

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, May 18, 2021	Time:	7:35 pm
Chair:	Josh W- present	MAL:	Jim G- present
Vice Chair:	Jill M- present	Secretary:	Teri- present

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

Agenda:

5:55 or earlier **Log into Zoom/Update Name and Commission Abbreviation before 5:55pm**
6:00pm - 6:25pm **Announcements- Father Magner United in the Holy Spirit**
6:30pm - 7:30pm **Commission Meetings**
7:35pm - 8:40pm **PLC Council Meeting**
Discussion Questions for Commissions

- What are some things that happened in our Parish during Covid that you would like to keep?
- What are some things that went away during Covid that you are ok with not returning?
- What are some things that went away during Covid that you are looking forward to returning?

Call Meeting to Order – Josh

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

Worship Commission – Pat

- Roster update-We have six members, one whose term will end this year. We had a discerning guest join us.
- Adoration- Question: when are we going to have adoration in the Chapel of the Angels? With the mask mandate and social distancing changes, what will be the policy for the Perpetual Adoration Chapel?
- Liaison report – Lee-A Liturgical Administrative Assistant position is being finalized, part time of 20 hours to help Lee with admin tasks. Position description is being finalized.
- A family has given a memorial to the parish. They expressed interest in an icon.

Goals and Accomplishments 2020-2021

- Many of our goals are interdependent with other Commissions, so we did not accomplish too many.
 - We still seek progress on the nave ceiling, the sound system, cleaning the organ, refinishing the pews, and climate control.
 - The railing for the choir area was completed this year through volunteer work.
 - The kneeler repair, an Eagle Scout project, continues.
 - The clerestory windows are being reviewed for repair and/or replacement.
 - Security Cameras will be installed in June, covered by a generous grant and Fallfest proceeds.
 - Training of ministers was stalled because of COVID restrictions and changes to existing procedures. As we get back to “normal,” we expect to revisit this.

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- An audio-visual ministry strategy paper was written and endorsed by the Worship Commission to enhance our media reach and gather all stakeholders together in this effort.
- Finally, the Worship Commission weighed in with a listening session with the pastor on the reconfiguration of the Chapel of the Angels and the move of Perpetual Adoration to the Chapel of the Angels.

Discussion Questions

Things to keep-

- Streaming Masses and various other events
- Moving more toward social networking, look for more opportunities.
- Mass in nave – with attendance, stay there rather than Chapel of Angels.
- Drive up adoration and other events like this: Journey to the Inn, drive through adoration.
- Litany in Time of Need daily prayer session.
- On-line formation classes

Things that went away that you are ok with not returning-

- Discussion about priests and deacons only distributing Holy Communion. Review the guiding principles about Extraordinary Ministers of Holy Communion. We will discuss this next month.

Things that went away that you are looking forward to returning.

- Back to Mass in person
- Social interaction: hospitality after Mass, social hour, Fallfest

Administrative Services Commission – Jill

Yearly Goals

- Remodel Chapel Project- Discussion with Vendor about doing HVAC balancing test.
- Kneeler project- Scout portion complete. Bushings to be completed by Maintenance Staff.
- Convent repairs still needed include repair of sidewalks, steps, and chimney cap.
- Two vendors contacted to bid on replacing building controls. No response from vendors currently.
- Received one bid for the clerestory window replacement.

Discussion Questions

Things to keep-

- Streaming Masses and outdoor benediction
- Drive through events
- Communion appointments

Things that went away that you are ok with not returning-

- No suggestions

Things that went away that you are looking forward to returning.

- Community Events, Hospitality
- Water in the Baptism Font

Discipleship & Mission Commission – Melanie

- Erin Hardy visited meeting – possible new member.
- 1 open spot in commission as of now with 2 more spots opening in June.

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- Reach More looking to host 3-day conference onsite in July for staff and leadership.
- 33 students received Jesus for the first time in Holy Communion on May 1st and 2nd.
- Sr Leonarda working with 9 children - ages 5 to 16 - who will receive Sacraments in June.
- Month of May: 7 baptisms, 2 weddings, wedding workshop with 3 couples
- Sunday School and Family Formation has ended for the year.
- Summer Events: Lectio on the Lawn on Thursdays, Blessed is She revival event on June 11/12, Summer Revivals - June 24, July 28, August 11 / Sunday Fundays - May 23, June 13, July 11, August 15
- Morning of reflection for parish rescheduled for September.
- Interviews have begun for Coordinator of Discipleship of Adults candidates
- NET team goodbye bonfire on Fri, May 7 – 50 students and more families attended.
- 25 students received the Sacrament of Confirmation on May 15 with Fr Paul at SJB

Finance Commission – Gary

Over the last several weeks, Sunday giving has been running a bit below last year, however, on a year-to-date basis, the numbers still look very good. Through week 46 – almost 90% of the way through the fiscal year – total Sunday giving is up 5.8% over last year.

As we have been reporting, we expect to finish the year with a comfortable profit thanks to the strong Sunday giving along with higher school revenue, driven by the enrollment increase, and below budget expenses.

We received official word that our PPP loan has been forgiven in full. That loan helped us fund payroll costs for part of the pandemic slowdown and now does not have to be repaid.

Tuition collection has been a significant focus this year. We have been working with the school to follow up on past due balances and in establishing an appropriate follow up policy for tuition collection. We are also identifying old balances that appear to be uncollectible and will be reserving for those in our financials.

While we did not get to the agenda item, the goals we set for the year were largely completed. The PPP loan was forgiven, we are on track to end the year in the black, we successfully completed next year's budget and we have tightened up tuition collection. One critical goal still in progress is to evaluate capital reserves and plan for future capital needs. We continue to focus on the parish's overall reserve position and in determining how much is available for capital projects. That effort will continue over the next month or so.

We were joined by 2 prospective members to potentially fill our 2 openings for next year.

As far as the Covid related questions: What should be kept?

- To the extent possible, continuing to offer mass and other events on YouTube and Facebook, and potentially continuing to offer Zoom versions of certain small groups and meetings to allow the homebound to participate.
- Father Paul and staff have been exceptionally creative in finding unique ways to minister with parking lot services, park processions, drive through events. Continuing that out of the box thinking, to find new ways to minister, could help us better engage our parishioners and the community.

What should not return?

- We could not think of anything.

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What are we looking forward to returning?

- The sense of community that comes with Fall Fest, hospitality, and the many events.

Parish Development Commission – Mark H

Review of Goals and Objectives

Increase Electronic Giving

Accomplishments

- Increase electronic giving to 42.3% for the number of donors and 43.5% for funds being donated electronically.
- Promoting the electronic giving at masses and utilizing testimonials to promote the benefits of electronic giving.

Improve Acknowledgement Process

Accomplishments

- Being timely on getting out acknowledgements of gifts. This had been a past concern based on feedback from donors.
- Making the messages in the thank you and acknowledgements more personal and meaningful to that specific donor.

Legacy Society/Legacy Giving Updates

Accomplishments:

- Creating Spiritual benefits by having a Mass that will acknowledge Legacy Members.
- Updating the Legacy brochure

Open Positions

- We will still have two positions to fill for Fall. Discussion occurred on some possible candidates. Discussion centered around where to seek out new members including parents of children going to school at St. John's, men's groups, and ways to attract more diversity in the members. A few names were suggested, and additional follow-up will occur.

Discussion Questions

Things to keep-

- The ability to watch Mass on local tv or through streaming on Facebook and YouTube. This includes watching funerals and weddings as well. This provided a great opportunity for people that could not come to Mass, especially the elderly. The PDC unanimously voted to endorse this recommendation and offered to assist in helping get continued funding if needed.
- Videos and new commercial which everyone thought were very well done in promoting the church.
- Calling parishioners, especially the elderly. This provided a great way to connect with certain people to make sure the church is meeting their spiritual needs.

Things that went away that you are ok with not returning.

- Handshakes with people you do not know.

Things that went away that you are looking forward to returning.

- Meeting in person. The zoom calls have been very useful, but you miss that extra connection you get when meeting people.
- Hospitality after mass in which you get a chance to connect with fellow parishioners and get to know them.
- Wine during communion.

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- Using the chapel.

Parish Groups and Activities Commission – Steve

- PGAC has been hamstrung this year due to COVID restrictions limiting activities for parish groups.
- Goals fell short but Commission kept in touch with groups that are supported by PGAC
- Looking forward to hitting the ground running next year
- Commission is three members short currently, will need 5 new members for Fall.

Discussion Questions

Things to keep-

- Streaming Masses
- Drive through events
- Communion appointments

Things that went away that you are ok with not returning-

- No suggestions

Things that went away that you are looking forward to returning.

- Community Events, Hospitality
- Socializing, Hugging
- New member registration
- Full Church

Parish Outreach Commission – Heidi

- Drive through Communion and Anointing last Friday – Successful; about 60-70 people were anointed and received Eucharist.
- Nursing homes starting to open for Communion Services.
- Compassionate Clinic-Saturday, June 19, 10am-4pm at Highview Middle School, providing dental and medical care for those in need. Volunteers still needed.
- Sunday Funday – volunteers are assembling dental packets.
- Food Shelf- open, Demand is low.
- 4 openings for the commission, 2 new members have been confirmed, 2 guests discerning.

Goals and Accomplishments

- Identified Liaisons for the various groups under the POC.
- Better understanding of the Pastoral Outreach Envelope fund distribution process
- Ministry Marketing- promote ministries doing parish outreach through bulletin.
- Vetting process in place for new ministries and charities
- Revised POC Constitution and By Laws

Discussion Questions

Things to keep-

- Drive through events for those with compromised immune systems
- Livestream events
- Outdoor events

Things that went away that you are ok with not returning-

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- Masks and Social distancing
- Sign of Peace

Things that went away that you are looking forward to returning.

- Sign of Peace
- Hospitality
- Meals with Commission Meetings
- Family Events onsite

School Advisory Commission – Michelle

- Spring Family Event on May 25, 5:30-7pm; Food Truck and Inflatables
- Hiring new teachers in various areas
- Sr. Leonarda Leaving, Sr. Ruth is starting
- 10 kids on a waitlist for next year
- August 14 Stockyards Days Parade 10am
- Back to school events in August for Preschool

Goals and Accomplishments

Accreditation complete

Budget

Survived Covid.

New Families-goal was to retain 50-60 % current retention- 98%

School Compensation Structure- Draft is complete

Core Values- Joy Maker Awards.

Parish Administrator's Report – Mark

Please see written report.

Candidate identified for Hospitality Coordinator.

Pastor's Report- Fr. Paul

This has been a challenging year. We were blessed that staff and Volunteers were creative and hardworking in finding ways to continue ministry. Thank you for stepping up to the challenges.

Summer Deacon- Deacon Joseph Nguyen will be with us through summer beginning the end of May.

Discerning for the priesthood- Ross Gillespie is in discernment for the diocesan priesthood. Ross will be living at the rectory as he discerns his vocation call.

Seminarian Ben Snyder will be ordained as a transitional deacon.

Closing Meeting - Josh

1. Closing Comments- Send completed Goals and Accomplishments form to Teri by May 28.
2. Closing Prayer – Fr. Magner
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, June 8

Next Meeting Dates: June 8, 2021 at 5:30pm. Commission will meet onsite in St. Joseph's Hall to start the meetings.