

## St. John The Baptist Parish Development Commission

**Date:** Tuesday, November 17, 2020  
**Time:** 6pm  
**Recorder:** Melissa Strunc  
**Location:** Virtual — ZOOM

### Attendees:

#### Commission Members:

Mark Hammer                      Gene Delaune                      Fran Davis  
Melissa Strunc                      Bob Gabler- did not attend

*Guests:* Josh Wilmert, Tom Herschbach, Father Paul, and Mark Dittman

*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 October minutes ~ All Thank you Melissa! Approved**
- **New SJB Development Associate. You all received a copy of the job description. Please be prepared to discuss. Let me know if you did not receive them both.**
  - **Responsibilities**
  - **Qualifications**
  - **Full Time, Part Time**
  - **Reporting structure**

*Father's thoughts: wait until after Christmas to post for the position and see what the pandemic situation is like to know that we have funding for the position. An Associate is preferable to a Director position because of the uncertainty with the pandemic. Need an Associate with administrative skills who can grow into a Director position. \$70,000-80,000 is the cost range, includes salary plus expenses.*

*Commission comments: Melissa thought it had a lot of good detail to lay out what is required of the position and can be used to build a job posting. She feels like a percentage of time per category is good to include so know the applicant knows the requirements of time management. Fran's vision for this is that the position description (PD) needs to be clear cut and results oriented to set them up for success. Right now, there isn't a lot of difference between the Associate and Director PDs. Needs to be clear in the goals and objective and include deadlines for performance so we know exactly what they are accomplishing. It's important that the position is an at-will position and a computer literate. Mark D said that St. John's is an at-will employer. Mark also said that he started with the Director PD and tried to write it with new perspective and include more administrative duties.*

*We agreed that quantifiable goals are important and can use the commission goal worksheet as an example for how the employee is accomplishing their goals. Flexibility is important for the applicant to have due to the changing priorities with this position. Gene thought that the interviewers should be those people with whom the candidate would have interaction.*

*Mark D would like to have the PD finalized by the December meeting. Mark will send a revised PD to the commission in the next couple of weeks for final, or minor tweaks, to be ready by the December meeting.*

- **Goals for 2020/2021 You all received a copy of our goals/action plan. Please be prepared to discuss.**

- ❖ **Electronic Giving** ~ Maureen
  - **Update on current status of Electronic Giving - numbers vs LY**
  - **Vanco vs. Parish Soft – conversion update**
    - 48 people left to convert. Maureen called everyone on the list at least once last week. Will cut of remaining by first of December, or the 15<sup>th</sup> at the latest.
  - **Next Steps**
    - **Forward to Mark D Electronic Giving testimonials for publication**
    - **Ensure mention of Electronic Giving included in all SJB communication**

❖ **Benefactor Thank You Process.** ~ALL/Josh Willmert

❖ **Legacy Donor Initiative** ~All/Josh Willmert

- Fran is wondering how far we want to go into these processes (Thank You and Legacy) without a Development position filled. We have some rough drafts of the processes. Josh's thoughts: the position may be filled in March. With these goals, we may need to "move the needle", but don't want to lose momentum. Fran said that we can keep moving forward, but the process can be tweaked when the Development position is filled.
- Mark H thinks we need an interim process for the larger gifts to the church. Maureen writes the thank you letters tries to give the letters to Father Paul on a weekly basis. One time gifts of \$500 and above and funeral gifts get a thank you letter. She also thinks the Parish Soft electronic thank you can be tailored for St. John's. Fran thinks those less than \$500 should also get a thank you, especially those with unique donations. Josh said that a thank you doesn't necessarily need to be written but can also be a phone call. PDC could develop a matrix to assist with the thank you note process.
- For the Legacy Launch, we need a Development person onboard and we will table this item. We will continue to work on the first two goals in the meantime.

**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.

Josh has reached out during other commission meetings. Has Executive meeting with Father and Jill and can discuss putting it in the bulletin about PDC openings.

- **Miscellaneous**

- PDC Rep for PLC meeting – Thank you Mark Hammer for committing to represent us.
- Other?