

**St. Vincent DePaul Church  
Parish Council Meeting  
July 11, 2011**

**MEMBERS PRESENT:** Linda McCrackin, Chair; Bob Bischoff (Finance), Jackie Hittner, Carolyn Hubler (Liturgy), Linda Janson (Development), Jane Lammers, Jan Leone (Faith Formation), Ray Martin (Hospitality), Bill Pues, Mary Vetter, Fr. Ed Murphy, Dennis Wells  
**ABSENT:** Craig Adams, Jeff Pike  
**GUEST:** Pat Poehling

Meeting began with prayer at 6:36pm.

**MINUTES APPROVAL:** The June 8, 2011 minutes were approved.

**PASTOR'S REPORT:** Fr. Ed did not have a report to give since he just started as pastor of the parish.

He reviewed his past history with the parish and while he knows much about the parish he is learning how the parish operates. His personal strategic plan: how to fill the pews and to grow and sustain the parish community. The parish staff: what does the parish staff need to focus on for the next year?

As a parish we should not keep creating activities for fund raising. Events planned for 2011 will be held. Starting in 2012 the focus will be on fewer fund raising events and doing them well. There will also be a focus on free events to bring the parish community together to have fun.

Fr. Ed has already reached out to the Vincentian community and invited them to come and worship with us. He wants community members who are traveling to St. Louis to know they have place where they are welcomed. He has also invited community members to come and preside at Masses so the parish community is not always hearing his voice. Fr. Bill Hartenbach, CM will be helping out on a regular basis.

Kerry Lyman has joined the parish staff. Previously she was a director of Marketing and Public Relations for Ralston Purina.

Fr. Ed announced that Brother Tim Opferman, CM will be living in community with him at the rectory.

Fr. Ed announced that the locks were being changed since there is no record of who has keys to the parish buildings. Parish staff will be the only ones with keys to the parish buildings.

The parish will celebrate the feast of St. Vincent DePaul the weekend of September 24-25. Fr. Ed's installation as pastor is tentatively scheduled for this weekend. At this point, we do not know who is coming from the diocese.

Fr. Ed will be on vacation the last week of July as he did not get a chance to take a vacation before assuming his new ministry here at the parish.

**WEBSITE:** It was noted that committee information is not current on the website. Committee chairs were reminded that they are expected to update their section on the parish website. The strategic plan has been posted on the website.

**COMMITTEE TEMPLATE:** All committee templates have been received except for MSO. Jackie Hittner and Jane Lammers will work on the templates that have been received.

**COMMITTEE REPORTS:**

#### Liturgy

- Template has been turned in
- Bulletin inserts explaining the upcoming liturgy changes has begun
- Working with Faith Formation to develop educational opportunities for the parish community to learn about the upcoming liturgy changes
- Slowly replacing banners that are looking tattered

#### Finance

- Year-end parish finances were in the black
- Budget has been approved for the 2011-2012 fiscal year

#### Development

- The Fundraising Committee name has changed to the Development Committee
- Turkeyfest is Sunday, November 13, 2011

#### Faith Formation

- At their August meeting the committee will plan educational sessions on the upcoming liturgy changes. These sessions will be held between Sunday Masses in September and October. Possible speakers: Mark Etling, Jeff Finnegan and Ken Parker
- Linda Mertz created a form to help with planning parish events. The form is attached to the minutes

#### Hospitality

- On summer break and the next committee meeting is scheduled for September

**STRATEGIC PLAN:** Jane Lammers met with Fr. Ed to discuss the strategic plan. Parish staff and all committee members should read the plan and determine where their focus should be in regards to the plan. At large members of the Council need to meet to determine the strategic plan activities the Council will focus on this year. Jane Lammers raised the question about establishing new committees that the plan calls for with Fr. Ed. Fr. Ed is taking the issue under advisement.

Discussion occurred regarding committee chairs being on the Council. For now, committee chairs should attend Parish Council meetings.

**OFFSITE COMMITTEE MEETINGS:** All parish committee meetings should be held at the parish. The question was raised if committees need to meet each month?

**PROPOSAL FOR ST. VINCENT'S SOCIAL MINISTRIES:** Discussion occurred on the proposal to make St. Vincent's Social Ministries a 501c. The concern raised is not the control of the 501c but parishioners do not want to lose the identity they have with the parish's social ministry. The parish community needs to be assured that the parish's social ministries will still be a major part of the parish identity. The Parish Council recommended to Fr. Ed to move forward on the 501c proposal.

#### TO DO LIST:

- Remind council/committee chairs to update their section on the parish website
- At large members of the Council need to meet to determine the strategic plan activities the Council will focus on this year

#### AUGUST PARISH COUNCIL AGENDA ITEMS:

- Update on grant writer – Bob Bischoff gave a brief report that \$3500 has been received and \$700 of the grant writer fund has been spent

**NEXT MEETING:** August 10, 2011 at 6:30pm. Jan Leone will lead the opening prayer.

Meeting ended with a closing prayer at 8:30pm.

**St. Vincent DePaul Parish  
Activity/Event Form**

Activity/Event: \_\_\_\_\_

Date: \_\_\_\_\_

Preparations:  
Informational Flyer or Invitation \_\_\_\_\_

Bulletin Announcement \_\_\_\_\_

Pulpit  
Announcement \_\_\_\_\_ Date(s) \_\_\_\_\_

Structure and Format:  
Time of Event or Activity \_\_\_\_\_

Set Up Needs: space, chairs, tables etc.  
\_\_\_\_\_  
\_\_\_\_\_

Sound  
equipment \_\_\_\_\_

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Space Layout and Who Will Do Space Layout:

Request for George or Volunteers  
\_\_\_\_\_

Configuration of Space:

Clean Up and Restore Environment Who Will Do the Clean Up:  
\_\_\_\_\_  
\_\_\_\_\_

Put away all chairs and tables, pick up any trash and disposal.

Created: July 2010  
Updated: