

St. John The Baptist Parish Development Commission

Date: Tuesday, December 15, 2020
Time: 6:40pm...make sure to get on early to update name and commission abbreviation (PDC) before 6:45
Recorder: Melissa Strunc
Location: Virtual — ZOOM

Attendees:

Mark Hammer Gene Delaune Fran Davis Mark Dittman
Melissa Strunc Bob Gabler – did not attend Maureen Owusu

Staff Representative: Maureen Owusu

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 November minutes ~ All Thank you Melissa! Approved**
- **New SJB Development Associate. You all received a copy of the updated job description from Mark D. Please be prepared to discuss document and, if possible, approve.**
 - Clarity of Responsibilities
 - Ability to grow in position
 - Qualifications
 - Review structure
 - Support for DA at SJB-in office, at large
 - Next steps / Timing

Mark D. sent latest revision based on discussion at last month's meeting and subsequent comments. Fran's only comment is that it is very detailed with expectations, which is not a bad thing. Mark D. said that it is longer than most job descriptions at St. John's and included text that is not included in other job descriptions.

Gene's observations and Mark D's responses in blue:

1. Job Purpose (Page 1) – with the word directly is very important. This is in contrast to an advisory role
2. Database and planning (page 2)- should be conveyed that weekly should be a set day/time and duration. This will be a scheduled meeting
3. Program implementation (page 2) – assumes Father Paul is ok with the pastor 's role in coordinating fundraising
4. Qualifications (page 3): emphasis on major in a specific field but is not relevant is the applicant meets points 2-8. Gene questioned the listing of a preference for specific academic majors. Does not advocate striking major. It is important to know 'church talk' and church teachings that cannot be learned without that background. The major is a preferred qualification but not a required qualification. Fran suggested that only "Bachelor's degree preferred" be listed.
5. Last page should include a quarterly meeting for frequency

Other points of discussion:

- The PDC members all appreciate Mark D. received our feedback and made changes accordingly to the Development Associate job description.
- The description will be posted on the archdiocese website and Mark D. will need to follow-up with his contacts. It was suggested that, in addition to Archdiocese media listings, the job be listed within non-profit sector media.
- Gene proposed that the PDC Chair be a member of the candidate interview team.

- Gene proposed that the PDC receive copies of pertinent status reports, to facilitate the PDC's responsibility as an informed resource for the Development process.

➤ Goals for 2020/2021

- ❖ **Electronic Giving** ~ Maureen
 - Update on current status of Electronic Giving - numbers vs LY **377 recurring givers. More signed up with the 2020 core commitment letter.**
 - Vanco vs. Parish Soft – conversion update **About 42 left to convert. Maureen and Michelle will continue to follow up with the goal by the end of the year.**
 - Electronic Giving testimonials – sent to Parish Offices
 - Continued mentioning of Electronic Giving info in all SJB communication vehicles **Mark D. would like us to identify the different vehicles (Father's e-mail, bulletin, etc.) and outline each format. We need to change it up and not have the same content each time. Maureen will put together a few points, from the church's perspective, that we can include in the messages. Fran will start working on this process.**
- ❖ **Benefactor Thank You Process.** ~ Maureen/Gene/Fran
 - Brief recap of meeting with Maureen/Michelle C./Gene/Fran
 - Desired goal of Thank You's written for non-Sunday gifts of \$100 or more **Father Paul would not like up to bring it down to this level until we have a Development Associate in place to get their input.**
 - Estimated time necessary / week to accomplish goal
 - Opportunities/ideas to make this happen
- ❖ **Legacy Donor Initiative – Tabled for tonight**

New member suggestions – Still looking for additional members.

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.

Gene's thoughts: this sounds like the PDC members are directly responsible for the funding rather than a complementing the Development Associate. The other members agree. Gene work on revising the description within the next week.

- **Miscellaneous**
 - **Thank you** for your continued generosity of time and commitment to SJB!!!!
 - Other?