

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Wednesday March 25 <sup>th</sup> 2015	<b>Time:</b>	5:30 pm
<b>Secretary:</b>	Teri Shea	<b>Location:</b>	211
<b>Chair:</b>	Beth	<b>Vice-Chair:</b>	Pat

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Cary A	A	Cary B	X	Dan K	X
Father Skluzacek	X	Mike S	X	Chris	X	Gary	X
Father Jaspers	X	Susan J	X	Larry	X	Ralph	X
Sue R	A	Sean	X				
<b>Guest(s) &amp; Purpose:</b>		Jill as sub for Cary A,					

## Agenda

- I. **Mass/Liturgy** **5:30 pm**
- II. **Light Meal** **6:00 pm – 6:30 pm**
- III. **Commission Meetings** **6:35 pm – 7:35 pm**
- IV. **PLC Meeting** **7:40 pm – 8:40 pm**

**PLC Discussion – Beth**

1. Re-cap any items presented during meal
2. Welcome Mark Dittman
<p>3. PLC Agenda Item: Recommendation for commission name change            At the February, 2015 commission meeting, the PCSM commission members approved a recommendation to change the name of our commission.</p> <p>Current name: <b><i>Pastoral Care and Social Mission Commission</i></b></p> <p>Recommended name: <b><i>Pastoral Outreach Commission</i></b></p> <p>Discussion: The “Pastoral Care and Social Mission Commission” name is too long; proposed name is “Pastoral Outreach Commission”.</p> <p>There are two main reasons the commission is recommending the name change::</p> <ol style="list-style-type: none"> <li>1) Pastoral Care and Social Mission Commission is too long</li> <li>2) During conversations, the majority of people are just abbreviating the name to “Social Mission”, which does not accurately reflect the ministries under our commission</li> </ol> <p>The focus of our commission’s ministries, Pastoral Care and “Outside the Walls” outreach, will still be accurately reflected in the new name, while at the same time making it a more reasonable length.</p> <p>Jackie made a motion to approve the name change and Bill 2<sup>nd</sup> the motion, which passed by a majority vote.</p> <p><b>Conclusion/Action: Recommend to the PLC that the commission name be changed to Pastoral Outreach Commission; Constitution and By-laws will be updated to reflect name change. Motion made to approve name change; motion was seconded and carried by a voice vote.</b></p>
4. Discuss POC Commission Constitution and By-laws- <i>Discussion on number of commission members. Membership defined as 7-9 members, PLC recommends nine members.</i>

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*No Vice Chair listed in composition of the commission. It is recommended that a Vice chair be included.*

*Discussion on language of transition for new members. Language is currently: "Pastor to appoint" discussion centered on change to "Pastor to approve"*

*Beth and Mark to review template for commission constitutions and by-laws to standardize some requirements.*

5. Discuss Administrative Services Commission Constitution and By-laws *Based on discussion of POC constitutions and bylaws, the ASC Constitution and By-laws were tabled until the template is complete and sent to Commissions.*

6. Update from recruiting subcommittee- *Recruiting sheet was sent to all commissions for review. Please return to subcommittee.*

*Need one volunteer for each commission for Servant Leader Weekend April 18-19.*

*Discernment meeting May 20<sup>th</sup>.*

7. Discuss amazingparish.org Compelling Formation video and the 14 messages for that topic: *In Reviewing the 14 topics on faith formation, St. John's has all the elements. While all areas are represented, are we accomplishing our goals? Young Adult ministry is probably the least represented. Recent outreach to married couples include the new 'Marriage in Christ' series and the Cana Dinner.*

**Conclusion/Action:**

### School Commission - Sean

**Topics presented:** *Income is better than expenses for the school. Preschool is running in the black. School enrollment for next year is currently projected to be 308.*

*Enrollment in all area (public) schools is down. The expectation is the dip in enrollment will continue for 2-3 years and then begin to increase.*

*ELC and Washington DC Trips are scheduled for April. Nine staff members will be out of the building for these trips.*

**PLC Action needed if any:**

### Stewardship and Evangelization Commission -Dan

**Topics presented:** *Lead gifts for the upcoming One Spirit, Many Gifts campaign total \$615,000. Packets with a DVD and Case Statement for OSMG are due in homes after Easter.*

*Commitment Packet will be in homes by April 30.*

*Legacy Society is working on a funeral seminar- Ed is working on this event.*

*Alpha had a retreat which was attended by 30 people from St. John's.*

*Stewardship hosted Hospitality generated interest in several areas*

*Currently using pulpit announcements to target specific groups. Recently targeted people in irregular marriages. Asked for those needing annulments or their marriages blessed to speak to a priest after mass. Announcement for the next three weeks will be directed at those attending Mass at St. John's and have not registered in the parish.*

**PLC Action needed if any:**

### Administrative Services Commission – Larry

**Topics presented:** *Leaking windows in the church- A preliminary look at the windows indicates 80% of leaking is from the Stained Glass installation over the baptistry.*

*St. Joseph Hall carpet installation to begin April 7. Sample light fixtures are in place and will be reviewed at next meeting.*

*Campus Signage- School signage quotes are being given. Asking for a quote for a sign with brand logo. The ASC will look to Arts and Environment for approval of sign.*

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*Columbarium- No news*

*Street Reconstruction this Summer- Discussion on reconstructions raised the issue of parking in the fire lanes. Many use fire lanes as handicapped parking. Problem will increase with construction. ASC looking to PLC for help with ideas on handling this issue. Striping etc. has not helped. Thoughts include use of volunteers to help disabled load and unload at door 1. Some type of valet service to discourage illegal parking.*

*Floors on Second level of parish center- Still under investigation.*

*Stairwell project- City has been contacted and will require a building permit.*

*Church Sound System- Information in the packet of materials distributed at the meeting but no discussion took place at the meeting.*

**PLC Action needed if any:**

### Worship Commission –Jill

**Topics presented:** *Volunteer Sheet specific to Worship Commission positions (e.g. Lector, Eucharistic ministers) developed for new Parishioner welcome. A representative from the worship commission will attend New Parishioner Registration to assist in recruitment.*

*The commission had a formal request to have food and the children's gifts brought up at offertory. After discussion, Commission declined this request.*

*A list of project ideas was compiled by the worship commission in response to a request for ideas for projects for FallFest Funding.*

*The Columbia Heights/ Fridley Sun Focus named Jay Hunstiger as best Choir Director and Fr. Skluzacek a best religious leader for the area.*

**PLC Action needed if any:**

### Pastoral Outreach Commission – Mike

**Topics presented:** *Mary visited the commission and described the various programs she works with as parish nurse.*

*Families Moving Forward will be here in June. Their visit overlaps with the last PLC meeting.*

*Room assignments for the PLC will vary from the usual assignments that night.*

*Annual Rally at Planned Parenthood in St. Paul will be on Good Friday. Parking is available at the University of St. Thomas with a shuttle for transport to Planned Parenthood.*

*Fr. Skluzacek was asked about the "Outreach" Envelope which is in the offertory envelopes sent to parishioners. The parishioner questioned where the funds were used. The funds are used by any of the various outreach groups in the parish (e.g. Food Shelf, St. Vincent de Paul, Families Moving Forward etc.)*

**PLC Action needed if any:**

### Parish Groups and Activities -Ralph

**Topics presented:** *Commission has recruited new member, Arliss. Only needed one new member.*

*Booya presented to the PGA- Current chairs, Ron and Marianne, have led booya for 20 years.*

*The tradition began in 1931. Take out sales are a major part of this fund raising effort. 300 gallons of booya is allocated for take out only. No issues or needs at this time.*

**PLC Action needed if any:**

### Finance Commission – Chris

**Topics presented:** *Budget for Parish to be ready for next meeting.*

*Since the December installation of new software, the financial information in the bulletin has not been current. The financial info is expected to be up to date within a couple of weeks and will be*

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*reflected in the bulletin.*

*The parish assessment from the archdiocese is the lowest in three years.*

**PLC Action needed if any:**

### Faith Formation Commission – Susan

**Topics presented:** *First Eucharist is the first weekend in May.*

*Vacation Bible School is looking for volunteers.*

*There will be an Easter Play after all the masses on April 12. Please support our students and attend these performances.*

*Sunday Bible Club run in tandem with Fr. Jaspers Adult Faith Formation Classes is not doing well. This program may be discontinued for next year.*

*RCIC and Celebrate the Word programs doing well.*

*Confirmation takes place at the Cathedral on April 9<sup>th</sup>.*

*Extreme Faith Camp and summer activities to get a big push after confirmation wraps up.*

*“The Hunger” retreat was held during Lent. Combines service activities and learning about fasting*

*Living Stations- Friday at 7pm in the church*

*Cana dinner went well*

*Faith Formation Commission finished their constitution.*

**PLC Action needed if any:**

### Parish Administrators Report - Mark

Discussion: Mark’s first meeting.

Looking at getting together with FallFest Committee to begin plans.

**Conclusion/Action:**

### Pastors Report

Discussion: One Spirit, Many Gifts Campaign Kickoff is Divine Mercy Sunday (April 12). Quiet recruitment has resulted in over \$600,000 in lead gifts. The PLC is invited to consider pledges to prayer, service, treasure etc.

Triduum and Easter- All are invited to take part in the liturgies. Please be welcoming to our guests.

Father Skluzacek is preparing for his sabbatical. He is developing a blog. The blog will let us journey with Father during his sabbatical.

**Conclusion/Action:**

### Blue Sky

Discussion: None

**Conclusion/Action:**

## Next Meeting: Wednesday April 15, 2015

**PPC Meeting Calendar – 4/15, 5/20, 6/10**