

## St. John The Baptist Parish Development Commission

**Date:** Tuesday, October 20, 2020  
**Time:** 6pm  
**Recorder:** Melissa Strunc  
**Location:** Virtual — ZOOM

### Attendees:

Mark Hammer                      Gene Delaune                      Fran Davis  
Melissa Strunc                      Bob Gabler - Absent              Mark Dittman

**Guest:** Mark Haidet

**Staff Representative:** Mark Dittman

### Parish Mission Statement:

Bearing witness to Jesus Christ who is the Way, the Truth and the Life: Go. Make. Teach.

**Theme for the Year:** United in the Holy Spirit

**PDC Goal:** Uniting our Parish through generosity, willingness to grow, and prayer.

- **Approval of September minutes**              ~ All      Thank you Melissa!
  - Minutes approved
  
- **PDC Performance, Goals, Members**      ~All
  - **Goals for 2020/2021**
    - **Electronic Giving**
      - **Update on current status of Electronic Giving - numbers vs LY**      ~Maureen / Mark D.
        - 27% vs 35% of consistent givers who give electronically as of Oct 2019 vs Oct 2020
        - 90 people left to convert from Vanco to ParishSoft. Goal is to call these parishioners by November 15, but eventually need to stop them from giving with Vanco
      - **Update on SJB Giving Campaign and how Electronic Giving is being represented in the campaign literature.**      ~Mark D.
        - Reviewed the Core Commitment 2021 campaign plan which contains the bulletin notice about electronic giving and the dates it will be in the bulletin.
        - Core Commitment response form- based on last year's form with minor changes. This will be distributed with a mailed letter along with a cover letter and electronic giving form.
        - Fran made a few minor suggestions for bottom of Core Commitment response form to include contacting the office if the parishioner has questions about filling out the form.
        - Gene suggested that Father Paul remind parishioners before or after Mass that they received the electronic giving form.
      - **Electronic Giving Next Steps / Additional Thoughts**      ~ All
        - Suggested to have endorsements/testimonials from parishioners who converted to electronic giving and state how easy it is to convert. These can be placed in the bulletin, Mass announcements, or weekly e-newsletter a few times a month.
        - Could include a shorter message at the end of the Core Commitment campaign to remind about the electronic giving. The messages would occur before the endorsements/testimonials are published.
  
- **New SJB Development Associate**              ~Mark D and all – please be prepared to discuss
  - Responsibilities
  - Qualifications
  - Full Time, Part Time

- **Reporting structure**

- Reviewed Mark Haidet's documented thoughts about the Development Associate Position. His document contains the basic responsibilities for this position.
  - Gene was wondering if someone can do everything in this document. Fran suggested that the responsibilities can be phased in over time, perhaps a plan every 6 months. Mark Haidet suggested a shorter time, such as a month with a formal review process of 3 months.
  - We need to focus the clerical work from the beginning of the person starting
  - This person should have a review process, such as every 2 weeks, to ensure they are meeting the outcomes/goals of the position
- The PDC stressed that the person needs to be able to follow through with a development plan
- Mark Dittman noted that the Associate position is different than a Director position. The associate could grow into a director role.
- Gene suggests to condense the PD down to a few pages and be less complex.
- Fran requested for timing on next steps for completing the job description from Mark Dittman. Mark is meeting with Father Paul this Thursday and will discuss this at the meeting.

- **Benefactor Thank You Process**

- Implementation contingent on Development Associate position.

- **Legacy Donor Initiative**

- Implementation contingent on Development Associate position.

- **New member suggestions – Still looking for additional members.**

- **Position description-**

The purpose of the Parish Development Commission is to seek funding for St. John the Baptist programs and capital projects. The PDC works to obtain funding by informing parishioners and businesses – potential benefactors - about the needs of St. John the Baptist, and opportunities of how they can help meet those needs. In addition, the members work to inform potential benefactors of ways in which they can leave a legacy and become part of SJB's Legacy Society, which will be re-launched when timing is appropriate. The Legacy Society seeks funding through planned giving and bequests. The Development Commission works in collaboration with other parish commissions and staff when seeking funding, helps streamline donation opportunities, and assist with projects in the parish.

- **Miscellaneous**

- PDC Rep for PLC meeting
- Other?