

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, May 19, 2020	<b>Time:</b>	7:55 pm
<b>Chair:</b>	Stephanie W.- present	<b>MAL:</b>	Jill M- present
<b>Vice Chair:</b>	Josh W- present	<b>Secretary:</b>	Teri -present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Tom B	A	Maria	X	Barb	A
Father Shovelain	X	Melanie	X	Kathleen	X	Gary H.	X
Father Magner	X	Melissa	X	Michelle	X	Marian B.	X
<b>Guest(s) &amp; Purpose:</b>		Larry- sub for ASC; Pat - sub for Worship Committee					

### Agenda:

**6:00 – 6:25 pm Father Paul – Prayer, Announcements & PLC Team Survival Moments**

**6:30 – 7:45 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 can we minister to any and all who are not blessed to be connected to their preCovid routine ie. Mass, volunteering, ministries, access etc.**

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

Guest: Jill

There will be staffing changes for next year to be announced.in

Working on the COVID preparedness plan for return to school

Teachers brainstorming ways to add closure to the end of the year.

Staff from May 29through the first week of June working on accreditation

Summer J-Care is being offered will look different.

Survey sent to parents on distance learning. 130 responses

Retention rate for next fall- 96.7% as of now

Virtual tour ...coming soon; awaiting final approval.

Suggestions on volunteering:

Intentional reaching out

Targeted Mailing

Develop parish small groups to create mini- network

Share virtual opportunities for those uncomfortable about coming on campus eg. Bishop Barron's Daily Mass

#### **Worship Commission –Pat**

Membership - three commission members terms ending, have served two terms. It may be a challenge to get new members with the pandemic limiting personal contact and the transition to a new Director of Worship. We are considering asking members to stay on the commission for a limited time to help with the transition.

Coronavirus impact - Innovations: weekend Masses streaming on YouTube and Facebook, broadcast on CTV North Suburbs cable channels (CTVnorthsuburbs.org); Sunday parking lot services, daily prayer services (Novenas, Litany in Time of Need) on Facebook; Encounter Jesus in the Sunday Gospel on Zoom; Holy Communion by appointment and Confessions using safety protocols. Some of these will continue even though the Church has been opened for Mass.

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Director of Worship - Lee Trembl was made a job offer, which he has since accepted. Start date June 15, last date I was given.

Sound system and ceiling - Bid was received the morning of the meeting from AVE (Audio Video Electronics) for \$180,000 to remove the old system and install a new one. AVE has done other systems in the area: for example, Saint Mary of the Lake, White Bear Lake; Saint Michael, Saint Michael. Donor gifts are available to do this. This price is for the sound system only, not the ceiling work.

Choir area - kneelers are to be installed, slowed down because of pandemic. Handrail is on list to add, again pandemic affecting that work

Kneelers in pews - some work is being done on the kneelers in the pews in the nave, raising and lowering with less noise

How can we minister to any and all who are not blessed to be connected to their preCovid routine, that is, Mass, volunteering, ministries, access, etc

- Find out what people want instead of telling them what we think they need

Methods to get this information:

Father Paul email

Website

Announcements

Flocknotes

- Letter to everyone - need their ideas. Send a letter to cover those who don't have internet or smartphones

- Survey through social media or letter

Poll for persons

Add fun questions to keep persons engaged in the survey

Also ask how they are doing? What can we do for you?

### **Administrative Services Commission – Larry**

*Old Business:* LED Lighting project 98% done. Waiting on light fixtures for the Lower Level of the Parish center. They are on order.

Water heaters have been replaced.

Gutters on chapel have been installed. Need to run electrical to them for heat strips

Sump pump- line was plugged. New piping in process of being installed. Some demo was provided by maintenance staff. That labor created substantial savings to the cost of replacement.

*New Business:* Kneelers- Plan to repair, refurbish. Ongoing repair by section of church.

Reviewing products for disinfection for church. Most products are water based and may damage finish of pews.

Rectory Air Conditioning- A/C on west side of rectory is out. Coolant has had a leak for several years, and now condenser is out. Unit is 20 years old. One of 3 units for rectory. ASC recommended replacing and getting bids for other units since all are the same age. The units are R 22 which are obsolete. Many HVAC vendors have sales on units in the month of May. Check out now before the heat hits in July.

ASC discussion on volunteer ministry leans to the practical ways we can make the campus inviting. If the parking lot services continue into the fall, Additional lighting in the west lot would enhance the environment.

Preparedness plan for campus brought up concern about air flow for the parish center/ church. Is it adequate or do we need to increase? ASC assures PLC that there is more than adequate air exchange.

Request to add confessional fans to the punch list for Pat.

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### Discipleship & Mission Commission – Melanie

- Topics for Discussion
  - a. Time to discuss if needed per Fr. Paul's opening remarks  
**How can we minister to any and all who are not blessed to be connected to their pre-COVID routine, i.e. Mass, volunteering, ministries, access, etc.**

### Masses

1. Bring communion, scripture, prayer, music/choir to neighborhoods, patios, decks, etc. with social distancing
2. Special masses for high risk parishioners in very small numbers, keep some online options available permanently
3. Get the word out about online options, mass communications via calls, post card mailings, non-electronic methods to get the word out to all who need this information
4. Mail the bulletins to extra 100+ people to keep updated and feel connected
5. Follow routines, keep doing offered options at same times for a specified # of weeks to be consistent, vote on change(s) clear communication is a must

### Volunteers

6. New ways to volunteer include food shelf, using masks & gloves, set bags on tables with 8-10 ft distance, clear marks on floors for waiting distances, clean table in between
7. Create a list of new volunteer options, publish on web/emails/bulletin/social media/etc. need more coordination, need a point person to lead volunteers and to answer questions/create schedules/start and finish of vol opportunities/implement vol. sign in & out of building for volunteering for record purposes -great electronic examples of managing this process were discussed such as using i-pad – contact Chair, Jim Gaser for examples
8. Create packets for volunteers to complete at home such as post card cutting, mailing, stamping, bulletin mailing, projects etc. so we can have more volunteers from home, but they feel connected and can be contributing members of church

### Ministry/Access

9. "Honorary Alter Servers, Lectors, Choir, Guests" invite limited number of honorary guests to mass in specified sections to enhance mass. Have a schedule, coordinate dates for "Honorary Persons" maybe publish them in bulletin, help parishioner feel connected and safe
10. Keep doing online masses, special masses, events permanently for home bound, sick, compromised parishioner
11. Open cautiously, prudent, and aggressive in safe manner
12. Send out a survey (survey monkey), short four questions, to parishioners to gage their level of concern returning to church
13. CONCERNS discussed:
  - a. Surfaces need to be sanitized
  - b. People are too close together, examples communion sign-ups it happened, people in lines encroach on others much less than 6 ft.
  - c. Masks are not worn properly, faces get hot, masks get pulled around or pulled down, people touch their faces more with masks on, gaps on sides
  - d. Worry about Covid carriers, they don't know they have it, what methods will be in place? How bad would it be if someone caught Covid from SJB?
  - e. Need the highest level of safety, cleaning and accountability demonstrated
  - f. Who will be at masses for tracking numbers, masks, cleaning, supplies are available? Example: cleaning supplies were out/unavailable for scheduled adoration attendees for over 3 weeks....some stopped going, some used paper towels and water to try and clean, discussed discouraging and how will this be

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prevented going forward being the building was closed and people were sheltering in place at the time? Another example: some elderly parishioners came to attend church during the >10 people at mass timeframe-wipes were used to clean the pew prior to elderly sitting down – the wipes were extremely filthy! -concerned how will pews be cleaned given the church had only limited people or was closed during this time?

- g. Cleaning, cleaning, cleaning concerns especially between masses
  - h. This is a massive undertaking to do this well and safe – it's overwhelming and a huge responsibility
  - i. Bring the church out to neighborhoods/flocks, have massive signs for St. John the Baptist Church with "positive words" put in parishioner's yards. An organic way for neighbors to easily and openly see which parishioners are in their neighborhood and reach out to each other. Look after each other, check in on each other, have neighborhood zoom meetings, collaborative discipleship
- b. Regular Evening Overview –
- i. Update from previous month's PLC – Melanie
  - ii. Live Report – Mary Kohlhaas –
    - Family formation zoom meetings by grades, small numbers attended from 3-5 attended each, was nice to see the faces
  - iii. Written Report from ministries under DMC – no report this month
- c. New Business –
- i. Calendar of Events past and upcoming – ways to volunteer and get involved: *Any Volunteers needed from DMC others?* None
    - Review:
      - a. RCIA
      - b. Confirmation
      - c. First Communion – ~~May 2-3~~ wait and see
      - d. Online Liturgies, talks, prayers
      - e. Confirmation – ~~May 12???~~ Wait and see
      - f. Sunday School ends – April 25
      - g. Family Formation ends – May 6
      - h. Volunteer Appreciation – Done on our own
    - Upcoming:
      - a. Totus Tuus -Teens – ~~June 14-18~~ Possibly July 26-30
      - b. Totus Tuus Gr. 1-6 – ~~June 15-19~~ Possibly July 27-31
      - c. VBS – ~~June 16-18~~ Possibly July 28-30 TBD
      - d. Extreme Faith Camp – ~~June 22-26~~ TBD
- d. Old Business – Not discussed
- e. Other – Send additional call lists to Jean K and Neil. Jessica will let Rita A. know to send lists to them.

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At this point in the year, Sunday giving is above last year's level and above budget. The parishioners have been very generous and we will be profitable for the year ended June 30. The commission also discussed the Paycheck Protection Program loan. We also reviewed the tentative budget for the next fiscal year, as well as current capital projects. We approved a commission constitution and bylaws.

### Parish Development Commission – Melissa

Ideas of How to Minister:

- We miss you calls- if you aren't comfortable with cold calling people, instead call people you miss seeing in your everyday life
- Have a way for parishioners to opt-in if they would like a phone call
- Do virtual get togethers with friends and family
- Smile and greet people you see in person
- Say a rosary or prayers while on a walk
- Other Ideas:

#### MAKE/TEACH:

1. **PRAY:** When engaging another person on the phone, on your walk, the barista at the coffee shop, don't just say "I'll pray for you" instead say "I'll pray for your father that he be blessed with a speedy recovery"; or "I'll pray that this beautiful sunny day lifts your spirit".
2. **Be Intentional:** Encourage, and be a witness to, others to replace some old habits (T.V., gaming, shopping, social media, etc.) to grow deeper in their spiritual life through books, on-line learning, daily practice of prayer. Many good Catholic outlets are offering free and/or reduced pricing:
  - Ascension Press: Catholics are growing closer to Jesus Christ and learning about his life like never before with Ascension's new study on the entirety of Jesus' life, [\*Jesus: The Way, the Truth, and the Life!\*](#) Presented by [Dr. Marcellino D'Ambrosio, Jeff Cavins, and Dr. Edward Sri](#), this study program was filmed in the Holy Land so Catholics can see and experience where Jesus lived, walked, and where his most significant moments took place. See what all the hype is about by [watching the first session](#) completely free!
  - Bishop Barron Word on Fire: new "Sacraments" program – significantly reduced price.
  - Christian Art [info@christian.art](mailto:info@christian.art)
  - Thomas Winninger: [thomas@winner.com](mailto:thomas@winner.com)

#### MAKE/TEACH/GROW:

- Siena Institute – Forming Intentional Disciples (books and resources)
- Bishop Barron Word on Fire: Offerings via Flocknote; new "Sacraments" program – significantly reduced price.
- Parish Catalyst – "Reopening the Parish: A National Conversation".

2. Decided not to launch any initiatives, but instead plan to launch and execute once we return to time of normalcy. We are doing this because we did not want to divert from Fr. Paul's mission or message of keeping the SJB family connection, maintaining SJB family Spiritual Health and meeting needs of the SJB family. We feel any launch of initiatives, which ask for donations or deal with money, could be perceived as inappropriate.

3. Electronic Giving - developed a list of barriers on why parishioners do not donate electronically and how to overcome. Will work with Maureen Owusu, parish bookkeeper, on this item and develop a plan to implement when appropriate. Jennifer Livermont shared feedback from Maureen on a few items.

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4. Employer Matching Donation- Not a lot of progression since last month but will progress through summer. Goal is end of August to have a plan established. Two planned channels to promote - those who donate to the school and who donates to the parish and inform them about the employer matching.

5. List of pending initiatives on indefinite hold

a. Legacy Launch/Brochure

b. Gift Acknowledgement Process

c. Parish Soft - can it process/provide info we need for initiatives going forward

d. Status of Development Associate Position

### Parish Groups and Activities Commission – Maria

Guest: Josh

- **FallFest**

- A few avenues are being explored, including a one day gig, carry out booyah, focus on a silent auction, a virtual FallFest, and cancelling altogether.

- There is a soft deadline of July 1 to try and make a decisions by. Some parishes have already cancelled and some are planning to have their events as usual.

- Overall our commission felt that it would be great to do something and that the outcome will probably fall somewhere in the middle for us to keep the tradition while protecting the vulnerable.

- **“We Miss You” Ministry-** Rita spoke about how wonderful it has been for her to make these phone calls- very rewarding. Overall, she said that quite a few people are willing to talk for a long time- she has helped some individuals access Mass, welcomed some back to Mass, and felt very connected to those she is calling even though she doesn't know them.

- **Ideas to reach others:**

- Mailing bulletins to those who want one or cannot access the internet- meaningful to get a hard copy of Father Paul's sermon.

- Care packages to those who are older and more vulnerable

- Sending paper instructions on how to access the internet/Youtube

- How can we cater specifically to those who likely will not be able to come back to Mass or should not when the rest of us do?

### Parish Outreach Commission – Kathleen

Church is open between 2-6 PM daily & Bonnie is putting together bags of food. The food shelf is closed. The government stimulus package is helping people for now.

Suggestions for how we can reach parishioners during the pandemic:

1. If anyone needs help, call the parish, then the parish will call St. Vincent de Paul.

2. Jeanne suggested writing 5 cards to anonymous people at the New Brighton Care Center. Jeanne will talk to Fr. Paul about it.

3. Peter said a lot of parishioners have no computer access, so suggested Fr.'s letters & weekly bulletin should be mailed to them.

4. If we're calling parishioners, make sure we write down whether they have internet access and let Bonnie know if they don't.

Coming back in the fall: all but Kathleen & Margaret.

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

Task Force has been created for preparedness for return for employees and Public Masses.

Working on PPP requirements. It is a bureaucratic chore

FallFest- A decision on what that will look like will be made by July 1

### **Pastor's Report**

Thank you to all for your continued support

Mayor of New Brighton has stated that New Brighton has the 2<sup>nd</sup> highest rate per capita of COVID in Ramsey County. This largely because of the high number of health care facilities in the city

We have a summer intern. Deacon James Bernard is a Transitional Deacon from the St. Paul Seminary.

He plans to be ordained next May.

### **Additional Comments / Discussion**

### **Closing Meeting - Stephanie**

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, March 24, 2020

**Next Meeting Dates: March 24, April 21, May 19, June 9**