

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, October 20	<b>Time:</b>	7:55 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		Maria		James	
Father Shovelain		Melanie		Heidi		Gary H.	
Father Magner		PDC Rep		Michelle		Marian B.	
<b>Guest(s) &amp; Purpose:</b>							

### Agenda:

- 6:00 – 6:25 pm            Welcome-Josh/United in the Holy Spirit-Father Paul/Announcements-Josh
- 6:30 – 7:45 pm            Commission Meetings
- 7:55 – 9:00 pm            PLC Council Meeting

### **Call Meeting to Order – Josh**

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

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

- a. Convert Chapel Lighting to LED – Status – Not a priority due to CoVid and not being used. Remodeling plans are starting. **On hold. Will be based on what is decided on remodel. Worship Committee is recommending the Chapel of Angels to become Perpetual Adoration. Want ASC to participate. They have been reviewing layouts. Multiple commissions and Archdiocese will need involvement.**
- b. Installing new lighting in West Parking Lot – Status – The Church secured a grant, and we are continuing plans to install a pole and convert lighting to LED. **Looking at adding a power panel at the new light pole for Fall Fest power and ministry power. Finance Commission approved the LED lighting and new pole. Also approved the power panel if ASC still recommends to be done.**
- c. Re-do Kneeler in Church – Status – Nick Dobbins is continuing his Eagle Scout project and we have developed a system to renovate the kneelers with new hardware. Currently we are waiting on final approval by the Scout Leadership to begin the project. **Pat has met with Scout to review process.**
- d. New Air conditioners in Rectory – Status – Two new air conditioners were installed in the Rectory along with a new digital thermostat this past July. **Project completed. Completed in early July.**
- e. Replacement of entryway rug at door #1 – Status – **Project completed.**
- f. Cement work by the Flagpole going down to the street – Status – **Project complete.**
- g. Replace Exhaust Fans in Confessionals – Status – After examining the motor and fans, we replace the belts and was able to restart the fans and achieved desired air flow. **Project completed. Had discussion about system and operation. Recommended Father Shovelain and Father Magner to provide any comments after they use it.**
- h. Convent repair list:
  - i. Install accordion wall – status – **project complete**
  - ii. Install two service doors, one on the house, and one on the garage – status – waiting for installation.

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- iii. Insulation in attic – status – **waiting on administration** to give me the green light to move on this project. I acquired three bids and recommended the middle bid. **Approximately \$2,000. Finance Commission approved.**
- iv. Sidewalks and steps – status – **job to be re-examined next spring.** Bid approx. \$5,000. **Finance Commission approved the \$1500 listed in table below.**
- v. Need to fix stucco, window trim, and paint garage door – status – **to be re-examined next spring.**
- vi. Need to plug holes in foundation – status – **Pat plugged; project completed.**
- vii. Need to repair the chimney cap – status – **to be re-examined next spring.**
- i. Camera Project – status – **met with inhouse committee to formulate ideas and will be soliciting bids in near future.**
- j. Establish New Pre-School Classrooms – Status – **Currently off the table.**
- k. Re-design Welcome Desk – Status – **Possible Eagle Scout Project. Tabled; look at how to best utilize the space.**
- l. Redesign Planters by Door #1 – Status – After talking to Don Neeck, we **decided to table the discussion and to involve the gardeners next spring.**
- m. Examine the Windows on the Roof – Status – **Tabled discussion until next spring. Envelope issue and should be considered a major concern. Stated in PLC that Budget should consider setting aside some \$ every year for replacement.**
- n. Update Controls in School and Church – Status – on going discussion. I **need to meet with John Zappa and discuss possibilities of updating system and cost associated with those updates. Reported to PLC on this ongoing item and possible upcoming cost.**
- o. **Worship Commission is still looking into ceiling paint and sound system.**

### 2. Ad Hoc Committee Reports

#### New Business

There is a problem with standing water in a storage closet in the school. The room is being used by JCare. The water is in the middle of the room, without any evidence of water draining to the middle. To compound the issue, the tile in the room has asbestos material in it. So, if I do anything to the room, I would need to abate the tile first.

Convent Priority Items		10/15/2020	Estimated
Item			Cost
Attic insulation			\$ 2,150
Chimney cap, tuck pointing on chimney			\$ 2,000
Foundation & sidewalk improvements			\$ 1,500
Garage door safety cables			\$ 100
Fireplace cap off			
Garage improvements			
			\$ 5,750

#### Discipleship & Mission Commission – Melanie

(2 open positions for this commission)

Guest- Fr. Magner

Reflection on Fr. Paul's opening presentation

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Staff Addition- Michael Lane will be working with sacramental records and RCIA  
NET team is here and in full force

Jessica is taking over first sacraments.

Meeting onsite/ in person is a priority for ministry. Wearing a mask validates a perception of safety; makes those leery of coming on site feel more welcomed.

Circle of Women, Devoted, Reach More groups meeting on site and through Zoom/ Facebook/ YouTube

Brainstorming ideas on how to make events like Cana Dinner happen

Cleaning Check list for the adoration Chapel

For comfort and to allow more people- move adoration to the Chapel of Angels

Events-

November 1- 1pm All Saints Party- Parade of Saints outside (weather permitting) request donations of candy and gift cards

NET meal train and Housing – Need volunteers for both

October 24-Archdiocese Youth Day-8<sup>th</sup> Grade- High School

Extreme Faith Night- New- Monthly

Brainstorm for Family Advent Retreat and Journey to the Inn

### **Finance Commission – Marian**

Currently we are at 107% of budget for Sunday giving and, overall, ahead of budget through the first three months of the fiscal year. However, based on historical trends, giving may lighten up after Jan. 1, so we will watch this carefully. Fall Fest profit was approximately \$25,000 more than last year at about \$81,000, some of which will be used for security cameras. The commission approved several improvements to the convent, as well as security items, including a new light pole and converting lights to LED. We have a grant that will cover a good part of this project. We also reviewed a recent appraisal of our properties, as well as the fall giving campaign. The commission approved our goals for the year. We will have a complete roster if our visitor ends up serving on the commission.

### **Parish Development Commission – Mark**

Reviewed Electronic Giving Numbers- Priority item for PDC

Fall Core Commitment Campaign to begin in November

Development Associate Position- Time table for posting determined to be after New Year- 2021

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

*Fall Fest:* Booya did well. Plan to raise price for booya next year (\$7 quart). In comparison to others in the area, SJB is relatively cheap. Canned goods and meat went up in price. Silent auction (Thurs-Sun) tripled from past years. Golf tournament went well.

### *Christmas Mass Options*

*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 (three spots open)- *ongoing*
2. Contact List Review- *done*
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 –*on hold*
6. Invite Lee & New Deacon & Member of New NET team – *Rita/Steve 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*

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*Staff Liaison Assignments:* Need someone for watchman  
*Members should reach out to their groups*

*Turkey Dinner:* Stephanie really wants to do a Turkey Dinner. It would be takeout only but is a lot more work than just the booyah.

*Jim Glaser:* Proposing a way to track the skillsets, talents, and gifts of our parishioners so that we have a way to connect or contact people when we are in a pinch and need someone to help with someone.

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

Guests: Bill S & Pat S

Bill visited to share information about the Community Support Center, With CoVid- Additional relief funds are available to assist with rent etc. CSC requesting funding of \$1000 from SJB

Angel Tree- Pat S visited to discuss handling of Angel Tree for this year. No Angels for pickup. List of requested items to be sent out via emails. Helping families from St. Vincent de Paul, Ralph Reeder Food Shelf and Sharing and Caring Hands. All Groups are requesting Gift Cards this year.

FMF- No onsite housing of clients- Providing meals for the week we were scheduled to host.

Catholic Charities/ Branch III- suppliers changed to new vendor caused costs to increase. Exploring options to decrease costs

Food Shelf- Need volunteers

Bulletin articles promoting POC Ministries- upcoming on Angel Tree, info on POC And Sock Drive

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

January 18- Accreditation Visit with Staff

January 19- Accreditation group in building with Students

Starting to get Prayer Partners together... Notifying parents

Using a google doc to streamline communication among essential staff regarding CoVid Possible symptoms  
No Staff tested positive. No students in the building tested positive. Started Phase 2 CoVid implementation plan on Monday October 19

Preschool Through Grade 8- 357 Students, K-8- 297; grades 1 & 3 are full. Up 36 % over last year. 3 new students started last week.

Movie Night

Marketing: discussed open house options for November

Discussed how to implement mask breaks when the weather is too cold to be outside

Wines to Wishes – fund a need idea... options

Non CoVid related distance learning plan- Snow days second day in a row

### **Worship Commission – Pat**

Worship Commission basket at Fallfest Silent Auction high bid at suggested retail value.

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Goals and Accomplishments spreadsheet - reworked to meet requirements. Was ready to be turned in, new items now to be added.

Questions:

How do we determine % of progress?

How do we know if a common project has changed that would affect us? How timely would that notice be?

Working on finding new members. Asking members to suggest candidates.

Safety and Security - had two meetings on placement of cameras. Walk through with New Brighton Public Safety Officer for advice.

Floor plan has been put together with suggested camera placement, high/medium/low priority.

Members of Worship Commission served on this.

Parish Business Administrator now working on bids, grant money is available, proceeds from the Fallfest stated for security needs.

This should be reviewed by Administrative Services Commission, Arts and Environment, Finance, and Worship.

Ceiling and sound system - looking for status on priority and funding. We have had bids and apparently pledges. We would like a solid update from ASC and/or Finance.

Worship Commission endorses the concept of moving Perpetual Adoration from the Adoration Chapel to the Chapel of the Angels. Issue is because of space in Adoration Chapel and number of persons allowed in there. A corollary to this is reconfiguration of the Chapel of the Angels to a more "traditional" configuration, altar and ambo in front, pews in rows facing the altar, organ in the back.

There is an external door to the Chapel of the Angels which could be reconfigured with a security keypad. The double doors would be secured with an alarm.

If reconfiguration is considered, this would need to have a budgetary discussion. To do this, ASC, Finance, Arts and Environment, and Worship would need to continue this process. We may have a parishioner who could work on the reconfiguration who has generously donated his time and talents on other projects.

We discussed Christmas Masses at length. We are assuming attendance guidelines will continue through the rest of the year, so we make these comments with that in mind.

It may be hard to determine how many persons will attend at Christmas. It appears weekend attendance is trending upward. Christmas is a major feast, one that draws larger crowds than usual. We could certainly use Saint Joseph Hall for overflow although we are limited in numbers there as well.

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We suggest an additional Mass on the vigil (Thursday), 4, 6, 8 or 830, and 1030, all pm. Vigil Masses typically would not start before 4 pm. Christmas Day we suggested possibly a third Mass, but we had various suggested times: 8, 10, and noon, or 730, 930, 1130, other possibilities.

We acknowledged the challenges this presents - additional needs in cleaning, presider, deacon, musicians, lectors, EMHC, other participants in feast day masses (servers?, incense).

Finally, we discussed a way to manage the attendance. Given the potential of added attendance, we discussed using SignUpGenius to have parishioners sign up for attendance. This does put us in a position of having to turn persons away, which we do not like to do. However, we were not sure if there is a good alternative.

Extraordinary Ministers of Holy Communion Protocols - with the change in distribution, we do not have a consistent procedure for our Extraordinary Ministers to follow. We discussed procedures at the meeting. There are sticking points for traffic at the credence table behind the altar, and appropriate time to use hand sanitizer. We received feedback and are working on this. Other feedback is welcome.

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

See written report attached.

### **Pastor's Report**

Staffing Change- New hire for Receptionist/ Executive Assistant to the Pastor- Tom Herschbach begins 10/27  
Bonnie moving to part time as Communications Coordinator

### **Closing Meeting - Josh**

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, November 17, 2020

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