

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, December 13, 2022	<b>Time:</b>	8:00 pm
<b>Chair:</b>	Jim G. - Present	<b>MAL:</b>	Greg B. - Present
<b>Vice Chair:</b>	Andrea B. - Present	<b>Recorder:</b>	Joseph H. - Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Father Paul	X	ASC - Ron L	X	FC – Marian B.	X	WC – Mary V.	X
Father Joseph	X	PDC – Bob G.	X	PGAC – Maria L.	X	SAC – Michelle S.	X
Mark Dittman	X	D&M – Melanie D.	X	POC – Socchie F.	X		
Jessica Balzarini	X	Dave Tucci	X	Marian Briggs	X		
<b>Guest(s) &amp; Purpose:</b>							

### Agenda:

The schedule for the evening is as follows:

**5:30 pm Mass**

**6:00 pm Supper**

**6:25 pm Announcements**

**6:30 pm Commissions**

**8:00 pm PLC**

### **Call Meeting to Order –**

1. Opening Prayer – Fr. Paul
2. Opening Comments – Jim Glaser

### **Discipleship & Mission Commission – Melanie D.**

- One spot open on Commission
- Emily Varberg is the new Chair
- Sarah W. joined for the meeting
  - She gave a report on her life and ministry
  - She leads our Middle School and Youth Adult Ministries
  - She said that recently the Middle School students were learning how their ‘yes’ to God can impact and change the world
- Updated Goals
- Couples retreat was well received, and we will look to continue doing events like it
- Journey to the Inn is on January 7
- Women’s Retreat runs January 13 – January 15
  - There are 8 spots still open out of 40

### **Finance Commission – Marian B.**

- The Finance Commission reviewed current financial. We are catching up on Sunday giving; it is improving, but still about 2.3% below budget. We have a small loss from operations through November.
- We had further discussion on evaluating our banking relationships and what kinds of investing we might consider. This analysis will continue for a few months.
- Also, we did a goals update to make sure we are tracking the issues we agreed on.
- The Commission reviewed Ann Laird’s memo on a tuition increase for 2023-2024. It was moved and seconded that we recommend a 3.7% increase.
- We also discussed the budgeting process and timeframe for next year’s budget cycle.

### **Parish Development Commission – Bob G.**

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- Worked on our Goals
- Mary May gave an update on the Core Commitment Drive
  - 327 forms submitted, still hoping to reach 400
  - Rita A. will be reaching out to everyone who pledged to do something new this year to help guide them
  - This update led to a discussion on parish segmentation
    - The parish community is a lot of different people and groups (i.e. People with kids at the school, those who don't...). If we could categorize 3 – 7 or so different segments of people/groups to help to better find a way to communicate to each group based on their preferences.
- Discussed the Legacy Society, Endowment and Estate planning
  - Helping people prepare
  - Discussed thinking of the Legacy Society as a different way of giving – “How do you help the Church’s legacy while you are still alive?”

### **Parish Groups and Activities Commission – Maria L.**

- 2 open spots on Commission
- We helped with hospitality after last weekend’s Masses, and it went well
- Discussed and worked on our Goals
  - Signed thank you cards we are sending to all the ministries under our jurisdiction
- Discussed the Parish Library
  - Software discussion on what we really need
  - Looked at what our school is doing with their library
  - Pat R. will be meeting with Tina B. (School Library head) within the next month
  - Molly F. talked to St. Odilia and Epiphany Parishes to see what they each are doing for their libraries
  - At PLC Father Paul said he would like to see more signage as a first step to try to generate more traffic in the library
- Our Commission is willing to help with Wines to Wishes in February if necessary
- Update on CCW
- Update on Legion of Mary

### **Parish Outreach Commission – Socchie F.**

- Discussed Compassion Clinic – it will be either in June or sometime next summer
  - It would St. John’s third year involved with it
  - We are asking for prayers for this ministry
- Mary K. is working on a spreadsheet so ministries can get in touch with clients – that way people can stay in better touch
  - Planning to have it completed by February
- We will be helping with hospitality on the weekend of January 21 and 22

### **School Advisory Commission – Michelle S.**

- 5 new students joined in the last month
- Total will be 351 students in K – 8 after the new year
- Kindergarten/PreK Information Night is January 19
- Wines to Wishes needs more donations
- Discussed 4<sup>th</sup> child discount policy
- Looked over gender identity information to add to the parent handbook
- Discussed the elevator behind information desk being locked to get down to lower level

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- Collection for Sharing and Caring Hands at Christmas Concert, December 20 (looking for gallon bags filled with full size shampoo, deodorant, toothpaste, and wash cloths)
- School items to repair/get:
  - Wall mats
  - Bleachers
  - Carpets
  - Bathrooms/Plumbing
  - Resurface playground
  - Main outside doors
  - Fab system by the gym
  - Different exterior door
  - Overhang by gym door

### **Administrative Services Commission – Ron L.**

- Our Commission met with the Worship Commission for the whole meeting time allotted
  - Discussed Church Interior Project
    - Trying to figure out what are needs and what are purely wants
    - Window replacement/tuck pointing
    - HVAC system
    - Sound system
    - Church ceiling
    - Refinishing pews
    - We need more information from Egner Construction
      1. We want to be sure they are being fully transparent with us with all the information and details
    - Overall, we are still in the very early stages of this process

### **Worship Commission – Mary V.**

- Our Commission met with the Administrative Services Commission for the whole meeting time allotted
  - Defer to the meeting update given by Ron L. for ASC

### **Cemetery Committee Report – Judy H.**

- See attached report for details and updates

### **Leadership Team Report – Mark D.**

See attached written report.

- Chapel Renovation Project
  - Steve A. is putting the final figures together
  - Will be sending an email with the proposal to the PLC, Finance Council and the Archdiocese for approval

### **- Jessica B.**

- 45 – 50 people are reading and doing the Rejoice Advent journal program

### **Pastor's Report – Father Paul**

- Today is the Feast of Saint Lucy. The name Lucy means light and Saint Lucy is the patron saint of sight. My niece is named Lucia which is a derivative of Lucy. I went to the shrine of Saint Lucy before, and it was a wonderful experience. Light is a natural part of our lives. Bob Hildreth's funeral was this morning, and he was a bright light here at SJB as he was involved with the Knights of Columbus, waterers, etc. He was always willing to help others and he even had served in the military. He will

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surely be missed but knowing him and seeing his good example was a great inspiration for us here at Saint John's.

- We are also close to rolling out our Synod Evangelization Team plan. One of the people I have asked to be part of this team is supposed to be from the PLC so I have asked Bob Gabler to serve on this role and he agreed.

### **Additional Comments/Discussion**

- Open discussion on "How do you keep Christ at the center of your life with all the intensity of the season happening around you?"
  - Melanie D. – "Great discussion. Each week is manageable when we focus on and use the virtues. Getting kids excited and engaged helps a lot too. Making time to spend with the Lord. Try to take away distractions from the secular world. SJB has so many good things going on."
  - Mary V. – "Advent challenge is going well and working great – it's basically an advent calendar of tasks to do each day to be holier."
  - Bob G. – "One member said he rededicated time for prayer. They found the need to take an extra 3-4 minutes for prayer." "Music, but it can be hard to find the good stuff." "My kids still get each other gifts because they had done it at SJB and even though they are in their twenties now, they still keep that tradition going. They also want to all go to midnight Mass together which I thought was awesome!"

### **Closing Meeting – Jim G.**

1. Closing Comments
2. Closing Prayer – Fr. Joseph
3. Adjourn
4. The next PLC meeting is scheduled for Tuesday, January 17

### **Next Meeting Dates:**

January 17  
February 21  
March 21  
April 18  
May 16  
June 13

# Cemetery Committee Report for December 13, 2022

## Judy Harris, Cemetery Committee Member

### 1. The Cemetery Committee

- A. The committee can have 6 – 8 members. We currently have 5. Interested parties should contact Mark Dittman.

### 2. Summary of Financial Activity

- A. Cemetery Committee Budget numbers remain in the black.
- B. Budget Items of Note:
  - 1. 20% of grave sales and 10% of cremation niche sales are sent to the cemetery's Perpetual Care Endowment Fund after each fiscal year.

### 3. **Projects Completed**

- A. The first Cemetery Clean Up Day was May 21, 2022. 22 parishioners, young and old, showed up to rake, weed, clean stones, and sweep walkways.
- B. 13 ash trees were removed in fall 2022. A tree replacement plan will be developed in early 2023.
- C. The mapping project is awaiting next steps with Loucks Architects.

- 4. A **communal interment** of cremated remains is being planned for October 14, 2023.

- 5. **Memorial Benches.** A significant, new ministry offering was initiated this year. The cemetery is offering the sale and placement of memorial benches to interested families. We sold 12 benches this year, and there are 3 benches available now for immediate purchase. There are 16 available locations in the cemetery for additional benches.

### 6. **Cemetery Counts**

- A. Unsold spaces include: 76 full body burial spaces, 106 Cremation in-ground spaces, 102 Columbarium niche spaces, and 60 infant burial spaces.
- B. The columbarium plaza is expandable up to 6 more cabinets. Concrete pads are already poured for the first two when we are ready to expand.

Please see a summary of financial, sales and other information on the reverse of this sheet.

# Saint John the Baptist Cemetery

## Cemetery Committee Report to Parish Leadership Council

Tuesday, December 13, 2022

Judy Harris, Member

Mark Dittman, Director of Business Operations

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### 1. The Cemetery Committee

Members: Ron Flor, Mark Hammer, Judy Harris, Mary Karls, Kathy Stonina

### 2. Activity for 2021/22

#### Summary of Financial Activity

Cemetery Income				
Account	Description	20/21 Actual	21/22 Actual	22/23 Budget
4050.01C	Cemetery Donations	3,624	6,778	3,000
4120.01C	Dividend/Interest Revenue	2,187	2,514	2,000
4170.01C	Bench sales		19,588	10,000
4355.00C	Grave Sales	35,900	42,725	15,000
4355.01C	Columbarium Niche Sales	45,800	37,600	30,000
	Income total	87,511	109,205	60,000
Cemetery Expense				
Account	Description	20/21 Actual	21/22 Actual	Proposed 22/23 Budget
6100.00C	Professional Fees - Legal	620	3,051	1,500
6110.01C	Caretaker Contract	19,440	20,028	21,000
6180.00C	Supplies	39	0	200
6185.01C	Repurchased Graves	1,900	1,500	2,000
6185.02C	Pastoral - Cremation burial		0	4,000
6185.03C	Bench expenses		12,538	8,125
6240.00C	Bank Charge Exp	1,568	1,815	1,500
6250.00C	Maintenance & Repair	506	790	1,000
6260.00C	Property/Liability Ins. Exp	0	2,651	3,860
6400.00C	Building & Grounds	6,639	2,707	3,000
	Expense total	30,712	45,080	46,185
	Cemetery net	56,799	64,125	13,815
	Endowment contribution			
	20% of grave sales	7,180	8,545	3,000
	10% of niche sales	4,580	3,760	3,000
	Total to endowment	11,760	12,305	6,000
	Cemetery Net	45,039	51,820	7,815

#### June 30, 2022 Balances

Cemetery checking	\$ 175,186
Reserves	\$ 221,257
Endowment	\$ 235,574

#### Burials

Full body	16
Cremation in-ground	22
Columbarium niche	<u>7</u>
Total	45

#### Sales

Full body graves	16
Cremation in-ground	24
Columbarium niche	15
Additional right of burial	<u>9</u>
Total	64

### 3. Projects Completed

- First Cemetery Clean Up Day – May 21, 2022. Next spring: May 20, 2023.
- Ash trees & stumps removed
- Map project awaiting next steps.

### 4. Communal Interment of Cremated Remains

- Planned for October 14, 2023, the Feast of Pope St. Callistus (d. 222), Patron Saint of Cemetery Workers.

### 5. Memorial Benches

Sold 12 benches. There are 3 benches available now and locations for 16 more benches.

### 6. Cemetery Counts as of 11/30/2022

- Full body burial spaces
 

Total	3,409
Unsold	76
- Cremation in-ground spaces
 

Total	360
Unsold	106
- Columbarium niche spaces
 

Total	174
Unsold	102
- Infant burial spaces
 

Total	264
Unsold	60