

Saint John the Baptist – Evangelization & Stewardship Commission

Meeting Agenda/Minutes

Date:	January 17, 2017	Time:	6:30 pm (Dinner 5:30, Prayer 6:00)
Chair/ Vice Chair	Linda Harmon Neil S.	Location:	St. John's
Recorder:	Brandon D.	PLC Rep:	Gloria B. (back-up Linda H.)

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Brandon D.	x	Jane H.	x	Mark H.	x	Deacon Gary	x
Neil S.	x	Linda Harmon	x				
Gloria B.		Jim S.	x				
Staff Representative:	Deacon Gary Schneider						
Guest(s) & Purpose:	Bill Jechorek (welcoming minister), Charlie Nickoloff (discerning member)						

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) It was announced that Mark H. has joined the E&S Commission. All showed approval. Discerning members Charlie and Tamara Nickoloff expressed intent to join, and the commission approved. All gave thanks and praises for the new members.
- 2) Linda H. reminded the commission that meeting minutes of other commissions and PLC minutes are available online and encouraged members to review the notes of other commissions, as to become aware of common themes.
- 3) Neil S. motioned to approve E&S Minutes from the December meeting. Deacon Gary seconded; the motion was approved unanimously.
- 4) Linda H. clarified that E&S does not, in fact, need to approve PLC Minutes each month. This was a follow-up from a conversation during last month's meeting.
- 5) All reviewed the PBA Report prior to the meeting. No questions or comments.

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

- 1) Jim S. raised questions about how to "create a consistent and timely model for reporting on the status of stewardship initiatives" and distributed a draft table for figures that could be shared on a month-to-month basis in the parish bulletin or other media.
 - a. Jim S. provided background and accounting insight, naming operating expenses, revenue, and enrollment (for school and registered parish families) as important information to be kept up-to-date and visible to parishioners. The ideal timing might be monthly reports.
 - b. There was a discussion about how figures, like those listed, used to be consistently available to parishioners, but now that information seems to be missing, though some recall it being published regularly within the last 5 years. The commission agreed that transparency with these numbers is vital in meeting the goal of providing information for people to understand the overall "health" of the parish and stewardship of their gifts.
 - i. Mark H. suggested a separate line item for special/end-of-year gifts versus legacy (estate) gifts. The Legacy Committee would likely develop yearly reports to compare legacy giving with years previous.
 - ii. There was much discussion about which records should be made visible, how gifts are figured into revenue, and how to best include subsidy and endowment numbers into the budget report.

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1. Deacon Gary hypothesized that transparency of budget items may have been compromised with recent news related to abuse hearings, and Jane H. drew a possible connection from a lack of financial information to a level of worry associated with a potentially negative outlook.
 - iii. In response to a question about spacing budget report information in the bulletin, Neil S. suggested using a hyperlink on digital copies of the parish bulletin and in emails to access more detailed information. Specific items could have a regular spot in the bulletin, as well.
 - c. It was concluded that more research might be needed to determine whether including more budget information in the bulletin would bolster passion for specific projects. Also, concluded that progress reports for specific projects might be beneficial in increasing faith around stewardship of funds and positively impacting parishioner support for the needs of the parish.
- 2) The commission reviewed a proposed format for budget information in the Sunday bulletin.
 - a. It was determined that ‘tracking annual operating budget’ is one of the primary objectives. Frequency is negotiable, but it should be consistent.
 - b. The other main objective is to include a profile on parishioners, as to provide a clear measure of success in stewardship and as a way to track new parishioners.
 - c. **ACTION:** E&S members will email Jim S. with other base objectives and possible formatting schemes.
- 3) Linda H. provided an email from Jeff Davis regarding the “Experience Mercy” initiative. The project website received over 11,000 visits, St. John the Baptist Church was contacted by multiple parishes from other states, stories about the initiative were published in multiple news outlets, and Father Skluzacek noted a definitive uptake in confession in conjunction with the Year of Mercy.

Sunday Experience

- 1) Linda H. reported that SJB registered 12 new parishioners this month. The commission was reminded of Father’s idea and importance of having evangelists posted in the lobby and/or at the Welcome Desk on weekends.
- 2) E&S engaged in an ongoing conversation from last month’s meeting about implementing a survey system in an effort to improve the Sunday Experience.
 - a. Linda H. presented the idea at the December PLC meeting and Father Shovelain provided Linda H. with contact information for people at St. Michael’s parish who may be able to help.
 - b. Jane H. cautioned a large parishioner feedback survey, at the risk of nothing happening with the large amounts of feedback. The advantages of having an ongoing feedback form were noted. Members suggested both a large survey and have a continuing feedback system. Also, it would be a task of this commission to follow up with parishioner feedback. The commission largely agreed that an initial survey would be helpful in establishing a baseline for comparative analysis with future results.
 - c. It was noted that the parish mission statement is currently under review by the Leadership Team. It was suggested that gathering of parishioner feedback would benefit this task.
 - d. **ACTIONS:** More research and follow-up with St. Michael’s are needed. Commission members will pray on the best course of action. Deacon Gary will gauge potential staff engagement with the survey process.

Prayer Initiative Goal

- 1) Neil S. provided a brief update. He noted that Father’s weekly email started as succinct but now seems quite long. Concerns about whether parishioners would actually read the new prayer section were raised.

Saint John the Baptist – Evangelization & Stewardship Commission

Meeting Agenda/Minutes

- a. The commission surmised that starting Father's email with a short, one-line prayer intention would be powerful.
- 2) Neil S. reported that there are now 102 names on the Evangelizing Prayer List and that more are expected after weekend masses. Lists are available at the ALPHA tables in the lobby.

Other 2016-2017 Goals - Updates and Comments

- 1) Re-engaging Absent Parishioners: There was a short discussion regarding if this goal was moved to a lower priority and Welcoming at the weekend Masses was moved to a higher priority. Neil commented on the if/how/when to reach out to those absent and that the process would involve a meeting with key SJB staff to review the method and script to be used and recruiting volunteers to implement.
- 2) New Parishioner Befriender: The commission would like to simplify the system for making and keeping connections with new parishioners. Questions were raised about what happens once new parishioners register.
 - a. No actions were assigned, but the commission was encouraged not to lose sight of this goal.

Staff Report

- 1) Deacon Gary reminded the commission about the new outreach effort at SJB, Charismata. It was estimated that the first event hosted between 100 and 200 people, including 8 active prayer stations, an amazing outcome for a lightly advertised first time event.
 - a. Members deduced that this type of ministry is in high demand in our archdiocese and that awareness ought to be increased.

New Business

- 1) Ritual song 2 Hymnals: The commission was encouraged to buy hymnals to commemorate or honor loved ones.
 - a. **ACTION:** Try to connect with businesses or SJB School. The hymnals work well as donations and as gifts for sacraments.
- 2) School Advisory Group: Ann Laird, principal, is creating an advisory group that will focus on specific budget issues, such as: busing, funding special goals, and increasing enrollment.. No E&S involvement at this time.

Closing Prayer

Ministries: New Parishioner Welcome, Legacy, ALPHA

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

Future Meeting Dates: 2/21, 3/14, 4/18, 5/16, 6/6