

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, September 17	Time:	7:55 pm
Chair:	Stephanie W.- Present	MAL:	Jill M- Absent
Vice Chair:	Josh W- Present	Secretary:	Teri S.- Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Tom- ASC	X	Maria- PGA	X	Pat- Worship	X
Father Shovelain	X	Melanie-D & M	X	Kathleen- POC	X	Gary H.	A
Father Magner	X	Melissa- PDC	X	Michelle- SAC	X	Marian B.	X
Guest(s) & Purpose:							

Agenda:

Dinner	5:30 pm – 6:00 pm
Prayer	6:05 pm – 6:45 pm
Commission Meetings	6:50 pm – 7:50 pm
PLC Meeting	7:55 pm – 8:45 pm

Call Meeting to Order – Stephanie

1. Opening Prayer – Fr. Shovelain
2. Opening Comments- Thanks to all PLC representatives for your time and service to the community. Reminder that all PLC Representatives need to be E3 certified. Contact Mark with questions.

Administrative Services Commission – Tom

- *LED Lighting project* submitted to Finance Commission-rebates discontinued next year
- *Handicapped seating in church-* Revised project plan in place. Plan includes removing middle section of pews in back row to allow for wheelchairs. Note- sightlines for the wheelchair bound are obstructed when parishioners in front of them stand during Mass. Plan also calls for removing pews from front pews opposite choir seating. Privacy panel will remain and chairs for family to sit next to wheelchair-bound parishioners. Concern that grade of ramp too steep for ADA. City building inspector verified that the ramp grade is in code.
- *Bathroom makeover project* is still on hold
- *Rectory Gutters* have been replaced. Project is complete.
- *School flagpole door stairs-* Project is complete.
- *Sculpture Garden Cement Work-* Project is complete.
- *New Business- Choir Area Revision-* ASC has requested more info on project costs.

Discipleship & Mission Commission – Melanie

- *Restructuring-New Commissions- Discipleship and Mission Commission and Parish Development Commission D& M* gained one member with restructuring. One person is discerning membership
- *In process- Staff Liaison Change from Jessica to Mary K*
- *Went through Constitution and Mission statement with updates and edits- will revisit next month.*
- *Commission needs 3 members. Chair TBD*

Finance Commission – Marian

- *Wi-Fi proposal-* Finance Commission reviewed a proposal from Mark Dittman and Michelle Barsness to update the Wi-Fi in the church and school. The Commission approved \$27,000 proposal to come out of capital reserves.
- *LED Lighting Proposal-* The commission also reviewed a proposal from Administrative Services to upgrade to LED Lighting across the campus. The Commission approved the \$90,000 proposal to obtain the \$26,000 Xcel Energy rebate. Payback in energy savings will be in 2.6 years.

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- *Computers*- The commission also approved \$5000 to purchase new computers to replace 5 pieces of old equipment.
- *Fiscal Year 2019* – We reviewed Fiscal year 2019 actuals. The parish ended up with a \$19,000 loss. Better than expected due to several factors.
- *Fiscal 2020 budget*- We briefly reviewed the 2020 budget and believe we can meet the desired increase in Sunday giving due to matching challenge.

Parish Development Commission – Melissa

- PDC is a new commission. The commission needs to review foundational documents to revise.
- First priority is Sunday Giving.
- OSMG – OSMG will be three weekends this year, October 26/27, November 2/4 and November 9/10, the commitment weekend will be November 9/10
- Legacy Society- letters sent to members who notified parish that St. John's was included in their will. It was well received and many have responded indicating where they would like their gift to be directed

Parish Groups and Activities Commission – Maria

- PGA needs 2 new members.
- Volunteers needed for FallFest and Turkey dinner. Recruitment for Turkey dinner volunteers will begin mid-October
- Cemetery Committee is in need of new members
- Commission Liaisons to groups under PGA umbrella to be reviewed

Parish Outreach Commission – Kathleen

- Previous Chair stepped down. Jane elected unanimously as new chair
- Need 3 new members
- St. Vincent de Paul will receive proceeds from 2 parish collections throughout the year
- Foreign Mission Issue- Only approved groups who have gone through the vetting process will be supported by the parish. This includes administrative support as well as requests for collections etc.

School Advisory Commission – Michelle

- SAC is short one member
- Synod member- will look into
- SAC plans to host hospitality Winter/ Spring
- Principal's goals were shared in Principal's bulletin last week
- Creating a program to address needs of high achievers
- Updated English/ LA Curriculum
- K-5 new math resources
- Staff Development focus: religion/ spiritual development and student assessment
- NET Team: middle school youth group, retreats meet twice a month with large group. Small group opportunities are also available.
- Wi-Fi needs to be updated. Finance commission received the proposal
- 92% retention from last year. Enrollment is 302 from preschool through grade 8; 20 + new families
- Marketing plan: CSCOE grant \$12,000 to be used for targeted mailing, billboard, Middle school information night, parent happy hour
- Looked at revising School Mission Statement

Worship Commission – Pat

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- Commission Chair- Pat, Vice- chair- Michael G, PLC Rep- Tentative
- Discussed remote tools to allow out of town members to participate
- 50 year anniversary- Icon of St. John the Baptist being written, funded from donation, to be mounted on the ambo side of the sanctuary near the 1st station of the cross.
- Construction updates: Choir area reconfiguration targeted to January would like to be done sooner. Volunteer labor and paid for by donations; Handicapped seating remove pews in rectangular section to left of the altar and from back pews.
- Working with the ASC-meeting with them to discuss projects that we are interested in
- Training sessions- Lector training, October 24- Dinner, presentation, training; Eucharistic ministry training, November 7 Dinner, presentation, training
Make up sessions November 16; Lector at 9am, Eucharistic Ministers at 10am
- Reviewed goals, added a couple
- Archives Committee expressed interest in items of historical value; discussion to find out what may be on hand

Parish Administrator's Report – Mark

Report attached.

Sunday Giving – see information in written report, matching gift available for increased Sunday Giving

Cemetery Committee is in need of 1-3 new members

PLC members need to be E3 compliant- See Mark with questions

FallFest!-Last meeting Thursday.

Looking for Part-time Administrative Assistant for Records/ Stewardship Support

Teri Shea has a new title, Office & Facilities Manager. Teri was thanked for her good work for the parish.

Pastor's Report- Fr. Paul

Thanks to all for your time and talent in supporting the parish through work on this commission.

We are working to invite in this year so we can GMT

Going to New Pastors Workshop the 1st week of October

Additional Comments / Discussion

Minutes need to be submitted to Bonnie for posting to the website.

We are reviewing structure please review your commission's governing documents

Recommendation for committee chairs to use Flocknote to distribute, review and approve minutes.

Closing Meeting - Stephanie

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, October 22, 2019

**Next Meeting Dates: October 22, November 19, December 10
January 21, February 18, March 24, April 21, May 19, June 9**