

# Saint John the Baptist – Evangelization & Stewardship Commission

## Meeting Agenda/Minutes

<b>Date:</b>	March 14, 2017	<b>Time:</b>	6:30 pm (Dinner 6:00; Adoration 5:30)
<b>Chair/Vice Chair</b>	Linda Harmon Neil S.	<b>Location:</b>	St. John's
<b>Recorder:</b>	Brandon D.	<b>PLC Rep:</b>	Linda H. (back-up Neil S.)

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

- 1) Charlie N opened the commission in prayer, and Neil S called the meeting to order.

### Administrative Activities

- 1) Jane H. moved to approve February E&S meeting minutes. No discussion; the minutes were approved unanimously.
- 2) Neil reminded the commission that PLC meeting minutes are available on the parish website. No discussion.
- 3) The commission received and reviewed the March 2017 PBA Report prior to the meeting.
  - a. Members made note that Fall Fest 2017 will go back to three days vs two. There was some discussion about the outcomes of two-day festival vs. three-day and other plans for the upcoming event were called to mind.
- 4) No noted updates about the Draft Mission Statement. E&S will look forward to hearing the outcome.
- 5) E&S looking for one more member due to resignation of Gloria B.
  - a. Members were unsure about the set number of members needed for this commission.
  - b. Jessica Zingsheim was named specifically as someone who is searching. Tamara N. will reach out.
  - c. **ACTION:** Everyone will be alert for potential members.

### Prayer Initiative Goal

- 1) Neil S. distributed a "Prayer Added to Fr. Skluzacek's Email" handout and provided an update:
  - a. Up to this point, the mission was to add a prayer to Father Skluzacek's weekly email, E&S had composed a draft with an introduction, now E&S needs to find one person who will be responsible for the initiative, a Prayer Coordinator.
    - i. Jane H. volunteered for the Prayer Coordinator position.
    - ii. There was a discussion about commission member involvement in rollout.
      - a. Commission members will step up to assist with prayer suggestions while Jane formally coordinates and sends prayers. The best format in which commission

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members should communicate (paper form vs. electronic form vs. email) with Prayer Coordinator has yet to be determined.

- iii. Neil reminded the commission about existing prayer resources and cited the previous update of the Prayer Initiative Goal with examples of resources including: Pope Francis' intentions, Father Skluzacek's intentions, EWTN, and USCCB.
  1. Questions were raised about prayer themes and coordinating with intentions. It was determined that a calendar of themes could be scheduled, but the coordinator can also exercise control by choosing themes.
- 2) There was a brief discussion about the proposed plan for rollout as it pertains to the formatting of the new prayer section of Father S.'s email during the next couple weeks. The new prayer section will include an introduction for the first two weeks and jump straight into prayer intentions in the third and subsequent weeks.
  - a. The commission expressed approval for the introductory banner. The rollout is ready to move forward with the proposed formatting, and E&S plans to send the first new prayer section for Father's weekly e-mail two weeks from now.
  - b. **ACTION:** Jane H. will follow up with Fr. S, Ann Laird, Terry Shea, and other staff to compile possible prayer themes and work out details of adding the new prayer section to Father's email.

### Reconnecting: "reaching out to those absent" Initiative

- 1) Neil distributed a draft of 2016/17 S&E Goal to Reach Out to the Parish Inactive Members
  - a. The commission weighed the pros and cons of either "splash" communication, such as with a letter in the mail, and more personal communication, such as with calling on the phone.
    - i. Splash is quicker, more expensive due to materials, and one would anticipate less return. Calling will require more time and more dedicated volunteers, but the return and impact will likely be larger.
  - b. In a discussion, members expressed approval and excitement for the reconnecting.
    - i. Some attention was drawn to staff involvement and feedback about potential overload. E&S is determined to remain mindful of the amount of work asked of staff.
      1. The draft outlines what seems to be a light load for staff – provide contact information and communicate responses. Additional concerns were raised with what happens to data collected; someone has to both document feedback and do something with it.
    - ii. Jane raised the possibility of the reaching out being an ongoing process. As an example, when volunteers get to the bottom of the list, start at the top again and keep going.
    - iii. Further questions were brought up about how many parishioners are estimated to be absent and how would one obtain such information. Paying heed to how many raffle ticket envelopes remain leading up to Fall Fast was identified as a possible marker. It was mentioned that Mark Dittman may have hinted at a partial list of inactive; Neil identified this as another possible place to start.
    - iv. The commission attempted to plan out next steps, particularly with regard to recruiting volunteers. It was recommended that E&S reach out to the Legion of Mary. Commission members Tamara, Linda, and Neil are already volunteering their time. It will be determined later whether this initiative needs a formal leader/coordinator or not.

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- 2) Charlie N. made a motion to adopt the distributed plan outline as-is and to move forward.
  - a. Discussion: Mark H. wanted to make sure that E&S is being very clear about anticipated staff involvement. Neil S. cited the bullet points that identify specific tasks on which to work with staff.
  - b. The motion was approved unanimously. The proposal to reach out to those absent will be formally submitted to the PLC at a later time.

### Stewardship Committee

- 1) Jim S. reported that the proposed format for including stewardship figures in the weekly parish bulletin was brought to last month's PLC meeting, no response from leadership yet. Jim S had discussion with Mark Dittman, quite pleased and willing to share sacrament information.
  - a. Jim S. provided some additional background about budget numbers, insight about how they are figured, and was able to further illuminate how money is paid toward principal, reserve, etc.
- 2) Mark H. reported on behalf of the Legacy Committee. He expressed that he would like to lead efforts to call folks for Legacy Initiative and brought the commission up to speed with recent movement, especially in response to a recent email to the commissions.
  - a. Members were debriefed about four new areas for endowment: pastoral care/outreach, youth development, general school, and worship, in addition to the existing four areas (cemetery, general operations, capital, school tuition). Specific commissions are writing up case statements for each new area and looking to launch the draft this summer.
  - b. The goal is to create more specificity in leaving a legacy. Youth engagement to keep teenagers active was cited as an example whereby there is not currently a specific endowment fund. Mark explained that donors might have vested interest in these specific areas.
    - i. There was a discussion to clarify the scope of each new endowment, especially in differentiating between general school and school tuition. Mark explained that the General School endowment aims to strengthen the school while keeping tuition down, such as by helping cover salary or other budget items, whereas the School Tuition only goes toward student tuition. He also provided some possible examples of use of the Outreach endowment.
  - c. Prompted by a question, Mark provided insight about funding targets for each new area and how funding targets will naturally vary by endowment area and vary by donation type (i.e. one-time vs. ongoing vs. estate giving).
    - i. Mark used this opportunity to provide rich insight into how the endowments work, how those funds reach our parish, and about the Catholic Community Foundation.
    - ii. Mark concluded that if you don't ask, you don't have the opportunity to receive.
  - d. **ACTION:** The Legacy Committee, via Neil S., will express gratitude to the PLC for time and focus paid to the Legacy program launched this year.

### Sunday Experience

- 1) No updates.

### Other 2016–2017 Goals

- 1) New parishioner "befriender" idea. There was no discussion, as time had run out.

### Staff Report

- 1) No update, as Deacon Schneider was away. E&S will look forward to getting filled in on his trip to Atlanta.

### Closing Prayer

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

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

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