

# St. John The Baptist Parish Development Commission

**Date:** Tuesday, February 15, 2022

## Attendees:

<b>X</b>	Mary May (Staff Rep)	<b>n/a</b>	Fran Davis	<b>X</b>	Janet Glaser
vacation	Vicky Wicks (chair)	<b>X</b>	Gene Delaune	<b>X</b>	Don Grant
<b>X</b>	Mark Hammer (PLC rep)	<b>n/a</b>	Bob Gabler	<b>XX</b>	Fr. Jaspers & Fr. Doug

**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, and cemetery.

## AGENDA

**5:30 - 6:00 Dinner**

**6:00 - 6:30 All Groups Meeting**

**6:35 - 7:55 Commission Meeting**

**8:00 - 8:45 PLC Meeting**

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

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

- Core Commitment 2022
  - Follow up plan

*\*Follow up was narrowed down to those parishioners who pledged in 2021, but didn't renew for 2022.*

*\*Mary will follow up with most and a select few will be contacted by Don and Gene. Mary will share notes on the parishioner, along with a short script with suggestions on dialogue to assist their calls.*

- Wish List update

*\*\$24,000 was raised for parish and school needs*

- Any updates on reaching out to businesses for ideas on remaining items? (Fran)

*\* Gene will contact AmTab, the manufacturer of mobile stool cafeteria tables, to inquire about discounts.*

- Transition to Mission List

*\*Wish List items will now be transitioned to become a Mission List.*

*\*Suggested to approach contacts at New Brighton City Hall about equipment opportunities.*

- Sunday Giving

*\*Down by \$20,000 from budget, but still ahead of last year.*

## Recruiting new members – Led by Mary

- Posting in bulletin:

The Parish Development Commission is looking for new members

Are you interested in a rewarding volunteer opportunity that supports financial giving and the joy of generosity at St. John the Baptist? The Parish Development Commission has two openings and welcomes anyone who would like to serve in a leadership role involving stewardship and funding for our church, school, and cemetery. No experience in finance is necessary, only a desire to invite parishioners and friends to support our wonderful mission here at SJB.

You'll find more information on Parish Commissions and the Development Commission here:

<https://stjohnnb.com/about-us/church-governance/parish-development-commission/>

Please contact Mary May, Development Associate, at 651-633-8333, x1253 or email [maym@stjohnnyb.org](mailto:maym@stjohnnyb.org) for more information.

- Updates on prospective members

\*Mary is still meeting possible new members

## CCF Meeting – Led by Mary

- Endowments – clarification on investment return rate vs. rate of disbursement

\*Mary pointed out that the investment return rate reflects portfolio performance and builds principal.

\*Per CCF: The amount available for distribution is based on a 4% spending rate, applied to a 20-quarter average of the value of the endowment fund.

\*Language from our agreement establishing the latest endowment, the Pastoral Care Fund was stated and discussed.

- Review PDC purpose

- March Meeting – consideration of PDC proposal to have a representative at Finance CCF discussion

\*The Finance meeting will only be attended by the Finance Commission and CCF. The PDC main mission is to instill the joy of generosity with parishioners.

- Minutes from Finance Commission will include notes from their discussion with CCF.

\*Minutes of the March meeting will be shared with the PDC and we will in turn return with any questions.

- Finance Commission purpose statement from their website:

The mission of the Parish Finance Commission is to serve as a consultative body. Duties include advising the Pastor in the prudent planning and administration of all parish financial matters and providing guidance when forming policies and procedures.

- If we have questions can reach out to:

Chair – Beth Robinson [usrobertsonm@yahoo.com](mailto:usrobertsonm@yahoo.com)

Staff liaison – Mark Dittman (651) 633-8333 ext. 1215 [dittmanm@stjohnnyb.org](mailto:dittmanm@stjohnnyb.org)

- The first half of the PDC March meeting will include a recap of the CCF investment conference – Wednesday, February 23

<https://www.ccf-mn.org/events/investment-conference/>

- Questions for CCF – concentration on the endowments

\*Complete set of questions submitted by PDC members were reviewed by topic.

\*PDC gave full trust in Mary to summarize and take the lead in submitting any questions to CCF.

\*Some questions will be forwarded to CCF before the March meeting.

\*Mary will prepare, for PDC members' comments, a top 5 (or so) PDC questions for CCF.

### **Review February Leadership Team report (capital projects) – Led by Mary**

- Chapel Renovation

\*A brief update was given by Fr. Jaspers. In addition, renovation of the church interior is being planned to fix window leaks, scrape the ceiling and reroute HVAC.

\*Cost of the chapel renovation project will be lower than originally thought. The project will be funded from Parish Reserve Accounts.

\*Plans to reveal the scope of work will be in the spring with completion this summer.

- Livestream update

\*New router was installed for a temporary upgrade, and fiber optics will be installed by Comcast for a long-term solution.

\*An appeal for funds for fiberoptics installation will not be necessary.

### **Review PDC Goals Worksheet – Led by Mary**

\*Revisited worksheet with a reminder that the addition of a webpage dedicated to the Legacy Society is still in the plans.

### **Donor recognition – creating a new policy for St. John the Baptist – Led by Mary**

\*Mary surveyed the usage of donor plaques at St. John's and there were fewer plaques than expected.

\*Sacred art and sculptures linked to donors were for sizable gifts.

### **Other topics (as time permits)**

- Legacy Society event
- Anything else?
- Discussion on financial reports - \*Gene suggested that, for management information purposes, there would be quarterly reporting of Total Parish / consolidated, financial statements (Balance Sheet and Revenues & Expenses ... Church, School, and Cemetery) ... and that the financial statements for each of these three components (Church, School and Cemetery) are readily available, for management information purposes and for PDC formulation of focused fund-raising efforts. Fr. Doug clarified that cemetery finances are separate from the parish and school due to legal aspects of cemetery operations as a perpetual entity.

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