

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, April 21, 2020	Time:	7:55 pm
Chair:	Stephanie W.- Present	MAL:	Jill M- Present
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 B	A	Maria	X	Barb	X
Father Shovelain	X	Melanie	X	Kathleen	X	Gary H.	X
Father Magner	A	Melissa	X	Michelle	X	Marian B.	X
Guest(s) & Purpose:		Larry J- Sub for ASC rep					

Agenda:

- 5:30 pm Blessing & Dinner**
- 6:00 pm Announcements**
- 6:05- 6:30pm Presentation: State of the Parish during the Pandemic- Fr. Paul**
- 6:35-7:50 pm Commission Meetings**
- 7:55-9:00 pm Pastoral Leadership Council Meeting**

Call Meeting to Order – Stephanie

1. Opening Prayer – Fr. Shovelain
2. Opening Comments

Discussion Question for commission rep reports: How is the parish community doing during this time?

Parish Outreach Commission – Kathleen

Kathleen will respond to Naomi re. having a priest from Liberia fly to SJB to say Mass and fund raise, saying this decision will be tabled for now because of the pandemic.

Many of us are completing our 3rd year on the POC. Jane H is asking us to prayerfully consider reconsider staying on the commission for another year because we're just beginning new assignments to the various outreaches. Tell Jane by 8/1 or 9/1 at the latest if we're open to coming back.

School Advisory Commission – Michelle

- Currently, 260 enrolled. Have not seen an impact from COVID-19 on enrollment for fall.
- Submitting a request to get some money from the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) to pay for educational expenses: Cleaning, apps purchased for computer.
- End of School date is up for change at the state level, regardless if we are still distance learning or not. SJB is waiting to hear from the diocese.
- SJB plans to poll 8th Grade Students and families to get a feel for how they want to handle graduation ceremony
- Also planning to poll families to see who may be interested in using J-Care or preschool once shelter in place is lifted even if we are still distance learning.
- May Crowning is going to take place as soon as we are able with students chosen to crown Mary only during a Wednesday Morning Live Stream Mass while their parents watch from St. Joseph Hall.
- The inaugural program for high achievers in 2nd Grade will begin this week via distance learning.
- School is planning to refund unused field trip money to families.
- Teach contracts should be ready by Mid-May... continue to budget for raises for teachers this upcoming year.
- Overall SJB teachers have had a very impressive transition to distance learning. Considering parents were asked to pick up materials on the second day back after spring break and classes started the next day. As compared to many other schools, that had 2 full weeks after their spring break ended before their distance learning began. Great job SJB Teachers!

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Worship Commission –Barb

Round table check in with commission to see how we are coping during COVID

Discussed presentation by Fr. Paul- Good Feedback.

Use of technology/ virtual services may be a blessing for our outreach

3 members are due to roll off the commission. Discussion on new members; for continuity with Jay's retirement may ask some members to return.

Interviews for Director of Worship to begin this week

Sound and Ceiling Fundraiser- Supposed to get a quote on April 7, quote postponed due to quarantine, three donors have been identified for this project.

Archdiocese synod activities suspended until 2021.

Icon of Blessed Virgin Mary in process. 6-8 weeks until completion.

Choir area- Finish work is needed. Kneelers to be installed. No target date for completion.

Administrative Services Commission – Larry

- For the spring cooling season, air handler filters have been changed.
- The chiller is scheduled to be started up next week.
- The in-floor heating system has work to be done before the heating system is shut down for the season or else it will be deferred to fall start up of heating season.
- First floor bathrooms refurbish is complete.

New Items

- Sump pump issue in the tunnel. Thinking that the piping is clogged with sediment
- Water heater failure. Originally had two water heaters, one failed two years ago. Second failed last week. Review bids for replacement. Commission recommends two water heater design with smaller units. Commission approved Pat to proceed with bids expected to be in the \$16,000-\$17,000 range.
- Discussion on chill tanks for church sanctuary. Do not get rid of them. They have value.

Discipleship & Mission Commission – Melanie

Priority during the pandemic is keeping people connected.

Miss you Ministry is a response to that priority.

Touched base on first Communion- Retreat in a bag went home with parents; virtual sacristy tour with Sacristan Stephanie;

Seminarian Ben Snyder did a virtual presentation for Family Formation.

Catechists sending out post cards to families.

RCIC Candidates moving forward with instruction by phone

Working on grade level Zoom meetings for formation

Pandemic may be a blessing in disguise for sacrament prep. Many families have not submitted Baptism certificates for first communion and confirmation.

RCIA Candidates had a hard couple of weeks at first with reception of sacraments delay. In process much growth and insight has come forth.

Miss You Ministry- has script with four questions asking how St. John's can be of assistance currently and inquiry on any prayer requests.

New Sunday Scripture feature on Facebook on Saturday Mornings at 9am with Jessica.

Devoted will meet virtually on Wednesday. Speaker will be on YouTube

Jen has been doing Sunday School presentations online.

Mikayla has been meeting with various your groups virtually. Middle school and high school groups weekly.

Also, NET Team Groups are continuing with virtual meetings.

All May Events have been postponed.

Extreme Faith Camp, Vacation Bible School, Totus Tuus status to be determined.

All parish retreat in February had about 140 people attend.

Youth 365 fundraiser projected income- \$7,000- \$9,000

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Finance Commission – Gary

1. Operating Results
 - a. Provided with operating results for the 1st 9 months of fiscal year earlier today.
 - b. After struggling to break even in recent years, at least thru March, this year looks great.
 - c. Revenue is ahead of budget and expenses are slightly below budget and we have a surplus of about \$210,000.
 - d. The narrative included with the report outlines some of the many expense reductions since the shutdown.
2. April Giving
 - a. April is teaching us just how amazing our parishioners are.
 - b. The cancellation of masses means no Sunday collections and we expected a corresponding drop in Sunday giving revenue. Instead through the 1st 3 weekends, giving is running ahead of both last year and budget.
 - c. We've had several what appear to be non-recurring gifts, so we keep expecting to see giving drop off. So far, it has not happened.
3. PPP Loan
 - a. St John's did apply for and receive a Paycheck Protection Program loan under the recently passed CARES Act.
 - b. Subject to certain conditions, the loan is forgivable to the extent the proceeds are used for salaries, benefits and certain other costs during the 8 weeks after receiving the funds.
 - c. That means, at least for the next 8 weeks, we can avoid having to make any significant program cuts.
4. Projection - We are closely monitoring financial situation and running projections for the next 3 months to show the what-if impact of significant declines in Sunday giving.
5. Budget
 - a. With the COVID crisis, the budget process for next year has had to be put on hold.
 - b. It's also difficult to budget when we don't know how long the shutdown will last and what church might look like once it ends.
 - c. Constitution & By-Laws
 - d. Finally, we reviewed a new constitution and by-laws.
 - e. Current version does not completely match up with archdiocesan requirements.
 - f. Expect approval at our May meeting.

Parish Development Commission – Melissa

- 1) Parish Financial Update- Discussed the following items:
 - a) 9-month Financial Report from Mark Dittman
 - i) Important to show where we are
 - b) 2019-2020 Operating Income Projection from Gary Horn
 - i) Important to show where we are going, even with a lot of unknowns
 - c) SBA loan and appropriate uses of the funds- how can/should the funds be used
 - d) Transparency is important with items a and b along with an Executive Summary to explain the state of the parish.
 - e) Can ask parishioners specific areas where they can help. Example- tuition assistance, prayers, etc.
- 2) Matching Fund by employer's project update
 - a) Have a list of all employers/foundations who provide matching funds to the school.
 - b) Discussed how to make parishioners aware if their employer matches
 - c) Discussed how and when to promote it to parishioners - bulletin, website, etc.
 - d) Draft a proposal by the end of the month for the commission to review.

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- 3) Brief discussion to Increase giving
 - a) Contact alumni

Parish Groups and Activities Commission – Maria

Round Table review of how commission members are doing in this time of pandemic

Discussion on the many virtual liturgies, prayer services, Masses that are being streamed. They are great!

Reaching out to various groups to see where they are at this time.

Contacting Gardeners and cemetery to see if they have need for group activity to get in shape for spring.

Parish Golf Tournament to be scheduled for June 13 or 20

FallFest Committee has not met as a group

Overview of Miss You Ministry

Parish Administrator's Report – Mark

Financial report narrative will be revised with input from PDC and Father Paul before publication in bulletin.

Interviews for the Director of Worship position to begin this week and continue next week.

Pastor's Report

Thanks for attending.

This difficult time is stretching us as we continue to live out our core values.

Parishioners continue to invest in the parish. Our donations continue to meet the budget.

Our reliance on prayer is exemplified through the increase in traffic on our website and Facebook page for our virtual liturgies and prayer services.

Our willingness to grow is demonstrated by our increase in knowledge about technology to be able to meet like this through Zoom.

Additional Comments / Discussion

Closing Meeting - Stephanie

1. Closing Comments
2. Closing Prayer – Fr. Paul
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, May 19, 2020

Next Meeting Dates: May 19, June 9