

St. John The Baptist Parish Development Commission

Date: Tuesday, March 23, 2021

Time: Mass at SJB 5:30-6, **Zoom meeting** 6:45-8

Recorder: Fran Davis

Attendees: Mark Hammer Fran Davis Bob Gabler Vicky Wicks Don Grant

Staff Representative Mary May **Absent-**Gene Delaune Melissa Strunc **Guest-** Janet Glaser, Jill M.

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.

- ❖ **Prayer -Mary led us in prayer and we all joined in a Hail Mary.**
- ❖ **Janet Glaser** – Potential new Development Commission member
 - Please be prepared to tell the group about yourself, work experience, and why you want to join the PDC. **Janet shared a bit about her family, coming to SJB, and her work experience-especially her Development work.**
 - **We welcome Janet to the PDC. The team and Fr. Paul have approved it.**
- ❖ **Mary May, SJB Development Associate** –
 - First FIVE weeks overview – notable decisions/projects in process. **Mary noted the staff at St. John’s dedication and hard work, their openness to help her when asked, and for the incredible generosity of the St. John the Baptist parishioners .**
 - Organization chart – **attached- Discussed – no questions raised.**
 - How can the PDC help facilitate your success?
 - Mary has connected with several PDC members.
 - She will connect with remainder of PDC members in the upcoming weeks.
 - Mary would like PDC members to share with her a list of parishioners that we think it would be good to know. **Mary asked that we each share a list of 3-5 current or disengaged parishioners – by the April meeting - that it would be good for her to reach out to.**
- ❖ **PDC member term commitments**

Melissa Strunc has completed her 3 year term in June and is not reapplying for an additional term. She has been a very important part of the team and will be missed.

Term ending June 2022 – Mark Hammer, Bob Gabler

Term ending June 2023 -

Term ending June 2024 -Vicky W., Don G. , Janet G., Fran D., GeneD.

Still looking for 2 more people to fill out the PDC.

Goals for 2020/2021

- ❖ **Electronic Giving – Mary**
 - Report on current status. **Mary reported that Electronic Giving is at 40% and that Fr. Paul is pleased with that progress. Focus / message for the near future will be on Legacy Giving.**
 - Review parish communications-email, bulletin, plaza TV, Facebook, Livestream Mass, etc.
 - Request space in all communication vehicles for “Giving Topics”-Electronic Giving, Legacy Society, Endowments, Youth 365, School funding, etc. **PDC discussed having a graphic that would be used in conjunction with the SJB graphic to identify “Giving Topics” – Electronic Giving, Legacy, etc.**

- “Giving Topic” would rotate as needed/appropriate.
- Possible to include giving info to all new parishioners? **PDC discussed the need to include general giving info in new parishioner packets, but not to “put a hand out” to new parishioners. PDC feels it is important to bring new parishioners in, have them get comfortable with the parish and all it offers/does for the community, and let them discern their giving plans. Mary will work with SJB staff to find out who does the new parishioner registrations/packet and what info new parishioners are given. If needed, PDC will work on including “Giving” info in the packet.**

Discussion at this time also noted that there are approximately 300 parishioners who have responded to the United in the Holy Spirit campaign. LY there were over 400 responders. PDC felt it was important to reach out to those who gave in 2019, but not in 2020 to see what had changed/impeded them from giving as they had previously. Mary will research, and get back to the PDC. PDC members might be requested to assist in reaching out to those 100+ parishioners to better understand the change and to help re-engage them as appropriate.

❖ Acknowledgement Process Updates – Mary

- Giving amount to warrant written/call Thank You/acknowledgement . **Mary reported that one-time gifts of \$500 (cash, check, stock, etc.) or more are acknowledged with a letter and phone call. Father Paul is notified of any gifts of over \$1,000 so a phone call can be made promptly. Cumulative weekly/monthly gifts are also being reviewed for acknowledgment of giving at these levels. In some cases a quarterly acknowledgement is planned to meaningfully thank supporters. Letters are revised on a regular basis so donors are informed of the impact of their gift, and they are personalized to reflect the purpose of the donation. Also, Mary is working with the school staff to coordinate a thank you process for gifts supporting tuition assistance and school operations.**
- Timing of acknowledgement. **Seven to ten days. Processing is sometimes longer for IRA/Donor-advised Fund/stock gifts, so thank you calls are made promptly (3-4 days of receipt), with the acknowledgement to follow.**
- Record Keeping of gifts – who in administration sees it, etc – **Acknowledgement process is a team effort and Mary is grateful to Accounting for ongoing assistance with ParishSoft and reporting tools.**

❖ Legacy Society – Mary

- Consider new messages on Legacy giving.
 - SJB Beneficiary of parishioner Life Insurance.
 - Share complete listing of Endowments/Legacy Brochure – **Attached. Vicky commented that the current brochure should be edited – center/change photos, change RED theme, etc. and update as needed. Fran shared an initial update of the brochure on which much work needs to be done in order to replace existing RED brochure. It is doubtful if brochure updates/edits could be accomplished by April 24/25 Stewardship weekend.**
 - “Ways to Give” handout – **Attached. Continuing to work on edits to the document to be available for April 24/25 weekend. PDC.. Please offer any comments you may have.**

PDC discussed the opportunity to bring in CCF and Knights of Columbus insurance experts to help educate parishioners about how they could efficiently donate to SJB.

- Recognition ideas for Legacy Society donors, Legacy Donor sign, and placement in church. **Not discussed.**
- Suggested vendors. **Not discussed.**

New Business

❖ Stewardship weekend – April 24/25 (Good Shepherd Sunday)

GOAL: Encourage generosity of spirit and share joy of giving.

- Mary will be introduced and speak at all Masses.
- Space in St. Paul Plaza to meet Mary and have Giving/Legacy materials available for parishioners.
- **PDC members invited to greet people at stewardship table after Mass. (Please be prepared to sign up to help at a mass....need coverage for all masses.). Mary will send out email to all to sign up for a particular mass that weekend to help out as needed.**
- SJB Promotional items – hand sanitizer and pens
- Distribute handout “Ways to Give” and Legacy Society folders/brochure. **Attached**
- Share good news of projects completed by generous and joyful givers.

❖ Sunday Giving report – YTD giving report

Future Agenda Topics

❖ Parish strategic priorities of projects/programs

- Mary is working on creating a list of parish future Mission/Needs projects.
- Present ideas for discussion and prioritization at future PDC meeting.
- What would SJB do if presented with large donation?

❖ Gifts for parishioner visits

- Icons/prayer cards/other?
- 50th Anniversary books.

❖ 50 Year Club Survey

- Possible timing is during Easter season –
 - Ready to review survey at April PDC meeting.
 - Send out in May.
 - F/U calls in June for non-respondents.
 - PDC members to help with F/U calls?
- Determine current involvement with parish.
- Comfort-level in attending upcoming events.
- Events that would be of interest.
- Any way St. John’s can be of assistance (mailing bulletins, continue live-streaming, etc)?

❖ Giving Society Levels – Attached.

❖ Miscellaneous/Other

