum, Margaret Spikes, Cari Higgins
- Eucharistic Adoration: Father Adam
- Prayer Chain: **Open**
- Baptism Bibs: Pat Olson
- Mass Rosary Leaders: **Open**
- Sacraments: Father Adam
 - Baptism: Deacon Fred
 - Confirmation: Pete Haack
 - First Reconciliation/First Eucharist: Pete Haack
 - Eucharist: Father Adam
 - Reconciliation: Father Adam
 - Anointing of the Sick: Father Adam
 - Marriage: Father Adam
 - Holy Orders: Father Adam

Teach

- Faith Formation Council: **Open**
- Adult Faith Formation: Pete Haack
- Christian Family Movement (CFM): Shani Wahl and Deacon Fred
- Christian Experience (RE): Pete Haack
- Religious Education: Pete Haack
- Catechesis of the Good Shepherd: Alicia Kuenzel



- RCIA: Deacon Matt
- Just Faith:
- Book clubs:
- Christ Life: Father Adam

Care

- Stewardship Committee (includes Social Concerns): **Open**
 - Tithe of the Tithe
- Welcome Team: Tom Pettit
- Parish Ambassador Program: Tom Pettit
- Parish Events: Octoberfest, Sunday Doughnuts, Fireworks, Bonfire, Christmas party, Fish Fry, etc.
- Church Nurse: Julie Shannon
- Prayer Shawl: Pat Brady
- Clubs:
 - 500 Card Club
 - Supper Clubs
 - M.I.S.C.
 - Prime Timers: Karen Bishop
- Knights of Columbus: Jason Madison
- Stephen Ministry: Julie Shannon
- Funerals: Jane Glenn and Reta Althaus
- Ankeny Retirement Care Facilities: Deacon Fred
 - Vintage Hills
 - Bridges
 - Polk City
 - Journey

St Luke the Evangelist Catholic School

St Luke the Evangelist Catholic School Tonya Eaton

School Board President Licia Pettit

- Family School Association: Chrissy Eberhart
 - Annual Green Gala
 - Annual Lady's to Luke Bike/Walk/Run
 - Par-tee Golf
 - School volunteers (classroom reading, lunch room, etc.)
 - After school enrichment: Deacon Don
 - Book Fairs



St Luke the Evangelist Finance and Fiduciary

St Luke the Evangelist Finance Council: Aaron Shell

- Facilities Committee: Tom Judge
- Emergency Operations Planning: **Open**
- Capital Campaigns: **Open**
- Tithing
- SCRIP
- Money Counters
- Financial reporting to parish
- Job descriptions
- Funding Requests



Attachment C
St. Luke the Evangelist
Pastoral Council Committee Definition Draft

Committee Name: Pastoral Council

Type of Committee: Leadership

Purpose: To represent the parish community of St Luke the Evangelist and provide support and guidance in matters affecting the parish

Scope of Authority: To provide direction in matters that involve parish activities
Support the Finance Council in their efforts.
Support the committees that report directly to the Parish Council
Participate in the Tri-Council Committee

Membership 9 members including:
Chair
Vice-Chair
Secretary (discuss diocesan definition),
Timekeeper/observer
Deacons (non-voting members)

Term: Three-year staggered terms

Meeting Frequency: Monthly

Meeting Length: Approximately 90 minutes

Communication: Reports to the pastor
Communicates with parish

Functions: Noted in the St Luke's pastoral council charter document

1. Invite and seek input from parishioners to develop an understanding of the needs and interests of the parish and community
2. Assess current parish, needs, strengths and opportunity areas to advance the mission and vision of the parish



3. Communicate council activities and decisions to parishioners to create and maintain a transparent and open environment
4. Provide leadership and oversight to parish committees and recognize and promote their work in order to carry out the mission and vision of the parish.
5. Develop a budget to cover the administrative expenses and other resources needed to carry out the duties of the Council and this budget must be approved by the Finance Council
6. Work with the Committees that report to the Parish Council to ensure adherence to their budget which has been approved by the Finance Council.
7. Make prayer and study a vital part of each meeting to help guide us in...
8. Encourage parishioners to attend council meetings
9. Timely develop a clear understanding of the vision and mission statements
10. Continually review the work and decisions of parish planning committees, including immediately reviewing the work of the Organizing Committee.
11. Prepare and distribute annually by March 1 an Annual Report for the parish.
12. As needed and as requested, provide information to the Finance Council for the funding of programs and activities that will carry out the vision and mission of the parish.