

# Saint John the Baptist – Evangelization & Stewardship Commission

## Meeting Agenda/Minutes

<b>Date:</b>	February 21, 2017	<b>Time:</b>	6:30 pm (Dinner 5:30; Adoration 6:00)
<b>Chair/ Vice Chair</b>	Linda Harmon Neil S.	<b>Location:</b>	St. John's
<b>Recorder:</b>	Brandon D.	<b>PLC Rep:</b>	Gloria B. (back-up Linda H.)

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Brandon D.		Jane H.	X	Mark H.		Deacon Gary	X
Neil S.	X	Linda Harmon	X	Charlie N.	X		
Gloria B.		Jim S.		Tamara N.	X		
<b>Staff Representative:</b>		Deacon Gary Schneider					
<b>Guest(s) &amp; Purpose:</b>		Steve B.					

**VISION:** Deepen and strengthen the faith of parishioners while maintaining an adequate worship space, offering opportunities for faith formation, providing a just wage for staff, with a balanced parish budget.

### Opening Prayer and Introductions/Questions

- 1) Linda H. called E&S Commission to order, and Deacon Gary opened the meeting in prayer.

### Administrative Activities

- 1) There was a motion to approve January minutes, all approved.
- 2) Linda reminded group to read PLC minutes as a snapshot of activity within the parish, but to also look at individual commission meeting minutes for more details.
- 3) Everyone received the February PBA Report prior to meeting.
- 4) Linda distributed a current commission membership chart. There was a brief overview of the three-year term system and the ongoing recruitment process for the commission.

### Stewardship Committee: Prayer, Service, Annual/Capital Giving, Legacy

- 1) A quarterly financial statement, composed by Jim, based on previous input from E&S commission, was distributed to members along with the recent 6-month statement presented in the bulletin.
  - a. The commission praised Jim's proposed format, as it is easy to read and the most relevant public information is presented. It was noted that the information therein is more than has been presented in recent memory.
  - b. In Jim's absence, Linda provided the commission with a brief overview of items highlighted in the new bulletin spreadsheet. Also, proposed to be included with the financial update are additional, non-monetary parish records, like school enrollment, parish membership, and collection basket participation trends.
    - i. Questions were raised about which points would need to be updated monthly, which quarterly, which less often, etc. It has yet to be determined when each bit will be published.
    - ii. Jane H. pointed out that she and others are interested in statistics related to sacraments, such as baptism, weddings, confirmation, and more. Linda supposed, and Deacon Gary confirmed, that St. John the Baptist submits such statistics to the archdiocese anyway. Commission members want to see the "results of doing church this year."
    - iii. Linda addressed questions about "other revenue" and "general operations" and the lack of breakdown.
  - c. E&S has been instructed to submit a proposed reformat to Gary Horn, chair of the Finance Commission, and Mark Dittman for consideration.
  - d. A question was raised about the existing loan, and there was a brief discussion about the original loan amount and the parish building.

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- e. Jane H. moved to approve Jim’s bulletin budget report; Neil S. seconded. The motion was approved unanimously, including two proxy votes.
  - i. The commission agreed to push for at least quarterly publishing.

### Prayer Initiative Goal:

- 1) Neil S. presented on the implementation of the Prayer Initiative plan, approved the previous year by the PLC for moving forward..
  - a. The next step is to meet with Fr. Skluzacek with a proposed introduction to the new prayer section in Father’s weekly parish email and hope that the introduction is easily changed or replaced.
  - b. Neil announced plans to formalize the process to keep the prayer initiative moving forward.
    - i. Neil also made a motion for the E&S Commission to accept responsibility for the weekly “Prayer for St. John the Baptist Parish” addition to Fr. Skluzacek’s weekly email and to create the position of Overall Coordinator of the “Prayer for St. John the Baptist Parish addition to Fr. Skluzacek’s weekly email.” Charlie N. seconded the motion.
      1. Discussion: Jane H. asked for clarification of the position. Deacon Gary described the role of a coordinator and their roles to comprise prayers and work with parish staff.
      2. Ideally, the coordinator would keep a schedule for those involved. There was a discussion about how coordinator duties do not have to be complex; rather, they could be organized and easily rotated, distributed, and maintained.
      3. The motion was approved unanimously.
  - c. While the motion was approved, some potential edits for the initial prayer insertion were also discussed - introduction concision and catching email “skimmers.” Such considerations can and will be addressed before meeting with Fr. S. and ultimately before implementation.
  - d. Commission members brainstormed names of potential volunteers for the newly created “Overall Coordinator” position and resolved for all to take the considerations to prayer. The architecture is there and God will present us with the right person.
  - e. **ACTION:** All members will prayerfully consider stepping up to the role of “Overall Prayer Coordinator” position and/or discern their level of involvement in helping the coordinator.
- 2) Neil initiated a discussion about continuing the “reaching out to those absent” initiative.
  - a. The commission read through highlights of the initiative and started an ongoing conversation about flushing out fine details of the movement, such as composing a ‘reaching out’ letter and recruiting volunteers.
    - i. It was noted that a similar movement to engage disengaged parents is happening in other departments. Linda cited a conversation with Jessica Balzarini about combining forces with another group, synergistic energy around the similar goal of reaching out. Similarly, Deacon Gary cited the Legion of Mary as another ministry that reaches out.
    - ii. Linda H. and Tamara N. have announced their interest in the type of work involved in this initiative.
  - b. **ACTION:** Commission members will discern their involvement in volunteering for the “reaching out to those absent” initiative.

### Sunday Experience

- 1) Linda H. reported about recently increased frequency of New Parishioner Welcome, which was hosted after every weekend mass for the second month in a row.

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- a. This increase has been wildly successful -- eleven new families signed up, five after the 5:30pm Sunday mass alone.
  - b. The supply of New Parishioner Welcome packets was exhausted; it will need to be replenished and kept up.
- 2) Staffing the Welcome Desk with Evangelists: Linda reported on a conversation with Gary Rother pertaining to the possibility of being able to include this position in the scheduling software.

### **Other 2016–2017 Goals**

- 1) The “Reaching Out to Those Absent” initiative was reported on earlier in the meeting. No additional updates.

### **Staff Report**

- 1) Deacon Gary reported on the presentation of implementing the survey at a recent staff meeting.
  - a. There were mixed feelings and several hard feelings about the prospect of implementing such a feedback system. Some appeared upset, as the survey ultimately, and perhaps unnecessarily, results in much more work for many staff members – a bucket of requests gets dumped on the staff, in addition to existing initiatives and budget constraints.
  - b. Father Skluzacek had pointed to an Amazing Parish Conference in March: Deacon Gary will attend, and many sections will be presented on topic of Sunday experience. This will hopefully garner ideas there as the details of a survey are flushed.
  - c. Bottom line is that staff involvement and engagement needs to be present and paramount.
  - d. Motions related to parish surveys/feedback have been tabled as a goal for next year.
- 2) Deacon Gary also mentioned that new mission and value statements were brought to the staff as well.
  - a. During the staff meeting, questions were raised about whether SJB will actually go through with the switch or not. It had been determined that the mission needs to be a part of the fabric of the parish, the backbone of parish activity. There needs to be energy and backup to the “new charge.”
  - b. S&E had a brief discussion about Amazing Parish. Linda will send relevant resources via email.

### **New Business**

- 1) Linda H. provided the commission with brief announcements regarding upcoming parish and area events, including: KC Waffle breakfast, WINE, healing mass, and Harry J. Flynn Catechetical Institute promotional weekend.

### **Closing Prayer**

**Ministries:** New Parishioner Welcome, Legacy, ALPHA

**Committees:** Evangelization, Stewardship, Nominating, By-Laws, Hospitality after Mass

**Future Meeting Dates:** 3/14, 4/18, 5/16, 6/6