

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

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|--------------------|----------------------------|-------------------|------------------|
| Date: | Tuesday, February 16, 2021 | Time: | 7:55 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 | X | Maria | X | Pat | X |
| Father Shovelain | X | Melanie | X | Heidi | X | Gary H. | A |
| Father Magner | X | Mark H | X | Michelle | X | Marian B. | X |
| Guest(s) & Purpose: | | Tom H- Guest | | | | | |

Agenda:

5:55 pm or earlier Log into Zoom/Update Name & Commission Abbreviation before 5:55pm

6:00pm - 6:25pm Announcements Father Paul/Jessica Balzarini- The Holy Spirit

6:30pm - 7:30pm Commission Meetings

7:35pm - 8:30pm PLC Council Meeting

Call Meeting to Order – Josh

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

Parish Groups and Activities Commission – Maria

Potential New Members: Rita has sent out some emails and has three people interested in joining our commission. She has passed along information and they are discerning.

Gardening Group: Steve reached out to the gardening group and is waiting to hear from them. They have not had a meeting recently and do not have anything planned.

Grandparents Ministry: On hold right now still due to COVID-19

Future of our Commission:

We hope to reach out to our groups over the coming months to find out what their plans are for starting up, including when they plan to meet again, how they will do it, and what they plan to change or adjust to make members feel safe.

When we reach out to our groups, we would also ask what we can do as a commission to help facilitate what they want to do or help them brainstorm ways to do things safely. We want to establish ourselves and make ourselves known as a contact point for them. We would like to get some logistics from them- how large were their gatherings typically? How big of a space would they need?

All commissioners will check in with their groups by their next meeting. We plan to share their responses.

FallFest:

What parts of the festival were changed this past year because of COVID that ended up being good changes we want to keep? What aspects do we want to go back to?

Keep an online portion as well as an in-person option for the festival- some options online/virtual and some options in-person since there will likely be populations who are not comfortable in-person or are only interested in attending virtually.

Keep an online auction- allows for more people to participate, makes bidding more competitive, is likely easier to facilitate.

PGAC could approach its groups to ask if their groups or committees would be willing to put together a basket for FallFest- this would give us quite a few more baskets.

Try to ask groups how they want to be involved in the FallFest.

Decision Date- What would be the goal to have a set plan for what will be in-person? Concerts, food trucks, inflatables, etc. must be booked in advance. What can we be flexible with?

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Parish Outreach Commission – Heidi

Naomi Hard from Building Bridges Liberia attended the POC meeting. She will have a table after all masses the weekend of February 20-21 and is returning to Liberia on March 5. The POC has successfully recruited two new members to replace members whose terms are ending this year. The POC has planned monthly bulletin articles for information about ministries through April. The POC continued reviewing and updating the constitution and by-laws for the committee.

School Advisory Commission – Michelle

Guest: Jill

- Made it to the final third of the year!
 - Two new students starting this week.
- We earned our accreditation which is good until 2028.
- 10 Staff or students' cases with COVID-19 have required some form of quarantine this past year.
- JOY maker program to recognize staff who are living out the mission.
- We will be in-person learning after Spring Break.
- Wines to Wishes did not meet the goal.
- Enrollment Preschool-grade 8 337, grades 2,4 & 6 are full. Retention of new families 90%
- Roster- One opening for commission currently, Ann will email updates for next year commission openings.

Worship Commission – Pat

Welcome New Member – We welcomed Greg Beyer to the Worship Commission.

Goals and Accomplishments – The spreadsheet has been updated, advised Commission of updates.

Recruiting new members – We continue to bring up the need to recruit added members. We have asked one person to discern joining us. We are considering recruiting through other channels, the bulletin already has two commissions asking for members.

Security Cameras – We discussed the proposals and components in them. We asked the question about the communication strategy on the installation.

The Finance Commission reported that a proposal has been approved, with some potential changes and increased cost for added cameras.

Reconfiguration of Chapel of Angels and Adoration Chapel – The members of the Worship Commission expressed further concerns regarding the reconfiguration: budget, costs, timing, need, and the continuation of this. These concerns were expressed during the Worship Commission presentation.

The Worship Commission has placed this at a lower priority than other commissions are considering.

Administrative Services Commission – Larry

Remodel Chapel project discussion. Pat met with QC Companies re: ripping out the existing flooring and either polishing the concrete or ripping out the existing flooring and installing an MMA flooring (\$30,125). Pat also talked to CD Tiling who proposed that the pegs holding the pews down be cut off and fill them with a plug of the existing tile. The cost would be \$100/plug. There are about 50 plugs in the Chapel. Total cost would be \$5000 plus \$500 for the crack in the floor. (\$105/hour for his staff)

Concern is if the crack is still growing. Recommend having a company mark and observe the crack for a time to determine if the crack is stable or still growing.

Recommend reviewing crack before decision is made. If decision is needed, would recommend CD Tiling at \$5,500.

Installing new lighting in West Parking Lot – Status. The pole and lights have arrived. Now we need some warmer weather so they can be installed.

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Re-do Kneeler in Church – Status is continuing with Eagle Scout project and we have developed a system to renovate the kneelers with new hardware. Currently we are waiting on final approval at the Council level to begin the project. Requesting approximate date from Scout.

Convent repair list:

Install service door to the house was completed. The service door to the garage will be completed in the next week or two, along with several other small projects. **These projects are in the process of being installed by Cary Becker's crew. (Thanks Cary!)**

Camera Project – status – Three companies have submitted a bid on the project. Antares (\$55,086), Floyd (\$21,250), and Advanced Companies (\$37,630).

William reported on his review and recommended the Antares bid. He stated reasons why and main reason was that the bid seemed to cover most seen and unforeseen issues with installation. SJB has a relationship with Antares and if selected then one company would be contacted.

ASC Recommendation is to select the Antares, with 8 years, 0 nays and one concrete abstention.

Update Controls in School and Church – Status – on going discussion. Pat met with John Zappa and rep from Alliance Mechanical to discuss possibilities of updating system and cost associated with those updates.

Have discussed with an experienced Contractor about the process (SJB to buy the material with Contractor installing). Will pull together a bid scope for three (3) Contractors to bid the install and commissioning of the system.

Existing system is outdated and is critical to be replaced/updated. Possibly budget numbers by March 2021.

Cool Air Mechanical completed the installation of the VFD and Rick from Building Controls programmed it. Chris also completed the repair of the seal on the chiller pump. Chris was also able to repair the two hot water pumps. **This project is complete, and the system is working great.**

Still reviewing the heating piping system. Will need to address soon, possibly over the summer.

Discipleship & Mission Commission – Melanie

Guest- Josh

- Emily Carlberg – new member
- 2 open spots in commission as of now with 2 more spots opening in June
- Baptisms – new baptism site coming soon (found under sacraments on SJB website); families contact through site; at 5 baptisms so far this year
- Reach More Lenten small groups have begun.
- Please pray for RCIA candidates as they begin initiation.
- First Reconciliation on 2/20
- Cana Dinner – 44 couples attended both virtually and in-person.
- Family Formation – in-person; confession will be offered at March session.
- Charismata – can we bring this back? Or a version of it?
- Approved to hold 'big kid egg hunt' at Vet's park; little kids remain at school playground.
- Brainstorming ideas and activities for families to do in the year of St Joseph.

Finance Commission – Marian

The parish is in good shape financially at this point, seven months into the fiscal year. Sunday giving is above budget by \$48,000, and we are comfortably in the black. The commission approved Antares's bid for security cameras and other infrastructure items for \$55,000, plus, or minus 10 percent. Next, the commission got an

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update on school tuition overdue receivables and action to be taken to reduce the receivables level. Turning to endowment draws, the commission recommended reinvesting the cemetery and operating endowment amounts and taking the draws for capital, tuition assistance and pastoral outreach. Finally, we reviewed a first draft of the 2021/22 fiscal year budget.

Parish Development Commission – Mark H

The new Development Associate Mary May joined us as our new Staff Liaison.

Open Positions

- A. Vicki Wicks who visited last month officially joined our group. That leaves us with 3 open positions coming into the meeting.
- B. Don Grant was sitting in as a prospective new member. Don has been involved with many parishes and non-profits in the past. All Commission members agreed that Don would be a welcome addition.
- C. We did not have time to discuss possible open positions for the coming year. The Commission will discuss further at the next meeting.

Electronic Giving

- A. Mary May provided updated numbers on Electronic Giving. Mary pointed out how Electronic Giving as a percentage of Sunday giving has increased from 28% in FY19 to 40% in the current fiscal year 2021.
- B. The Commission continued discussion on promoting Electronic Giving. As an additional idea, Mary suggested that at different giving levels, the donors can be part of a special group with benefits. This is like what Relevant Radio or the Catholic Services Appeal Foundation has done.
- C. There was also discussion on promoting electronic giving during the 4:30 Mass since that would be the one that is lived streamed and would be an ideal target audience. It was felt that once or twice a month would be good. A determination would have to be made if this were done as part of the offertory or as part of the announcements.

Legacy Society

Discussion was held on the Legacy Program. Mary is going to need to a little time to learn her new role before dedicating some time to work on this project.

Parish Administrator's Report – Mark

See attached report.

Pastor's Report- Fr. Paul

Fr. Paul returned from retreat. He spent time in reflection about the Good Shepherd.

We are blessed to be together. We are blessed to support each other. Starting Lent with many small group studies. These groups help break the mold of our large Church model. The small groups help us feel like a smaller community because we build relationship within the group. Challenge for Lent- Ask others "How can I pray for you?"

Closing Meeting - Josh

- 1. Closing Comments
- 2. Closing Prayer – Fr. Magner
- 3. Adjourn

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4. The next PLC Meeting is scheduled for Tuesday, March 23

Next Meeting Dates: March 23, April 20, May 18, June 8