

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Wednesday September 24 th 2014	Time:	5:30 pm
Secretary:	Teri	Room	211
Chair:	Beth	Vice-Chair	Pat

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Alan Foley	X	Cary A	X	Cary B	X	Dan K	X
Father Skluzacek	X	Mike S	X	Chris	X	Gary	X
Father Jaspers	X	Susan J	X	Larry	Absent	Bob	Absent
Sue R	X	Sean	X				
Guest(s) & Purpose:		Ralph (Sub for Bob), Jill (guest)					

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 – 8:40 pm**

PLC Discussion – Beth

1. Welcome Father Andrew Jaspers and Sue R- Introductions of all PLC Members
2. Re-cap any items presented during meal- FallFest this weekend, come and enjoy!
3. Saturday October 11 is the Leadership Breakfast, plan on attending. Mass, breakfast, and a speaker. Afterward, the US Bishops' document "Stewardship, a Disciple's Response" will be studied.
4. Introduce amazingparish.org PLC will be studying the Seven Traits of an Amazing Parish this year. End goal is an updated parish mission statement.
5. Discuss proposed Constitution and Bylaws- Reviewed. Discussion followed on Terms of Commission Representatives.
Conclusion/Action: Send concerns and comments to Executive Committee within week. Executive Committee to review wording of section 3 on Terms of Commission Representatives. Revisions will be sent out in advance of next meeting. Expect to vote on constitution and bylaws at next meeting.

Administrative Services Commission- Cary B

<p>Topics presented: Rectory gutters- Can't be replaced without roof being replaced. Suggest temporary gutters for short term.</p> <p>Window leakage- Large windows in church are leaking. The bigger issue is the windows are at the end of their life. The windows are large and expensive.</p> <p>St. Joseph Hall- Bids are if for carpet and AV</p> <p>Signage- Additional signage requested for Hall, Rest Rooms, Welcome Desk and School.</p> <p>Vendor to be contacted for recommendations and bids.</p> <p>PLC Action needed if any:</p>
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Worship Commission – Cary A

<p>Topics presented: Discussion on Drafting Constitution & By Laws for Worship Commission. PLC Constitution and Bylaws can be used as a template. Worship Commission to check with St. Odilia's Worship Commission for their By Laws.</p>
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Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Fr. Skluzacek sent the commission information on traveling relics which could come to St. John's. Jay to investigate for potential events.
Ministries need more volunteers. Invite by personal invitation. Work with Adam to involve youth.
Promote at new parishioner registration.

PLC Action needed if any:

Pastoral Care and Social Mission Commission – Mike

Topics presented: Saturday, November 15 Workshop presented by the Center for Mission from the archdiocese. Workshop will provide education on How to make decisions on discerning Mission projects.

Need to recruit 2 new Members to commission.

Request from St. Charles to assist with "Feed my Starving Children" Mobile unit.

Coat Drive and Clothing Collection sponsored by our Society of St. Vincent de Paul on Saturday October 4.

40 Days for Life Prayer Vigil at Planned Parenthood is Saturday, Oct. 18.

PLC Action needed if any:

Parish Groups and Activities Commission –Ralph

Topics presented: Discussion on Communication. Don't know what other commissions are doing. Don't know what happens at PLC Meetings and how to get communication back to commissions.

Staff Liaison has changed with Fr. VanDenBroeke's departure. New Volunteer Coordinator to be the staff liaison.

Discussion followed on Hospitality.

Father's Suggestion to the commissions requested the PGA to work closely with the Welcome Committee (New Parishioner Registration); Welcome Committee is under Stewardship & Evangelization.

A Constitution and By Laws Drafts were submitted

PLC Recommendation to PGA: Have the first item on the PGA Commission be a review of the Previous month's PLC meeting. Send more urgent matters from PLC via email to PGA Members. Don't wait the month until next meeting to discuss those matters.

PLC Action needed if any:

Finance Commission – Chris

Topics presented: Columbarium Subcommittee- Christ the King has a Columbarium. St. Odilia's is working on a similar project.

FallFest- GB Leighton – GB Leighton Tent to require Wristband for access (Cost \$5). Does the GB Leighton Website have it designated that there is a fee for admission? (The representative for GB Leighton had been in contact with St. John's and is including the admission charge on their promotional info for FallFest.)

Budget shortfall for 2013-14- \$90,000 in Sunday Giving.

School has 321 students; The budget was for 341 students.

Had also discussed including pictures of completed media and science room project at back of church and also add to the SJB web-site.

PLC Action needed if any:

Faith Formation Commission- Sue

Topics presented: New Coordinator for Family Formation, Naomi Hard.

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Family Formation has 71 children enrolled and starts next week. Numbers are down. Checking the data base and want to call families to invite them to participate.
Faith Formation has an existing Constitution and By Laws.
Looking at October/ November meeting for a Guest Speaker on Human Trafficking

PLC Action needed if any:

School Advisory Commission - Sean

Topics presented: Focus for School Year- Academics- It is okay to make mistakes, we are learning.
Wines to Wishes fundraising to focus on STEM (Science, Technology, Engineering, Mathematics) related items (e.g. a 3D Printer, CAD Software)
Peace Week in October
Marathon- Saturday October 4
Enrollment trends- Older Grades have 33-46 students. Kindergarten and First grade have 21 and 22 students. Target why families are here; Use word of Mouth to promote the school
Marketing Group- Lost all committee members. Looking at rebuilding.
SCRIP Program- Gift cards for purchase- Percentage of purchase goes back to school tuition for next year. Parents can save \$500-\$700 in tuition/ year

PLC Action needed if any:

Stewardship & Evangelization Commission -Dan

Topics presented: Parish Mission -October 27-29- Sub-committees formed; 30 parishioners and staff involved. The event is family friendly. Wednesday day is geared toward Youth
S & E has a Constitution and By Laws.
Need two new members.
Mini-Ministry Fair for hospitality- will work with new volunteer coordinator when they are hired.

PLC Action needed if any:

Parish Administrators Report - Alan

Discussion: Report Submitted. See attached.

Conclusion/Action:

Pastor's Report- Father Skluzacek

Discussion: Father is continuing as Regional Vicar. He does two parish visits a month. There is a new archdiocesan office- Office of Evangelization led by Jeff Cavins. The main thrust of this new office is to help parishes become centers of evangelization. The office has a website amazingparish.org. It has seven areas of an excellent parish. We will study over the course of this year.
Father attended a preaching conference this summer. The conference spoke of three things that make a good parish: Good preaching, Welcome and hospitality, The "Sunday Experience" (Worship and Music)
Father received a check in the mail. The money is a grant from the Lillie Foundation for Father Skluzacek's Sabbatical. Father will be on Sabbatical from July – December 2015. Good portion of the grant money will be used to fund a substitute to cover for Father.
Fr. Al Backmann is to assist at St. John's during the sabbatical. An announcement will be in the bulletin within the next few weeks.

Conclusion/Action:

Blue Sky

Discussion: Save the date on your calendar for the Parish Mission. Invite family and friends

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Commissions that need to recruit new members. Look to the committees and groups that report to your commission for candidates.

Conclusion/Action: Minutes will be emailed by the end of the week. Please send corrections or approval of minutes so they can be posted to the website.

Next Meeting: Wednesday October 15th 2014

- PPC Meeting Calendar – 2014 Dates 11/19, 12/17**
2015 Dates – 1/21, 2/25, 3/25, 4/15, 5/20, 6/10