

**St. Luke's Parish Pastoral Council**  
**Wednesday, July 1st, 2019**  
**7:00 PM Conference Room**



**Attendees:** Father Adam Westphal, Father Ken Halbur, Deacon Fred Cornwall, Deacon Don Shannon, Tonya Althaus Dana Bastian, Teresa Busch, Andy Cink, Wayne Johnson (representing Mary Johnson), John McPherson, Gary Olson, Shani Wahl, Brian Werner  
**Guest:** Susan Gresbach

**Opening Prayer**—Fr. Adam

A. **Introductions**

B. **Old Business:**

- a. **Oxtoberfest update**—Teresa and Andy
  - i. Ideas generated during meeting in addition to Oxtoberfest planning meetings
    1. Cow chip bingo
    2. Two tents: could host different events
    3. Raffle cake every hour
    4. Shawn A would run popcorn and donate
    5. Tent sponsorship
    6. Better signage
    7. Add Oxtoberfest to ministry fair
- b. **Parish Directory update**—Brian W.
  - i. Instant church directory.com (username is email address)
  - ii. Allows some controls, families can put in only the information they would like to, organizes by groups, pdf print out capability
  - iii. Create guidelines about what photos can be used
    1. Include verbiage that St Luke's is not responsible for inappropriate photos, etc.
  - iv. Coordinate with photographer parishioners
  - v. \$10/month
  - vi. Need to train someone in the office to field questions
  - vii. Could set a date and offer a raffle type prize for participating
  - viii. Council members to review, vote on email
- c. **PC Secretary update**—Teresa
  - i. One person was interested, but since discerned not to
  - ii. Offer a personal invitation to someone
- d. **SummerFest Update**--Dana
  - i. Parade
    1. Luka, the bull is coming, float building is happening
    2. Lots of walkers signed up
  - ii. Cardboard Regatta
    1. St Luke's sponsorship (\$1500)
- e. **July 14 Fr Ken Welcome** Andy and Welcome team.
- f. **Capital Campaign survey update. Next steps** —Father Adam

- i. Results were e-mailed to the parish
    - ii. Value engineering is being pursued
  - g. Parish Organization Booklet: Dana**
    - i. Dana has completed it
    - ii. Will need to be updated in August as new council/committee members join
- C. New Business**
  - a. Church Gym Rental**
    - i. With the Wedding Policy set, few parishioners to asked us to reconsider the price to rent the gym such as after a Baptism or some local family event. We were asked to consider per hour and not one price to fit all occasions. Right now, the price is \$150 up to 4 hours; currently deposit is \$300 with a \$150 refund following the event.
    - ii. Renters should set up and clean up.
    - iii. 2 hrs and 4 hrs is suggested as 1 hr. won't cover setting up and taking down tables
    - iv. Certain prices for certain events: baptism, family events. Keep a higher rate for sporting events to meet Ankeny demand. If the rate is too high, parishioners won't rent it.
    - v. Safe serve certification would prevent allowing kitchen use during rentals. (Ask Angela, DMAAC 4-6 hrs with a test). It's required since the kitchen is used to serve the school kids.
    - vi. Ask Knights about safe serve certification
    - vii. Fees should go into a fund that goes towards eventually replacing tables, kitchen items, etc.
    - viii. Formal policy should be draft.
      - 1. Dana will ask Kendra for some data on how often the gym is rented. Confirm current basketball/sporting events.
  - b. Review of last year's PC activities**
    - i. What are the rules regarding Chair, Co-Chair, Secretary?
      - 1. Last year Andy asked Mary to become Co-Chair, Teresa has been Secretary since Sister Mary Ruth left.
      - 2. Who is in charge of Oxtoberfest next year?
  - c. Discuss Fulfilling parish needs with 3 new PC members.**
    - i. Received only 1 letter, some people have expressed interest
      - 1. Ask any interested parishioners to submit a letter of interest, including past St. Luke's experience, why they want to join, time and talent update for PC .
    - ii. Needs of parish council
      - 1. Evangelization: recruitment and growth
  - d. Father Ken's Opening Thoughts**

**Closing Prayer—Fr Ken**

Respectfully submitted by Teresa Busch, parish council secretary

**Summary for Bulletin**

The July parish council meeting began with a prayer by Father Adam and closed with a prayer led by Father Ken. It was a meeting of transitions starting with introductions and followed by both old and new business. Old business included Oxtoberfest 2019 planning updates, online parish directory

updates, St Luke's Summerfest participation and sponsorship plans, Fr. Ken's welcome, capital campaign survey update and parish organization booklet. New business included a discussion of expanding the church gym rental policy, a review of last year's parish council activities, how to fill three upcoming council vacancies and Father Ken's opening thoughts.