

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, September 15	<b>Time:</b>	8:05 pm
<b>Chair:</b>	Josh W	<b>MAL:</b>	Jim G
<b>Vice Chair:</b>	Jill M	<b>Secretary:</b>	Teri S.

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman		ASC Rep- TBD		PGA Rep- Maria		Worship -James	
Father Shovelain		D & M- Melanie		POC Rep- Heidi		Gary H.	
Father Magner		PDC Rep- Melissa		SAC- Michelle		Marian B.	
<b>Guest(s) &amp; Purpose:</b>							

### Agenda:

- 6:00 – 6:40 pm Josh Willmert-Father Paul- Mark Dittman  
Welcome, Vision for Commission, Commission Orientation/Structure, Prayer, Announcements
- 6:45 – 8:00 pm Commission Meetings
- 8:05 – 9:00 pm Pastoral Leadership Council Meeting\*

### **Call Meeting to Order – Josh**

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

### **Administrative Services Commission –Fr. Paul**

#### Old Business

1. Need to look at additional lighting in west parking lot.
2. Fix ventilation in confessionals by installing new fan motors.
3. Looking at new protocol for cleaning the Church.
4. Kneeler Project:  
Boy Scout Eagle project is in the final stages of approval to clean up all the hardware on the kneelers. This will tighten the kneelers up and create a quiet lowering of the kneeler instead of the bangs we hear now.

#### New Business

5. Convent:
  - a. Need new wall in basement to create a Chapel for the Sisters.
  - b. Insulation in attic. Currently we have 3 inches, need 14-18 inches. (contact Cary for help with installers)
  - c. New service door in garage (Contact Cary for installer)
  - d. Need to plug holes in foundation.
  - e. Need to fix stucco and window trim. (Contact Don Neeck for help)

#### Work Completed

1. Fixed the sidewalk by Flagpole.
2. Filled the playground with 90 yards of mulch.
3. Fixed the window above the baptismal font. Not a permanent fix.
4. New rug by door 1.
5. Fixed the water problem in the elevator pits.
6. Boilers are ready to go.
7. New air conditioners on the top floor in the Rectory.

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

One new member confirmed. One potential member discerning.  
Jen Livermont is new staff Liaison for this commission. Melanie is new chair  
Opened with discussion on Fr. Paul's opening remarks.  
Jen and Jessica to review goals for next meeting.  
Reviewed Policies and procedures for reopening Youth and Children Programming  
Goal is to meet on-site currently- programming is a mix of onsite and remote meetings  
Family formation is now two sessions to split the group to allow for social distancing  
Blessing of the Catechists and families- this weekend  
Kick off for Fall Programming and welcome to NET Team Bonfire and rosary- This Saturday at 7pm  
Middle school and High school programming to begin next week.  
Planning underway for a simplified All Saints Party  
Meal Train for NET Team meals looking for contributors.

### **Finance Commission – Gary**

1. FY 2019-20
  - a. Operating results for the fiscal year ended June 30<sup>th</sup> came in comfortably in the black.
  - b. Revenue exceeded expenses by \$153,000 driven primarily by a 7.7% increase in Sunday giving for the year despite the COVID restrictions during the last 4 months.
  - c. Expenses were also down due to reduced ministries during COVID.
  - d. The \$153,000 operating profit was allocated to capital and used to cover a majority of the convent purchase in July.
2. Budget
  - a. After a number of revisions we finalized a budget for the current fiscal year.
  - b. Getting the budget to balance was made far easier by the significant jump in school enrollment.
3. July & August Results
  - a. We're off to a good start in the current fiscal year.
  - b. Through the 1<sup>st</sup> 2 months, Sunday giving is comfortably ahead of both last year and budget and overall operating results are favorable.
  - c. It is very early yet. We depend on large increases in giving in November and especially December. Whether or not that will happen during the COVID crisis is to be determined.
4. Membership – Finance needs 1 member, preferably a school parent to assist with school finances.

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

1. We need additional PDC members as we have 5 of 9 members. Discussed how to recruit new members and the process for them to join.
2. PDC Performance Goals for this year:
  - i. Increase Electronic Giving
  - ii. Refine the Benefactor Thank You Process
    - iii. Legacy Giving Process
    - iv. Matching Gifts (may be on hold)
3. Maureen gave an update on converting parishioners from Vanco to ParishSoft. Right now, there are 119 parishioners who need to convert. The plan is to send an email early next week and follow up with a phone call with no responses by the end of the week.

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4. Scaled back Sunday Giving Campaign this year
  - a. No targeted campaign like in years past
  - b. Focus on being thankful to the parishioners and appreciative to those who can give in this difficult time.
5. Ralph Arnott's passing over the summer

### **Parish Groups and Activities Commission – Maria** (Commission is two members short.)

*Goals:* 8 Goals for the year. We started to fill in the start date, expected end date, and member assignments for this year in the Google Document.

1. Recruitment (two spots open)- *ongoing*
2. Contact List Review- *next month*
3. Liaison Assignments (assign groups with current & new members)- *revisit next month*
4. Activating Groups (how can we help groups get back on their feet?) -*ongoing*
5. Hospitality – we will miss Steven ) : *-up in the air*
6. Invite Lee & New Deacon & Member of New NET team – *Rita to ask*
7. Invite Group Members (to get to know them & ask how we can support them) - *ongoing*
8. Neighborhood Concept (how can we reach parishioners outside of church?) -*ongoing*  
-Yard Signs- great way to identify other families associated with SJB

*Golf Tournament:* Registrations coming in. Over 14 teams registered so far (has been 7 every other year). Trying to make enough money to set up cameras, etc. Net team will be helping.

*Fall Fest: Overview at beginning of meeting tonight*

-Booya – Marianne has recruited NET team and Steve to help with pick-up.

*Staff Liaison Assignments:* Empty spots from members who have left: gardeners (Steve), plant care (Steve), librarian (Tom), Watchman (Tim), photographers and quilters (Laura), Senior Spirits & SJB Connect (no longer alive)

*Members should reach out to their groups*

### **Parish Outreach Commission – Heidi**

- a. Reviewed and updated goals from last year
  - i. Update ministry matrix and POC liaison for each by November 2020
  - ii. Understand budgeting process and process for envelopes by June 2021
  - iii. Ministry marketing – How to highlight the ministries – Examples include: Regular item in bulletin (“ministry miracle makers”), speaker at mass, ministry month, tables after mass, parishioner interviews, etc. by January 2021
  - iv. Finalize vetting process for new ministries
- b. Reviewed the role of the POC liaison – commission member contacts representative from ministry to provide support and ask what the ministry needs from the commission; bring information back to the commission to discuss and determine what kind of support the commission can provide.
- c. Discussed the Ministry Matrix and updated the list

### **II. Items to do before the next meeting**

- a. Peter will update and send out the ministry matrix

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- b. Contact one ministry by next month's meeting
- c. Jeanne will check on getting a section of the bulletin; how to submit
- d. Jeanne will work on ideas for the name of the bulletin section

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

- Subject Area Goals will be posted soon
- Major goal: CoVid mitigation success... be smart about a plan and implementation
- Accreditation finalized happening in January
- Help students grow in relationship with God, specifically the Holy Spirit
- Be flexible in communication and how staff hears feedback
- Create a video of new teachers to send to Parents to get to know them
- Advertise in the bulletin for opening on SAC
- Ended last year 245 (218) 89.9% retention rate
- 291 enrolled this year K-8, 351 with preschool
- 57 new students in grade 1-8
- Classes capped at 20/ class
- 3<sup>rd</sup> grade is full; grade K & 1 each have one more opening
- Sysco marketing grant \$10,000 for Zoom HH Billboard
- Looking to create a task force to reevaluate teacher salaries.

### **Worship Commission – James P**

#### Commission Membership

- Commission is 2 members short
- We had a question as to whether members rolling off of other commissions can join a new commission, like Worship.
- Possibly network at church picnic or other events
- Possibly advertise in the bulletin – that would be a 'yes' if we may.
- New Staff Liaison: Lee

#### Spreadsheet of Goals

- The format of the spreadsheet was well received by the commission.
- The aspects of project planning were especially impressive.
- Members felt that the commissions could take the idea further and work through some of the meeting/project/accountability software such as Monday.com or Ayoa.

#### Affect of covid environment on worship environment projects.

- Low numbers of persons in the worship space during the 'epidemic' favors the ceiling project which is otherwise highly disruptive.
- Ceiling project must precede any work on the organ and sound system due to debris falling into pipes and acoustic/voicing impacts.
- Frequent disinfecting of pews would of necessity delay the refinishing project

#### All Commissions

- May well consider goals or changes in priorities for the post-covid period.
- As opposed to goals and priorities in the current mid-covid time.
- (too late for pre-covid plans)

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

See attached report.

Staffing is changing. Please be patient with staff as we transition

### **Pastor's Report**

We continue to serve the people of God over 900 people came to Mass this weekend.

In keeping our doors open, we have made use of YouTube and Facebook.

Facebook continues to have 400-600 views for weekend Masses.

135 for Daily Facebook posts.

Online Ministry has been a blessing in keeping people connected.

St. John's is doing a funeral for Fridley Fire Chief next Tuesday. Large crowds are expected. Maximum capacity of 250 for the church/ 180 for St Joseph Hall.

Students are now attending Mass on Tuesday, Wednesdays and Thursdays.

### **Closing Meeting - Josh**

1. Closing Comments
2. Closing Prayer – Fr. Paul
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, October 20, 2020

**Next Meeting Dates:** October 20, November 17, December 15, January 19, February 16, March 23, April 20, May 18, June 8