

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Wednesday Apr 20, 2016	Time:	7:40 pm
Secretary:	Teri Shea	Location:	St. Joseph Hall-West
Chair:	Pat Rother	Vice-Chair:	Sue Reinart

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Larry J	A	Ralph A	X	Cary B	X
Father Skluzacek	X	Marcia S	X	Gloria B	X	Gary H	X
Father Jaspers	X	Lesia Z	X				
Sue R	X	Matt G	X	Barb G	X		
Guest(s) & Purpose:		Steve- Guest for SAC; Neil- guest for S & E					

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 |
| 2. Opening Comments |

Worship Commission- Barb

<p>Topics- Worship commission needs 3-4 new members. Some candidates have been recommended. Goals from beginning of the year were reviewed. Jay is looking at dates for Ministry Training workshop in May. This would be a session for snowbirds that were unavailable for early workshop. Reviewed the Amazing Parish Website.</p>
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Administrative Services Commission - Gary

<p>Topics- ASC made motion to approve the repair of the parking lots this summer. Estimated cost- \$7500 ASC reviewed bids for the School Security Project. Estimated cost- \$95,000. Commission gave preliminary approval of project not to exceed \$95,000. (There is an outstanding bid that could decrease cost by \$20,000.) It is noted that this project needs to be completed by the start of School 2017. Work on the Church Lighting Project has begun by Stinson Electric. School Storage in old boiler room- Estimated cost of \$15,000 includes addition of Mezzanine and Stairs. Commission to value engineer project to try to reduce cost and maximize space. No time table for this project. Bell Tower. – discovery costs to be reviewed by Finance Commission at tonight's meeting Phone System is no longer supported. Repair parts are not available by vendor. Replacement cost- \$20,000 ASC Strongly recommends replacement. Elevator Pits- there is water in the elevator pits. \$55,000 to engineer a solution for both pits. Another contractor bid \$12,000 to use a different method to water proof pit. ASC gave approval to forward cheaper proposal to state elevator inspector for review.</p>
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Faith Formation Commission - Marcia

<p>Topics- Faith Formation Commission has currently has two open positions and 3 retiring members. Youth 365 fundraiser is underway and will continue until May 14-15 Couples for Christ- Program to do their own marketing. There is space for program available. Parish Mission – commission is planning on doing mission Spring or Fall of 2017 Commission would like to remove Perpetual Adoration from Faith Formation to Worship Commission</p>
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Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Finance Commission - Lesia

Topics Motion made and approved to allocate \$8000 for initial Bell Tower Study.
Budget Shortfall of \$56,000 at present.
Budget for 2016-17 has been approved. Finance commission will monitor closely
Finance commission needs one new member.

Parish Outreach Commission - Matt

Topics The POC has invited the various ministries to present to the group. The person who coordinates the prayer line and prayer letter presented to commission this month.
The prayer letter is sent to approximately 200 people quarterly.
The prayer line is a phone tree. Two people take prayer requests and forward the request on to various prayer ministers.

POC needs 4 new members- How do new members get solicited?

Parish Groups and Activities Commission - Ralph

Topics Membership- need 1-2 new members
It is a challenge to get liaisons to recruit for hospitality
General conversation held on Activities.

School Advisory Commission –

Topics Fundraising and Grants
Aim Higher is a tuition assistance grant. Follows students from Grades K-12.
Technology Grant from CSCOE (Catholic Schools Center of Excellence) for Middle School Chrome books.
Relevant Radio Banquet had four tables from St. John's. The banquet has a matching funds incentive.
Estimate that banquet raised \$10,000 for St. John's.
School Security project/ locking down the school are required for accreditation. Project must be complete by August before school starts.
Ice Cream Social is April 29

Stewardship and Evangelization Commission - Gloria

Topics S & E commission is recruiting new members; four new members are needed.
Developing a job description for new members.
A goal for 2015-16 was to increase prayer in the parish. A proposal is being submitted to increase prayer.

Items for Further Discussion

Topics

1. Commissions – Openings – Recruiting Progress- what assistance is needed? Doing bulletin announcements, pulpit announcements. Informational items will be sent out to the group.
2. PLC evaluation- All PLC/Commission/ Staff members will receive a survey in an email blast next week.
3. Report on Commission Goals- all commissions should review and assess progress on Goals given at beginning of year. Goals will be reviewed in a second lightning round. What did we do well? What are areas for growth?
4. Commission responses to communication forms-
Operating deficit- A third quarter report is in the Bulletin for May 1. The report lays the groundwork for the "Closing the Gap" Campaign. Tuition and Sunday Giving covers the cost of heat and electricity and payroll. Deficit is \$56,000 through March. Could reach \$150,000 by end of fiscal year. A letter with an envelope will be sent in May.
Parish Mission form- Sent to Faith Formation commission
Stewardship and Evangelization sent new proposal form to with plan to increase prayer. Plan to expand

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

current resources and make them more visible.
Communication forms to be reviewed and passed on to appropriate commission.

Parish Administrator's Report - Mark

Topics See report on parish website

Pastor's Report

Topics Pastor has appointed members to a Leadership Team. Eight people appointed include Fr. Jaspers, Jay, Jessica, Adam, Ann, Deacon Gary and Mark.
New PLC at Large member has been named- Steve B. Steve will serve a 3 year term. Still need another PLC member to serve a two year term.
New Trustee named Marian; Cary is stepping down after serving five - 2 year terms.
Father requests prayers for those parishes being served with lawsuits due to past abuse.

Blue Sky

Topics NA

Closing Meeting - Pat

1. Closing Comments
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, Jun 8