

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Minutes

Date:	Tuesday, April 9, 2019	Time:	7:45 pm
Chair:	Steve B.- present	MAL:	Josh W.-present
Vice Chair:	Stephanie W.-present	Secretary:	Teri S.-present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Larry J.	X	Ralph A.	X	Pat R.	X
Father Skluzacek	X	Neil S.	X	Dea J.	Absent	Gary H.	X
Father Shovelain	X	Michelle S.	X	Kathleen S.	X	Marian B.	Absent
Guest(s) & Purpose:		Ann L. – Guest from School Advisory Commission.					

Agenda:

Mass	5:30 pm – 6:00 pm
Dinner	6:05 pm – 6:30 pm
Commission Meetings	6:35 pm – 7:40 pm
PLC Meeting	7:45 pm – 8:45 pm

Call Meeting to Order – Steve

1. Opening Prayer – Fr. Skluzacek
2. Opening Comments
3. Discussion

Finance Commission – Gary

Finance Review

- March Sunday Giving again is below both budget and last year
- Continue to project full year deficit of ~\$80,000; That's despite estate gifts of \$160,000 booked to operations

Budget

- Approved a balanced budget for next fiscal year
- Counting on OSMG donations to continue to come in after the mortgage is paid off. Those will be used to cover expenses in ministry areas outlined in the 2015 campaign
- Had to hold the line on expenses much more than we wanted and also are assuming higher Sunday Giving

Sunday Giving

- Worked with Bret Sutton and Mark H. to develop a plan of action to increase Sunday Giving
- Among other things, includes identifying and targeting potential high value donors
- Also, significantly restricts ancillary fundraising so all efforts can be on Sunday Giving

Other

- Approved new stock donation clearinghouse. Will be moving from Merrill Lynch to Feltl and Company

Administrative Services Commission – Larry

LED Lighting- After discussion leaning toward replacing bulbs rather than fixtures, estimated cost \$51,000

Handicapped Seating- on hold until after Easter, meeting with interested parties to be scheduled in early May

Refinishing exterior doors- On hold

Rectory gutters- On hold

Confessional Windows- On hold

Sidewalk Repair- Pat to schedule a walk through to look at repairs needed.

Baptistry Window- Window is leaking; appointment with contractor next week to look at window

East Lot- Repair and Restripe

Summer Projects- painting, cleaning carpets

Prioritized Projects- *Emphasis on protecting the envelope of the buildings*

1. Baptistry Window- no estimated cost at this time- Likely will be expensive

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2. Exterior Doors
3. Rectory Gutters
4. Parking lot repair
5. Bathrooms refresh

Evangelization and Stewardship Commission – Neil

2019-20 Budget- Could there be a list of projects that may not have enough funding in the budget? These could be presented for separate funding.

The financial giving workshops will be moved to a 2019- 20 goal.

E & S will meet with Bret to brainstorm how to improve, streamline and reduce cost etc. for One Spirit, Many Gifts Pledge.

E & S will be making a concerted effort to fill the two open commission member positions.

Now have a 5th endowment "Pastoral Care & Outreach". It is funded at \$25,000 with a matching gift for a total of \$50,000

Faith Formation Commission – Michelle

- Fr. Skluzacek joined the meeting
- Adult Formation: Evangelical Catholic
 - Learning the art of accompanying/ discipling people
 - Training starts in May; Roll out in Fall
 - While NET is guiding the youth, this is a way to guide adults
- NET: After Easter, the parish will be rolling out more info. If you are interested in giving your input, contact Adam as he is putting together a think tank. Needs include:
 - Funding through monetary donations
 - Extra car they can use that holds 4 people
 - Host homes that will allow 2 NET-ers to live in their house for 2 weeks
- All Studies have been very well attended!
 - No Greater Love (Sunday Nights) 46
 - Science and Faith 58
 - Marriage in Christ 31 Couples
- First Communion Retreat concluded and ready for 1st communion weekend May 5/6
- Chrism Mass- April 11 Bus to the Cathedral from St. John the Baptist
- This weekend, Women's Retreat 60 registered and Confirmation 1 Retreat
- Devoted celebrates its one year anniversary on April 24
- Priest Vs. Seminarian basketball game in Victoria on April 26
- Egg Hunt needs Volunteer help... Holy Saturday @ 10am. Contact Jen Livermont

Parish Groups and Activities Commission – Ralph

Special guest Rita Spiess spoke about the new Grandparent Ministry formed to help pass along the faith to our grandchildren. She works with Carrie Pomeroy. They have had 2 well-attended events so far with more planned for this year. She described their needs – prayers. Teri Shea is their staff liaison and they need a contact on our commission.

Special guests, the Burns and the Treats, who are the new co-chair couples for the Fall Fest, discussed where they are in getting started. They have had their 1st meeting and mentioned some new things they are considering. Commission members brought up several useful suggestions for them to consider as well. Immediate needs are for a publicity person(s) and someone to run setting up electrically. They are considering an alternative to the blue paper tickets used to purchase food, drink and games. They are asking all committee chairs to document what they do so others can step in when needed.

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The Feb & Mar 2019 PLC minutes, Feb & Mar PGA Commission minutes and the April Parish Administrator's report were reviewed. Nothing to add was noted.

Open Items:

- Our liaison assignment list was reviewed and updated. Rita will distribute.
- Rita said she would review the Commission meeting attendance guideline at the May meeting.
- For the May meeting Steve will address the yearly Commission review to be provided to the PLC in June.
- It was noted that the Cemetery gardens are being addressed by a volunteer who has taken a leadership role. Marianne mentioned that it's the Cemetery Committee's goal to have the new Infant memorial ready by Memorial Day.
- During my report to the PLC some confusion was noted when I discussed our liaison list. While we know what liaison means to us, others confused it with staff liaisons. I clarified that our list is our contact list for our Commission members to reach out to our assigned groups and ministries. Our action is to make sure we have contacted all our liaisons (contacts) so their connection with our Commission is well known and understood.

PGA submitted 2 recommendations from the 50th Anniversary – Hospitality Committee to the PLC regarding holding an annual golf event (fund raiser) and the Annual Turkey Dinner.

Parish Outreach Commission – Kathleen

Suggestion to make a novena to find a solution to parish finances

Josh was a guest at the POC meeting. Kevin and Marty also guests representing the Tithing Committee. Tithing committee was initially given a \$200,000 endowment from a previous Capital Campaign. They have distributed \$300,000 to local charities. Tithing Committee will be integrated into the POC. They recommend \$20,000 in the budget for outreach to local charities e.g. Sharing and Caring Hands; CSC, Branch III, Catholic Charities. Discussion followed on how to sustain funding and getting charities in front of parishioners.

Worship Commission – Pat

Worship Commission added a new member, James P.

50th Anniversary Update

- City of New Brighton will issue a Civic Proclamation on our 50th anniversary of the Church Edifice at the April 23 City council meeting at 6:30pm. Also trying to see if we can get a day declared SJB Church Day on June 22

More Eucharistic Minister, Lector and Usher training after Easter

Points of Lights on CTV- St. John's participated

Reviewed recommended projects for worship space created in 2015. Updated document is for ASC and Finance Commissions

Worship Commission reviews objectives monthly.

School Advisory Commission – Ann (Guest)

SAC reviewed plans for next year re: Enrollment

Continued conversation on Staff Compensation

Think Tank goal- Look at Annual Fund as a Funding Source. SAC is interested and will pursue.

Annual Fund has other donors not just school parents. Potential donors include alumni. CSCOE has tool kits available for this. Wines to Wishes numbers are not finalized.

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Commission Items for Further Discussion

1. Phone survey Summary- See attached.

Parish Administrator's Report – Mark

See attached.

Additional Comments / Discussion

PLC Constitution and By Laws – Discussion on Revisions

Voice vote on approval of Revised PLC Constitutions and By Laws passed unanimously

Pastor's Report

Recommendations are needed for a new PLC At large member. Please send to Father Skluzacek

No priests will attend the May Commission meetings due to an out of town conference on preaching held on May 14.

Closing Meeting - Steve

1. Closing Comments
2. Closing Prayer – Fr. Paul
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, May 14, 2019

St. John the Baptist Parish Census Follow-up
Preliminary Summary Update for Reporting to E&S and PLC Commissions
April, 2019

This is a very high-level preliminary summary of the parish census phone follow-up. It is based on 599 calls made by 25 of 32 callers. See Summary information recap attached.

BACKGROUND:

A phone team was created to make approximately 760 follow-up phone calls to those who did not return a census form. Parish staff were able to reduce the initial number to be called from over 1,200 to approximately 760. They eliminated parishioners without phone numbers, cross referenced to those making contributions in the last 2-3 years and reduced further for those who were known to be active in the parish.

PRELIMINARY SUMMARY:

Tallying the results is not complete. The call sheets are being reviewed to capture the changes needed to update the parishioner data base and other important information requiring action. This includes those who should receive a follow-up call from staff regarding personal matters, i.e. struggling with a faith issue, adding email addresses for those who wish to receive Fr.'s weekly email, updating address changes and deleting those who have moved away.

NEXT STEPS:

- Complete capturing the call results,
- Update call sheets with known cell phone numbers and recall those parishioners
- Send a postage mailing to those who we were not able to reach due to disconnected phone numbers or who did not respond to our phone message.
- Update the parishioner database

Update to the Parish Census Follow-up / a.k.a. Reaching out to the Inactive
Early Summary on 78%, 25 of 32 Callers
April, 2019

Category	Counts	Percentage
Phone Disconnected, Mailbox Full	185	31%
No Answer - Left message	174	29%
Verified Parishioner Data Correct	114	19%
Updated Parishioner Data	48	8%
Left Church/Not Attending/Hung-up	33	6%
Attend a Different Church	31	5%
Moved Away	14	2%
Total	599	100%
Supplemental Data		
Add to Receive Fr. Weekly Email	12	2%
Staff Follow-up	7	1%
Elderly/In Health Care Facility/Poor health	5	1%
Invited to SJB Activities (Incomplete)		

St. John the Baptist Church
Report to Commissions
Mark Dittman, Parish Business Administrator

April 9, 2019

1. **2019/20 Budget.** I'm working with staff, the Leadership Team, and the Finance Commission to achieve a balance between realistic income projections, which is the revenue we ask of our generous donors, and the costs to maintain our campus and our many ministries. I will present the latest budget draft to the Finance Commission this evening.
2. **Sunday giving.** Please continue to be generous with your financial support of the parish. Our many ministries, including our largest ministry—our parish school—rely on your support to continue offering education, faith enrichment and spiritual blessings to so many people of all ages. Thank you!
3. **Parish debt.** Our balance is down to \$111,320 after March's payment. Please keep supporting our campaign; we will keep paying down debt. Thank you!
4. **Cemetery improvements.** Two new things are coming to our cemetery this spring: an infant section monument and a committed gardening volunteer who will make the cemetery her focus, Renee Hosch. (Thank you, Renee!) Jeff Bauer has done a very good job of maintaining our cemetery, and several of our main campus gardeners have done beautiful work at the cemetery in recent years. We are delighted that Renee has agreed to lead on this effort. Please plan to visit our cemetery this summer and see the new monument and our beautiful gardens.
5. **Summer projects.** Our Director of Maintenance, Pat Hinnenkamp, will be working with the Administrative Services Commission to create a list of summer maintenance projects. Summer is typically the time we do several maintenance projects, such as painting, deeper cleaning, or identified repairs, replacements and improvements. These projects can affect schedules and may require using our capital reserves; therefore good planning and seeking proper approvals are important parts of the process.
6. **Spring Formation Day.** *Being Holy as God is Holy: Sabbath Time and Growing Holy in the Church.* Featuring: Fr. Michael Joncas, Dr. Christine Luna Munger and Dr. Michael Naughton. Thursday, May 9, 2019. St. Joseph of the Lakes, Lino Lakes, 9:30 a.m. – 3 p.m. All parish clergy, staff members, and parish and school leadership are invited! The parish is willing to sponsor the \$25 cost for parish leaders who want to attend. [Register online](#) if you wish to attend.

A blessed Lent to all of you!
And, when Easter arrives, I wish you the joy of knowing our resurrected Lord!

Thank you for your service to St. John the Baptist!

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