

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

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| <b>Date:</b>      | Wednesday Nov 18, 2015 | <b>Time:</b>       | 7:40 pm  |
| <b>Secretary:</b> | Teri                   | <b>Location:</b>   | Room 211 |
| <b>Chair:</b>     | Pat                    | <b>Vice-Chair:</b> | Sue      |

| Member/Attendee                | Present | Member/Attendee | Present | Member/Attendee | Present | Member/Attendee | Present |
|--------------------------------|---------|-----------------|---------|-----------------|---------|-----------------|---------|
| Mark                           | X       | Larry           | X       | Ralph           | A       | Cary            | X       |
| Father Skluzacek               | Sab     | Marcia          | X       | Gloria          | X       | Gary            | X       |
| Father Jaspers                 | X       | Lesia           | X       | Sean Meyer      | X       |                 |         |
| Sue                            | X       | Matt            | X       | Barb            | X       |                 |         |
| <b>Guest(s) &amp; Purpose:</b> |         |                 |         |                 |         |                 |         |

### 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 – 9:00 pm**

#### Call to Order - Pat

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| 1. Opening Prayer- Fr. Jaspers  |
| 2. Welcome  |
| 3. Opening Comments- The Archdiocese hosted a Clergy Study Day recently at St. John's. The speaker was a Dominican Father. His presentation stated that the archdiocese is to be all things to all people. That is not true for all parishes or all priests. As we diminish, which will happen with less priests and shrinking parishes, we need to be intentional in our diminishment. Creative responses to this fact are necessary. Some parishes are doing shared programming e.g. Hispanic Outreach, mental health needs. The parish mission statement helps us hone in on the areas we do well and let go of other areas. Pat did the ground work on some mission statements for area churches. |

#### Finance Commission - Lesia

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| <b>Topics:</b> Financial update- St. John's is operating at a loss of \$138,000. This is a combined total of church and school. Cash Reserves are being reviewed to see what can be used for capital and day to day expenses. FallFest financials are wrapped up with data published in an upcoming bulletin. |
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#### Parish Outreach Commission - Matt

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| <b>Topics:</b> Plan to identify outreach groups within the POC. The POC would assign individual groups to the specific commission members to reach out to the group. |
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#### Parish Groups and Activities Commission – Fr. J

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| <b>Topics:</b> Discussion on Greeters and need to expand the greeter ministry for Christmas. The extended group would fall under the worship commission. A Worship Commission member is working on guidelines for greeters. |
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#### Stewardship and Evangelization Commission - Gloria

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| <b>Topics:</b> Commission received the "Commission Process for Evaluation Ministry/ Committee/ Activity" form. Discussion on Greeter Training. S & E to support Worship Commission in Greeter training. |
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#### School Advisory Commission – Sean

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| <b>Topics:</b> Staffing update- New 4 <sup>th</sup> grade teacher has been hired. Working on hiring two more. Book Fair will be during parent/ teacher conferences. Due to water heater/ piping project, no water in school |
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from Friday Nov. 20 – Wednesday, Nov. 25.

School accreditation is tied to increased security to lower level of parish center. Security System changes impacts parish usage of the Lower level. A Security system plan needs to be submitted by January 1, 2016.

Lower level needs to be locked from 9am- 4pm when school is in session.

Seven new families visited the school at the recent open house.

### Worship Commission- Barb

**Topics:** Update on Lighting Project: The electrician is working on numbers to make this project possible. Can the project be done all at once or in phases? Commission thinks it would be most effective to do lighting and sound projects at the same time. Can a loan be taken out to cover these costs?

Greeters/ ushers- Process is still undefined. Need to publicize via bulletin and at Masses that there is a need for greeters and ushers. Greeters are cited as a part of the hospitality initiative. Greeting is more a function of promoting that ministry group rather than a welcome to the parish at large.

Need more greeters/ ushers for the holidays. Worship commission to do training for Greeters/ Ushers.

Hope to add Greeters/ ushers to Ministry Scheduler Pro (MSP).

Worship Commission is studying the Sacrum to make sure we are liturgically correct.

### Administrative Services Commission - Larry

**Topics:** The parish survived the road construction project.

School Security System was discussed.

Church Lighting project was discussed

Water turned off at school during conferences to do work on the water heater/ school piping project.

Project to be completed during school Christmas break.

ASC approved an investigative report on the church bell tower to address structural concern.

ASC approved the ASC Bylaws and Constitution.

ASC to evaluate the brick planters on the west side of church near door 16.

A proposal was brought forth to seal and chip the east and west parking lots in 2016.

### Faith Formation Commission - Marcia

**Topics:** Naomi resigned as Family Formation Coordinator. Parish is looking to hire an interim coordinator to run programs through June 2016. The program will be reviewed at year end and changes implemented.

Trunk or Treat was a success.

Adoration- is there an annual sign up?

Recharge (a marriage retreat) led by Brad and Libby DuPont to be held this weekend. Registrations still available.

### Items for Further Discussion

#### Topics

1. Mission statement – continuing initial discussion

Pat researched mission statements for other local churches. (See attached.) Please note St. Odilia has Mission, Vision and Values statements.

The Mission Statement should indicate where the parish is going. It should be a focusing statement. Our current mission statement is too broad and self-centered. The mission statement should be concise and outwardly directed.

A subcommittee is needed to begin doing the early leg work.

Fr. J, Pat and Sue to be part of the subcommittee.

2. Leadership Breakfast Feedback- Speaker was good. The event was not required. It was leadership training for all. Attendance was low.

3 Code of Conduct for Church Personnel/Virtus training for PLC members- All PLC members are required to sign a code of conduct. Go to Virtus online, you'll be prompted to fill out the required materials. Please

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| complete ASAP.  |
| 4. Security system for the School- Multiple options are available. Architect's rendering is available. Dead line for plan to be submitted is January 1. Mark to lead this project. He plans to have one meeting to review proposals and get feedback from others involved or impacted by the changes. Further info available at the December meeting. |
| 5. Church lighting renovation- Is it possible to renovate sound and lighting at the same time? Acquire a Loan? A loan is not a feasible option for this project. The focus of the last capital campaign was to eliminate our debt. The lighting and sound pieces are \$200,000 minimally for each project.  |
| 6. Liturgy – There was discussion on having the celebrant invite attendees greet their neighbors in the pew before the start of the liturgy. Fr Jaspers spoke against this idea.  |

### Parish Administrator's Report - Mark

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| <b>Topics: See handout</b> |
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### Pastor's Report

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| <b>Topics: None</b> |
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### Blue Sky

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| <b>Topics: None</b> |
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### Closing Meeting - Pat

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| 1. Closing Comments- <i>Commission Process for Evaluating Ministry/ Committee/ Activity</i> - A draft document was sent out to commission chairs for review. It is a proposed process for requests for new ministries.<br><i>Parish Missals and Worship Aids</i> - Consistency of prayers and responses was requested for the worship aids. It is confusing for worshippers when the materials vary week to week between the worship aid and the missal. |
| 2. Closing Prayer  |
| 3. Adjourn   |

**2015-2016 Meetings - Wednesdays**  
**~~Aug 19 (kick-off picnic)~~**  
**~~Sep 16, Oct 21, Nov 18, Dec 9,~~**  
**Jan 20, Feb 17, Mar 16, Apr 20, May 18, and Jun 8**