

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, November 17	Time:	7:55 pm
Chair:	Josh W	MAL:	Jim G
Vice Chair:	Jill M	Secretary:	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		Mark H		Michelle		Marian B.	
Guest(s) & Purpose:							

Agenda:

- 6:00 – 6:25 pm Welcome/United in the Holy Spirit-Generous Spirit-Mark Dittman/Announcements
- 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

Finance Commission – Gary/ Marian

1. Financial Review

- a. Through October, operating results continue to look good. Thanks to increases in Sunday giving and tuition, operating revenue is above both last year and budget. Expenses remain well below budget for the current year.
- b. Sunday giving has been inconsistent. We'll run below expectations for a few weeks and then have a big Sunday that gets us back ahead of the game. Our comparisons get more difficult on a go-forward basis. We saw a big jump in giving beginning in November last year tied to our aggressive OSMG campaign. Also, Christmas collections, which account for a disproportionate share of our giving, are more uncertain this year given the COVID restrictions and economic conditions.

2. PPP Loan Forgiveness

We started discussing the PPP loan forgiveness process. We received a \$510,000 PPP loan earlier this year. We're anticipating much of that loan will be forgiven. The forgiveness process has been evolving and that will be a focus of the Commission.

3. Finance Commission Goals

We ran through our goals for the year including assigning responsibility, timing and go-forward plans.

4. Constitution

We recently revised our Constitution & Bylaws to bring them into full compliance with Archdiocesan guidelines. The new version has now been approved by the Archdiocese.

Parish Development Commission – Mark H

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A. SJB Development Associate Position: The PDC Commission discussed the proposed SJB Development Associate position. Father Paul noted that this position is dependent on strong year end giving. Plans would then be to post the position in January 2021. A draft of the posting was developed by Mark Dittman who will be in charge of the hiring process. PDC members provided feedback on what they thought would be important for the success of the position as well as recommending some minor changes. PDC members wanted to ensure that clear priorities established are established for the position, quantifiable measures of success, and regular performance evaluations. Mark Dittman will be working on updating the posting and will email an updated version emailed out within 1-2 weeks. PDC members will provide feedback prior to the next meeting. The goal be to have final draft ready for approval at the next PDC Commission meeting in December.

B. 2020-2021 PDC Commission Goals and Objectives:

1. **Electronic Giving:** Maureen Owusu provided an update on the transition from Vanco to ParishSoft. She's looking at having the conversion wrapped up by the middle of December.

PDC also continued to discuss how to get other parishioners converted to electronic giving. This including publishing testimonials on how easy the process is to convert.

2. **Benefactor Thank You Process:** The goal is to refine and improve Donor/Benefactor thank you process to ensure timely, accurate and easy acknowledgement of gifts to SJB. Further discussion will be taking place on this item.
3. **Legacy Donor Initiative:** PDC members decided to delay this until after a Development Associate has been hired and focus on the first two goals.

C. Open Positions: There are 4 open positions on the Parish Development Commission. Discussion occurred on how we could recruit new members for the PDC Commission. Discussed having a notice with other commissions that have openings in the bulletin and in one of the weekly emails from St. John's.

Parish Groups and Activities Commission – Maria

Attendees: Rita, Tom, Laura, Marianne, Steve, Maria, Diony, Phillip Jarosz (welcome!)

Visitor: Jim Glaser

Phillip Jarosz (new member)

(Commission is two members short if Phillip sticks with us)

Opening Prayer

Welcome Potential New Member- Phillip Jarosz

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Reviewed Liaison List & Goals

- Reaching out to our groups to see how we can support them
- Need individual to take on Watchman
- Attend our groups meetings and invite them to attend our commission
- Groups currently meeting: booya, turkey dinner, quilters, funeral luncheons,

Contact list to get parishioners involved- 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 help with something

Turkey Dinner- Turkey Dinner was last Sunday. Put together 400 meals. Successful! Pre-Sale went well for the most part. NETers were fantastic- brought orders out to parishioners.

Potential Outreach Opportunities- Can we work with a local school or organization that might need our support?

Brainstormed Potential New Members

Meeting in Person in December?

Closing Prayer

Parish Outreach Commission – Heidi

1. Approval of Agenda And The Minutes Of The Last Meeting

Approved with minor corrections.

2. Branch III (Catholic Charities)

Review the status of Branch III funding and the results of our email voting.

- The POC voted by email to provide funding to Branch III.
- The decision was made to take money from Service Center line item to provide to Branch III for this year. The POC will assure that Branch III is in the budget for next year.
- November payment was made at the lower amount that was agreed to.
- This committee is an advisory group for the budget we oversee, not decision-makers.

4. Food Shelf Update

Joe brought us up to date regarding the SJB food shelf.

- No date of when it will open with the new COVID-19 restrictions.
- The food shelf is donating a lot of food to Ralph Reeder when they have excess food.
- Joe is helping to put together packages in case someone has an urgent need. People with need get two bags of pre-packaged food. Anything beyond these emergency bags goes to Ralph Reeder.
- The food shelf has enough funding. Some of the funding may be moved to Ralph Reeder.

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5. Results of the POC Food Drive Collection

- Fr. Paul came to the POC meeting to discuss the Food Drive Collection and the role of the POC.
- As advisory committee, Fr. Paul seeks our input on what outreach priorities are for the parish.
 - Envelope outreach for local outreach ministries was hoping this year would fully fund the 5 groups. Fr. Paul needs help from POC defining urgent needs and identifying changing needs.
 - Decided to give \$2,300 to Ralph Reeder this fall.
 - Food shelf continues to be over-funded, so using envelope proceeds to help other ministries, as needed.
 - POC has input on how to distribute the funding and whether there is a new ministry to consider.
 - Thanksgiving and Holy Thursday collections go to St. Vincent de Paul Society.

6. Pastoral Ministry Coordinator

- An opportunity for Mary to provide an update on her activities and ways that we can be of assistance to her ministry leadership.
- Mary's new role is a really good fit for her skills and experience.
 - She goes to 2 to 4 homes for communion visits because some volunteers have had to cancel.
 - Working to start a senior social group. First event on Thursday, December 3rd for Advent reflection.
 - Middle schoolers putting together baskets for the elderly.
 - Thinking about doing a drive-thru for seniors with 3 stations (supplies, anointing, and Eucharist) about two weeks before Christmas. Mary is wondering if POC can help with organizing and moving vehicles through.
 - o Mary, Peter, Heidi, and Jeanne will do some planning and keep the group informed
 - o Joe, Jeanne, and Peter are Eucharistic ministers and can help distribute communion at the event.

7. Ministry Marketing Update

- We reviewed the status of our progress in developing articles for the bulletin
- Jeanne's article was in the bulletin
 - Angel tree was in the bulletin and father's email
 - Carole handed in article to run the first of December
 - Peter is working on the article for the POC in January.

8. Review our Constitution and By-Laws

- We began a review and discussion of constitution and by-laws.
- Peter will look at the constitution and make recommendations to the POC
 - Heidi will look at the mission and make recommendations to the POC
 - Constitution says we have a minimum of 7 and maximum of 9. PLC confirmed that we should have 9 people on the committee. Pass ideas of committee members onto Mary.
 - Members are allowed to serve two 3-year terms. We reviewed the starting year for each of the members

2015	Peter Walsh
2018	Carole Beggs Jane Heinks Joe Jansen
2019	Jeanne Barron Heidi Hamilton

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	2020	Linda Drews Lesia Zownirowycz	
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8. Vetting for new Pastoral Ministries and Charities

Mary K. can share some new ministries that might be a good fit for SJB.

- Rochester medical mission – donated medical supplies that they send to Haiti; vetting process is not as intense because it wouldn't be related to funding.
- Mary's Meals – Catholic organization; feeding children one good meal a day in their place of education; feed a child for a year for \$21; 94% goes directly to aid; 19 different countries

Closing prayer: Joe led the prayer; Peter will do it in December

Next Meeting: December 15, 2020

School Advisory Commission – Michelle

6 Cases Students/Staff

2 enrolled since Oct 1

Conferences Next Week-Zoom or In Person

Many Grades are Full

Zoom Happy Hour for each classroom over past 2 weeks

Will Discuss Jan Open House- (individual instead of group)

Salary Discussion for teachers- Plan to Improve It

Worship Commission – Pat.

We added Naomi Hard to Worship Commission. Welcome Naomi!

Worship Goals and Accomplishments document is complete.

Discussed reconfiguration of Chapel of Angels. Worship Commission is not clear on priority on this, we considered this lower priority at this time.

Worship Commission is still recruiting new members.

Now livestreaming using equipment in the nave. Administrative Services Commission and Arts and Environment Committee need to weigh in on placement.

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Lee brought up doing the “Good Worship Question” which ran in the bulletin in the past. This started a discussion about the various communication channels that age groups use today – email, bulletin, Facebook, Flocknote, YouTube, webpage. A subcommittee will work with Lee to determine the optimal channels to use, starting out with just a few channels.

Mosaic project was brought up, above the altar, with a number of saints and blessed on either side of Christ. Nick Markell, who has written icons and designed stained glass windows in the nave, did a scale drawing of this. There was some initial interest and apparently funds pledged toward the project. Father Paul stated this is not a priority.

Administrative Services Commission – TBD

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Who will be the rep this year?
3. Yearly Goals
 - a. Convert Chapel Lighting to LED – Status –plans are starting.
 - 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
 - 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.
 - d. 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.
 - iii. Insulation in attic – status – Job to be completed on Dec. 1.
 - iv. Sidewalks and steps – status – job to be re-examined next spring.
 - 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 – project completed.
 - vii. Need to repair the chimney cap – status – to be re-examined next spring.
 - e. Camera Project – status – Three companies have submitted a bid on the project. Antares, Floyd, and Advanced Companies.
 - f. Redesign Planters by Door #1 – Status – After talking to Don Neek, we decided to table the discussion and to involve the gardeners next spring.
 - g. Examine the Windows on the Roof – Status – Tabled discussion until next spring.
 - h. 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.
 - i. Standing water in the JCare storage room in the school.

4. Ad Hoc Committee Reports

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New Business

- a. We have two main hot water pumps. One of the pumps; the motor bearings are going out. It is starting to make noise. The second one needs a pump bearing assembly. John Zappa will be scheduled to come out and look at what needs to be replaced and price the items out.
- b. We also have two cold water pumps and one of them needs to have a seal replaced and aliened. We have the seal for the unit, but we need someone to come in and replace it.
- c. Finally, we need to purchase ACH550-UH-031A-4 - ABB VFD; 20 HP at 460V \$1,746.25.
- d. ASC yearly goals. Everyone on the committee was sent a copy of the goals, and I will need to update the goals whenever projects are completed, or new projects are developed.
- e. Long term planning: SJB Facilities Maintenance Schedule – (Amortization Schedule) another tool to be used to help anticipate the need to replace capital items. Needs to be updated for Catholic Mutual.

Attendance: Tom Halaska, John Zappa, Don Neek, Jill Dobnick, Jim O'Brien, Teri Shea, and Pat Hinnenkamp.

Discipleship & Mission Commission – Melanie

- Opening Prayer - Melanie
- Mission Statements -Read aloud
- Topics for Discussion
 - i. Introduce visitors: No Visitors
 - ii. Time to discuss Fr. Paul's opening remarks
 - Realizing the # of people involved in operations & # of people coming is impressive
- Regular Evening Overview –
 - i. Update from previous month's PLC
 - ii. Live Reports – Jessica
 - Advent for whole parish is 1% challenge this year
 - a. No Advent book this year
 - b. 5 weeks of small groups – Virtual
 - i. Jessica/Fr. Paul/Neil/Michelle to lead
 - ii. December 1 – 30, 2020
 - iii. Hope parishioners do all 5 but do not have to
 - iv. We have 500 spots
 - v. Hope is to enter in to Advent more deeply
 - c. Reach More – 9 new leaders in training
 - d. RCIA – 6 people are taking steps: 1 with translators working through a 2-year course
 - iii. Written Report from ministries under DMC – Mikayla
 - **Youth Group** – Youth group going very well in general. There is difficulty in smaller numbers due to COVID-19 in MSYG. In addition, there may not be a culture of youth group yet, especially in the 6th grade class, and our public-school kids.
 - We had adoration this past week for both high school and middle school. Our students offered their sufferings to Jesus through lighting a candle in front of the blessed sacrament.
 - **Leadership Group** – We started a leadership group with 8 of our high school students on Friday mornings. We start with Mass at 8:30am, then talk about the leadership of the saints and have activities to help them lead middle school students. They also came to Extreme Faith Night. The students are asking for more service opportunities, possibly going to Dorothy Day Center in Minneapolis to serve the poor and homeless.

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- **Confirmation** – This past Sunday we had our first sponsor and parent large group meeting. Andrew Wagnebach gave a talk about our Church and Culture and time for prayer. In addition, we are going through the new YDisciple videos on the Holy Spirit during small group (both in person and online).
- **NET Team** – Our NET team has started D-groups, 3 currently up and running. Helping with youth group and lead confirmation small groups.
- **AYD** – SJB hosted one of the Archdiocesan Youth Day Hubs, where we had 115 students come. We heard a livestreamed talk from Fr. Mike Schmitz, had mass with Archbishop Hebda, and ended our night with Adoration and confession where 8 priests were busy hearing confessions for the full hour!
- **Extreme Faith Camp** – We have changed locations for EFC this summer to Trout Lake Camp in Pine River, MN. Our dates are July 31st – August 6th. Catholic Youth Summer Camp in Ohio is bringing missionaries help execute camp this summer which is just one step closer to fulling partnering with them.
- New Business –
 - i. Review goals from May meeting in light of new Thematic Goal for the parish: United in the Holy Spirit
 - ii. COVID Safety Procedures: changes due to new restrictions
 - iii. NET: update on progress
 - iv. Butter Braid: update on sales and distribution
 - Most braids sold in last 5 years
 - v. Thanksgiving cards for homebound parishioners – being collected now
 - vi. Calendar of Events:
 - Devoted – November 18th
 - Circle – Last Circle on November 19th until January 14th
 - Reach More – update
 - Volunteer Teaching Event & Speaker – ~~December 3rd~~ Canceled *due to Covid-19*
 - Family Advent Adoration – December 6th @ 1pm
 - Christmas Masses:
 - a. 12/24 Mass times: 1:00, 3:00, 5:00 & 10:30 pm
 - b. 12/25 Mass times: 8:30 & 10:30 am
 - Journey to the Inn – January 9th 2021
 - Extreme Faith Camp 2021 –changed to Trout Lake Camp -July 31-August 6th 2021
- Old Business –
 - i. All Saints Party: recap of event
 - ii. Archdiocesan Youth Day: at SJBC & 115 High School Students attended.
 - iii. School Advent Retreat: 7th Grade school retreat
 - iv. Additions with action items
- Ending Prayer/Adjourn
- Next Meeting: **December 15th Mass in-person or online at 5:30 p.m. followed by online meeting starting at 6:30 p.m.**

Commission Items for Further Discussion

- 1.
- 2.
- 3.

Parish Administrator's Report – Mark

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See attached.

Pastor's Report- Fr. Paul

Additional Comments / Discussion

Closing Meeting - Stephanie

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, December 15, 2020

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