

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

<b>Date:</b>	Tues., Dec. 14, 2021	<b>Recorder:</b>	Socchie Fondevilla	<b>Chair:</b>	Joe Jansen
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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	X	Cheryl Puffer	
Jane Heinks	X	Deacon Gary Schneider (Staff)	X
Joe Jansen	X	Lesia Zownirowycz	X
Open seat		Marie Zimmerman (guest)	X

**A.** Opening Prayer: Deacon Gary

**Agenda**

- A. Opening Prayer: Mary gave a short prayer
- B. Approval of the agenda and the minutes of our last meeting.
- C. PLC Request:
- D. UPDATES: List of Pastoral Ministry 2021-2022
- E. Pastoral Ministry Updates
  - 1. POC's Promotion Campaign-
    - a. Results of flyers on pews
    - b. Vacant Liaison Seat
  - 2. Monthly Ministry Accomplishments: December
    - a. Update on the ABLE Fix-It Team
    - b. Eucharistic Ministers Training
  - 3. Forthcoming Events:
    - a. Senior Sparks Advent Party
    - b. Caregivers Gathering
    - c. Medical Mission
- F. Updates on Bulletin shorts regarding Ministry- who writes for next months . . .
- G. Other

**Minutes**

- B.** **Approval of the minutes of our last meeting:** Voted to approve the minutes as presented
- C.** **PLC Request:** (nothing to report)
- D.** **UPDATES:**
  - 1. Announcement: Joe Jansen was appointed POC President.

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**2. List of Pastoral Ministry 2021-2022**

<b>MINISTRY</b>	<b>COORDINATOR</b>	<b>PHONE</b>	<b>e-MAIL</b>	<b>LIAISON</b>
<b>ABLE Fix-It</b>	Corey Ebbers & Dan Brown	763-478-7496 c 612-385-6196 c	<a href="mailto:Dbrown8142@gmail.com">Dbrown8142@gmail.com</a> <a href="mailto:Ebbe0006@gmail.com">Ebbe0006@gmail.com</a>	<b>Heidi</b>
<b>NOTES:</b>				
<b>Branch III</b>	Claudia McKeown	612-485-0846	<a href="mailto:ClaudiaMcKeown@MN.mediaone.net">ClaudiaMcKeown@MN.mediaone.net</a>	<b>Cheryl</b>
<b>Caregivers Support</b>	TBA			<b>Socchie</b>
<b>Community Service Center</b>	Deacon Garry			
<b>EM Homebound</b>	Mary Kohlhaas	763-242-4229 c	<a href="mailto:kohlhaasm@stjohnnyb.org">kohlhaasm@stjohnnyb.org</a>	<b>Mary</b>
<b>EM Hospitals</b>	Mary Kohlhaas	763-242-4229 c	<a href="mailto:kohlhaasm@stjohnnyb.org">kohlhaasm@stjohnnyb.org</a>	<b>Mary</b>
<b>EM Nursing Homes</b>	Mary Kohlhaas	763-242-4229 c	<a href="mailto:kohlhaasm@stjohnnyb.org">kohlhaasm@stjohnnyb.org</a>	<b>Mary</b>
<b>Faithfully Fit</b>	Mary Hartz & Joanne Lundak	651-491-3886 c 507-421-6852 c	<a href="mailto:maryhartz@comcast.net">maryhartz@comcast.net</a> <a href="mailto:joannelundak2@gmail.com">joannelundak2@gmail.com</a>	<b>Heidi/Lesia</b>
<b>Food Shelf</b>	Jerry & Betty Lou Elfert	651-341-7108 c	<a href="mailto:jerry@elfert.us">jerry@elfert.us</a>	<b>Joe</b>
<b>Growing Through Loss</b>	Sue Amos- Palmer	651-261-3125 c	<a href="mailto:susanamospalmer@hotmail.com">susanamospalmer@hotmail.com</a>	<b>Heidi</b>
<b>MINISTRY</b>	<b>COORDINATOR</b>	<b>PHONE</b>	<b>e-MAIL</b>	<b>NOTES: LIAISON</b>
<b>Maternity Closet</b>	Jacquie Schmitz	651-633-0251 h	<a href="mailto:gischmitz@comcast.net">gischmitz@comcast.net</a>	<b>Joni</b>

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<b>Meals on Wheels</b>	Marian Briggs	651-631-9395 h	<a href="mailto:Marian.Briggs9@gmail.com">Marian.Briggs9@gmail.com</a>	<b>Jane</b>
<b>SJB Missions</b>				<b>Jane</b>
<b>- Building Bridges Liberia</b>	Naomi Hard	612-616-7907 h	<a href="mailto:Naomihard58@gmail.com">Naomihard58@gmail.com</a>	
<b>- Family Missions Company</b>	Steven & Anita Fierro	651-769-4327 c	<a href="mailto:Steve.fierro@gmail.com">Steve.fierro@gmail.com</a>	
<b>Mary's Meals</b>	Mary Kohlhaas	763-242-4229 c	<a href="mailto:kohlhaasm@stjohnnyb.org">kohlhaasm@stjohnnyb.org</a>	
<b>Quilters</b>	Luella Heiling & Anne Selmer	651-633-0710 h 651-484-5598	--- <a href="mailto:johnann@g.com">johnann@g.com</a>	<b>Joni</b>
<b>Respect Life</b>	Jacque Schmitz	651-633-0251 h	<a href="mailto:gischmitz@comcast.net">gischmitz@comcast.net</a>	<b>Lesia</b>
<b>Senior Sparks</b>	Julie Delaney	763-571-9633	<a href="mailto:julpat@gmail.com">julpat@gmail.com</a>	
<b>Sharing &amp; Caring Hands</b>	Mary Schutz	763-242-4563 c	<a href="mailto:Schutz10@msn.com">Schutz10@msn.com</a>	<b>Cheryl/ Joe</b>
<b>St. Vincent de Paul Society</b>	Matt Goggin	651-636-5406 h	<a href="mailto:mgoggin@carlsoncaspers.com">mgoggin@carlsoncaspers.com</a>	<b>Louie</b>
<b>Windows/Widowers Group (W/WG)</b>	TBA			

**E. Pastoral Ministry' Updates**

1. POC's PROMOTION CAMPAIGN

- a. Results of flyers on pews: Positive Response- about 70+ of the forms came back
  - i. Most of the volunteers' names will be passed, within two weeks, on to the Ministry Coordinators who will contact them and follow-up on them

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- ii. A few responders have no details and need to be contacted in person
- iii. Vast majority of the responders marked more than one area of interest

- b. Vacant Liaison Seat - replacement is needed. Welcome Marie
  - 1. Orientation: what does a liaison do?

**2. Monthly Ministry Accomplishments: December**

- 3. Update on the ABLE Fix-It Team
  - 1) They've done 7 yards for the last week
  - 2) Corey & Dan invited volunteer families from the St. John the Baptist School who came and helped-out with the yards clean-up
- 4. Eucharistic Ministry Training
  - 1) Date: Dec 11 & 13
  - 2) 30 participated
  - 3) Paperwork- **ACTION ITEM:** New Extra-ordinary Ministers of the Holy Communion (EMHC)'s Submissions: VIRTUS Certification, Code of Conduct, Volunteer Form
  - 4) **ACTION ITEM:** - Mary will inform the new EMHC's of their assignments soon as they have completed above mentioned paperwork requirements
- 5. St. Vincent de Paul- Joe reported that on its last Tuesday, Dec. 7's meeting, the Ministry approved a contribution amounting to \$2,550.00 for the Christmas needs of the families of SJBNSB School
- 6. Mary presented the Final List of Pastoral Ministries for 2021-2022
  - a. with the list of the names and contact details of the Ministry's Coordinator/s
- 7. Forthcoming Events:
  - a. Senior Sparks- Activity: Senior Advent Party
    - i. Date: Saturday, Dec. 18 at 11am-2pm
    - ii. Open to all Seniors: 30 had already RSVP'd
    - iii. Activities: catered lunch; fun games; bring a \$10 white-elephant gift
    - iv. Santa & Mrs. Claus are coming
    - v. Catholic Women's (CCW) & Widows/Widowers Group (WWG) will co-host
  - b. Caregivers Gathering
    - i. Mary needs help to put together an event
    - ii. Date: early next year
  - c. Widows/Widowers Lunch
    - i. Date: January 19, 2022
    - ii. Pot-luck

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- d. Medical Mission
  - i. Mary: there is plan to participate again in the same June 2021 Free Medical & Dental program, in coordination with the Organizers and the other Churches involved on this mission

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

- 1. **DONE:** December: Jane put something on the bulletin; she reached-out to the Family Missions Information (through Steve & Anita Feirro) and addressed the issues in Haiti.
- 2. **ACTION ITEM:**
  - 1) January: Lesia- a write-up on Respect Life
  - 2) February: Joni- on Maternity Closet
  - 3) March: Joe- on Food Shelf (in-time with the Food Collection Drive on March & April 2022)

**G. Other: New POC Liaisons' Orientation & Training**

- a. what it means to be a POC liaison
- b. what are the expectations
  - 1) we're here as advocates for them in terms of supporting
  - 2) to advertise what the Ministry we belong to is all about
  - 3) letting it be known: is there anybody that you need
    - i. more volunteers: more people to help you
    - ii. more people who need you
    - iii.

**Closing Meeting**

- Closing Prayer: Deacon Garry
- Adjourn
- Next POC Meeting: Tuesday, January 18

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

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Minutes recorded by:  
Socchie Fondevilla

Minutes approved by:  
Mary Kohlhaas, Pastoral Ministry Office