

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, December 15	Time:	8:05 pm
Chair:	Josh W- present	MAL:	Jim G- present
Vice Chair:	Jill M- present	Secretary:	Teri S.- present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Larry J	X	Maria	A	James	A
Father Shovelain	X	Melanie	X	Heidi	X	Gary H.	X
Father Magner	X	Mark H	X	Michelle	X	Marian B.	X
Guest(s) & Purpose:		Steve- sub for PGA rep, Pat- sub for Worship rep					

Agenda:

- 5:30pm - 6:00pm Mass
- 6:00pm Dismissal
- 6:40pm or earlier Log into Zoom/Update Name & Commission Abbreviation before 6:45pm**
- 6:45pm Announcements Father Paul
- 6:50pm – 8:00pm Commission Meetings
- 8:05pm - 9:00pm PLC Council Meeting (Cemetery Committee Report-Mark Hammer)

Call Meeting to Order – Josh

1. Opening Prayer – Fr. Shovelain
2. Opening Comments-

Parish Groups and Activities Commission – Steve

Additional reps are needed on this commission.
Thanks to Jim Glaser for information on volunteer screening.

Cemetery Committee Report- Mark H

Please see attached report

Parish Development Commission – Mark H

I. SJB Development Associate Position:

- A. PDC members reviewed the final draft of the proposed SJB Development Associate position that was prepared by Mark Dittman. The Commission had been reviewing updated drafts and edits via email since the last commission meeting in November. This final draft was discussed and Mark Dittman answered questions related to the position and the wording. The Commission members support the changes that were made.

- B. The PDC members all appreciate Mark Dittman’s work in developing the description. We appreciate the way he received our feedback and made changes accordingly to the Development Associate job description.

- C. The goal is to post the position in January. Final approval is still dependent on year end giving.

II. Electronic Giving

- A. Continued discussion on promoting Electronic Giving. PDC wants to promote electronic giving in emails and in the bulletin. The message will need to be changed up regularly since people are less likely to read the item if we keep the same information. The PDC Chair will work on a plan with assistance from Mark Dittman.

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

- B. Testimonials on the benefits of electronic giving were written members of SJB which will be used in future promotions.

III. Benefactor/ Thank you Process

- A. PDC continued discussion on the current thank you process. The PDC chair shared a meeting she had with Maureen Owusu and Michelle Chock after the last commission meeting and discussed improvements in the process they already implemented. The person who would fill the new development position would eventually oversee the thank you process and any changes.

IV. Open Positions

- A. Currently there are 4 open positions. Efforts are underway to try to recruit new members.

Parish Outreach Commission – Heidi

One open position for this commission.

Update on Pastoral Ministry – 14 people made calls to 420 households of those over 80. Took requests for communion visits, bulletin mailings etc.

Online advent reflection- viewed by 60 people live and many other views after the event.

Drive through sacraments event- 156 people attended and received communion, anointing of the sick and received gift bags made by junior high and some sacramentals.

Food shelf exploring ways to do contactless distribution to those in need.

Angel Tree- has had a good response

Reviewing the constitution for the Parish Outreach Commission

Looking at creating standards for different groups fundraising efforts.

School Advisory Commission – Michelle

- a) Looking to hire PT Aide to assist Dr. Howard
- b) Discussed updating quarantine policy
- c) Discussed Tuition for next year
- d) Working on a way to show appreciation towards teachers by parents that also includes praying for them
- e) Jill was a guest

Worship Commission – Pat

Goals and Accomplishment Document – in hands of PLC Chair. We are looking forward to meeting with Admin Services Commission and Finance Commission to see how our goals align.

Advent/Christmas – As mentioned, we will need a lot of liturgical ministers for Christmas Masses. We will work on this. There will be logistical and personnel (enough help) challenges, but we will do our best.

Good Worship Question – This is still active, but caught in the holiday crunch. We will address this after Christmas.

Reconfiguration – These was positive feedback on the split pews proposal and the west altar configuration. There was concern about the gates proposals. The Worship Commission asked for more information on the general scope of this project.

Icon lighting – We discussed more lighting on the icons. The question was raised would increased lighting take away from the Sacrifice of the Mass at the altar? To be continued...

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Interpretation of the Icons – Question was brought up: is there any document that explains the symbolism in the new Icons on either side of the sanctuary? It may be appropriate to reach out to Nick Markell, who drew the icons, for a document on these. Also, it was suggested if we get information on the stained glass windows he designed.

Rather than placing this information under the icons, we could put this information in the kiosk, online, in the walking tour leaflet.

Hearing devices – There is a concern these devices are not working. We discussed purchasing new devices. We are investigating if they need rechargeable batteries. We would like to get these working for Christmas.

Administrative Services Commission – Larry

- a. Remodel Chapel with new seating and new position of Altar and Tabernacle - Status – plans are starting. Design and Gates with attachments.
Chapel of Angels:
ASC Consensus: Option 3 for pew layout
Door/Gates: Match Existing Doors – Diagonal (but keep the existing doors into the chapel for flexibility).
Recommend to complete lighting and flooring repair at the same time. Review air supply.
- b. Installing new lighting in West Parking Lot – Status – Foundation being poured/2 weeks to 1 month from finishing project. Waiting for lights and will complete panel at same time.
- c. Re-do Kneeler in Church Scout Project Still interested; anticipated early 2021 approval with construction soon after.
- d. Convent repair list:
 - i. Insulation in attic – status – project complete
 - ii. Need to plug holes in foundation – status – project completed.
 - iii. *Need to repair the chimney cap – status – to be re-examined next spring.*
 - 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.*
- e. Camera Project – status – Three companies have submitted a bid on the project. Waiting for decision –
- f. 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. Ongoing.
- g. Issues for next spring:
 - vi. *Redesign Planters by Door #1 – Status – After talking to Don Neeck, we decided to table the discussion and to involve the gardeners next spring.*
 - vii. *Examine the Windows on the Roof – Status – Tabled discussion until next spring.*
- h. Standing water in the JCare storage room in the school. Still ongoing; Larry to send plumbing plans.

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

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 aligned.
- c. Finally, we need to purchase ACH550-UH-031A-4 - ABB VFD; 20 HP at 460V \$1,746.25.
Approved
- d. Cool Air sent a quote to install new motor bearing on hot water pump, install pump bearings on the second hot water pump, install a seal on the chiller pump, and install a new VFD for the air handler in the boiler room. Estimated cost for all this: \$3600.00 Approved
- e. Rectory: Fascia needs to be corrected.

Discipleship & Mission Commission – Melanie

Josh visited as a guest

One D&M Rep has asked to be reassigned to another commission, one discerning potential rep to attend in January

All Saints Event in November had the largest number of Saint costumes ever!

With latest “pause” on events, D& M programming went online.

1% Challenge- purchased 500 cards with most of them taken. Small Groups were fruitful, some groups may continue.

Another Reach More group is going on.

RCIA- 5 candidates

Children have begun preparing for First Reconciliation and First Communion. Retreats begin in January

Sunday School/ Nursery paused until January

Kids bulletins for Mass have been well received.

Virtual Family Formation for December/ January

Confirmation/ Youth Activities moved to virtual

Extreme Faith Camp is booked for end of July- early August

Volunteer Advent Event was “paused” tentatively rescheduled for Mardi Gras

Journey to the Inn- CoVid style- Everyone to stay in car. Using the FM receiver to broadcast the readings then process to the north Lot for the Live Manger scene

Caná Dinner- waiting on info, Speakers reluctant, online format would not be beneficial for this event

Family Advent Adoration-40-50 people Simple and beautiful

Finance Commission – Marian

The parish is currently in good financial condition. Sunday giving through November was up 3.2 percent over last year. That is below budget but we had an aggressive budget. Overall, at this point in the year we had projected a loss but are actually positive by \$73,000. However, this November had one more Sunday than the prior year so that skews the results somewhat. We will face tough comparisons going forward and need to monitor the finances carefully. The commission also talked about the PPP loan forgiveness. Further, we discussed school tuition rates going forward and approved the hiring of a part-time aide for the school. The aide position is needed due to the increase in the number of students this academic year.

Parish Administrator’s Report – Mark

See attached report

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Pastor's Report- Fr. Paul

Two parishioners were featured in news stories this week. Both stories are a BRIGHT LIGHT for the parish. People are hungry for hope in these dark times. Drive in adoration – response is positive. Christmas message out next week -2021 focus on being ONE- One Body, One Christ Watch for a video Christmas Message

Closing Meeting - Stephanie

1. Closing Comments
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, January 19, 2020

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