

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, March 20, 2018	Time:	7:45 pm
Secretary:	Father Paul Shovelain	Chair:	Larry V
MAL:	Stephanie W	Vice-Chair:	Steve B

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Cary	X	Dave	X	Gary	X
Father Skluzacek	X	Neil	X	Jeanne	X	Marian	X
Father Shovelain	X	Michelle	X	Dea	X		
				Pat	X		
Guest(s) & Purpose:							

Agenda

Dinner	5:30 pm – 6:00 pm
Prayer (Generosity)	6:05 pm – 6:30 pm -- in chapel
Commission Meetings	6:35 pm – 7:40 pm
PLC Meeting	7:45 pm – 8:45 pm

Call to Order – Larry

1. Opening Prayer- Fr. Skluzacek
2. Larry made copies of the draft PLC constitution and by-laws for Commissions, electronic copies will be sent and then discussed at April meeting
- 3.

Administrative Services Commission – Cary

- In floor heating system problem has been repaired and is working again.
- Number of small service type projects
- Security Cameras for the Church, \$18,000 proposal seeking 2 more proposals
- Funds available through a grant to rekey the doors on our campus and working on getting bids on this project
- Need to replace two water heaters in the Church, around \$20,000; getting three bids
- Need to replace very old control systems for the Church (no parts available), have 3 bids, it will be around \$150,000
- Xcel Energy is coming in to do an energy audit
- Will spend \$15,000 to repair campus sidewalks this year
- Bell tower project set to begin in middle of May, Need to ensure west entrance is not closed for Mass and other major events, e.g. graduation.

Evangelization and Stewardship Commission- Neil

- Father Skluzacek gave an update to E & S about improving the interaction hospitality greeters have with parishioners before and after Mass
- Provided a draft of Greeter Job Description –a start
 - Working on developing training for greeters
 - Commission gave input on how to greet
 - E & S will send a contact to meet with Rita on how to get the greeting process organized
- Reaching inactive parishioners
- A proposal submitted to staff was reviewed and brought back to E & S to modify for use to reach those who did not return their census
 - Also addressed getting people to do the contacting and the script
 - Then resubmit for staff review
 - E&S will reach out to Terri B to get the process started/ organized
- E & S is going to get copies of the Bishop’s document on Stewardship for the purpose of communicating to new commission members

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Faith Formation Commission – Michelle

- Cana dinner went well, but need a new chair for next year
- Summer of Service (SOS) is for people of all ages, families can sign up for the evening they are free, see the materials for information about each day
- Connect members have been contacted and there will be leader training coming up
- New women's ministry Devoted begins April 25 at 8pm
- Easter Egg Hunt is March 31 at 10 am
- Parish Pilgrimage to the Shrine of Our Lady of Guadalupe on May 5th will leave at 8am and return at 8pm

Finance Commission – Marian/Gary

February is the second consecutive month that Sunday giving was below budget, although year to date we are above budget for revenues. But we are seeing significantly higher expenses and project a full year deficit of about \$100,000. We reviewed a proposed budget for fiscal 2018-19, which will be finalized in April.

Parish Groups and Activities Commission – Dave

- Library needs IT person to help with computer work
- Library needs someone to repurpose bookshelves to fit library needs
- Invite groups to speak to them and share what they are doing

Parish Outreach Commission – Jeanne

- The Foreign Missions Review Process was given to the PLC for approval after amendment from POC
- Would like to put what they have done in electronic format for future reference

School Advisory Commission – Dea

- Working on RTI-Response to Intervention for high and low academic achievers
- Website will be launched at end of April, encourages the Church to do the same total would be under \$5,000
- Principal Leadership team is looking at various policies
- Working on calendar for upcoming school year
- Have about 10 transfers and possibly 35 kindergarteners
- Working on connecting with Alumni
- Received about \$70,000 for Wines to Wishes and \$40,000 goes to the Fund A Need Program

Worship Commission – Pat

Good worship question is going well

- Working on planning for 50th Anniversary. Steering committee to meet after Easter (16 members)
- Usher Badges were purchased and are being used
- Door greeters were talked about
- Discussed the concept of discernment and tools we use to discern who to recommend. Working on an amendment to their by-laws.
- Backdrops have been installed behind the statues of Mary and Joseph in the Church
- Discussion on new Hearing Loop option is being looked at with a lower cost and no costly building modifications needed
- Spoke about goals, especially the training of volunteers; ushers and greeters in place; handbook for Eucharistic Ministers and Lectors initial draft;
- Discussed handicap seating and doing an ongoing review

Items for Further Discussion

1. Make sure commission minutes are available on parish website
- 2.

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Parish Administrator's Report – Mark

Look at report

- Working on having the Cemetery Committee make a report to the PLC
- Consider attending the Spring Formation Day

Pastor's Report

- Archdiocese is still in bankruptcy and parishes have been asked to participate in the process, Fr. Skluzacek, Mark Dittman and the trustees have been involved in that
- Gearing up for Holy Week and we all come together as a parish
- Welcome new people at the liturgies

Additional Comments

Discussion on expenses especially in the area of maintenance and repairs
Our parish website usually does not have the answers
Handicapped Seating- working with Architect and Tom B
Will focus on parish expenses

Closing Meeting - Larry

1. Closing Comments- thank you for being here and all you do
2. Closing Prayer- Fr. Shovelain
3. Adjourn

2018 Meetings - Tuesdays
~~March 20~~, April 17, May 15, and June 5