

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, October 22	<b>Time:</b>	7:45 pm
<b>Chair:</b>	Stephanie W.- Present	<b>MAL:</b>	Jill M.- Absent
<b>Vice Chair:</b>	Josh W.-Present	<b>Secretary:</b>	Teri S.-Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Tom B	X	Maria B	X	Barb G	X
Father Shovelain	X	Melanie D	X	Kathleen S	A	Gary H.	X
Father Magner	X	Melissa S	X	Michelle S	X	Marian B.	X
<b>Guest(s) &amp; Purpose:</b>		Peter W- Sub for POC rep; Pat R- Guest from Worship					

### Agenda:

<b>Dinner</b>	<b>5:30 pm – 6:00 pm</b>
<b>Prayer</b>	<b>6:05 pm – 6:30 pm</b>
<b>Commission Meetings</b>	<b>6:35 pm – 7:40 pm</b>
<b>PLC Meeting</b>	<b>7:45 pm – 8:45 pm</b>

### **Call Meeting to Order – Stephanie**

1. Opening Prayer – Fr. Shovelain

### **Discipleship & Mission Commission – Melanie**

D& M Commission discussed the “Invite In” document. Suggestion included:

- Invite to adoration chapel - communicate how it works, what to do... Personal invitation may be more effective than something in announcements.
- Talked about who the NET team invite in
- Share GMT success stories
- Make personal connections with those that may not necessarily be “in your dynamic”
- Invite people to what you personally volunteer for
- Networking
- Develop a short course on how to invite in
- Invitation Sub committee
- Be prepared to walk alongside those invited
- Easy place to invite into our community- Devoted, Watchmen

### Upcoming events

- All Saints Party- October 30
- Butter Braid Distribution- November 9-10
- Advent Retreat- November 17, 11:30am- 2pm
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### **Finance Commission – Gary**

Good Start to the year. Revenue is exceeding expenses at this time. To be successful need to have strong Sunday giving. Sunday giving for this year is currently trailing slightly behind last year. Commission is revising their constitution to comply with Archdiocesan guidelines for Finance Committees

### **Parish Development Commission – Melissa**

PDC discussed Sunday Giving. Looking for ways to encourage more electronic giving.

Legacy is planning a letter to follow up with people who have indicated that St. John’s is included in their estate plans. Initial letter sent in August.

Reviewing Constitution and By-Laws

Need one more member. They had one guest present who is discerning

They also gave Fr. Paul ideas for the homily when he preaches about Sunday Giving

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### **Parish Groups and Activities Commission – Maria**

PGAC has 2 open positions. Two Guest presents who are discerning.

Reviewed PGA members group assignments. Short discussion on roles of PGAC liaisons- What is our role to Parish Groups?

Discussions on openings, assignments and updating contacts. Will finalize assignments next month.

All Saints Party- Commissions to set up a table Wednesday, 10/30/2019

FallFest – reviewed results. Discussion on moving dates of FallFest to 3rd Weekend of September.

Goals-

- Establish attendance guidelines for PGAC members.
- Fill open positions
- Reach out to assigned groups
- Support new parochial administrator

Turkey Dinner needs pies (no pumpkin) and volunteers

### **Parish Outreach Commission – Peter**

3 New Prospective members visited

St. Vincent de Paul works with the Community Support Center- a New Brighton area 501c3 organization the offers long term support for people threatened with homelessness. CSC previously received support from St. John's through the Tithing Committee. POC is requesting that St. John's donate \$5000 to CSC.

### **School Advisory Commission – Michelle**

- Revamping conferences
- Teachers will begin training with new math resources
- New "Achieve" program for high-level learners will begin after IQ test is administered to 2<sup>nd</sup> graders
- Marathon earned \$38,000 goal is \$40,000
- Updating Mission Statement... flipping parish mission statement TEACH. MAKE. GO. Which fits the model of education more accurately
- 50% of our preschoolers go to school here. Up from past
- First Information night on Nov. 12 for interested families. Advertised in Shoreview Newspaper and on Facebook
- Give to the Max Day- coming up trying to help fund Wi-Fi upgrade.
- Looking for Fund a Need for Wines to Wishes ideas

### **Worship Commission –Barb**

Welcome to Barb, the worship commission PLC rep

Lighting project discussed- Lights and fixtures on order. Due in within the month. Project will have work done in the school during Christmas Break

Icon of St. John the Baptist is in progress- Should be completed and Installed around Advent

Training for Lectors and Eucharistic Ministers finalized.

Lector Training- October 24

Eucharistic Minister Training- November 7

Make up session for both- November 16

Prospective member attended meeting

Discussed "Invite In" document- Worship Commission invites in by providing Mass/ good liturgy/ holy days Lectors to be seated behind servers

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Gracepoint had a visitor card in pews that we are considering adapting for our parish to connect with visitors and guests

Need for a large outdoor lighted sign

Construction update for choir area- found a person to lead the project; project is funded, Hoping to do the work in January

Handicap seating plan is developed

### **Administrative Services Commission – Tom**

LED Project is underway. Lights and fixtures are on order. Project will begin install in about a month and will continue into Christmas break for school installations

Bathroom refresh project is on hold.

New Water bottle fillers for school; need to be installed

Handicapped seating project - Moving forward in phases. Phase one will be to remove a center pew section from each of the back center rows of pew. Gap will accommodate 4 wheelchairs

Phase two involves the area to left of the altar and will include removing pews and modifying/ installing chairs.

### **Parish Administrator's Report – Mark**

See report online

Matching funds for increased Sunday Giving available

All PLC Members must be E3 Compliant

FallFest a success; initial reports estimates over \$55,000

Two Capital Projects were green lighted LED Lights and Wi-Fi upgrade

Parish welcomed Jen Livermont to an Admin Assistant position. She will continue in her position as Sunday School Coordinator

### **Pastor's Report**

Fr. Paul visited Gracepoint. He is grateful for the diversity of our congregation.

He attended a New Pastors Workshop covered topics:

- Management
- Leadership
- Human Resources
- Vision
- Leadership Team

He is grateful to be in this spot together with the active parish leadership.

### **Closing Meeting - Stephanie**

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, November 19, 2019

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