

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, May 16, 2017	Time:	7:35 pm				
Secretary:	Teri- present	Chair:	Sue- present				
MAL:	Steve B- present	Vice-Chair:	Larry- present				
Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Larry	X	Dave	X	Gary	X
Father Skluzacek	X	Linda	X	Jeanne	X	Marian	X
Father Shovelain	X	Tom	X	Dea	X		
		Lesia	X	Pat	X		
Guest(s) & Purpose:							

Agenda

Dinner	5:30 pm - 6:00 pm
Rosary - 100 Year Anniversary of Fatima	6:00 pm – 6:30 pm
Commission Meetings	6:30 pm – 7:30 pm
PLC Meeting	7:35 pm – 8:45 pm

Call to Order - Sue
Opening Prayer- Fr. Paul Shovelain

Parish Mission, Vision and Values Statement Rollout Plan - Fr. Skluzacek
 The roll out for the mission, vision and values statement will take place this fall.
 Roll out for staff will be presented by parish leadership team during Staff Day on August 29.
 Orientation for the leadership commissions will be held on September 19 meeting. Parish Mission, Values and Vision statement will be a topic at orientation. Commission meetings will also be held that evening.
 Orientation will be in lieu of PLC meeting.
 Parish mission, vision and values statement will be rolled out to the parish community on Fall Fest weekend, Sept. 23-24. Rollout on website and bulletin etc. at this time.
 Clergy will preach on the mission statement for the next three weekends.
 Staff liaisons will meet with their committees, groups, to continue parish wide rollout.
 A sub-committee of Fr. Paul, Jessica and Jay will handle the marketing piece. Sub-committee will create a power point presentation.

Administrative Services Commission – Larry
Heating System Water Loss- Received bid to pressure test. Funding was approved, if available, ASC strongly recommends that testing goes forward.
Bell Tower - Topic of discussion at meeting. Due to projected cost of the project, will need to get at least three bids to do repairs. ASC Recommends that at contracted engineer do drawings and help define scope of work for bid process. Engineer fees will not exceed \$4000. Project may not be done this year.

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Rectory Heating- Contract to give Time and Material bid for project. The existing boiler two times too big for the space. Recommend contractor looks at various options.

Eagle Scout Project- Rain garden in west parking lot scheduled for June 17-18

Air Flow Balancing- first floor parish center. ASC recommends going forward with project estimated at \$8900. If funding has been secured, ASC recommends going forward.

Street Closure for FallFest- Permit for needs to go to city

Wood windows in School –Kindergarten windows at end of their life. Estimated cost to replace is \$10,000.

ASC recommends that funding approval be expedited to allow project to proceed over the summer break.

Columbaria- Construction is proceeding.

School Walk in Freezer & Cooler- Revised bid \$23,528. ASC recommends going forward so project is completed over summer break. Funding is from Wines to Wishes.

Rectory Garage Project- on hold

Chiller Back up Piping - Sanctuary Chiller circa 1985, Parish chiller circa 2000; looking at cost to adjust church chiller piping to parish chiller. This is winter project.

ASC Membership is full

Interior items- tile work is needed

Exterior item- sidewalks, request time at end of the meeting to discuss in detail.

Evangelization and Stewardship Commission- Linda

Administrative

- Roster: 1 open position; 2 terms expiring- have not confirmed member renewal of expiring terms.

Stewardship

- Parish Financial Reporting: Discussed the frequency of reporting of two times per year. Recommend the two report months be consistent from year to year as to “when issued”. Also, the annual parish report should be issued as soon as it is ready versus being delayed based on print dates for the annual parish directory.
- Parish Debt: Recommend that the parish debt pay-down be reported monthly; it is encouraging to see the debt amount reduce from month to month.
- Sacramental Information Reporting: Continued discussion around importance of Sacramental reporting, including what the process would be for starting this type of reporting. Reporting to include school enrollment, sacraments, new parishioners, confirmations, first communion, weddings, etc.
- OSMG Annual Renewal: Mark Dittman is looking for volunteers from the E&S commission to assist with the planning of the next renewal. Interested members will contact Deacon Schneider. It was suggested that this request for volunteers be expanded beyond the E&S commission.
- Legacy Committee: Status update was given by Mark Haidet.

Evangelization

- Reaching out to Inactive Parishioners: Discussed question of types of scripts for making calls to the inactive and what our first words should include.
- Looking to build list of volunteers willing to make calls.

Other

- Discussed goals achieved and goals that are in-process.
- Discussed were goals for next year 2017-18

Staff Report

- Deacon Schneider gave an update on his experience at the Amazing Parish Conference in March.

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Faith Formation Commission – Tom

Faith Formation made a booklet highlighting the entirety of our parish ministries
Summer Calendar: VBS and Totus Tuus need volunteers contact Mary Kohlhaas
Online registration has opened- early bird pricing until July 1 when prices go up \$10 per child.
Policy handbook is part of ongoing goals; in review and feedback stage.

Finance Commission – Lesia

Financial review- April results look positive; Full year projections- Easter collection was strong; end year in the black
2017-18 Budget- Reviewed and approved a balanced budget for next year.
Membership- Currently a full roster, no new members needed for next year.
Working on accomplishments

Parish Groups and Activities Commission – Dave

FallFest Chair attended meeting and reviewed needs for FallFest volunteers. Volunteers needed to work on the following items: signage, sponsorships, volunteer committee co- chairs, food vendors, Car show- need a chair for this event. Next FallFest meeting is June 13th

Parish Outreach Commission – Jeanne

POC recruitment for 2017-18 - Currently 4 members returning. Need 5 more. Everyone contacting possible applicants

Development of Legacy committee Case Statements. Fr. Skluzacek approved POC Strategic priorities for parish:

Father thanked POC for case statements prepared by Leonard. Father suggested we address needs of our elderly.

POC to contact Mary H for more information on how commission can assist.

Solicitation/ Fund Raising Guidelines Reviewed, Canon 1262, fundraising appeals for guidelines and guidelines from a couple of other parishes. Review and develop for our parish.

School Advisory Commission – Dea

Education committee developing plan for strong differentiating
CSCOE bash was last weekend. Fundraising for an All School Mass in 2018
CSCOE workshop for staff over the summer

“At The Park” nights to be held over the summer to continue to build relationships within the school community

Goal for enrollment was 30 kindergarteners, we are currently at 29.

Working on an Endowment Case Study

Worship Commission – Pat

Electronic signs in Plaza- 60 inch monitors to display, events, info about parish groups, meeting schedules. We will use electronic signs instead of freestanding displays (except for children’s bags).

Flags: US and Vatican Flag resolution- discussed and fine tuning; proposal ready for next month

Discussion on prioritizing “wish list” for Legacy Committee

Safety training- continues discussing; engaged the New Brighton Public Safety Dept.; Officers visited Hymnal article- raise awareness of care of the hymnals.

Worship has 7 members for 2017-18, two open spots on commission

Parish Administrator’s Report – Mark

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OPCY (Office for the Protection of Children and Youth) visited and conducted an audit. A signed code of conduct is required for all PLC members. Code of conduct distributed to members. Please return by the June 6 meeting, or June 30 at the very latest.

On cusp of announcing June 25 as blessing for new columbaria. Tentatively planned for 12:00pm.

Sales for columbaria to begin June 8 with live sales event in plaza. New brochure out at that time.

June 17-18 Cemetery Committee to host hospitality

Written report available on website.

Pastor's Report- Fr. Skluzacek

Congratulations to recent graduates of the H J Flynn Catechetical Institute. 15 graduates from the parish including PLC Chair, Sue and PGA rep, Dave. Catechetical Institute classes beginning for next year to be held in Elk River and Burnsville

Ordinations coming up. St. John's has connections to two men to be ordained. Deacon Bryce Evans was assigned to St. John's as his teaching parish. Deacon Tim Sandquist was assigned to SJB as a summer intern last year. Both men are celebrating a Mass of Thanksgiving here. Deacon Evans- June 11, Deacon Sandquist- June 4

Just received word on another newly ordained transitional deacon to serve as a summer intern here from June 1 through Mid-August.

Fr. Skluzacek has been named a new pastor mentor for the diocese. He will have weekly meetings with a newly assigned parochial administrator before he is assigned as pastor.

New Vocations Ministry Group doing promotions this weekend at all masses. Promoting vocations to priesthood, religious life, and marriage.

New At Large member is needed for PLC- Sue has completed her term, Larry will be new chair, Steve to be vice chair. Submit recommendations to Fr. Skluzacek.

Open Discussion

Sidewalks-Larry- Best to be budgeted every year in sections. Recommend that the west entrance be replaced from the planters north to the street. Recommend \$15,000 for work this summer. Also recommend sealant for one year to cure concrete. Sealant will help prevent salt damage for first year while sidewalk cures. It will improve the life of the concrete. Recommendation was seconded. ASC to send list of projects with cost estimates to the Finance Commission before the next meeting for approval.

Flock Notes- Pat- communication tool being tested by portions of the worship commission. Proposal under development.

Closing Meeting - Sue

1.Closing Comments

2.Closing Prayer

3.Aadjourn

2016-2017 Meetings - Tuesdays

June 6