

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

Date:	January 18 th , 2022 Via Zoom	Chair	Melanie Dowell	Staff Liaison	Jessica Balzarini
--------------	---	--------------	----------------	----------------------	-------------------

Next Meeting: **February 15th at 5:30 p.m.**

Member/Attendee	Present	Member/Attendee	Present
Melanie Dowell (<i>Chair/PLC REP</i>)	X	Jean Koslowski	X
Jessica Balzarini	X	Neil Steffl	
Steven Broszko	X	Mike Uzelac	X
Emily Carlberg	X	Jodie Wolla (<i>recorder</i>)	X
Erin Hardy	X	Karl Zabinski	X
Jackie King	X	Guest:	

- I. Opening Prayer – Melanie
- II. Mission Statements (read alone)
- I. Monthly Agenda Items
 - A. Welcome and introduce any visitors – N/A
 - B. Time to discuss Fr. Jaspers opening remarks/answer questions
 - 1. Examine Prayer was great! The part on enthusiasm was new for many and appreciated.
 - C. Update from previous month’s PLC
 - D. Review of Written Reports – written reports were reviewed, and no questions were asked.
 - E. Live Report – Jessica Balzarini regarding outreach by Fr. Jaspers while he is here.
 - 1. Fr. Jaspers has done some data mining
 - 2. He would like to focus on those outside our walls and on the fringe. Focus on people’s needs that are not being met.
 - 3. Some topics he is interested include divorce, debt, addiction, and marriage enrichment.
 - 4. Feedback was solicited regarding time commitments and days/times that may work to hold these types of meetings/educations/studies.
 - 1. It was suggested that a 4-hour time commitment be split in these ways:
 - a. Two weekend dates separated into 2-hour meetings, 2 weeks apart.
 - b. One 3-hour meeting on one weekend
 - c. 4 hours in two 2-hour blocks
 - d. Saturday mornings is best time and was the consensus
 - e. Childcare was also very important
- I. New Business
 - A. Updates on Youth Ministry Plan were presented by Jessica
 - 1. Review SMART Goals and timelines- see written report for updates
 - 2. Review and edit job descriptions
 - 3. Review and edit recommendation for structure and positions both volunteer and paid
 - 4. Updates from questions regarding YM – NET team and future staffing addressed by Jessica:
 - 1. Sample of NET team schedules and reviewed
 - 2. YM Christmas wish list – the following items were received: microphone system, a game, markers, and a large monetary donation which will be used to purchase new bibles.
 - 3. Net Ministry potential for next year – a call is out to the NET Center regarding a whole or half NET team next year. Updates will be provided when the conversation happens.
 - 4. Volunteer JDs were reviewed with the members. The feedback included:

Saint John the Baptist

Discipleship and Mission Commission

MINUTES

- a. Add number of positions looking for to each volunteer JD
 - b. In the requirements section – add who is eligible and who the position is open to. Example: open to anyone who has interest in growth of MS individuals. No prior experience needed, no prior background in MS ministry needed, we will provide training.
 - c. Under Serving Time be as specific as possible with time commitments in person and at homework. Add commitment in weekly expectations including meeting time requirements.
- B. Review New Member Welcome
1. Review current process – the SJBC welcome folder was reviewed on the screen.
 2. Jessica polled our newer members/parishioners on our process. The feedback included:
 1. Personal invite is always better than just reading the bulletin or newsletter, It is easy to get to know people, tables with people manning them in the plaza are extremely helpful and welcoming as you have a person to connect with, if you have kids it's easier, the pre-school/school brought in a number of people older parishioners without children said there are certain people who draw people in and they are very good at reaching out: Jessica, Neil, Mary Kohlhaas, Fr. Paul.....
 2. Feedback regarding Flocknote: is not used consistently throughout the parish, it is cumbersome, good for simple communications however there is no point person to take questions to.
 3. Birthday and other personal calls to parishioners is essential and should be kept going.
 4. The following questions were asked:
 - a. What should be added?
 - i. A form asking what the person is interested in.
 - ii. The Ministry should reach out to the new parishioner with a personal invite and track the data. Show the person is cared about.
 - iii. Be intentional and match commonality: example a new single parishioner with a call or personal invite from another single parishioner or widower with a widower or families with families etc.
 - iv. Stickers or something for kids
 - v. Are coordinators flagged to get in contact with new parishioners? Examples: does Mikayla reach out to new parishioners with MS/HS age kids? Does the Pre-school reach out to new parishioners with babies or pre-K age children? Etc.
 - vi. Do we currently have in place a process where a new family?
 - vii. Invitation to hospitality and focused groups such as "Circle of Women" or Men's group etc. Free tickets to pancake breakfast or turkey dinner, Fall Fest etc.
 5. What is the best way to communicate with younger parishioners?
 - a. Text is best!
 - b. Email is 2nd best.
 - c. Members agreed that a call is the most personal, but they won't pick up and might not get back to a message
 3. Take home parishes to contact to ask about their process
 1. Each member was given parishes to contact and inquire on their new parishioner welcome process.
 - a. St. Ambrose in Woodbury – Melanie

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

- b. Church of Saint Paul in Ham Lake -Erin
- c. St. Patrick's Oak Grove - Jean
- d. St. Vincent De Paul Brooklyn Park - Mike
- e. All Saints Lakeville - Karl
- f. St. John the Baptist Savage - Neil
- g. Cathedral of St. Paul - Steven
- h. Transfiguration Oakdale -Emily
- i. St. Peter's Forest Lake - Jackie
- j. St Nicolas New Market - Karl
- k. Maternity of Mary - Melanie
- l. St. Mark in St. Paul - Emily
- m. St. Peter Mendota - Erin
- n. Our Lady of Grace Edina - Steven
- o. Holy Name of Jesus Wayzata - Jean
- p. St. Hubert's Chanhassen- Jackie
- q. St. Joseph in Waconia - Neil
- r. St. Michael in St. Michael - Mike
- s. St. Francis Xavier Buffalo - Jackie

2. Inquire as to what other parishes do:

- a. What does your new member form and packet of information look like?
- b. How do they orientate new parishioners to their mission/culture/parish life and activities? How do they engage new people?
- c. Is the website easy to get information, is it welcoming, can you find what you need?

C. Review Commission and Ministry List – not reviewed.

D. Ongoing: Review Goals for Goal Sheet and Create SMART goals for each – not reviewed

II. **Upcoming Events & Volunteer** needs specific for Commission members

- A. 1st Reconciliation Retreat on January 23 and Reception of the Sacrament January 29 (Fr. Paul back for this); 1st Communion Kick-off February 6
- B. EFC camp registration through Feb.1, 2022
- C. Eucharist Studies: Presence to begin January 27
- D. Cana Dinner February 12
- E. Lent 2021 Encounter Small Groups begin
- F. **Egg Hunt – April 16 – *Volunteers Needed***

III. Review of Events

- A. Past Events reviewed and no questions were asked.
 - 1. Evening of Reflection
 - 2. Christmas
 - 3. ODM hospitality
 - 4. Journey to the Inn
 - 5. Bowlero Event on MLK day for MYG

IV. Ending Prayer/Adjourn at 7:45 p.m.

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

***See following pages for ODM staff written reports followed by the YM JDs.*

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

Written Report – Jen Livermont, Coordinator for Discipleship for Families

Sunday Nursery - Sunday nursery will be available every Sunday in January. We also offered childcare during the 4:30 Mass before Journey to the Inn to encourage families to attend the Journey.

Sunday School – The Sunday school Christmas Program was on December 19th after the 10:30 Mass in St. Joseph's Hall. The kids were adorable and did a great job! We will have Sunday School every Sunday for the remainder of the month.

Family Formation – We had 9 adults out for Family Formation including staff, catechists, and volunteers so we pivoted too online. We are planning to be back in person for February. Stephanie Waite is providing dinner in February since Missy is out for the foreseeable future.

Childcare – We are currently providing childcare for Baptism Prep class, a Reach More small group, Family Formation, First Sacraments and RCIA has moved to the same time as Circle of Women. Anna Huebner filled in for childcare in December for the RM small group because she was back on college break. Katelyn Livermont has been filling in for the RM small group childcare in January while on college break. We have a childcare person for that spot unable to work that we will need to find coverage for from February through May.

First Sacraments – First Reconciliation Retreat will take place on January 23rd from 2-5pm. We are offering childcare during the retreat as well. Parents should have completed the home lesson and bring in their booklets to the retreat. We will complete the preparation for First Reconciliation. The Sacrament of Reconciliation is January 29th at 9:00am. We almost have all the students signed up for their First Communion Mass. We have 6 students remaining out of 60 who are not registered for a Mass. The First Communion Kick-Off is Sunday, February 6th from 2-3:30pm.

Journey to the Inn – Journey to the Inn was January 8th after the 4:30pm Mass. The Knights of Columbus provided the meal for a cost as a fundraiser, thanks to Stephanie Waite who stepped in a few days before the event to make the meal. We had 265 meals that were paid for at the event. The choir ate for free and were not counted in that number. Several families came after dinner, so we anticipate that we had well over 300 people attend which was a great turn out especially considering the Covid spike.

Parish Epiphany Blessing – We gave out 300 Epiphany blessing bags to the parish and ran out during the 10:30 Mass.

Written Report – Mikayla Anderson, Coordinator for Discipleship for Youth

Goal: Formalize SJB Youth Ministry Strategy

- Prepare Strategy by 11.1.21
- Present to SJB Parents for feedback on 11.9.21
- Present to ODM Commission for feedback on 11.16.21
- Present final strategy to Leadership team before 12.15.21

Goal: Build Volunteer Team for YM to Transition NET Team

Using the numbers from EFC the past year, create a layout of what is needed by each role and create job descriptions for each of them by 1.1.22 – [Volunteer JD \(see last 6 pages\)](#)

Saint John the Baptist

Discipleship and Mission Commission

MINUTES

- MSYG - 7-8 people, 6:00-7:30pm Wednesday Evening
- HSYG - 6-7 people, 8-9:30pm Wednesday Evening
- OYR - 4-5 people, 2:30-4pm Thursday after school
- Confirmation - 8 people, 6:30-8pm, Sunday Evening & Weekend Retreat
- EFC Leaders - 1 week in the summer
- Discipleship Group Leaders - varies depending on the number of students invested in D-groups, 1.5 hours leading small groups weekly/bi-weekly.
- Informational YM Meeting for whole parish before 1.31.22
 - parish wide YM & EFC meeting scheduled for January 11, 2022 -no updates on meeting were given.
- January 2022- February 2022 - Make Invitations into Youth Ministry to fill jobs roles
 - Brainstorm volunteers for Mikayla to invite/ask
 - Mikayla has asked 5-10 volunteers to help out to date.
- March 2022 - onboard volunteers through training, working alongside the NET team, observing programming, etc.
- April 2022 - volunteers feel equipped to run youth group without the assistance from NET team

Goal: Expand Youth Minister Team

- Define additional roles needed, create job descriptions and skills needed
 - Worship Leader needed, hopeful PT Leader
 - Review YM JD's
- Create business case for roles approval
- Look into college internship programming through discussing with colleges & other parishes who have seen this work.
- Present to Leadership Team by 4.30.22 to then have hiring posted by 5.31.22 or sooner, so that new hire could attend EFC is June 19-24th 2022 (registration opens December 15th, 2021, for MS and closes on Feb 1st & HS registration opens in February 2022)
-

Goal: Generate Marketing Campaign for Youth Programs

- Identify SJB demographics to find target audience (parents & youth grades 6-12, young adults)
- Define marketing strategy & collateral
- Secure funding for marketing collateral
- *Host bi-annual parent & youth programs to generate excitement – align timing with Extreme Faith Camp Registration*

Goal: Come up with a 6-year plan for formation with our young people so that they leave SJB youth ministry as disciples of Jesus Christ.

Written Report – Jill Fink, Coordinator of Adult Discipleship

Becoming Catholic RCIA: Both classes continue to meet. Our Tuesday morning switched to Thursday morning to combine nursery efforts with Circle of Women.

Synod: Some changes are being communicated from the Archdiocese for the Deanery Consultation phase of the Synod. Due to covid environment, each parish will meet instead. Jill will work with our 10 deanery representatives on the new date

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

of Saturday, February 26. Our Parish Deanery Representatives are Louie and Socchie Fondevilla, Beth Robertson, Pat Rother, Stephanie Waite, Joe Jensen, Don Grant, Rob Jensen, Jane Heinks and Molly Feiker.

Baptism: Jill is working with 2 more preschool families toward baptism in the spring.

RCIC: The 4 families continue to meet with Sr. Ruth on Sunday morning for their catechesis and attend Mass together. Jill will be working with two other families with middle school youth toward the sacraments.

Marriage Ministry: Cana Dinner will be Saturday, February 12 in St. Joseph's Hall. Our title is: Marriage: The Good Soil He's Planted You In: *Trusting God through the many seasons of marriage*. Our speakers are Mark and Julie Rose who serve as ministry consultants for the Evangelical Catholic (EC). Advertising is being launched and registrations are open.

January Adult Lifelong Learning Studies: Sr. Clarinda has a 7-week study on **Angels** on Wednesday mornings with close to 50 people registered. There will be 2 studies on the Eucharist: **The Eucharist in Scripture** by Scott Hahn led by David Tucci and other Men's Fellowship on Saturday morning from 9-11am for three weeks: Jan. 8, 15, 22. This is a condensed study in the 2-hour time frame. We have 10 people enrolled. Jill Fink will be leading the second study entitled **Presence Eucharist Study** on five Thursday evenings from 6:30-8pm beginning January 27. This study is from the Augustine Institute and can be accessed on Formed. Org. Parents in our First Sacraments program will be invited to attend either in person or give the opportunity for small groups to form around the study from Formed.

Family Formation Parent Program: Speaker for January is Steve and Christy Broszko on the Sacrament of Marriage: A Match Made in Heaven. The speaker for our February session is Deacon Gary Schneider with the title: On This Rock I Will Build My Church.

First Sacraments: Parents are engaging their students in the Home Lessons toward celebration of First Reconciliation. January 23 is the Reconciliation Retreat from 2-5pm. Reconciliation Celebration is January 29 beginning at 9am in the church.

Written Report – Michael Lane

Baptisms: 11 scheduled for January.

Weddings: No weddings scheduled.

Written Report – Jessica Balzarini

Reach More Training Group continues to be great formation and training for our adults in the parish. It provides an opportunity to deepen their own spiritual life through prayer with scripture and formation for what it means to enter the Church's evangelizing mission. There is also a piece of the training that equips people with the skills to enter the parishes task of relational evangelization. Each member has also agreed to 1 on 1 discipleship mentoring session as well. This is a place to grow personally in the habits of discipleship.

The Reach More Point People, those coordinating the process, continue to develop ways to shepherd or pastorally care for our leaders. We are looking at ways to encourage mission communities, training and formation nights, and 1 on 1 support to help our parishioners continue growth as a mission leader and be encouraged and supported in this important work.

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

devoted's 2022 season is coming together nicely. The speakers will keep to our parish theme, Restored to Life. We will continue to offer "extra" social time at 7:30 pm and begin with our opening remarks at 8 pm. The continues to include an inspiring talk, light discussion, and an opportunity to respond to the Lord in prayer. Our first speaker is Mary Clare Stroh Molero on February 2

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

Middle School CORE TEAM MEMBER

Goal of Middle School Youth Group

For our middle school students to have a deep encounter with Jesus Christ as their personal Lord and Saviour, while experiencing community so they want to continue into High School Youth Group. To present the Church as a source of wisdom to learn from.

Primary Role

Build meaningful relationships with middle school students at St. John the Baptist Catholic Church and help them grow in their faith by serving on a CORE team for Middle School Youth Group

Responsibilities

At Youth Group

- Greet youth with joy and excitement. Mingle with youth for the first 10 min of youth group, playing games, connecting with them in an informal way.
- Be willing to lead upfront activities, including games, MC, talk, testimony, or prayer experience.
- Be a small group leader for a gender specific small group. Leading the discussion, being focused on the topic and faith in general.
- Encourage youth to attend mass on Sunday, grow in their faith and attend other youth ministry events.

Outside of Youth Group

- Be living a Catholic life centered on the Sacraments and the Gospel.
- Inform others about youth ministry here at SJB.
- Come prepared to youth group, reviewing the outline, and communicate with the youth minister about any questions for the evening.

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

Wednesday Evenings 6:00-7:15pm in addition to one monthly CORE team meeting. Additional training and appreciation events will be communicated to you prior.

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

Open Middle School Youth Room Leader

Goal of Open Middle School Youth Group

To have a safe space for middle school SJB students to hang out with their friends after school and to build community within SJB school.

Primary Role

Build meaningful relationships with middle school students at St. John the Baptist Catholic Church and School, helping them grow in their faith by encountering them in a fun environment after school.

Responsibilities

At Youth Group

- Greet youth with joy and excitement. Do relational ministry with students getting to know them throughout the youth group by playing games. Some examples of this would include playing ping pong, basketball outside, cards, coloring, 9-square.
- Be willing to lead a 20-30 prayer exercise with students.
- Encourage youth to attend mass on Sunday, grow in their faith and attend other youth ministry events.

Outside of Youth Group

- Be living a Catholic life centered on the Sacraments and the Gospel.
- Inform others about youth ministry here at SJB.

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

Thursdays, while school is in session - 2:30-4:00pm.

Additional training and appreciation events will be communicated to you prior.

Saint John the Baptist
Discipleship and Mission Commission

MINUTES

High School CORE Team Member

Goal of Open High School Youth Group

To be a place of outreach, community, and formation for our High School Students at St. John the Baptist Catholic Church. We want to form our high school students to be missionary disciples and have formed good habits of discipleship. When they graduate from high school, our goal is that they seek out catholic community at college and beyond.

Primary Role

Build meaningful relationships with high school students at St. John the Baptist Catholic Church. Helping them grow in their faith by holding them accountable for prayer, Sunday Mass, inviting others and other habits of Discipleship.

Responsibilities

At Youth Group

- Greet youth with joy and excitement. Mingle with youth for the first 10 min of youth group, playing games, connecting with them in an informal way.
- Be willing to lead upfront activities, including games, MC, talk, testimony, or prayer experience.
- Be a small group leader for a gender specific small group. Leading the discussion, being focused on the topic and faith in general.
- Encourage youth to attend mass on Sunday, grow in their faith and attend other youth ministry events.

Outside of Youth Group

- Be living a Catholic life centered on the Sacraments and the Gospel.
- Inform others about youth ministry here at SJB.
- Connect with parents at mass and outside of YG to assist in the spiritual growth of their child.
- Come prepared to youth group, reviewing the outline, and communicate with the youth minister about any questions for the evening.

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

Wednesday Evenings 8:00-9:30pm in addition to one monthly CORE team meeting. Additional training and appreciation events will be communicated to you prior.

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

Confirmation Preparation Small Group Leader

Goal of Confirmation Preparation

Confirmation, together with Baptism and Eucharist, form the Sacraments of Initiation that are all intimately connected. In the Sacrament of Confirmation, the baptized person is “sealed with the gift of the Holy Spirit” and is strengthened for service to the Body of Christ. In preparing for the sacrament of Confirmation, we want our students to know the love of Jesus and be equipped to serve in the Church after Confirmation.

Primary Role

Build meaningful relationships with high school students at St. John the Baptist Catholic Church by leading a small group, being attentive to their needs and what questions they are asking. Walking with students in

Responsibilities

At Confirmation Small Group

- Help facilitate discussion about the faith and the topic provided. Remember you are the small group leader, not a teacher.
- Be attentive to students’ questions and responses
- Follow the material provided, but also create a community within the small group to help students open and feel like they can share. This can be done through games, icebreakers, or outside of Confirmation events.

Outside of Youth Group

- Help Serve on the Confirmation weekend retreat.
- Be living a Catholic life centered on the Sacraments and the Gospel.
- Pray intentionally for those in your small group, especially as they prepare for this sacrament.
- Connect with parents at mass and outside of YG to assist in the spiritual growth of their child.
- Come prepared to Confirmation, reviewing the outline, and communicate with the youth minister about any questions for the evening.

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

Sunday Evenings 6:45-8pm throughout the school year and a weekend retreat. Additional training and appreciation events will be communicated to you prior.

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

Discipleship Group Leader (High School or Middle School)

Goal of Discipleship Group

To take the next step in discipleship and be with a group of peers diving deeper into the faith in a small group setting.

Primary Role

To lead a gender specific small group in topics chosen upon by the group. Coordinate meeting times and location with families and students in accordance with SJB guidelines.

Responsibilities

At Discipleship Group

- Help facilitate discussion about the faith and the topic provided. Remember you are the small group leader, not a teacher.
- Be attentive to students' questions and responses
- Have fun and create a community atmosphere of faith and trust.

Outside of Discipleship Group

- Be living a Catholic life centered on the Sacraments and the Gospel.
- Inform others about youth ministry here at SJB.
- Connect with parents at mass and outside of YG to assist in the spiritual growth of their child.
- Come prepared with content for the group (youth minister can help with this!) knowing what the students want to learn.
- Invest in students' lives, which could include attending sports games, plays, concerts, 1-on-1 discipleship.

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

Weekly or bi-weekly depending on the group. Additional training and appreciation events will be communicated to you prior.

Saint John the Baptist
Discipleship and Mission Commission
MINUTES

Extreme Faith Camp/Summer Missions Trip Leader

Goal of Summer Overnight Programs

Our summer programming is one of the most important things that we do in our ministry and is where many students experience a deep personal connection with Jesus. Our summer programming aims at incorporating fun, community, and deep encounters with Jesus, so students want to continue building a prayer life and community during the school year.

Primary Role

Be a chaperone and leader on a summer trip, which would be overnight and away from the parish. Be there for students as they are going through a lot during the week and do anything that may be needed during the week.

Responsibilities

During the Camp/Mission Trip

- Anything that may be needed, including but not limited to
 - Leading small groups
 - Giving talks
 - Helping with Activities
- Do relational ministry with youth, especially those on the fringes

Requirement

Complete SJB volunteer application and an informal interview with the youth minister. Be E3 compliant, meaning completing all Virtus training, code of conduct and background check up to date prior to serving.

Serving Time

1 week or weekend during the summertime and some meetings and preparation before the trip.