

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, March 22, 2022	<b>Time:</b>	8:00 pm
<b>Chair:</b>	Jill M- Present	<b>MAL:</b>	Andrea B- Present
<b>Vice Chair:</b>	Jim G- Present	<b>Recorder:</b>	Joseph/Teri- Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Mark Dittman	X	Larry	X	Maria	A	Pat R	X
Father Jaspers	A	Melanie	X	Socchie	X	Gary H.	X
Father Ebert	X	Mark H.	X	Michelle	X	Marian B.	X
<b>Guest(s) &amp; Purpose:</b>		Sub for PGA- Steve					

### Agenda:

**Our agenda for Tuesday evening is as follows:**

**5:30 - 6:00 pm - Mass in the church**

**6:00 - 6:30 pm - Dinner in St. Joe's Hall**

**6:35 - 7:55 pm - Commission Meetings**

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

### **Call Meeting to Order –**

1. Opening Prayer – Fr. Ebert
2. Opening Comments

### **Parish Outreach Commission – Socchie**

- Eucharistic Ministry for homebound, hospitals, nursing homes-
  - New pyxes are in.
  - Distribution of Holy Eucharist in hospital starts after Easter
  - Deacon Rod to arrange a Eucharistic service at the Villa for during Lent
- **New Items**
  - **Families Helping Families.** Thursday, March 31<sup>st</sup> at 5:30-8:30pm, St. Joseph's Hall- A proposal to add the prayer rings- making for kids (target: first Reconciliation & Communion kids) or as gifts for the Easter baskets.
  - **Anointing Mass & Luncheon-** Saturday, April 2<sup>nd</sup> at 10:00am - helpers needed for food preparations at the kitchen
  - **Compassion Connects Clinic-** Saturday, June 11<sup>th</sup> at 9am-4pm, Highview Middle School- looking for specialty volunteers (Nurses, Dentistry staff, foot care, connection staff, etc.); donations of toothpaste & toothbrushes; Plastic bags for giveaways; old prescription glasses (connect with the Lion's Club)

### **Other Action Items:**

- **Update on the POC Goals: Add the POC Members Succession Process to the POC Goals**
- **Vetting Process:** Q: If our SJB CCW will participate in the St. Paul and Minneapolis Archdiocesan Council of Catholic Women Appalachia Mission, does it have to go through our vetting process?  
A: Presented to the PLC on March 22; Mark and Jessica noted that a policy for vetting Mission groups was submitted and approved previously. Please refer to that document for clarification.

### **School Advisory Commission – Michelle**

- Wines to Wishes- Fund A Need for PA system to be installed over the summer. Three bids for the work
- Families Helping Families- This Thursday, March 31

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- Budget in the final stages
- Continue the Spanish program but will include Kindergarten.
- NWeA Winter testing is completed and overall growth for both math and reading. \*Majority higher than the national average.
- Catechesis of the Good Shepherd is hoping to start a trial this Spring
- Holy Week Retreat for kids
- Impact grant from CSCOE \$10,000 for building
- Finalizing calendar in April

### Worship Commission – Pat

- Update on the Chapel of Angels
  - Discussion about design elements from first meeting, continued into second meeting.
  - Would like to see Worship Commission more engaged but that is role of subcommittee.
  - Sub committee is an advisory committee.
- Church Interior Committee
  - Lee presented Sound System and Acoustic report on Sound System
  - Issue not likely to be addressed until Fiscal year 2023
  - Still working on prerequisite items
- Holy Week is coming up. Scheduled dates and practices Ministry Scheduler Pro updated for other ministries
- Minister concern- Ushers- How do we manage mandatory training? More requirements asked of ushers Defibrillator, watching children unattended, helping people in medical distress others issues of bodily harm potential. How do we train ushers for this?
- Worship Committee proposed new mission statement. See below. Approval pending.  
*The Worship Commission provides direction and support to the liturgical life of the parish and its ministers. We seek to foster and promote opportunities for active participation and ensure the liturgical ministries of the church reflect a love for God and His people for all parishioners and visitors. The Worship Commission provides oversight and recommendations for the liturgical ministries of the parish, including but not limited to the music, lectors, extraordinary ministers, ushers, greeters, servers, art & environment, and liturgical preparers.*
- Cleaning up Ministry Scheduler Pro management of people
- Deferred discussion on *Sacrosanctum Concilium, Chapter 3, Other Sacraments and Sacramentals*
- Formal request submitted to PLC Executive leadership to formalize meetings between commissions with overlapping goals. Discussion followed. It was determined that nothing prevents them from meeting now. Meetings should be arranged through Staff Liaisons. Goals workbook should be kept up to date as the tool for communication especially as it relates to progress on goals where there is overlap.

### Administrative Services Commission – Larry

1. Update on ASC Goals for 2021
  - a. **Leaks in the church** – ASC members completed a “field trip” to observe the campus and observed a leak location; further review needs to be done to confirm.
  - b. **Ceiling** – Larry brought the ASC up to date on the meeting with a sound system Contractor.
  - c. **Maintenance / amortization spreadsheet** – Corey Ebbers reported to continue to use the spreadsheets that SJB presently has; will present to the commission in April 2022.
2. Updates on other projects:
  - a. **Chapel of Angels Update** – Discussed Designer provided “Design Explanation.” The consensus of the Commission members present was the following:
    - The extent of the project has increased since the initial presentation.

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- The HVAC system needs to be addressed.
  - The in-floor radiant system needs to be considered.
  - The LED lighting listed is something that needs to be considered.
  - Based on experience on recent bids, the cost listed seems to be low.
- b. **Door on Rectory** – Scheduled to start week of 3/28/22.
  - c. **Gutter on Rectory's Garage** – Scheduled to start week of 3/28/22.
  - d. **VFD for McQuade rooftop unit** – Received, has been installed and unit is operating.
  - e. **Heat Exchanger Installation** – Installation complete; waiting to flush and control system interface.
  - f. **Glycol update on pricing** – Price has been on the increase. Will complete prior to winter 2022.
  - g. **Building Automation update:** Remote access scheduled for 3/29/22.
  - h. **Garage Windows at Convent** – Windows have been delivered.
  - i. **Sidewalk by the playground** – One bid has been received, will request a second bid. Anticipate being completed in spring 2022.
  - j. **North side windows of the school** – We will need to wait until spring 2022.
  - k. **Remodel the 2<sup>nd</sup> Floor and Lower Floor Bathrooms** – Bid received, and project will be completed.
  - l. **Remodel the Preschools countertops-** Waiting for bid.

### Discipleship & Mission Commission – Melanie

- Guest- Fr. Doug
- Commission has a full roster
- Jill presented on Marriage Preparation. New program is more relational and builds on small group ministry
- Carl gave a wrap up on Cana Dinner. 50 couples attended. Sixty percent were first timers. Next year, plan to record speaker to make available to others.
- Lenten Small Groups are meeting
- NET Appreciation dinner changing to Youth Appreciation Dinner. This will continue to be an annual event after NET departs.
- Egg Hunt April 16- Need Volunteers
- Parish Orientation process under review.

### Finance Commission – Gary/ Marian

- The Catholic Community Foundation was with us for the first half of our meeting. Our endowments and long-term parish savings are all invested in Catholic community foundation funds. They reported on the performance and management of those funds and answered our questions.
- As far as operating results, the trends we have been reporting on over the past few months are continuing. Sunday giving continues to run slightly above last year but slightly below budget for the year. However, in total we continue to see favorable bottom line operating results. The biggest driver continues to be the school. Through February, eight months into the fiscal year, total school and preschool revenue is up 25% over last year.
- We continue to make progress on next year's operating budget. We reviewed another draft tonight, and while not yet in balance, we think we have a path to get us to a balanced budget. We hope to approve a final budget next month.
- As always, we received an update on capital projects and the potential cost of those projects. We also discussed the convent. With the sisters leaving, the parish is looking at options for that house.

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### **Parish Development Commission – Mark**

- Two open positions remain on the Development Commission. We continue to make efforts to get them filled.
- We had two guest speakers from the Catholic Community Foundation. They provided background on what the Foundation does and how they manage the investments. The PDC wanted to learn from their expertise on how to grow our endowments and what resources are available. They were able to provide a great deal of information that the PDC will discuss further at our next meeting.
- We had discussion on the Catholic Community Foundation Investment Seminar that had occurred in February. A summary of the seminar was given.
- Mary May gave an update on the Chapel renovation. There was discussion on how it was being funded. Mary asked for the members to help compile a set of FAQs that can be presented to the parish.

### **Parish Groups and Activities Commission – Steve**

Maria had a baby boy; she plans to be back as PGAC rep next month.

NET member, Trinity was guest. She discussed NET involvement with parish.

New commission members required moving liaisons assignments for groups under the PGAC.

Ministry definition is finalized.

Planning has begun for FallFest 2022.

### **Leadership Team Report – Mark**

See attached written report.

Bids for PA system for school under review.

### **Closing Meeting - Jill**

1. Closing Comments
2. Closing Prayer – Fr. Doug
3. Adjourn
4. The next PLC Meeting is scheduled for Tuesday, April 26.

### **Next Meeting Dates:**

April 26, May 17, June 7