

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, November 16, 2021	<b>Time:</b>	8:00 pm
<b>Chair:</b>	Jill M	<b>MAL:</b>	Andrea B
<b>Vice Chair:</b>	Jim G	<b>Recorder:</b>	Teri /Joseph

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	yes	Larry	yes	Maria	yes	Pat R.	yes
Father Paul Shovelain	yes	Melissa	yes	Socchie	yes	Gary H.	yes
Father Doug Ebert	yes	Mark H.	yes	Michelle	yes	Marian B.	yes
Jessica Balzarini	yes						
<b>Guest(s) &amp; Purpose:</b>							

### Agenda:

5:30 – 6:00 pm Dinner

6:00 – 6:30 pm Announcements/Synod Results Overview

6:35 – 7:55 pm Commission Meetings

8:00 – 8:45 pm Pastoral Leadership Council (PLC) Meeting

### **Call Meeting to Order –**

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

### **Finance Commission – Marian**

- Sunday giving is above last year and over budget. The parish is in a strong financial position after the four months ended on 10/31/2021. Additionally, we will receive several payments over the next few quarters due to a provision of the CARES Act called an employee retention credit.
- There are four capital projects currently in progress or approved. Further, we have a running list of potential projects, and priorities will be determined going forward.
  - HVAC controls
  - Network switches & patch panel for school
  - Spot lighting for above church sanctuary
  - Convent garage windows
- The commission approved an expenditure for the cemetery to create a map of the grounds to identify areas of the cemetery and graves. We also approved a project to seek sponsorship for four memorial benches within the cemetery.
- Lastly, the commission has formed a sub-committee to review St. John's cash and investments to determine if any balances should be moved out of checking into other investment vehicles.
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### **Parish Development Commission – Mark**

Guest: Fr. Paul

- There are still two opening on the commission. We will continue to work at filling the open positions.
- Mary May provided a Development Report. She went over the Core Commitment 2022 Campaign. We will look to see the response rate and discuss any possible follow-up at the next meeting.
- The Parish Development Commission will be hosting the Hospitality November 20th and 21st. We will have some literature available to hand out.
- Discussion occurred on a wish list for items that are needed in the parish and their cost. Recommendations were made in terms of certain items on the list, putting it into the bulletin, and working on a theme.
- The Commission reviewed our Goals and Objectives for the year. One of our goals involves promoting the existing endowments. This includes creating an endowments brochure, adding an endowments webpage, scheduling an endowments weekend.

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- Another Commission goal involving the Annual Development Plan includes creating a comprehensive calendar of all church, school, and cemetery fundraisers incorporating opportunities for Legacy Society and endowment promotions and events.

### **Parish Groups and Activities Commission – Maria**

Guest: Jim Glaser

Absent: Diony

- Still have three openings on our commission. We welcomed Tessa Brandt but are also losing Diony as his term is up and he's not renewing.
- All Saints Party in October was a big success
- The commission assigned liaisons to each ministry under our jurisdiction and each participant will be reaching out to their ministry contacts in the next couple weeks to be sure that the contacts are still up to date for the ministries
- The commission is signed up for hospitality on the weekend of December 4<sup>th</sup> and 5<sup>th</sup>
- SMART Goals: Steve will have updated by end of week
- There has been discussion regarding the garden on the north end of the east parking lot. A volunteer from the garden group called Steve questioning why the preschool is storing toys and allowing the kids to play in the garden. There was also a recommendation to set and hold to a budget for the gardening group.
- 'What is a ministry?' commission goal will be the main focus of our next meeting

### **Parish Outreach Commission – Socchie**

- The commission has one open spot
- PLC Request: Setting-up Goals: Ministries for Restoration
  - Updated the POC List of Ministries
  - Four 2021-2022 Goals were approved
- Pastoral Ministry Coordinator Updates
  - Mary invited all to recommend prospective candidate to fill up the vacant seat due to Linda Drews' resignation
  - The Eucharistic Ministry requests for a quarterly off-site Mass at The Villa
  - Update on the ABLE Fix-It Team
  - Update on Last weekend's insert for Pastoral Ministry, areas people could volunteer as growing a "Generous Spirit"
  - Future Items:
    - Senior Sparks – Dec 18 Christmas Party
    - Eucharistic Ministers- Homebound, Hospital & Nursing Homes
    - Caretakers Support
    - Rochester Medical Mission
- Updates on monthly Bulletin shorts regarding Ministry
  - December- SJB Mission and Respect Life Committee
- December - Training for the Eucharistic Ministers for Homebound, Hospital & Nursing Homes.
- December - POC Ministry Liaisons' Orientation & Training

### **School Advisory Commission – Michelle**

- 8 cases of students/staff having covid
- School Conferences coming up next week
- Working on budget for next week
- Forming new 'communications committee' to improve that area for the school
- 2 new students since last month
- 8 families attended the open house last week

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- Kindergarten round-up will be in January
- Give to the max is this week – goal is \$25,000 for a new PA system
- Took a look at tuition/fees for next year, and the possibility of adjusting teacher salaries to be a more comparable to public schools

### **Worship Commission – Pat**

Guest: Jill

- Discerning potential member did not attend
- Received request from Mark Dittman regarding placement of benches in the cemetery. Group discussed and will get feedback to Mark
- We discussed parish committees under the worship commission – for possible new members for the worship commission. It could help them be encouraged to join if they learned more about these committees and ministries
- Liturgical minister training/affirmation
  - Thursday, November 18 – dinner, catechesis, and training
  - Saturday, November 20 – make-up session – breakfast, catechesis, and training
- Went over goals for 2021-22. Commission had a spirited discussion about our goals and will review goals again at the next meeting in December
- The commission is signed up to help with hospitality on February 6 but with the Wines to Wishes event, the hospitality may be cancelled.
- Concert in honor of St. Cecilia is on Sunday, November 21 at 2:00 pm in the church

### **Administrative Services Commission – Larry**

- HVAC system still needs parts to come in for it to be finished
- The convent windows will be done around Thanksgiving
- Goals:
  - Leaks in the roof – brickwork company looked at it and thought it was a tuck-pointing issue
  - Ceiling cleaning – getting a new quote from the group that installed it. Dealing with black material from vents. Hope is to have project complete by May 2022
- Ongoing projects:
  - Create a spreadsheet of long-term items
  - Door on rectory roof
  - Glycol – approved to buy
  - Sidewalk by school – need to check with city
  - Northside windows – leaking when rain and wind blow a certain way
  - Contact Stinson to look at LED light by altar that is malfunctioning

### **Discipleship & Mission Commission – Melissa**

Guests: Andrea B., Jackie K., and Mikayla A. We have another guest scheduled to attend in December as well

- One main goal is youth ministry
  - Discussion with Mikayla A. on a ministry plan for youth ministry
    - Create SMART goals, timeline, and strategy for transition from NET Team
    - Defining needed roles
    - Mikayla is planning a youth ministry info meeting
    - Marketing plan for youth group
    - Possibility of expanding youth minister staff to help fill the holes
    - Possibility of having college internships
    - Next meeting the commission will create a plan to present to Fr. Paul – either adding a 4<sup>th</sup> year for NET or other youth ministry options
    - Touched base on other ministries as well
- Review of commission and ministry list

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- Review of goals
- The commission is set to help with hospitality on December 19<sup>th</sup> for both morning Masses
- All Saints Party recap – a big success, with around 200 children in attendance
- Advent activities event on December 5<sup>th</sup> after Mass
- Journey to the Inn event on January 8<sup>th</sup>

### Parish Administrator's Report – Mark

- Please see written report.
- Discussion on Cemetery. New memorial benches and cemetery map are in the planning stages.
- Communal interment of cremated remains – ministry project planning underway for fall 2022.
- Staff restructure – organization chart showing reporting lines. This new structure will allow Father Paul to focus on the higher pastoral ministry demands given the lack of a full-time associate pastor.
- Monthly business report to commissions: we are considering making this a Leadership Team report and include information from Fr. Paul, Mark, Ann, and Jessica.

### Pastor's Report – Fr. Paul

- Reflection on John 10:10 – “I have come to bring life in abundance!”
  - It answers the ‘why’ question that we have in our lives.
  - We all have a role to play in helping others to live life in abundance
  - We all need to work to bring Christ and His joy into all aspects of our daily lives
- Sabbatical plan – Fr. Doug Ebert, Fr. Al Bachmann, and Fr. Andrew Jaspers will be covering pastoral duties

### Additional Comments / Discussion

### Closing Meeting – Jill

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

**Next Meeting Dates:** December 14,  
January 18, February 15, March 22, April 26, May 17, June 7