

# St. John The Baptist Parish Development Commission

**Date:** Tuesday, January 18, 2022

## Attendees:

X	Mary May (Staff Rep)	X	Fran Davis	X	Janet Glaser
X	Vicky Wicks (chair)	X	Gene Delaune	X	Don Grant
X	Mark Hammer (PLC rep)	n/a	Bob Gabler		2 Open Members

**Theme for the Year:** Restoration to Life

**PDC Goal:** Give parishioners the opportunity to experience **the joy of living with a generous spirit** and bring about restoration in our parish and broader community.

## New PDC Purpose Statement

The purpose of the Parish Development Commission is to advise the parish on promoting a spirit of generosity in support of the mission and core values of St. John the Baptist Catholic Church, School and Cemetery.

The commission seeks to foster an authentic **joy in generosity** that will enable the parish's day-to-day operations and a broad range of initiatives including the Legacy Society, parish endowments, capital projects, and special funding needs of the church, school, or cemetery.

## AGENDA

### Schedule for the Tuesday, January 18<sup>th</sup> Zoom Meeting

- 5:55 pm                      **Zoom meeting login** <https://zoom.us/j/95143874384?pwd=U0hlc3NRYkVtelVudUR1UUZZVGVtQT09>  
See Teri Shea's 1/14/22 email for more details  
Remember to enter "**name – PDC**" so they know which break out group to include you in
- 6:00pm - 6:25pm            **Announcements - Jill et al & Teaching - Fr. Jaspers**
- 6:30pm - 7:55pm            **Commission Meetings via Break-Out sessions**
- 8:00pm - 8:45pm            **PLC Council Meeting**

**Prayer** – Legacy Society prayer – [Led by Vicky](#)

**Development Report** – [Led by Mary](#)

- Core Commitment 2022
  - Commitment responses – update

\*There has been an increase of submitted responses from last month. 359 responses have been received with \$906,000 pledged. This is below 2021, but not by much. Rita Arndorfer helped with comparing 2021 to 2022.

\*115 pledged in 2021, but did not in 2022 – Follow-up after 1<sup>st</sup> letter is sent – is this group currently donating?

\*100 pledged in 2022, but not in 2021 – No follow-up planned with this group – thank you postcards were sent in December

\*30 filled out St. John's website pledge form – Check with those who didn't pledge, was there a glitch with some not being able to complete the form?

\*700 gave donations in 2021, but did not pledge that year.

- Follow up plan

\*Follow up will include a letter signed by Mary with her contact information. Letter could include the St. John's website link for quick sign-up, a survey about improvements needed to get them to pledge in future needs.

\*Approximately 2 weeks after letter is sent, phone calls will be made. Suggested to make calls from St. John's so the caller ID will be familiar to parishioners. Gene, Don and Fran offered to make calls.

- Wish List update

\*\$23,000 raised towards items on the wish list; \$8,000 of which was towards the school section

\*Stations of the Cross lumber has been purchased

\*There may be contacts through Fran for other wish list items. CAP Carpet has been used for the school. Cary Becker and Joe Brown may have individuals in their networks for countertops. A Bobcat and a scissor lift could be in good used condition possibly rather than new. Fran will communicate with Mary at a later time.

\*Wines to Wishes will be using fundraiser dollars for the public address system and not for the items on the wish list. Once the public address system dollars have been raised in full, tuition assistance will come next. Could future events have silent auction items that are wish list items, similar to "Buy a Desk". Mary will talk with Michelle on how that has worked in the past.

\*Suggested to advertise the success we had and show the next priority item(s) in a bulletin coming up. Include a link to the list. Share an updated list at a later time during the year, such as after tax refunds are received and then again at the end of 2022. Clarify the status of items using, "as of XX/XX/XXXX date".

\*Forward the updated list to our commission

\*Contact individuals that benefited from the items purchased and use for future gratitude stories

- Sunday Giving

\*Giving was down \$20,000 at 2021 year-end, which was concerning because of dips in November and December.

\*Year to Date (fiscal year starts in June) is \$5,000 down because of late 2021 gifts from donor advised funds, retired account disbursements and IRA gifts.

\*Good financial news – the overall revenue (all – not exclusive of Sunday giving) over expenses is +\$300,000 for the last 6 months.

### **Recruiting new members – Led by Vicky**

- Follow-up with two potential members

\*The legacy society member list was reviewed for possible new members with school connections. Two different families were identified. One individual is interested, but at a different time. One individual will need additional follow up. Fran will connect with an individual that served on the principals advisory committee.

\*Suggested to post in the bulletin our need for new members. Share a link to our minutes, that we are a diverse committee and that finance experience is not required. Also include our commission purpose statement. Use all vehicles to post our need of new members using email, bulletin, etc.

### **CCF meeting – Led by Vicky and Mary**

- moved to March and rationale

\*Since last discussion, Finance Commission couldn't meet with the CCF in February and their set of questions were specific to finance and not our commission. There was a request to move the meeting to March and then have us meet after the Finance Commission.

\*Majority of PDC requests that one or more of the PDC attend the March CCF presentation to Finance Council and report back to the PDC what was discussed. The individuals would not be a part of the discussion. Mary will follow-up with CCF on any questions that arise after PDC reviews minutes/executive summary from the Finance Council discussion.

\*CCF has decreased the amount needed to create a new endowment from \$50,000 to \$10,000 for St. John's. This gives us a door to create additional endowments that are not available now.

- Questions for CCF

- \*Discuss their strategy on how they manage our funds – What makes them the best choice?
- \*Are we limited to CCF as a manager of St. John’s endowments?
- \*Suggestions on how to make the Legacy Society more attractive to parishioners as a way to give?
- \*Is 4% all we can draw down, with funds earning more in the last couple of years?

- CCF investment conference – Wednesday, February 23  
<https://www.ccf-mn.org/events/investment-conference/>

\*Free conference and Mary will be attending. Mark showed interest in attending with her. This conference will be a chance to learn more about their philosophy on Catholic investing.

### Goals for 2021/2022

- **Legacy Society SMART Goal** - Specific: Build on our momentum from 2020-2021 and continue to strengthen and define the Legacy Society by promoting the “Joy of Generosity”, sponsoring programming, showing appreciation to those who donate, and increasing the number of members in the Legacy Society by 5% by 8/1/2022.

#### Report – Led by Mary

Legacy Society sign-ups

Core commitment forms – 3 new members

\*One of the new members of the society is Janet and Jim Glaser. Two others also notified Mary of their intent. Mary will be following up and thanking them.

\*One other met with Mary to discuss their intent, as they were in the beginning of working on their will  
 Certificates for recognition

\*Mary had a request from one member to receive a recognition certificate to frame for their home. This would show their families their intent. Is this something that other members might want? It might be a good way to educate others that it is an option. A great way to thank them for being a member, also.

\*At this time there is no legal document that a person has to show or present to be a part of the society.

St. John the Baptist Feast Day – June 23

\*A mailing will be sent to all Legacy Society members and those who have an intent to become members to tell them about the parish celebration and invite them to the Feast Day Mass with possible social time.

#### Report – Led by Vicky

- Notes from Mark Haidet – addressed to the Legacy Committee Members on Jan 18, 2017
- We looked at Mark’s notes last time and what do we want to consider when we meet with CCF in March?
  - Develop a clear vision of why endowment is important and how plan to use
  - Determine which programs should be supported by endowment funds?
  - Should the number be increased? (at the time there were 4 – cemetery, school scholarship fund, capital and general operations)
  - At St. Odilia parishioners may designate their gifts to one of several program areas – e.g. worship, faith formation, pastoral care, justice, school, capital, undesignated
  - St. Odilia has one unrestricted endowment managed by CCF and internally tracks award payouts based on donor designation
  - Mark recommended that anyone who makes a gift of \$50,000 or more be given the opportunity to develop their own named endowment
  - Recognition Plan
    - List of parishioners age 60 and over who have been parishioners for at least 10 years and have offered consistent financial support

- All parishioners who have been actively involved as volunteers during past 10 years
- **Parish endowments SMART goal** - Increase the visibility and funding of SJB's endowments by creating a new endowments brochure, adding an endowments webpage, and scheduling an endowments weekend in the parish calendar.

Have a story for spending the disbursements - can endowment draw be used for a wish list item?

- **Annual Development Plan – Led by Mary**
  - **SMART goal:** Create a comprehensive calendar of all church, school, and cemetery fundraisers and incorporate opportunities for Legacy Society and endowment promotions and events.

Review Calendar

\*Color coding between types of events. Green = Giving Opportunities; Yellow = School Fundraisers; Blue = Legacy Society

\*Calendar was well received by PDC

\*Suggested to continuously update and share with parish and commissions

\*Include a link on the website

**Parish strategic priorities of projects/programs** – see update to be distributed prior to meeting and/or review list below.

Review January Leadership Team report (capital projects):

\*Chapel renovation is still being discussed – a consultant has met with Fr. Jaspers and committee

\*Larger church capital projects like the ceiling and sound system could possibly be reviewed by a new task force with members from various commissions.

\*A list of priorities within the project will need to be created by the leadership team and metrics need to be applied

**Other topics (as time permits)**

- Stewardship Sunday in May?
- Anything else?

*Thank you, all, for your dedicated service, faithful witness, and for living out of a generous spirit!*