



St. Luke's Parish Pastoral Council
Thursday, March 14, 2019
7:00 PM Conference Room

Attendees: Deacon Fred Cornwall, Tonya Althaus, Teresa Busch, Andy Cink, John McPherson, Gary Olson, Julie Shannon (filling in for Deacon Don), Shani Wahl, Brian Werner

Guests: Paul Carlson, Susan Gresbach

Not Present: Fr. Adam Westphal, Deacon Matt Halbach, Dana Bastian, Mary Johnson

- A. Opening Prayer: Julie Shannon. Julie, with a candle, led us in the prayer she prays when she visits with parishioners at Mercy Hospital.
- B. Paul Carlson from Social Concerns to speak about Tithe of the Tithe recipients, outcome, and moving forward.
 - a. Father Larry, as our founding pastor, began our parish as a tithing parish from the beginning. Funds must be given to 501c corporations for tax purposes. Social Concerns looks at needs that are global (Meals from the Heartland), regional (Sacred Heart parish on a South Dakota reservation) and local (Nevelin Center, Backpack Buddies, DMARC). They have planned with Stewardship Committee in years past and work on a plan. Organizations that we have a relationship with include Meals from the Heartland (we pay to host a packing event, but we get a grant by holding packing events with our school) and Catholic Circle of Faith (Habitat for Humanity with 5 other Catholic churches which we also support with time and talent).
 - b. The Social Concerns committee would like to share updates on what they do more and are open to suggestions such as bulletin updates, weekly parish Thursday e-mails and Facebook.
 - c. Ankeny Ministerial Association, an organization of churches in Ankeny, send their money to the Police Department to distribute to people in need of money for gas or food. So, when someone comes in looking for money, we can direct them to the police station.
- C. Discussion on Tithe of the Tithe. Last month we voted to keep the Tithe of the Tithe going forward, but we want to make sure we are all comfortable on an implementation plan.
 - a. Past discussed implementations include:
 - i. Cap on yearly amount
 - ii. Selection of Ankeny Recipients 3-4 only
 - iii. Give quarterly and not monthly
 - iv. Use our second collections for State, World needs and not Tithe of the Tithe
 - v. Sister Church in S. Dak. Quarterly
 - vi. Any other input and discussion.
 1. Great work is being done by Social Concerns; let's help them share the stories of the work they are doing on behalf of the parish.
 2. Let's plan not to duplicate what the Diocese is already supporting.
 3. Motion: to continue to enable the Social Concerns committee to support the Tithe of the Tithe at current levels while not duplicating the



work of the Diocese, but to increase the communication about what they are doing.

- a. All in favor (7)
- D. Volunteer Coordinator (nonpaid) discussion. Dana has prepared a job description. Discussion.
- a. Exclude the liturgical ministry training from the duties of the volunteer coordinator.
 - b. Coordinate training, not provide training
 - c. Delete sentence about possible future paid position, reiterate non-paid sentence, possibly in title
 - d. Discussion included: How do we advertise this position? Who do they report to/work with? Where will they work?
 - e. Co-coordinators, two people to share the work and the knowledge
- E. Volunteer Non-Voting and nonpaid Secretary for Parish Council meetings. Discussion.
- a. Good idea. Advertise in bulletin and weekly parish email before September incoming members start, so we can train.
 - i. Motion: To advertise for a non-voting and non-paid secretary for parish council meetings asking for a two-year commitment.
 1. Aye, all in favor (7)
 - ii. Father needs to sign off, then it can be posted
- F. Event Planner (nonpaid) discussion, would use volunteer personnel. Tonya Althaus
- a. Google “event planner job description” for a start; Tonya will work on
 - b. Should not include weddings, baptisms or funerals
- G. Parish Council Definition Attachment C. Annual report. Discussion
- a. Add in flow charts. Brian will work on.
- H. Refocus of Ministries, Committees, Discussion Attachment A. Discussion
- a. Categories and Committees list
 - i. Add in new volunteer positions discussed above
 - ii. After list is updated, the council form will be sent out to be completed
 - b. Do we need a liaison from parish council for the groups in each charism: We Worship, We Teach, We Care?
 - i. After council forms are completed, we should invite groups to our meetings for updates. One month is We Worship group, etc.
- I. Items from February include: Facilities Committee on Snow plow, Oxtoberfest Funds, Fish Fry, Parish Staff Personnel reviews. All need Fr. Adam’s input. Will discuss in April.
- J. EOP— Emergency Operations Plan. Mike Roarty (Ushers) Andy Cink (Parish), Fr. Adam (StL Leader), Tonya Eaton (School), Nicol Jones (parent), Emily Polipeton (Teacher). One meeting so far will follow Diocese and FEMA guidelines. There is not one Parish who has the document completed. Working on Fire, Weather, Criminal Event, Cyber-attack and want to add Medical Emergency in Parish or School. The Plan is to get input from, Police, Fire, County, and Medical individuals to help plan each of the 5 events and review our building.
- a. Expand training to more than just the ushers.
 - i. Have an EOP training day and invite the whole parish and councils/groups, RE, & CGS
 1. Could add in CPR training, online
 - b. Post a hanging chart/flip book with EOP in Narthex: Julie will bring in an example.



- i. Post with a first aid kit and blood borne pathogens kit there.
 - c. Post evacuation plans
 - K. Parish Facilities: Hole on Driveway on South side of Church is getting bad. Need to get an estimate on repair.
 - a. Was going to put off until our new parking lot is built, but it's getting worse. Gary will discuss with Tom Judge.
 - L. Reshoot Parish Pictures for so many new families have come to St. Luke's, also picture of St. Lukes Parish Council for hanging on Narthex.
 - a. Instantchurchdirectory.com: Brian will work on it.
 - i. Online parish directory for \$100 annually, only people from the parish could access it, people could submit their own photo, could add people year-round, could print is as well, admins could generate a pdf
 - ii. Can we add the parish guide book to the online church directory?
 - iii. The council was very excited about this idea for our parish.
 - b. Can we offer a drawing for multiple prizes for participating families to create an incentive?
 - c. Can we offer some informal photo shoots if any families need help getting a photo taken? We have several photographers in the parish.
 - M. Misc.
 - a. Parish website calendar is not functioning; it needs to be updated with the website refresh. The calendar is an important way of communicating with the parish.
 - b. Parish council bios for next time. Andy will send out to council.
 - c. Tri-Council Lenten Retreat April 8th, 2019 6:30PM in church
 - N. Closing Prayer. Deacon.

Summary for bulletin

The March parish pastoral council meeting began with Julie Shannon leading us in prayer with the prayer she shares with parishioners she visits at Mercy Hospital. Paul Carlson from Social Concerns shared with us the good work that the committee is doing on behalf of the parish for the Tithe of the Tithe. They are distributed on global, regional and local levels in accordance with tax laws and there are relationships that also include talent and time in addition to treasure. Social Concerns is open to ways of sharing their work with the parish. Several volunteer positions for our parish were discussed. Items from February were followed up on. The Emergency Operations Plan (EOP) work, online parish photo directory, and pothole fixing were discussed. The meeting was closed in prayer by Deacon Fred. The next meeting is April 11th at 7PM in the conference room.

Respectfully submitted by Teresa Busch, parish pastoral council secretary