

Pastoral Council Minutes—May 4, 2010

Members present: Jerry Clemmer, Laurie Weeda, Jeanne Grandmont, Joe Bickett, Paul Vidonic, Kevin Walsh, Floyd Sinkler, Doug Hoag, Lori Lowery, Marie Zajick, Lindsey Keys, Father Randy, Marge Elliot, Peter Andreoletti

The meeting was called to order at 7:03 with prayer.

The minutes were approved.

President's Remarks: Jerry reminded everyone that the annual gathering of the Pastoral Council and Finance Council at the Rectory for a social (spouses included) will be on Saturday June 26th. Invitations will be going out and please be sure to RSVP so he knows how many people to be cooking for. As in the past few years, Jerry will do the cooking with the help of 5 or 6 volunteers. The new council members will be included.

Pastoral Council Nomination Process

Jerry reviewed the nomination process, which includes the following:

- *Council is no larger than 16 people (it is currently 13).
- *The council will be composed of representatives of all ages, ethnic groups and gender.
- *Pastor may supplement, when needed, new council members.
- *Terms will be three years. Members can sign on, if approved, for additional terms one year at a time and not have to commit to three additional years at the pastor's approval.

Chairperson

1. Must already serve on council.
2. Commitment for one year with a maximum of 2 years.
3. Chosen by majority vote by council.

Positions

Council Administration

Chairperson	Elected by Council
Vice-Chairperson	Elected by Council
Secretary	Appointed by Chairperson
Parliamentarian	Appointed by Chairperson (not currently filled)

Ministries

Christian Formation	Appointed by Ministry
Human Concerns	Appointed by Ministry
Liturgy	Appointed by Ministry
Community Life	Appointed by Ministry
Youth	Appointed by Youth Director

Ministry Representatives

School Board	Appointed by Pastor
Young Adult	Appointed by Pastor
Building and Grounds	Appointed by Pastor

At Large Members

Past Chairperson	Previous Year's Chairperson
At Large	Discerned
At Large	Discerned
At Large	Discerned

We will be needing a new Secretary, a new Youth representative, a new Young Adult representative, and a new Building and Grounds representative. We will also need two new At Large members. Marie Zajick will be stepping down after 3 years. We are not filling all the At Large slots because we are staggering the terms of the At Large members so all 4 slots do not become vacant at the same time.

The process itself begins tonight with this review of the process as written in Called to Serve. We need to select a Nomination Committee. We will have to vote for a Vice Chairperson, Laurie Weeda being the upcoming Chairperson.

On May 15/16, at all masses that weekend we will distribute Nomination Forms and post information in the Bulletin and web page explaining the process. We will ask the parish to pray, discern and name one person whom they feel have the gifts of servant leadership for the council. Jerry will do a pulpit talk at each of the masses.

The deadline to nominate members is June 6th, with forms available through then. Forms can be dropped off in a basket that will be left in the Commons. The Chairperson chooses a Secretary and Parliamentarian by June 6th. The Ministries choose representatives for each ministry by June 6th.

On June 7th, the names of the At Large candidates are put in a "hat" and four candidates are drawn by the Chairperson after prayer. This is done in the office in front of 3 staff members who will act as witnesses.

The nominees are invited to a period of discernment. They are asked by the Chairperson if they are willing to participate in the process. Letters of invitation are mailed to the nominees with a description of the discernment process and a copy of Called to Serve included. If the person refuses or feels they are not ready to serve, then another name is selected with 3 staff witnesses.

The four nominees will send the Chairperson a photo of themselves and they will be posted at the entrance to the church. The committee will give its decisions of the discernment process to the pastor. The Chairperson will contact all four candidates to inform them of the results.

On June 27th, the council members, including the two new members, are called forward at Mass. Prayers of thanksgiving and prayers for wisdom are shared.

Required Qualifications for Membership on the Pastoral Council

Baptized

Confirmed, unless a Youth Representative

Have demonstrated a commitment to the parish community

Commit themselves to spiritual growth

A registered parishioner of Epiphany

Contributing member of parish

Willing to stay current of developments in diocesan and universal church

Able to fulfill three-year term

At least 18 years of age. Youth ministry representative should be at least a sophomore in high school.

Not a member of the parish staff.

Able to attend the parish workshops and retreats and be willing to commit the necessary time and energy to offer effective consultation.

Other suggested qualifications

Communicates well

Is articulate

Concerned with the life and mission of the parish

Respectful of others even when views differ

Humble

A bridge-builder

A healer

Someone familiar with our parish history/tradition

Approachable

A listener

Be familiar with programs of various ministries

Capacity for consensual decision-making

Commit themselves to skills development as part of the Christian leadership process

Able to maintain confidentiality as necessary

Learning

Growing in faith life

Able to delegate

Can stand by decisions

Takes criticism as necessary

Sense of humor

Balanced views

Represents continuity in the parish

A new face on the council

Committed to teachings of Second Vatican Council

Jerry passed out a copy of the Nomination Form that will be included in the Bulletin on the weekend of May 15/16.

He requested volunteers for the Nomination Committee and Paul Vidonic, Marge Elliot, and Laurie Weeda offered their help. Jerry C. will be involved as well.

Pastor's Remarks:

Carlos Lerma, a seminarian from Columbia, will be staying at the Rectory as of June 1st. He will be assigned to St. Francis Hospital and will be kept very busy.

June 5th at 10:30 AM will be the ordination of David Stanfill at the Cathedral.

This Friday, May 7th, the Bishop will be at Epiphany for the sacrament of Confirmation.

Father Randy will do a final stewardship wrap-up to the parish at the masses this coming weekend.

The Columbarium

Peter Andreoletti reported that the committee has met with 3 companies.

Dixen Design Group of Staunton VA is an excellent group with experience in church architecture and columbariums. They could do the entire process from design to budgeting to site prep and construction. We have met with them twice and they have given us a few sketches, very preliminary and therefore not made public yet.

Matthews Group does "death care" in all forms (memorials, columbariums, etc.) They would create pre-assembled units to be placed on concrete pads and would provide architectural details to beautify it.

Eickhoff Company from Minnesota had a teleconference with us. They did the columbarium for St. Bede's in Williamsburg. During the first week of June the owner, Paul Eickhoff, will be coming out to meet with us and with St. Edward's.

The committee needs someone to take over the design and construction of the columbarium because no one on the committee had the time or knowledge to do it.

Balzer Associates is being interviewed to the construction manager, except if we go with Dixen Group who can do the entire process.

We are going to invite St. Gabe's to join in this effort, especially since many of their members came from Epiphany. This would help financially as well. This needs to be a self-contained project financially, using donations if possible.

Joe B. reminded everyone that using this columbarium would be a much less expensive option for funeral arrangements than alternative ones.

Pastor Randy pointed out that the niches would hold more than one urn and with two in them would be cost competitive with Dale (columbarium).

The church based location would have added value as well.

By July 31st, major decisions about who to use will be made, as well as financing issues. We need to see how this effects parish income in regards to the diocesan assessment. We should try and get an exemption from the diocese for money raised for the columbarium.

The committee is very excited and pushing it as far and as fast as we can. We can hope to put a shovel in the ground by October.

Updates

Finance: Joe Bickett passed out the Year-To-Date Budget for March 31, 2010 and the Proposed 2010-2011 Budget. He reported that the good news is that there is not much to say. Through March the cash receipts are well ahead of budget. All of the money that was lost due to the snow storms has been more than made up in donations. In terms of disbursements, we are slightly over budget. The Human Concerns overage is the collection for Haiti. YTD we are less than 2% behind budget. Two other notes of interest are that we have received \$15,000 in Capital Improvement funds and a \$500 donation for the columbarium fund.

The Proposed 2010-2011 Budget basically mirrors last year's budget. Small adjustments were made by Susan Crudup and Father Rule and it was reviewed and agreed to by the Finance Council to send to Pastoral Council for approval.

Pastoral Council voted to approve the budget for next year and it will be sent to the Bishop by May 15th.

Christian Formation: Lori Lowery reported that the Young Adults and Year One Confirmation are assisting with the confirmation reception this Friday. There will be heavy hors d'oeuvres and dessert.

We are actively recruiting someone for Pastoral Council to replace Lindsey Keys who will be attending college.

We are working on the approach to take for seniors since the bishop stated that religious ed should continue through 12th grade.

MS/HS collected over \$500 for Rice Bowls and 2 large loads of goods to send to the Richmond Animal League.

All youth registered to work a workcamp are fully sponsored. Thanks especially to the Valentine's Dance committee who donated \$300.

RCIA (Adult Ed) wants to make sure the catechumens who graduate are "plugged in" somehow so they remain active members of the church, as they see fit.

Goldfish Children's Liturgy of the Word mass is May 16th at the 11:15.

All the religious ed programs are finishing up now and we are currently registering for next year, starting with VBS.

Virtus will be at Epiphany on May 12th.

Youth: Lindsey Keys reported that Harvest of Hope needs a male adult chaperone for the third week of July. They will help glean the corn fields and even can the produce.

The weekend of June 5/6 will be Senior Recognition at all the masses.

Young Adult: No report.

Community Life: No report. Jerry mentioned that the celebration of Father Randy's 35th anniversary of ordination will be on May 16th and that he would need help cutting the cake and serving.

Human Concerns: Kevin Walsh reported that the Gift of Service weekend is coming up on May 22/23 and 29/30. It is hoped that the following ministries will have a table up:

Refugee Resettlement—to help a newly arrived refugee family
CARITAS—to bring supplies or cook and serve the homeless
CrossOver Mission—to provide healthcare for the uninsured
Summer Camp on the Hill—to work with 3rd and 4th graders in Church Hill
Freedom House Empty Bowls—to help with a benefit soup supper
Gateway Homes—to beautify the grounds
Kairos Cookies—information about Prison Ministry Outreach
Recycling—information and ideas for taking care of the environment

The Banana Boxes finally arrived and we talked to 4 or 5 people at the church in Jamaica who thanked us.

Liturgy: Floyd Sinkler reported that Holy Week and Easter took up their time. Their last meeting reviewed how it went and they discussed how they could improve things, for example, the way that the Passion was read and presented on Palm Sunday.

Pastor Randy mentioned that Patricia is considering a music camp with Justin Williams' help for this summer. There would be some off-campus work involved.

The pastor reminded everyone that the Vatican has approved the changes to the liturgy and they will be implemented by Advent of 2011. New wording will be used and a new sacramentary will be required. The wording will reflect a more accurate translation of the original texts. The USCCB's website has all the changes on it. An implementation committee will have to be set up soon.

School Board: Doug Hoag reported that the school's biggest fundraiser took place on March 13th. The school raised over \$40,000. The monies will go towards building new and improved athletic fields which is currently in the early planning stages.

The 50th anniversary committee has added many members to its efforts. This is just around the corner in 2011 and 2012.

The third graders hosted a wonderful African-American History month program in February. Each student portrayed an African-American who made strides in the civil rights movement, such as Rosa Parks, Arthur Ashe, etc.

May 3rd-May 7th is teacher appreciation week. Today each student brought a single flower to their teacher which will be placed in a vase. They also will give the teachers a card to go with it. Special events are planned all week to recognize the teachers.

The school is all invited to join the students celebrating First Communion at a school liturgy on May 14th at 9 AM in St. Edward's church.

The Music and Art Festival is coming on May 25th at 7 PM at St. Edward's church.

The last day of school is June 11th. The graduation ceremony for SEES will be on June 7th.

Building and Construction: No report. Jerry Mullen will be stepping back for awhile due to health concerns. He will find someone to represent the group on Pastoral Council.

Miscellaneous:

The next council meeting is in August, so be sure to look over the minutes soon so they can get posted.

Jerry was thanked for his service as Chairperson of Pastoral Council and his several years of service prior to that. He reminded everyone to continue wearing their nametags during the summer months in case any parishioners had questions or comments.

The meeting closed with prayer at 8:25.

Respectfully submitted,
Jeanne Grandmont