

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, June 9, 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	X	Melissa	X	Michelle	X	Marian B.	X
Guest(s) & Purpose:		Larry J- Sub for ASC Rep					

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

School Advisory Commission – Michelle

Middle School Changes: Getting rid of home room. Grade 6-8 advisory time instead

Instituting a Communications Class: Soft Communication Skills e.g. look people in the eye, introduce people effectively

Discussed moving the start day of the school year up

241- K-8 enrolled. 9 still pending.

Discussed Distance Learning Policy

Worship Commission –Barb

1. The choir area reconfiguration remodel/ rework has been completed; some finishing work to be done and also the kneelers are installed and lastly the hand railings.
2. We did a round table about the Coronavirus's impact on our lives, with regard to our faith, personal and professional lives. We discussed briefly the impact of Church online, daily prayer services, etc. and how it helped us feel close to God and each other. also, the many ways in trying to be safe, with Holy Communion by appointment and Confessions using safety protocols.
3. Went over the term limits as to how many of us leaving which there are four. It was asked if some of these folks would be willing to stay on for few months, to help with the transition from Jay to Lee T.
4. The new director of worship is Lee Treml and he and Father Manger will be working together on the Art and Environment and liturgy aspects of Lee's role.
5. Sound System and ceiling status, nothing new to report and on hold briefly.
6. Worship commission Endowment, nothing to report, development plan on hold.
7. Safety in Church and Campus: this was brought up again, due to all the unrest and what is happening, this had been discussed at past meetings, we will renew our focus when we convene again in the fall, to look at this issues, much more closely and work on solutions/ ideas, possibly with other commissions.
8. Icon of Mary will be installed end of June or first part of July 2020.
9. New Commission members recruiting: all commission members should be thinking of way to be recruiting new members and speaking to them personally and inviting them to consider joining us.

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Administrative Services Commission – Larry J

Old Business

- a. LED Lighting Project – is complete
- b. Gutters over canopy near Chapel is complete.
- c. Sump pump in tunnel project – is complete.
- d. The air conditioner in the Rectory that services Fr. Paul's suite was not working again this year. Vendor came out and service the unit by adding two pounds of freon to the unit and raised the coil temp from 26 to 40 degrees. The unit is currently working fine. Getting bids on replacing the outdated system.

New Business

- e. Kneeler project is currently put on hold. Could this project be an Eagle Scout project?
- f. The virucide that is used to clean and disinfect the pews is working fine.
- g. The large planters by door 16 are deteriorating from the inside out and need to be taken care of this summer. Vendor gave a bid to rebuild them at \$14,000-27,000. Looking at other options
- h. Need to replace the large rug at door 1.
- i. Need to look at updating the sidewalk by the flagpole. The steps and sidewalk are deteriorating and need to be fixed.

Discipleship & Mission Commission – Melanie

People are more positive and appreciate Fr. Paul's leadership in this difficult time.

Discussed reaching out to community in isolation. Possibility of having parish neighborhood groups to build community. Block Party to get to know other parishioners? Have yards signs?

D&M Commission is continuing to meet through out the summer.

Planning to keep technology as part of the plan. Sunday School Books were delivered to home

VBS/ Totous Tuus are cancelled for this summer. Looking at incorporating ideas into SOS.

Fist communions/ Confirmation have been rescheduled. First communions are happening this weekend and Confirmation on June 25

Three RCIA Masses have been completed.

Mission Trip has been cancelled.

Extreme Faith Camp is being planned as a day camp.

Membership- No one is leaving the commission. Two positions have been vacant this year. Still looking for candidates to fill those positions.

Finance Commission – Gary

1. PPP Loan

- a. As previously reported, SJB received one of the Paycheck Protection Program loans from the SBA. Subject to certain conditions, the loan is forgivable to the extent it's used for payroll and certain other expenses.
- b. Congress just changed the rules on how the forgiveness process works, and it appears to be a change for the better. We have a longer period of time to use the funds and some of the conditions were loosened.
- c. Monitoring the loan and maximizing the forgivable portion is a major area of focus.

2. Operating Results

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- a. Michelle and Maureen did a great job getting us preliminary May operating results despite the early meeting date.
 - b. May Sunday giving was down a little over 15% from last May. Expenses were also down and results for the month weren't bad.
 - c. Our fiscal year ends next month. With the favorable results earlier in the year, we do expect to finish in the black.
 - d. We continue to monitor Sunday giving trends weekly and to update near-term projections so we can react to any negative trends.
3. Budget
- a. We typically would have approved a budget for the next fiscal year at last month's meeting.
 - b. Unfortunately, with the COVID crisis, we've had trouble getting to a balanced budget so that's still a work in progress.
 - c. We will continue that effort over the summer.
4. Membership
- a. Finance needs 1 new member for next year. We do have a potential candidate.

Parish Development Commission – Melissa

- Reviewed draft plan of electronic giving (how to advertise and implement) with comments and questions from members. Have items to follow up on. Plan to work on over the summer and implement the plan when appropriate.
- School is working on pulling the parent's employers to target for employer matching funds.
- Reviewed the proposed position description of new PDC members. Fran, the chair, will obtain the screening process of new members from Teri.
- PDC members status
 - 3 positions open for 2020/21 year
 - Fran returning as Chair for 2020/21
 - New 2020/21 PDC rep to the PLC team TBD

Parish Groups and Activities Commission – Maria

Goals:

1. **Fill vacant positions**- we had one vacant position throughout the year. With Glenda and Jim (who is hoping to move to a different commission) leaving us, we will have THREE vacant positions in the Fall. Everyone will prayerfully discern who might be another great fit for the group. Steve mentioned possibly having a table after hospitality or Mass to flag people down and see if they are interested. No official recruits yet. Rita mentioned the possibility of a ministry fair to try and introduce what the parish has to offer. The idea of a ministry fair was well received.
2. **Establish attendance/participation guidelines**- we had pretty good participation throughout the year, but with past years attendance had bit a bit sparse. Spring was a bit tougher with the wackiness of the world.

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3. **Reach out to assigned groups-** did well with this. We will establish and update the list again when groups are meeting again over the coming months.
4. **Support new administrator and vicar-**
5. **Support new ministries assigned 2019-2020-** no new ministries that we know about.

Improvements for 2019-2020:

1. **Hospitality-** we had wanted to improve our participation in helping with hospitality at Masses. Overall, our group was very generous and offered to do hospitality multiple times, and helped when Steve needed us.
2. **Increase involvement with SJB Connect Groups-** these groups dissolved. Jessica came to speak with us and it was determined that there wasn't necessarily interest or leadership to keep these groups running.

Ideas and Goals for 2020-2021:

1. Continue to answer and reflect on Father Paul's questions and the core value reflections in our commission meeting. We like these!!! (Steve)
2. In the coming months as things open up, we hope to have more ideas about what is needed, where we can help, and what our Church will look like. (Rita)
3. New visitors to the church (NET members, visiting deacons, new staff members, etc.)- extend an invitation to them to join us for our meeting. We can help welcome them, get a feel for their mission, how we can help, what they need for us, and to familiarize us with their goals. (great idea Tom!)
4. Continue to invite members of our parish groups to join our meetings for a bit so we can support them, find out how we can help, get an idea of what they are working on, etc. (Steve)
5. Church neighborhoods- social and emotional groups to take care of those in your neighborhoods. They can be very active or not as active. Basically just knowing your neighbors, what they're going through, and being social. Smaller groups, social outings, dropping off meals for those who need some extra support. This helps break a BIG parish down into small bits to get to know for new parishioners. Possibly Parish outreach? (Jill)

Parish Outreach Commission – Kathleen

19-20 goals: To develop the donation vetting process, to update our ministry list & its data, to engage in the budgeting & planning of the funding of our parish outreach program.

Accomplishments for 2019-'20: We discerned that all funds that come in under the SJB Parish Outreach envelopes should be less tightly designated. The food shelf is overfunded. (Jerry Elfort used gift cards to purchase SJB food shelf items, using the prior fiscal year's excess funds.) We recommended giving \$5K to the Community Support Center, which was done. Fr. Paul told Jane that the POC should have some say in where the Pastoral Outlook envelope money goes. We can't do that if it comes in saying "Food Shelf." We decided who was going to be the liaison for each ministry in the parish. This reaching out got interrupted by the Covid virus.

2020-21 goals & accomplishments:

1. Clarify whether all ministries on our ministry matrix need to be vetted, such as Sharing & Caring Hands, CSC, Catholic Charities.

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2. Talk to Mark Dittman & determine how much influence we can wield in the Pastoral Outlook envelope funds distribution. Possibly consider donating to agencies that got vandalized this spring.
3. Update the Ministry Matrix, deciding who the POC liaison will be for each of them. Invite them to present a petition to us for their needs. Have a regular article highlighting the various ministries.

Recruitment for next year: Margaret Nelson & Kathleen Sweeney are rolling off the POC. Margaret recommended adding people from the various ministries in the parish, especially those on ministries with financial needs, e.g., Branch 3, Sharing & Caring Hands, Community Support Center. Each of us will try to recruit at least one person this summer to & give them the form to fill out. Jane Heinks would like to be replaced as our leader for next year but will continue on the committee.

Parish Administrator's Report – Mark

FallFest-Chair couples have met with staff to discuss different options on how to proceed with FallFest during COVID. Decision on how to proceed will be made by July 1. Options include holding the Raffle and Booya and/or Virtual Silent Auction.

New Mass Protocols required more active Ushering and Seating to promote Social distancing. Mark has been involved in weekend liturgies in this capacity and found it to be a blessing to see so many of our parishioners. Task Force Preparedness Plan is underway. The plan is near completion and may be published this week. Visitor Plan is also underway.

PLC Chair Comments - Stephanie

Please send Notes for minutes and list of accomplishments to Teri by Friday. Goals for next year to be sent by August 1, 2020 to josh.willmert@comcast.net

Pastor's Report

Thanks to Stephanie for her leadership over the past year. Thanks to Josh and Jill for their leadership in organization and knowledge in planning these meetings. Thanks to staff of their continued dedication to the parish. Two virtues that are being honed during this unusual time are patience and flexibility. Thanks for all your patience and flexibility this year.

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

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