

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, December 14, 2021	Time:	8:00 pm
Chair:	Jill M	MAL:	Andrea B
Vice Chair:	Jim G	Recorder:	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	no						
Guest(s) & Purpose:	Mary May						

Agenda:

5:30 – 6:00 pm Mass

6:00 – 6:30 pm Dinner

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
 - a. **Cemetery Committee Report** *(see full report at end of document) – Mark H.

Finance Commission – Gary

- Fr. Doug joined us for the meeting
- Operating results through November, 5 months into the fiscal year, continue to look OK. Our bottom line is down a bit from the strong results we saw last year but does remain comfortably ahead of budget. That's primarily thanks to stronger than expected enrollment in the school, preschool and daycare and favorable expense comparisons on the parish side.
- Sunday giving, which was very strong through the early part of the fiscal year, has been below budget for the past 7 consecutive weeks. As a result, YTD Sunday giving through this past weekend has now fallen below both last year and budget. As we indicated last month, December giving is critical to our results for the year.
- We received an update on current and pending capital projects. We continue to try to balance the cost of the projects under consideration and likely future capital requirements, with available reserves.
- We discussed tuition and fees for the school for next year. The school and SAC provided 2 options, both of which would mean some increase over current tuition and fee levels. We approved the school proceeding with either of those options. We also discussed past due tuition. There are several families who are behind for the current year.
- We have started discussions about the budgeting process for next fiscal year.

Parish Development Commission – Mark

- There are still two opening on the commission. We will continue to work at filling the open positions. One potential group we will be reaching out to will be members of the Legacy Society.
- Mary May provided updated numbers on the Core Commitment 2022 campaign. Thank you cards are going out to those who have responded. We discussed plans for follow-up targeting those that responded last year and haven't responded this year.
- The committee went over the Wish List and what had been donated and what was still needed.
- Mary May indicated that she should have a comprehensive calendar done by the next meeting with listings for all church, school, and cemetery fundraisers, incorporating opportunities for future Legacy Society and endowment promotions and events.

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Parish Groups and Activities Commission – Maria

Guest: Jim Glaser, Molly and Jim (also Fr. Paul for the last 10 – 15 minutes)

- Currently have five open seats in the commission, but two prospective members joined us for tonight's meeting.
- Finalized the liaison assignments that we set up last month.
- Went over our Workbook Goals to be sure everything was up to date and proceeding forward.
- Hospitality on December 4 and 5 went very well.
- Our list of groups and activities under our jurisdiction don't match the listing under PGA in the guidebook directory. We need to coordinate with those that update these lists to be sure we have the correct information.
- We spent a lot of time working through the task of defining what a 'ministry' is. One definition we produced was "A ministry is a resource provided to parishioners and the community to fulfill our parish core values." While this is good progress, we started finding holes in the definition and a need to define our other activities as well. We want to have a fair representation of all our groups, committees, activities, and ministries, so we invited Fr. Paul to join us for the last 10 – 15 minutes to give some thoughts. Information from Fr. Paul was very helpful for going forward.

Parish Outreach Commission – Socchie

- 1 visitor who agreed to join the commission
- Discussed vacancies in ministry activities in November. More parents and good volunteers needed.
- 70 + responses came in as a result of the ministry flyer.
- 30 + people came to the offsite Extraordinary Minister of Holy Communion training.
- Respect life will be hosting hospitality soon.
- Senior Sparks will be on December 18 from 11:00 am to 2:00 pm.
- Looking for ideas to create an event for caregivers to gather together.
- Widow/Widowers lunch on January 19.
- Bulletin information for January
 - Family Mission Company updates on the Haiti Mission.
 - Respect for Life article/s?
 - Upcoming volunteer opportunities for food shelf or meals on wheels.

School Advisory Commission – Michelle

Guest: Fr. Paul

- 17 total COVID exposures
- School Christmas Concert on December 16 at 7:00 pm (will be livestreamed)
- Another new student started this Monday. Total now up to 395 students
- Preschool and Kindergarten Open House on January 20
- Marketing: Christmas cards for all the kids
- Wines to Wishes on February 5 (Willy Wonka theme)
- New PA system is the funding goal. Bids range from 20K to 60K
- Discussed tuition and we are recommending option #2
- Gave feedback on specialist grading.

Worship Commission – Pat

Guest: Andy

- Currently have 6 members on commission
- Update from Lee
 - There is another church that is renovating and would be willing to give us some of their organ pipes for free. This may allow us to expand our organ range. We will discuss with ASC and/or FC about the possibility of getting the pipes.

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- Ceiling project was discussed
- *Sacro Sanctum Concilium* (Vatican II document) was discussed; specifically, Article 7. We believe that it would be very beneficial for our volunteers and ministers to study this document.
- Reviewed our goals
- Revised our commission mission statement
- Discussed chapel renovation and decided on forming a sub-committee to help with planning

Administrative Services Commission – Larry

- Glycol update - permit obtained
- Update on ongoing projects
 - Heating exchange
 - Controls waiting for parts to be finished
 - School – sidewalk by playground was discussed with the city and a decision was made to move forward sometime in the spring
 - North windows – waiting for spring
 - Ceiling in Church
 - Looking at scaffolding prices
 - Do we need a new ceiling, or do we just want to try to improve what we already have?
 - Right now, the task was to clean the dirty ceiling, but it could be expanded to try to help the music acoustics which are hard to hear in some spots of the Church.
 - 4 problems isolated
 - Bad music acoustics
 - Sanctuary - ceiling color
 - Black stuff from HVAC
 - Leak in ceiling/window
 - Our recommendation is to work with another commission (or to form a cross functional team of people from various perspectives and experiences) to get a better idea of all the surrounding details that affect the decisions made.
 - Discussed prioritizing one big project verses working on bits and pieces of two or three at the same time.

Discipleship & Mission Commission – Melanie

Guests: Andrea, Mikayla A. and one visitor who seems likely to join

- Commission has 2 open seats
- Continued discussion of what will happen when the NET Team leaves
 - We have come up with 2 options
 - Option 1: Hire someone new, whether that be a 2nd fulltime youth minister position, a college intern, or just some summer help.
 - Option 2: Try to extend our NET contract for one more year.
 - Regardless which is chosen and approved, the Youth 365 funds could be used to help with the costs.
- Looking for volunteers who are good with youth
- Extreme Faith Camp is slated for June and due to our partnership with Damascus this time, the title will not be 'EFC,' but rather something along the lines of 'Catholic Summer Youth Camp'. (We also have the second biggest group attending at this point)
- Journey to the Inn will be right after Mass on Saturday, January 8.
- Cana dinner will be February 12.

Additional Comments / Discussion

- Church ceiling

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- Should we form a committee to spearhead it
- Need people with different perspectives, interests, and experience to define the actual problem and find the best solution/s
- Members of the Worship Commission, Administrative Services Commission, and Fr. Doug have volunteered to be on this committee
- The committee would be between 6 and 8 members
- Jill Munsinger supports the idea
- Fr. Paul will consider the request and discuss it with his leadership team

Parish Leadership Team Report – Mark D.

- Please see written report.
- We have turned the Parish Business Administrator report into a Parish Leadership Team report and thus include information from Fr. Paul, Mark, Ann, and Jessica.

Pastor's Report – Fr. Paul

- Receptionist/executive assistant position is still open, please spread the word as it would be nice to have the position filled soon.
- Sabbatical coming up right after Christmas. Sabbatical plans include:
 - Studying eschatology, the Mass, and the Eucharist.
 - Traveling with family.
 - Planning an event I will be doing focused on the Eucharist.
 - I will still stop by SJB for a few things in January and February, for instance Journey to the Inn.
- Sabbatical plan for SJB – Fr. Doug Ebert, Fr. Al Bachmann, and Fr. Andrew Jaspers will be covering pastoral duties.

Closing Meeting – Jill

1. Closing Comments
2. Closing Prayer – Fr. Doug
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, January 18

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

Referenced Resources on the Following Pages:

Saint John the Baptist Cemetery

Cemetery Committee Report to Parish Leadership Council

Tuesday, December 14, 2021

Mark Hammer, Member

Mark Dittman, Director of Business Operations

1. The Cemetery Committee

Members: Ron Flor, Mark Hammer, Judy Harris, Mary Karls, Kathy Stonina

2. Activity for 2020/21

Summary of Financial Activity

St. John the Baptist Cemetery Income				
Account	Description	19/20 Actual	20/21 Actual	21/22 Budget
4050.01C	Cemetery Donations	3,025	3,624	3,000
4120.01C	Dividend/Interest Revenue	2,600	2,187	2,500
4355.00C	Grave Sales	19,000	35,900	15,000
4355.01C	Columbarium Niche Sales	16,700	45,800	20,000
	Income total	41,325	87,511	40,500
Cemetery Expense				
Account	Description	19/20 Actual	20/21 Actual	20/21 Budget
6100.00C	Professional Fees - Legal	0	620	
6110.01C	Caretaker Contract	18,840	19,440	19,987
6180.00C	Supplies	57	39	200
6185.01C	Repurchased Graves	0	1,900	1,000
NEW	Pastoral - Cremation burial			4,000
6240.00C	Bank Charge Exp	1,391	1,568	1,000
6260.00C	Property/Liability Ins. Exp	0	0	3,464
6250.00C	Maintenance & Repair	2,646	506	1,000
6400.00C	Building & Grounds		6,639	3,000
	Expense total	22,934	30,712	33,651
	Cemetery net	18,391	56,799	6,849

Note: 10% of niche sales and 20% of grave sales, \$11,760, was sent to the Perpetual Care Fund (endowment) in August 2021.

June 30, 2021 Balances

Cemetery checking	\$ 123,536
Reserves	\$ 241,126
Endowment	\$ 243,735

Burials

Full body	23
Cremation in-ground	28
Columbarium niche	<u>7</u>
Total	58

Sales

Full body graves	28
Cremation in-ground	5
Columbarium niche	14
Additional right of burial	<u>3</u>
Total	50

3. Projects Completed

- New back of sign - August 2021
- Trees & stumps removed - 2021
- Boy Scouts raked and cleaned along the west side fence – June 7, 2021

4. Communal Interment of Cremated Remains

- Planned for Fall 2022

5. Memorial Benches

Offer sponsorships of up to 27 benches in the cemetery. Four benches are planned for 2022.

6. Cemetery Counts as of 11/30/2021

- Full body burial spaces

Total	3,409
Unsold	92
- Cremation in-ground spaces

Total	360
Unsold	130
- Columbarium niche spaces

Total	174
Unsold	117
- Infant burial spaces

Total	264
Unsold	62

St. John the Baptist Church
Leadership Team Report to Commissions

December 14, 2021

Fr. Paul Shovelain, Pastor

651-633-8333, ext. 1214

frshovelain@stjohnnyb.org

Welcome to the first Leadership Team Report to Commissions! Each month our team members will offer important information in their respective areas of work to you, our parish leaders.

- **Our Leadership Team** is working with Lisa Sammon from [Lighthouse Strategic Solutions](#) to strengthen the unity of the team in our work in support of our parish mission and core values. Lisa facilitated a 360-degree feedback process to help me grow in leadership as a supervisor and as a pastor, and our team has grown through focused discussions. We all agree that being aligned together with our skills and energies will best facilitate St. John's being Restored to Life this year. I am encouraged by the team's work with Lisa this year.
- **Fr. Andrew Jaspers, Parochial Administrator.** Many of you will certainly remember Fr. Andrew Jaspers, who served as associate pastor at St. John's from 2014 to 2016. Fr. Jaspers was here during Fr. Skluzacek's sabbatical in 2015 and served as parochial administrator during that time. I am happy to announce that Fr. Jaspers has again been assigned as our parochial administrator while I am on my sabbatical, from January to March 2022. Fr. Jaspers will continue in his role as chaplain of North Memorial Medical Center in Minneapolis, but will be spending time at St. John's celebrating Mass, meeting with staff and parishioners, and attending commission meetings. We are delighted and grateful to welcome Fr. Jaspers back to St. John's to help us during this time! Please note – this is not an associate pastor role, and Fr. Jaspers will only serve as parochial administrator during my sabbatical.
- **Christmas Liturgies.** For your reference I will include a summary of our Christmas Mass schedule here.

Christmas Eve, Friday, December 24

4:00 p.m.	No incense, no social distanced sections Livestreamed on YouTube and Facebook and broadcast on CTV 15 & 859
6:00 p.m.	No incense
10:30 p.m.	Incense, no social distanced sections

Christmas Day, Saturday, December 25

8:30 a.m.	No incense
10:30 a.m.	Incense, no social distanced sections

St. Joseph Hall will be set up for overflow seating for all Masses on Christmas Eve and Christmas Day.

Please let me or one of our team members know if you have questions or input in any area of our church and school life together. Thank you!

Jessica Balzarini, Director of Parish Life

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On Tuesday, December 7, we were fortunate enough to bring to St. John's André Lesperance, a consultant from [Evangelical Catholic](#). He took the day to introduce the church and school staff to Evangelical Catholic's materials and mission process. He spent time with our staff, learning and praying together as a team. He also met with the Leadership Team to discuss our parish mission and core values and how the evangelization process could be implemented parish wide. He then offered a session for parishioners that evening and unpacked "tools for the holidays"—how we can share our faith stories in love and generosity this Christmas season! Father Paul will be

heading to the Evangelical Catholic office in Madison, Wisconsin during his sabbatical to receive additional formation and training as we continue to align our parish life to our mission to GO. MAKE. TEACH.

Our [Reach More](#) small groups are an outreach model from Evangelical Catholic, so St. John's is already benefitting from the work of this organization. You will hear more about Evangelical Catholic in the coming months and year as we continue to learn from them about making disciples and fulfilling our mission.

Mark Dittman, Director of Business Operations

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- **Sunday & Year End Giving.** A report on Sunday Giving for November and for the months July – November appeared in the December 12 bulletin. Giving dipped below budget in November but remains just above budget for the fiscal year to date. Considering that we budgeted a 5.6% increase in Sunday Giving over 2020/21 actual giving, that shows a great generosity among our parishioners. Please check the [2021 Wish List](#) and upcoming bulletins for opportunities and information on how you can support St. John the Baptist in this final month of 2021. Thank you for your ongoing generous spirit!
- **Core Commitment 2022: Restored to Life!** As you know, November 20/21 was commitment weekend for our Core Commitment Renewal campaign. As of this writing we have received 320 response forms pledging commitments to our core values. 267 have been entered thus far, with financial commitments for 2022 totaling \$646,810. (For 2021 we received 380 response forms, pledging \$1,054,153.) Many of these same responses also include pledges for our core values of Reliance on Prayer and Willingness to Grow, for which we are also grateful. Our parishioners are committing to lives of prayer and an ongoing willingness to learn and grow in their faith. We are also sending thank you postcards to those who have made pledges, including a note about the Christmas book giveaway. We are grateful to God for his many blessings and we ask him to restore us to life now and in 2022. If you have not already done so, please join us in this prayer and commitment! More information can be found [here](#) on our website, including an [online pledge form](#) and an [electronic giving link and form](#). Be restored with us! Thank you all!
- **Projects at St. John's.** We have been blessed over the past year with the ability to add to our capital reserves, which allows us to meet either planned or unforeseen building, mechanical and other needs. With the guidance of several commissions and proper approvals, we are planning several projects and reviewing the need and priority of others. In process or scheduled at this point are the following: HVAC control replacement, a heat exchanger to separate the church's in-floor heat from the larger system, adding glycol to our heating system and adding two new spotlights over the church altar. Larger projects under review are church windows, cleaning the church ceiling, and a public address system in our school (see Principal Laird's note on this). Planning in earnest will soon begin on the renovation of the Chapel of Angels, which we hope to begin in the spring of 2022. Commission review and input will help guide these projects and decisions, for which we are grateful.
- **St. John the Baptist Cemetery.** Mark Hammer, Cemetery Committee member and member of the Parish Development Commission, will present the Cemetery Committee's annual report to the Pastoral Leadership Council at tonight's meeting. His report will be posted alongside this Leadership Team report on our parish website.

Ann Laird, St. John the Baptist School Principal

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- During this year we are being Restored to Life at St. John the Baptist School in many ways. Here are just a few examples:
 - The annual **Christmas Concert** is coming up Thursday, December 16 at 7:00 p.m. in the church. This concert is sure to get us all in the Christmas spirit!

- Our **Advent Service Project** this year focused on sharing our treasure with those in need in our local community. For this we chose to collect toys and money to give to Sharing and Caring Hands, as we did last year. This is one way we can remind our students that there are children in need right here in our own community.
 - Our annual **Wines to Wishes** is in the early planning stages. We plan to be in person in St. Joseph's Hall this year. Mark your calendars for fun and fellowship on Saturday, February 5! This year's Fund-a-Need will focus on raising money for a new public address system in our school.
 - Over the last couple of years we have been experiencing an increase in our enrollment and we look forward to that trend continuing. **Enrollment for 2022-2023** school year begins early January with our Kindergarten Information Night on January 20. The School Advisory Commission will be discussing tuition rates for 2022-23 at tonight's meeting.
 - Several school families have sought to **learn more about the Catholic faith** and deepen their relationship with God through RCIC and RCIA. We pray for them as they embark upon this journey and look forward to growing with them in our beautiful Catholic faith!
- **Support our school with AmazonSmile!** AmazonSmile is a simple way for you to support St. John the Baptist School every time you shop, at no cost to you. AmazonSmile is available at smile.amazon.com on your web browser and can be activated in the Amazon Shopping app for iOS and Android phones. AmazonSmile is the same as Amazon, with the added benefit that AmazonSmile will donate 0.5% of your eligible purchases to the charitable organization of your choice - St. John's! On your first visit to smile.amazon.com, you will be asked to select a charitable organization to receive donations from eligible purchases before you begin shopping. Please choose St. John the Baptist School. Thank you!

A blessed and joyous Advent and Christmas to all of you and your families!
Thank you all for your reliance on prayer, your willingness to grow, and your generous spirit!

The St. John the Baptist Leadership Team
Fr. Paul Shovelain, Jessica Balzarini, Mark Dittman, Ann Laird

**Bearing witness to Jesus Christ who is the Way, the Truth and the Life:
GO. MAKE. TEACH.**