

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, January 19, 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	A	Maria	X	Pat	X
Father Shovelain	X	Melanie	X	Heidi	X	Gary H.	X
Father Magner	A	Mark H	X	Michelle	X	Marian B.	X
Guest(s) & Purpose:		Cary- sub for ASC Rep					

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- Willingness to Grow

6:30pm - 7:50pm Commission Meetings

7:55pm - 9:00pm PLC Council Meeting

Call Meeting to Order – Josh

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

Parish Groups and Activities Commission – Maria

Guest: Jim G

PGAC is continuing to reach out to our groups. There has been minimal activity in ministries. Therefore, not many needs.

Continue to focus on goal spreadsheet.

Would like to find a way to safely hold hospitality. Explore ideas. Think outside the box. If people are comfortable enough to attend mass, there should be a way to safely hold some sort of hospitality. People are staying after mass to socialize.

Still trying to find new members. Communicating through Father's email, bulletin and monitors. Personal contact.

Parish Outreach Commission – Heidi

Guests: Joni and Cheryl; one opening on Commission

1. Pastoral Ministry Coordinator Update
 - Training new Eucharistic ministers.
 - Working through the issue of how to get the Eucharist to assisted living and nursing homes that aren't open to visitors yet.
 - Any suggestions on what to do for elderly and people who are shut-in for Lent?
 - o Ashes – waiting to hear on how to deliver the ashes
 - o Let Mary know if you have any ideas
 - Angel tree was very successful this year. \$9322 in gift cards and cash to Ralph Reeder, Sharing and Caring Hands, and St. Vincent de Paul
2. Review and update of POC Goals for 2020/21
 - Update the ministry matrix and assign liaison – complete
 - Understand our influence and role in fund distribution – complete

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- Regular article in the bulletin – complete
 - o Need to continue a monthly article in the bulletin
- Process to vet new ministries and charities – complete
 - o Need to continue putting the ministries through the vetting process
- 3. Building Bridges Liberia
 - Naomi Hard submitted a report to the group prior to the meeting
 - Requests:
 - o Article in the bulletin
 - o Permission to distribute prayer letters
 - o Permission to invite past priest at St Christopher Catholic Church, now taking courses at Union Theological Seminary in New York City, to celebrate Mass at SJB at a mutually agreeable time.
 - Jane will reach out to Naomi to work out the details
 - Jane will coordinate with Mary on getting approval from Father Paul
- 4. Ministry Marketing Update
 - POC article – drafted for when it fits in the schedule
 - February – Building Bridges Liberia
 - March – food shelf (Carole); March is food awareness month
 - Agenda item for February – establish a schedule for the remainder of the year.
- 5. Review our Constitution and By-Laws
 - Updated mission statement:
Our mission is to engage the Parish community and surrounding community in the mission of the Church and continue the work of Christ in caring for those in need of physical, emotional, or spiritual care and support.
 - Updated purpose
 - Removed requirement that secretary be a parish staff member; add that secretary is selected annually each year
- 6. Vetting for new Pastoral Ministries and Charities
 - Invite ministries to present periodically at upcoming meetings
 - o Jane will invite Naomi to come to February meeting

School Advisory Commission – Michelle

Guest: Jill

- Accreditation interviews January 18 and January 19 with teachers and parents. Will hear from Accreditation team by April
- No tuition increase next year
- \$200 credit for all kindergarteners registered by January.
- Thursday, January 21 Open House via Zoom
- 8 total cases since October 20 (includes Staff and Students)
- W2W virtual... need to register to bid on silent auction like FallFest. Contact School office re: donations
- Registration is open for next year
- Parents will be notified by February 12 if we are doing distance learning the week after Spring Break
- Looking at Spanish options and typing programs

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- Discussed budget items.

Worship Commission – Pat

Review of Christmas Season – Positive comments on services, music, homilies, decorations, availability on the web.

Reconfiguration of Chapel of Angels and Adoration Chapel - We had a combined meeting of Administrative Services Commission and Worship Commission to discuss reconfiguration of Chapel of Angels. Discussion brought up more issues to address to make considered changes.

Goals and Accomplishments – Now that spreadsheet is available for editing, we will update appropriate parts.

Recruiting new members – Need to actively recruit additional members, which is a challenge. We will try some ideas through various channels, but the best way is to use a referral or a direct ask.

Good Worship question – previously in the Bulletin, looking at using different channels, such as YouTube or Facebook. Lee Trembl, Director of Worship, is working on this.

Lent – Covid-19 challenges:

Ash Wednesday – how to impose ashes?

Fridays – soup suppers are out, Mass at 630, Stations at 7

Holy Week and Easter – in person services

Stay tuned as conditions can change!

Choir Concert - March 25, Feast of the Annunciation -in the Nave.

Livestreamed on YouTube and Facebook.

Administrative Services Commission – Cary

Chapel Remodel- Discussed details of proposed remodel: pew configuration, need for AV etc. Tile floor may need to be repaired/replaced due to pew removal and considerable crack in chapel floor. Exploring cost of tile repair/ replacement and other floor covering options.

Kneeler Repair- Kneeler Repair is being proposed for an Eagle Scout project. Waiting for approval from Scout Leaders.

Convent Projects- Various projects for repair at the Convent have been deferred until Spring.

Security Cameras- Three bids have been received for camera project. Project is moving forward.

HVAC Controls- Controls are 22 years old and obsolete. Parts and support are not available.

Discipleship & Mission Commission – Melanie

Guests: Emily, Josh & Mikayla; two openings

Brainstormed ideas on ways to include St. Joseph in Faith Formation activities.

Request for a teaching Mass

Cana Dinner- February 13, speaker presentation at 3pm. Mass follows with blessing for couples. Dinner offsite.

NET team is back

No Families Helping Families event this year.

Journey to the Inn- Great event. Approximately 200 people attended.

Finance Commission – Gary

Operating Results

We count on higher year-end and Christmas giving to cover operating deficits through much of the rest of the year. With the COVID restrictions, we were not sure how this year would play out. Once again, our parishioners came through big-time. December contributions were well ahead of both last year and budget.

On a year-to-date basis through the 1st 6 months of the fiscal year:

- Operating revenue is about \$90,000 ahead of budget – that is due to higher Sunday giving and increased tuition revenue driven by the growth in students.
- YTD expenses are well below budget – much of that appears to be COVID related.

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- Sunday giving is never as strong in the 2nd half of the year, and for the 1st 3 Sundays of January, donations are down a bit from last year.
- However, at least at this point, we appear to be on track to finish the fiscal year with a comfortable surplus.

Bulletin Report

We will be including a 6-month statement of operations in the bulletin in the near future. Obviously if anyone has questions about it, they can let us know.

PPP Loan

We continue to get up to speed on the forgiveness process for the \$500,000 plus PPP loan we received last April. We will be applying for forgiveness in the next few months and are optimistic most, if not all, will be forgiven.

2021-22 Budget

We have started to look at the budget for next fiscal year. Mark has run some very preliminary numbers to start the process. The budget will be a significant focus over the next 2-3 months.

Finance Goals

We walked through all of our goals for the year – current status, what do we need to get done yet this year and who's going to do it.

Parish Development Commission – Mark H

I. Open Positions

- A. Coming into the meeting we had 4 open positions. Vicki Wicks attended as a guest at our meeting. She expressed interest in joining our Commission. Vicki was very well received by our group. She had several valuable contributions to the discussion. At the end of the meeting Vicki indicated she would like to join the commission. All Commission members were in agreement that that she would be a great fit.

II. Development Associate Position Update

- A. The Commission Chair updated us on the Development Associate position hiring process. Fran indicated she was part of the second interview committee and currently there were 5 applicants.
- B. The Commission discussed anything we could do to help the person in their new role and in getting to know the parishioners at the church.

III. Electronic Giving

- A. Maureen Owusu provided updated numbers on Electronic Giving. There has been a slight increase in parishioners switching to electronic giving.
- B. The Commission continued discussion on promoting Electronic Giving. Discussion occurred on different promotion ideas emphasizing how that would benefit both the parishioner and the church.
- C. There was also discussion on how to promote to those people watching remotely since they would be an ideal target audience.

IV. Legacy Program

- A. Development of this program will continue to be on hold pending the hiring of the Development Associate position.

Parish Administrator's Report – Mark

See separate report.

Budget cycle has started.

6-month financial report will be in an upcoming bulletin.

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Search for Development Associate has started.
Update on Capital Needs Program
Developing Policy and Procedures on Tuition Collection
Read/ Write access to the shared workbook on commission goals.

Pastor's Report- Fr. Paul

Thanks for your continued support. The parish has had 7 funerals in 7 days.
Archdiocese's Catholic Leadership Group doing a survey on Priests and Parishes to assist in placing priests so there is a higher chance for success in transitions.
March for Life is virtual this year. Novena for Prolife from January 23-29
Next Commission Meetings are on Fat Tuesday. The meetings will be a tighter schedule. Ash Wednesday is a busy day for the parish.

Closing Meeting - Josh

1. Closing Comments
2. Closing Prayer – Fr. Paul
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, February 16, 2021

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