

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Wednesday Sept. 16, 2015	<b>Time:</b>	5:30 pm
<b>Secretary:</b>	Teri	<b>Location:</b>	211
<b>Chair:</b>	Pat	<b>Vice-Chair:</b>	Sue R

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark	X	Larry J	X	Ralph	X	Cary B	X
Fr Skluzacek	Sab	Marcia S	X	Gloria	X	Gary	X
Fr Jaspers	X	Lesia	X	Sean M	A		
Sue R	X	Matt G	A	Barb G	X		
<b>Guest(s) &amp; Purpose:</b>		Cary A- Guest from Worship Commission					

### Agenda

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|---------------------------------|--------------------------|
| <b>I. Mass/Liturgy</b>          | <b>5:30 pm</b>           |
| <b>II. Light Meal</b>           | <b>6:00 pm – 6:30 pm</b> |
| <b>III. Commission Meetings</b> | <b>6:35 pm – 7:35 pm</b> |
| <b>IV. PLC Meeting</b>          | <b>7:40 pm – 9:00 pm</b> |

#### Call to Order - Pat

1. Opening Prayer
2. Welcome-Pat- Fr. Jaspers recommends a book for PLC members "Death by Meeting" by Patrick Lencioni. Most people would rather attend a Movie than attend a meeting. Meetings can have direct impact on our lives. The PLC will implement some changes to the structure of the meeting to make the meetings shorter and more interesting. Each commission representative will give a lightning round synopsis of their Commission meeting Synopsis of meeting should be 3-5 minutes. There will be no interruptions. At end of synopsis, a note of items for later discussion will be made. This should help make meetings less tactical and more strategic.
3. Introductions-PLC members introduced themselves to the commission members.

#### Administrative Services Commission - Larry

<p><b>Topics</b>-Review of Ad Hoc Committee Projects-</p> <p>Church Windows Project –This temporary fix of re-glazing and caulking of windows completes this project until funding becomes available to replace the windows.</p> <p>Campus signage- New Signage was installed by the school flagpole and school gym doors over the summer. Project is complete.</p> <p>Columbarium – on hold until spring/ summer 2016</p> <p>School security- concept of improving school security in the lower level of the parish center is approved. Design and concept need review.</p> <p>Church Lighting project – approved for FallFest Funding.</p> <p>St. Joseph hall lighting project on hold unless funding becomes available.</p> <p>School Hot Water Heater and Piping- Pipes are original (c.1951). No hot water at school currently. ASC passed a motion to replace the hot water heater and related piping based on a bid from August 2015.</p> <p>Bell Tower Structure- Project tabled until commission member from Ad Hoc committee is available to provide detail.</p> <p>ASC needs a committee Chair.</p>
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#### Faith Formation Commission -Marcia

<b>Topics</b> Much discussion on Faith Formation Programming
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Jessica has five families in RCIA and Five families in RCIC.  
Working on improving attendance at Family Formation.  
Thoughts on using the Baptism roster to recruit new members to family formation.

### Finance Commission - Lesia

**Topics** Year End Reports for 2015 end in the black with a profit of \$328.  
July and August giving is slightly behind.  
Financial reporting will be updated with monthly reports and expanded reporting quarterly.  
Reporting to begin at the end of September.  
OSMG capital giving will also be updated monthly.  
FallFest was reviewed.  
Capital projects were reviewed

### Parish Outreach Commission

**Topics** – No PLC rep present. No report.

### Parish Groups and Activities Commission - Ralph

**Topics** Group and Activities representation was reviewed. The commission liaisons for each group were re-established.  
Invitations to groups to host hospitality will be re- issued.  
Reviewed Term Limits.  
Discussion requested on When to do the time change from the summer schedule to fall schedule for the Sunday Evening Mass.

### Stewardship and Evangelization Commission - Gloria

**Topics** S & E Commission needs a staff liaison  
Need one commission member  
Goals were reviewed and forwarded  
Question – When will financial reporting be re-established?  
Legacy Society met in August with a new committee  
Alpha reports 20 guests for the “Taste of Alpha” dinner. Group wanted 100 attendees. Had some discussion about using social media to promote.  
Parish Mission 2016? Who will be the staff contact?  
Goals- need to work on communication with in the group.

### School Advisory Commission

**Topics**- No Rep Present. Report from Sue –  
Curriculum meeting was held  
Goals for the year-  
Be kind to others, Live the virtues of Justice (fair), Prudence (wise), Temperance (moderation/self-control) and Fortitude (courage/strength), Develop their friendship with Jesus and talk with him often

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### Worship Commission- Barb

**Topics Goals** for Worship commission reviewed.

1. Lighting- cost and recommendation
2. Usher/ greeter guide
3. Note to work with Stewardship and Evangelization

### Parish Administrator Report - Mark

**Topics** Parish Leadership Breakfast, October 24- 8:30- 11:30am;  
RSVP to Mark, Fr. Bill Baer is the keynote speaker.

### Pastoral Administrator Report- Fr. Jaspers

**Topics** New staff are off to a great start.

Making some changes to the various meetings.

Great Staff Development Day on Viewing our Jobs as Vocation.

Change to Staff meeting to strengthen the team.

It is exciting to have five people coming to the faith through RCIA

VIP Dinner- October 10 with a special mystery guest; a restart to the Gala from FallFest Past

Children's envelopes being reintroduced. It to encourage our youth to be invested in the church.

School- Received a grant to get a bus from Blaine to expand the student base into the northern suburbs.

The parish received a bequest of \$636,000 from a parishioner. \$100,000 went to the school endowment.

The balance went to the parish operating endowment.

### Items for Further Discussion

**Topics-**

1. Change Liturgy times for the Sunday Evening Mass to 6:15 at the end of September instead of after Labor Day- Noted that no significant change happened to the mass attendance when the change was implemented indicating there is not a problem with the timing of the mass change. Also noted that family calendars change when school starts. The current change to a fall scheduled coincides with that change.
2. Children's Envelopes- Great idea. Demonstrates Stewardship. Some people give electronically. Concerned that children don't witness the act of giving when no envelope is used.
3. Mission Statement- Although not urgent, Fr. Skluzacek has indicated that he would like to examine the current mission statement. Is it too general? A mission statement is not a description of your parish. It is a description of where the parish is going. What make SJB distinctive? Note a copy of the current mission statement is on the bulletin cover.
4. Hospitality-Sunday Hospitality should be an opportunity to meet others and not sit with the same people every week. This is a growth opportunity. Greeters are also a form of Sunday hospitality. If you attend the Sunday Evening Mass, there are no greeters. Looking to improve by Christmas.
5. Rectory Gutters – gutters for the rectory are on the ASC punch list for 2016-17. Downspouts are plugged and causes run off washes out the rectory gardens.

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**Blue Sky**

<b>Topics-</b> None

**Closing Meeting - Pat**

1. Closing Comments- Start time for PLC meeting is 7:40pm
2. Closing Prayer- Fr. Jaspers
3. Adjourn

**2015-2016 Meetings - Wednesdays**  
**Oct 21, Nov 18, Dec 9,**  
**Jan 20, Feb 17, Mar 16, Apr 20, May 18, and Jun 8**