

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

Date:	Tues., Nov. 16, 2021	Recorder:	Socchie Fondevilla	Chair:	Jane Heinks
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Member/Attendee	Present	Member/Attendee	Present
Louie Fondevilla	X	Mary Kohlhaas (Staff Liaison)	X
Socchie Fondevilla	X	Joni Metz	X
Heidi Hamilton		Cheryl Puffer	
Jane Heinks	X	Deacon Gary Schneider (Staff)	X
Joe Janson		Lesia Zownirowycz	X

A. Opening Prayer: Deacon Gary

Agenda

- A. Opening Prayer: Ask our visiting priest/deacon to give a short prayer
- B. Approval of the agenda and the minutes of our last meeting. Agenda is amended and approved at the meeting and this meeting votes to amend or accept the minutes as presented
- C. PLC Request: Setting-up Goals: Ministries for Restoration
- D. Pastoral Ministry Coordinator Updates
 - a. Vacant Seat due to Linda Drews' resignation
 - b. Off-site Masses: The Villa
 - c. Update on the ABLE Fix-It Team
 - d. Last weekend's insert for Pastoral Ministry areas people could volunteer as growing a "Generous Spirit"
 - e. Future Items:
 - i. Senior Sparks Christmas
 - ii. Eucharistic Ministers
 - iii. Caretakers Support
 - iv. Rochester Medical Mission
- E. Updates on Bulletin shorts regarding Ministry- who writes for next months . . .
- F. Any updates from Ministry Liaison
- G. Other

Minutes

B. Approval of the agenda and the minutes of our last meeting

- 1. CORRECTIONS: On Item 2: "ODM Formation Office is holding a Ministry Fair on November 6, Saturday & Nov. 7, Sunday Masses. They would like different Ministries to have tables set-up . . ."
- a. Minutes was approved
- 2. Tonight's Agenda is amended and approved

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C. PLC Request: Setting-up Goals: Ministries for Restoration

MINISTRY	CHAIR/LIAISON	ABOUT/COMMENTS
ABLE Fix-It	Chair: Corey Ebbers & Dan Brown Liaison: Heidi	- service thru cleaning, fixing & improving houses & yards of those in need - Meeting Date:
Food Shelf	Chair: Jerry Elfert Liaison: Joe	- emergency food supplies for those in need - stock shelves with donated items - Prep bags for clients - Meeting Date:
Growing Through Loss	Chair: Susan Amos-Palmer Liaison:	- interfaith ministry for those in grief - speakers & small group discussion at programs twice a year - Meeting Date:
Meals on Wheels Drivers	Chair: Marian Briggs Liaison:	- delivers meals once a on to the homebound - Meeting Date:
Prayer Letter	Chair: Donna Craig Liaison: Overseer: Deacon Gary	-
Prayer Line	Liaison: Overseer: Deacon Gary	-
Respect Life Committee	Chair: Jacquie Schmitz Liaison: Lesia	- To educate the Parish - To impact life issue whenever possible - Meeting Date: 3 rd Tuesday - Next Meeting: Nov. 23
Maternity Closet	Chair: Jacquie Schmitz Liaison: Joni	- Provides clothing & other resources for Moms throughout pregnancy & after the birth of the child - Meeting Date:
St. Vincent de Paul Society	President: Matt Goggen Parish Liaison: Deacon Rod Palmer	- Offering person-to- person assistance where needed both in and outside the Parish - Meeting: 1 st Tuesday

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	Liaison: Louie	
Branch III	Chair: Liaison: Cheryl	- Provides hot lunches at the Catholic Charities Drop-in Center in Minneapolis twice a month
Sharing & Caring Hands	Chair: Mary Schutz Liaison: Cheryl	- Prepare & serve a meal once a month for the poor in Downtown Minneapolis - Meeting Date:
Faithfully Fit	Liaison: Heidi Chair: Mary Hartz	- Stretch & exercise fun for Seniors - Meeting date: Wednesday @ 9:30-10:30am
SJB Missions	Liaison: Jane Heinks	- Meeting Date: - Ministry was renamed - Support any of the vetted international missions our Parish support
- Building Bridges Liberia	Chair: Naomi Hard	- Meeting Date:
- Family Missions Company	Chair: Steven & Anita Fierro Liaison:	- Jane will contact re: writing about Adam with Family Mission in Haiti for Nov. Bulletin - Meeting Date
- Mary's Meals	Liaison: Mary	- Meeting Date
Quilters	Chair: Luella Heiling & Anne Selmer Liaison: Joni	- Sew prayer quilts for those in need of comfort & loving support - Meeting Date: every Tuesday 1-3pm t the Copy Room
NEW MINISTRY/GROUP	LIAISON	COMMENTS
Eucharistic Ministers	Liaison: Mary	- Separated branch from ABLE - Monthly Communion Visits to the infirm - Homebound - Hospital - Nursing Home
Senior Sparks	Liaison:	- an events & activities social group for Seniors. - CCW & W/WG co-host Seniors' Party: Dec 18 - Needs an organizing team

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Caretakers Support	Liaison:	<ul style="list-style-type: none"> - Gathering for Caretakers of loved ones - to take time away to refresh - to connect with others who understand - to find some encouragement & rest
Widows/Widowers Group (W/WG)		<ul style="list-style-type: none"> - A social networking group for those with a common experience
Rochester Medical Mission		<ul style="list-style-type: none"> - collects, packs and ships overflow medical items to Haiti
“ORPHANED MINISTRY”	STATUS	COMMENTS
Feed My Starving Children	NOT UNDER POC	<ul style="list-style-type: none"> - whoever wants to go to FMSC just have to join the group - Activity Schedule:
Plant Ministry	NOT UNDER POC	<ul style="list-style-type: none"> - To water the plants on a regular basis in the Church & Keep the Church beautiful
CCC (Council of Catholic Women)	NOT UNDER POC	<ul style="list-style-type: none"> - Spiritual service organization devoted to Our Lady and the Holy Spirit - Serves at several Parish functions throughout the year
DELETED	STATUS	COMMENTS
Angel Tree Committee	DELETE	<ul style="list-style-type: none"> - belongs to Worship Committee
Befrienders	DELETE	<ul style="list-style-type: none"> - Ministry is fading out - Eucharistic Ministers will take over the people in need of a Befriender.
Families Moving Forward	DELETE. (ON HOLD)	<ul style="list-style-type: none"> - They moved down to Chanhassen; out of our geographical area.
Community Support Center (CSC)	DELETE	<ul style="list-style-type: none"> - Not under POC or SJB Parish; although POC contributes to them
Friends of the Poor	DELETE	<ul style="list-style-type: none"> - Did not go through the vetting process Not supported by POC
Partners 4 Hope	DELETE	<ul style="list-style-type: none"> - Did not go through the vetting process Not supported by POC

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Setting-up Goals Ministries for Restoration

- **Mary:** POC accomplished 100% the goals set last year
 1. Dotted the missions that we're looking at
 2. Went through Constitution & by-laws
- **PLC** sent us the Goals sheets on-line
- **2021-2022 POC GOALS**
 1. Update SJB POC List of Ministries
 - i. Apply liaison on each Ministry-
 1. Accomplished assigning 12 Ministry Liaisons
 - ii. Rename ABLE to ABLE Fix-It
 - iii. Rename SJB Foreign Missions to SJB Missions by removing 'Foreign'
 - iv. Update Ministry's meeting dates
 2. Monthly Write-up on SJB Bulletin to promote, advocate & assist your Ministry
 3. (Wish-List) Possibly provide ministries a promotional roll-up or retractable banner with logo as needed
 - i. A signage solution for the Ministry's not necessarily noticed
 - ii. For branding an event of the Ministry like hosting Hospitality, for meetings, or doing some sign-ups
 1. Ministry can make it's own design with the Ministry & a tag line
 - iii. Cost which varies from \$75-\$120 may be shouldered by POC or the Parish
 1. for savings we can order in quantity
 4. On-going Goal: Continue to vent anyone who wants to solicit or raise money in St. John's
 - i. Update Vetting Documents to reflect 'Pastoral Outreach Director' instead of the current
- **ACTION ITEMS:**
 1. Mary:
 - i. Final List of Ministries
 1. To send out to the Liaison the list of the names of their volunteers.
 2. LIAISON: Write Bulletin Shorts per month
 - 1) December – Jane will reach-out to the Fierros regarding the Family Missions Company to address Haiti.
 - i. put Haiti concerns in prayer
 - 2) January - Lesia will prepare a Respect Life short for the Bulletin.

D. Pastoral Ministry Coordinator Updates

1. POC MINISTRIES PROMOTION: NOV 6
 - 1) It was not possible for POC to set-up a table since it was Turkey Dinner Sunday.

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- 2) Mary: placed on the pews the insert volunteer form for Pastoral Outreach Ministry so people could volunteer and grow in a “Generous Spirit”
 - a. Lesia: suggested form could be included in new Parishioner’s packet (ACTION ITEM)
 - 3) This way of doing things turned out to be very effective
 - Deacon Gary: Mary got it in time for the Deacon’s homily who encouraged the people
 - Mary: received e-mails from interested people who did not get the chance to fill-up the form
 - 4) Positive Response: about 65 of the forms came back & 1-2 a day are still coming in
 1. Some marked where they are already involved in; Mary knew who they are
 2. Half of the volunteers’ names are passed on to the Leaders so that they may contact these volunteers
 - 5) Vast majority of them are new people
 1. A handful marked only one area where they’re interested, most marked 2 -3 areas of interest
 2. Around 12 are interested in the Plant Ministry- some are young ones
 3. Several are interested in CCW
 4. A couple of people signed up for Maternity Closet
 - a. Three who had running it have several things happening in their lives which make it difficult right now, so they could use a volunteers right now
 - 6) Mary put the flyers down on the harvest table in the middle of the week, so it is ready for the-weekend
2. Vacant Seat due to Linda Drews’ resignation- replacement is needed
 3. Off-site Masses: The Villa
 - 1) Deacon Gary: usually they initiate a request
 - 2) There is great concern of a daughter of a Catholic ex-resident in The Villa There is little Catholic presence when other world religions are available and inviting Catholics to their services – and we are across the street!
 - 3) We are supposed to be preparing them to meet Jesus.
 - 4) Mary: contacted the EM’s who stopped coming because of the pandemic.
 1. Some of them are open to coming back again
 2. She is waiting for a count of how many Catholics are in at the Villa
 - 5) **ACTION ITEM:** Will we celebrate a quarterly Mass there?

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4. Update on the ABLE Fix-It Team
 - 1) Ministry was renamed
 - 2) Mary sent out names of people needing help to the team
 1. They've done 7 yards for the last week
 2. They've got a couple of guys who have the equipment to do it
 3. Families from the school helped out too
 - 3) Under Discussion: the Ministry leaders are thinking for it to be a charitable organization on their own, like St. Vincent de Paul, a Chapter in this Parish

5. Future Items:
 - 1) Senior Sparks
 1. Activity: Senior Christmas Party
 - a. Date: Dec 18
 - b. CCW & WWG will co-host
 - 2) Eucharistic Ministers
 1. Separated from ABLE Fix-It
 2. **ACTION ITEM:** Hold an EM's Orientation and Training in December
 - 3) Caretakers Support
 1. To be added: was missed out on the original SJB POC Ministry List
 - 4) Rochester Medical Mission
 1. Mary: Two carloads of left-over medical things such as bandages, adult pampers etc. were taken down to Rochester
 2. Needs not to be vetted since it does not involve money, just overflow of goods.

E. Updates on Bulletin shorts regarding Ministry- who writes for next months . . .

1. **ACTION ITEM:** Jane will reach-out to Steven & Anita for a write-up on Family Mission Company in Haiti for December
2. **ACTION ITEM:** Lesia will reach out to Jacquie for a Respect Life write up for January.

F. Updates of Ministry Liaison

1. Louie: St. Vincent de Paul
 - 1) Tuesday meeting: SVPS Parish Liaison Deacon Rod lead the opening & closing prayers
 - 2) About 15 members in attendance
 - 3) November Activity- socks, underwear & thermal clothes campaign
 1. Nov 14: bagged around 10 with average of 50 items in each bag

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2. Nov 21 & 28 - Bagging of new donations at the SJB Basement after the 8:30 Sunday Masses.

G. Other

1. **ACTION ITEM:** To hold a **New POC Liaisons' Orientation & Training** at December's Commission Meeting
 - 1) a deeper-drive of what it means to be a POC liaison
 - 2) what are the expectations
 - 3) communicate: all of us could gain from knowing that we're here as advocates for them in terms of supporting or advertising, or is there anybody who need more volunteers, do you need more people to help you or do you want to find the people who need you? Are you looking for more clients or are you looking for volunteers?
2. Closing Prayer: to be lead by Liaison

Closing Meeting

- Closing Prayer: Mary
- Adjourn
- Next POC Meeting: Tuesday, December 14

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

Minutes recorded by: Socchie Fondevilla
Minutes approved by: Mary Kohlhaas, Pastoral Ministry Office