

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

Date:	Tues., Jan. 17, 2023 @6:30pm	Recorder:	Socchie Fondevilla	Chair:	Marie Zimmerman
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Member/Attendee	Present	Member/Attendee	Present
Louie Fondevilla	X	Gwen Schuller-Bebus	X
Socchie Fondevilla	X	Marie Zimmerman	X
Mary Kohlhaas (Staff Liaison)	X	Lesia Zownirowycz	X
Joni Metz	X	Carolyn Brandt	X
Cheryl Puffer	X	Open Post	
Deacon Gary Schneider (Staff)		Guest	

A. Opening Prayer: Mary

B. The minutes from December 13, 2022 meeting and tonight’s agenda were approved

C. PLC Request - Discuss these questions:

1. **Where do you see yourself in the baseball diamond?** (From Father Paul’s talk that evening.)

Answers

1. She finds herself as a Disciple Maker Spiritual multiplier because of her work on the Kidz Closet and also with the Compassion Clinic, she’d say all those there. But she’s been around the diamond, but today right now, this is how she feels.

Mary: you might also be at home at first base too, where new people come in, or meeting new people and inviting them to those same places.

2. She kind of saw it, being invited to be part of this group, like she was in that part between the first and second. Meeting new people and learning the connections that she was completely unfamiliar with.

Another member sees herself in the family faith formation, and probably going Discipleship going to The Devoted presentations and also Bible Studies and also, she’s been to the Catechetical Institute.

3. She can say too that she’s also in kind of different places, she thinks she’s growing as a disciple in the Catechetical Institute. Hopefully in the discipleship makers and spiritual multipliers, hopefully enjoying that in her ministry and hopefully she’s growing in her conversion.

4. One doesn’t quite get diamond but realized that they have the Liturgy things on the Missionary Disciples and the lectors, so that would kind to be where she’s at. Starting to come here to POC, she was not quite sure, because this was something new. She’s taking classes and stuff too here.

Mary: She thinks it would be second to third base

5. A couple can speak for both, being also in several places. The last thing they did was join the Choir which is probably an invitation for them to reflect and have more time to ponder because they’ve been really very busy ever since they came from a mission country, KSA in the Middle East where they’ve started

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

most of the ministries they're doing now. They've been involved with Faith formation and Catechism. Her first RCIA here was with a Vietnamese catechumen. For this she needed to translate SYMBOLON (from FORMED) lessons to his native language with the help of the Holy Spirit. They both graduated from the St. Padre Pio CI class in 2019. Currently they're doing refresher video courses on one-year daily Catechism and one-year daily Bible with Fr. Mike Schimtz. As Extraordinary Ministers of the Eucharist in Amira Choice, the long wait for a patient on treatment to receive the Lord's Body is a moment of grace knowing that she also needs our prayers for physical healing. All thanksgiving, glory, and honor to God for this grace.

He's on third base. we're very much involved with St. Vincent de Paul.

Mary: we really do have a lot of Ministries to outreach. It also takes volunteers to run them. Somebody dropped medicine today. Along with that she dropped off grocery bags with adorable crocheted 13 hats and 8 gloves and mittens of all sizes in different colors for Sharing & Caring Hands.

6. **Mary:** *What about the Scriptures. Is there anything that hit you when Jesus said, 'go out into the deep and drop your net'?*
- a. When Peter was saying, 'I'm not good enough'. Maybe not the exact word 'depart from me, I'm a sinner'. That always sticks out to me, and they get on land; then they just left everything and followed Jesus. She does not know if she can leave everything.
 - b. Another member said, basing it on the diamond, it's the first base, TRUST, trust in the Lord. Without trust we cannot go further; we can't accomplish anything.

Mary: She keeps on coming back to the TRUST thing. When she heard that tonight, it brought up something. Last week she was watching different interviews with the creator of The Chosen, Dallas Jenkins. One of the things he talked about was his start with filming. He had this great idea, he had all the backing, and he was finally going to start making the movie and it's going to hit the theaters. And so, they made the movie, it hit the theaters and it just fizzled. It's on Netflix. It's called The Resurrection of Gavin Stone. She can see where it probably did not catch on. But what he learned through that, sat down on that, this is what he wanted to do for so long, now he's no good at it. Maybe he was on the wrong track. So, he let it go for quite a while and the Lord eventually taught him about the loaves and fishes, **it is not his job to feed the 5000; it's just his job to provide the 5 loaves and 2 fish.** That has been what he's doing now. "It's not my job how it all turns out, it's not my job if it is successful or not, it's not my job to be proud of it or not- because that's all the Lord's. I'm just doing the best that I can do in providing the 5 loaves of bread and 2 fish." She thinks this is just a good lesson and that's what reminded her tonight. She identified, unfortunately, with Peter when he said, 'Lord we've been out all night and it didn't work out' and gave all the excuses. But he said, 'if you say so Lord, I'll do it'. And so, the success of getting the fish wasn't his job. His job was to be obedient and do what he was told.

- c. One member remembered Father Paul mentioning the word 'burden'. The heavy weight of the enormous fish was too much for them, they must call a second boat. In some of the times that God called her to do something, she would complain about how difficult it was, can't do it, fear of doing it

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Agenda / Minutes

alone (where are the others?) or the weather is bad, can't go out; where she's sent is far from her place; or having difficulty waking up early for the daily Mass. She thinks she's the one putting the weight on herself. Turning to the Lord for help, asking for prayers from others, letting others know she needs help or their prayers to accomplish the mission for her.

D. New Business: Hosting PLC Hospitality – 1/21 – 1/22

Date/Mass Time	Saturday, Jan 21	Sunday, Jan 22
8:30AM		Gwen, Carolyn & Lesia
10:30AM		Louie & Socchie, Mary
4:30PM	Joni, Marie & Cheryl	

Marie distributed the Hospitality Guidelines

Important: Coffee- Make sure all water is drained out of the machine to prevent large overflow and spill. The machine runs over for two reasons- first empty out all the hot water then its ready to go to put the filter, and then the coffee and then you run the water into it. Another reason is that the filter folds over and then all the water get stopped up, but you have to put the filter in first then put the wire back over the filter.

E. Updates & Liaison Assignments: Pastoral Outreach Ministries

MINISTRY	COORDINATOR/S	DESCRIPTIONS/UPDATES
ABLE [Assisting Better Lives for the Elderly] Fix-It Liaison: Carol	Corey Ebbers <u>Dbrown8142@gmail.com</u> 763-478-7496 c & Dan Brown <u>Ebbe0006@gmail.com</u> 612-385-6196 c	<div style="border: 1px solid black; padding: 5px;"> ABLE Program is the overall listing volunteers for Pastoral Ministry: Caregivers Group, EM for homebound, Senior Centers & Nursing Homes, to the volunteers who will go to homes to paint & to do fix jobs or yard work, drive, get groceries. The group that helps the elderly need assistance (yard work, home maintenance, etc.). They refer people to the liaison </div> <p>Carol: her responsibility is to contact one of the coordinators (Corey) and ask them how things are going and report back what they're doing, ask them if there's anything they need from POC</p>
Branch III Liaison: Cheryl Meeting: 1 st & 2 nd Tuesday	Claudia McKeown <u>ClaudiaMcKeown@MN.medi-aone.net</u> 612-485-0846	Under the Catholic Charities – We provide hot lunches at the Catholic Charities Drop-in Center in Minneapolis twice a month.
Caregivers Support Liaison: Socchie Meeting:	TBA (To be arranged)	Gathering for Caretakers of loved ones - to take time away to refresh; to find some encouragement & rest and connect with others who understand

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Agenda / Minutes

Community Service Center Liaison: Deacon Gary	Deacon Gary	
Extraordinary Ministers of the Holy Eucharist (EMHC) Liaison: Mary Regular Communion Visits to the infirm		
EM Homebound Liaison: Mary	Mary Kohlhaas kohlhaasm@stjohnnyb.org 763-242-4229 c	
EM Hospitals Liaison: Mary		Volunteers bring the Holy Eucharist to Catholic patients at Unity and St. John's Hospitals in St. Paul once a month.
EM Nursing Homes Liaison: Mary		Volunteers provide weekly Word/communion services to Catholic residents in local healthcare centers. (Flexible schedule)
Faithfully Fit Liaisons: Lesia Meeting: Wed 9:30-10:30	Mary Hartz maryhartz@comcast.net 651-491-3886 c & Joanne Lundak joannelundak2@gmail.com 507-421-6852	Lesia: will contact Mary Hartz for the Bulletin write-up
Food Shelf Liaison: Joni	Jerry & Betty Lou Elfert jerry@elfert.us 651-341-7108 c	Requirement to use St. John's Food Shelf is to live in the Mounds View school district or be a member of St. John's parish. We started out as an emergency food shelf because years ago one of our deacons noticed people coming in and requesting help with food. We are not a complete food shelf as we have no refrigeration or freezer capability. If someone comes in asking for food when the food shelf is not open the staff can pick up an "emergency bag" from the food shelf which will provide food for two people for a day. Updates: see details***
Growing Through Loss Liaison: Gwen	Sue Amos-Palmer susanamospalmer@hotmail.com 651-261-3125 c	GTL is a grief ministry program that is held twice a year at various churches in the area. The meetings have a speaker on a specific grief topic and break into small groups for discussion. Visit http://www.growingthroughloss.org - Susan Amos-Palmer represents us to a group of Churches; coordinates, invites people to be part of it.

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

		<p>- They do presentations with speakers to people dealing with grief.</p> <p>- SJB hosts an event at times, other times other churches do.</p> <p>we support them financially for brochures & to buy cards for the people who have losses</p> <p>Updates: Gwen contacted Sue to ask if she's still leading the group. She made it sound that she does most of the works and that's the way she prefers it although she has volunteers working with her.</p>
<p>SJB Kidz Closet (prev. Maternity Closet) Liaison: Gwen</p>	<p>Jacque Schmitz gischmitz@comcast.net 651-633-0251 h</p>	<p>open Tuesday mornings 9:30– 11:30 am.</p> <p>Updates: see details below +</p>
<p>Meals on Wheels Mary: No need of a liaison</p>	<p>Marian Briggs Marian.Briggs9@gmail.com 651-631-9395 h</p>	<p>Volunteers deliver meals once a month on either a Monday or Friday at 10:45 am out of the Pike Lake Education Center in New Brighton.</p>
<p>SJB Missions Liaison: Mary Kohlhaas, kohlhaasm@stjohnnyb.org, 763-242-4229 c Support any of the vetted international missions our Parish support (Updates: see below ++)</p>		
<p>1. Building Bridges Liberia</p>	<p>Naomi Hard Naomihard58@gmail.com 612-616-7907 h</p>	
<p>2. Family Missions Company</p>	<p>Steven & Anita Fierro Steve.fierro@gmail.com 651-769-4327 c</p>	<p>Mary: put on hold because of the situation in Haiti</p>
<p>3. Mary's Meals Liaison: Mary</p>		
<p>Quilters Meeting: every Tuesday @1-3pm at the Copy Room Liaison: Joni</p>	<p>Helen Houle 763-786-1512 h 763-350-6556 c & Anne Selmer johnann@q.com 651-484-5598 h</p>	<p>Joni: The quilters recently donated about twenty quilts to a local school where a parishioner is employed. He and his daughter were very appreciative and said the quilts had all been put to good use. In addition, Mary has had several requests for quilts recently. The quilters are working extra hard at finishing more to keep in supply.</p>
<p>Respect Life Meeting: 3rd Tuesday</p>	<p>Jacque Schmitz gischmitz@comcast.net</p>	<p>Lesia: Jacque says they're not doing a Bulletin. What they're doing is Father will include this Thursday in the email that's get sent out. Basically, what is happening is here in Minnesota, on</p>

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Agenda / Minutes

<p>Liaison: Lesia</p>	<p>651-633-0251 h</p>	<p>Sunday at 2:00 PM people are going to be meeting at the State Capitol. Parking will be free since there are no sessions going on at that time. There's going to be a Mass at St. Paul Cathedral on Sunday.</p> <p>There's going to be a March for Life in Washington DC this Saturday for College students. Four buses are going from North Dakota. Fr. Michael Skluzacek is flying with one of the Auxiliary Bishops, while the Seminarians will be going in bus.</p>		
<p>Sharing & Caring Hands Liaison: Cheryl</p>	<p>Marty Schutz schutzlaw@msn.com 765-242-4563</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="824 606 1490 751"> <p>Volunteers from St. John's purchase, prepare and serve approximately 360 meals to the poor over the lunch hour at Sharing and Caring Hands in downtown Minneapolis on the 4th Wednesday of each month.</p> </td> </tr> <tr> <td data-bbox="824 751 1490 800"> <p>Updates: <i>see below*</i></p> </td> </tr> </table>	<p>Volunteers from St. John's purchase, prepare and serve approximately 360 meals to the poor over the lunch hour at Sharing and Caring Hands in downtown Minneapolis on the 4th Wednesday of each month.</p>	<p>Updates: <i>see below*</i></p>
<p>Volunteers from St. John's purchase, prepare and serve approximately 360 meals to the poor over the lunch hour at Sharing and Caring Hands in downtown Minneapolis on the 4th Wednesday of each month.</p>				
<p>Updates: <i>see below*</i></p>				
<p>St. Vincent de Paul Society Meeting: 1st Tuesday Liaison: Louie</p>	<p>Joe Jansen 651-307-6767</p>	<p>Members of the Society of St. Vincent de Paul (or "Vincentians") are men and women who strive to grow spiritually by offering person-to-person service to individuals in need. Assistance is provided to members in the community in financial need due to unexpected life circumstances.</p>		
<p>Widows/Widowers Group (W/WG) Liaison: Mary Meeting: Monday</p>	<p>TBA</p>			
<p>Young at Heart (prev. Senior Sparks) Liaison: Marie</p>	<p>Julie Delaney julpat@gmail.com 763-571-9633</p>			
<p>Compassion Connects Clinic Liaison: Marie</p>		<p>Gwen: <u>Date: April 22</u> Time: 9-4 Where: Highview Middle School; 2300 7th Street NW New Brighton, MN 55112 Gwen is going to give a Bulletin note to Mary and Father.</p> <p>Waiting: These are couple of loose ends</p> <ul style="list-style-type: none"> - from Mary & Mary Lord, who you need for volunteers. There's a sign up link for volunteers. - from Cathy Peterson, what the amount is for the Church. - from the hairstylists <p>before release of the formal announcements</p> <ul style="list-style-type: none"> - The Dental area will be expanded. - Prayer Request for additional dental equipment and chairs 		

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

Rochester Medical Donations Liaison: Mary		collects, packs and ships overflow medical items to Haiti

1. **On Liaisons:** POC completed assignments of liaisons to Ministries. There are no more openings.
2. **Pastoral Ministry Coordinator Update (Others): POC Client spreadsheet-** Mary: it will be completed by end of January.
 - a. ***Update on POC’s request to PLC- Sharing & Caring Hands’ Request Details: Blanket Collection & Hygiene Bags**
Mary: The blankets and hygiene bags.
 - The SJB School itself, when they did that thing in December, they had parents bringing in hygiene bags; they did more than 200 already so we’re all covered for this shift. But she thinks we can go ahead and invite other groups to do it because she thinks they’re going to continue using them. She doesn’t think they have the whole year covered. She has one parish out of all those Pastoral Ministries that she talked about it. They’re going to contact Sharing & Caring Hands directly. So, we’re out to being responsible whether they follow it through or not.
 - A teacher from another Catholic School, who Father knew is looking to do a collection.
 - o They were going to do things like energy bars, and all that kind of stuff for the homeless. They’re looking at doing it on lent, like a Lenten Mission, during Catholic Schools Week [CSW] on Jan 29- Feb 4) as a Lenten kind of outreach.
 - o They go through it with Father Paul asking what his suggestion would be. He included Mary in this, and she contacted her, and she suggested that if she hadn’t committed to this, she could consider the list of things on the hygiene bags. If you change your idea, it a little bit, this is the place you can give them. But if she wanted to stick with her idea, Mary gave her some options.
 - o She said that the hygiene bag is a great idea and so she’ll get in touch with Marty.

b. Mary’s Article in the Bulletin.

In lieu of the ad in the Bulletin, Mary was graced with the ability to write the article for this Bulletin. For those who prayed for her, she’s grateful for what she desperately needed for the prayers covered. It was 1 1/3 pages long but they did not cut anything, they did not edit anything out. She really did not know what she would have taken out to shorten it. She was trying to hit on a lot of bases about life, not just abortion, but she mentioned the assisted suicide that’s going on in Canada and it’s not going to get long to get here, about the abortion pill is that is going to start coming through CVS Walgreens. *“Am I held accountable if I continue to pay money there if they start doing that?”* Talked about the Legislation trying to push through abortion at all months. Talked about human trafficking, talked about mental health, drug abuse. So, she tried to hit on a lot of points.

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

So, she kind of started it out with ‘You know when you have something that you have to do, and you’ve kind of avoiding it, you’ve got this other stuff done’. Like she had these avalanches going on files on her desk, so she cleared the file but, in that file, she found this one little nugget which finally started her off in the article. It was a little pamphlet that came from the Holocaust Museum in DC. At the front of it was just the words ‘What you do matters.’ That became the title of the article, and she talked about individual or couples and what they did to save people during the Holocaust. Some people you’ve heard of them and some people you’ve never heard of, but they all did something that mattered. And if you choose not to get involved and do something, that matters too. So that’s kind of where she started from and hit some of these points and she really believed the Lord willed it. She felt good about it, she was not second guessing it. Don’t think it’s done in the natural, it’s done in the supernatural. Just pray that it really hits people. Her goal was to attack to way too many people, especially during the election, ‘oh yes I’m not for abortion, but...’ and they have some excuse to elect a politician who was egregiously anti-life. And now we end up with what we get now in the legislation, people who want to fast-track abortion at all stages of pregnancy. So, she really wants to hit that note to say what you do matters. So just pray that anointing that people get that.

F. Old Business:

1. 2023 Bulletin shorts

MONTH	MINISTRY
March	**Able Fix-it (get info from Corey)
April	Growing through Loss

2. **Updates on SJB Mission: What SJB will offer vetting missions.

Marie: The Mission Projects that needs SJB’s approval.

- 1) Marie distributed a working document on what we want to offer to the SJB-Missions vetted and approved, such as:
 - a. Catholic Family Missions, Haiti on hold for now, but we could have a third mission.
 - b. Building Bridges Liberia- Naomi Hard does a yearly promotion before she goes on her mission.
 - c. Mary’s Meal

- 2) The longer document is what the process was to become vetted.
 What we want to do: the Leadership Committee wants us to come up with what St. John’s offers in exchange for the vetting process.

- 3) This question came up because Leadership felt it important to vet and approve each mission before we could tell the Parish that, ‘yes, we know them to be a valid organization and you could give your money to them safely because we’ve checked them out.’

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

- 4) **Marie:** Jim Glaser, from PLC was with us here to explain the process with that form we've submitted to Leadership about the blankets and hygiene bags, and she appreciated that. The purpose of the form is for Leadership to ask questions then to come back and ask more specific questions.
- 5) This process was put together under the tutelage of Jane Heinks. She went to a couple of the missions, to Liberia with Naomi and to Haiti with Family Missions. She helped us nail this down, this document that we use for vetting missions. Now we're working on the second document with what does this gives us.
- 6) Marie led the discussion, whatever we can, to make it clearer because she just put an opportunity to have an event or request for donations. Father wants to make sure we're not conflicting with other donation requests in the Parish or other events.
- 7) Each mission will participate in the World Mission Sunday (where money goes to the Office of the Propagation of the Faith) and not in one of the events.
- 8) For example, Mary's Meals could sell tickets here and have dinner here, so long as it doesn't conflict with parish events.
- 9) We can add to the list of missions, but we must limit it to three for now because we understand Father Paul's point that we're often asking for money from the Parishioners. If we have more missions added, the calendars are already tight, we don't know how you get two events a year plus WMS if we have more than three missions.
- 10) **Gwen:** she agrees. Just in Kidz Closet, there have been times when we have low supply. So, she wants to put something in the Bulletin, we need jackets or boots or something like that or a certain size of clothes. Then you hear some other groups are doing donation campaigns with similar nature of needs like clothing drive. That should not happen. Or Respect Life was collecting a bunch of things which is in direct conflict with something that Kidz Closet needed. She thinks Marie is right that we must limit it because there's just so many asks.
- 11) Each mission's term is three years.
 - a. The reason for the term would be if we wanted to stop one mission and support another mission.
 - b. Should the term be longer or shorter?
 - c. We'll start with 3-year term soon as this process gets approved by Leadership.
 1. We're not going back to those vetted, say in 2018 and tell them their term is up.
- 12) If someone comes forward with a greater need then after it's gone through this process, like right now we have an opening:
 - a. Haiti is still difficult to deal with.
 - b. Our missionary, Adam is focusing on getting his family here.

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

- 13) Every year each mission will provide some kind of documentation (like 501 C3) to prove nothing has changed in their status.
- 14) Question on the 2nd sentence. The request for the mission is not in conflict with the other Parish donation request.
- a. **Mary:** Father, just in passing, said that if we decide and were hoping to do our Mary's Meal dinner this year here, and to do it on October 17 or 18. So right now, we must wait until the staff has their calendaring done and see if that's open for us to be able to do it. And if we want to sell tickets for that dinner, Father said he's fine with that. He just wants to make sure that we're not selling tickets the same time we're doing the Fall Fest.
- 15) All the POC members appreciate Marie and her husband for doing a good job on this Mission Project

*** **3. Food Shelf Updates: Increase Social Media Presence**

Joni: Food Shelf is looking for ways to increase its exposure to the public sector.

- a) St. John's members donate enough food that Food Shelf can support additional visitors.
- In the last six months of 2022 they had 54 unique clients
 - a total of 181 visits, and 9944 pounds of food given out.
 - For the three months before they closed for the pandemic, they served 57 per month.
 - in the last 6 months they served 30 per month
- b) They keep hearing about people who are experiencing food hardship, yet they do not have as many visitors as they had before the pandemic. They have made up a flier about the Food Shelf and had copies posted at:
- two apartment buildings near St. John's
 - at the New Brighton family service center
 - Cub Foods in New Brighton
- **Proposed Solution:** use of **social media** to try and reach additional people in the neighborhood and outside the parish, but they do not have any personal experience with using social media.
- Mary receives a monthly email requesting information about resources- all the different places you can get food available to the community in this area.
- This list of food resources gets sent to Ralph Reeder, to any other denominations, goes up to different churches.
 - Feedback she provides is shared within the community.

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

- Mary indicated she asked the Food Shelf coordinators if they would like to be on that calendar and list of resources, to participate in this, but they were not ready at the time. Ours, even if it's an emergency Food shelf should be on there. We should revisit this to see if they are ready now. Joni will call Food Shelf on this matter.

+Gwen: The **SJB Kidz Closet's** liaison indicated they have the same desire and had good insight based on the work they have done.

- They need somebody responsible for the **social media** announcements. She indicated the most difficult part is keeping the social media posts current and up to date. They don't have anybody in the Kidz Closet group that does that.
- Current situation (*the hodge podge way they're doing it*): Jacquie's daughter is trying to help them but doesn't live here; Emily's kid's been trying to do somethings on fb; an ex-Parishioner had helped one time.
- Kidz Closet wants to reach out to young families who are mostly on social media.

Discussion included:

- 1) connecting with Joseph to include a post on the St. John's Facebook page.
- 2) contacting Matt Farmer, a New Brighton Public Safety Officer and parishioner to potentially
 - add a post on the New Brighton Public Safety Facebook page.
 - posting flyers in trailer parks and apartment buildings in New Brighton community.
- 3) providing flyers (with QR codes) for the Food Shelf at the Kidz Closet, and vice versa, since these two ministries draw from similar populations.
 - posting flyers at Bulletin boards in banks, grocery stores, laundry marts and the Community Center.
- 4) In addition, our PLC representative will bring forward our discussion regarding increased our social media presence to the PLC and will provide relevant feedback she receives. -*-

G. Marie: We need to work on the goals.

H. Three Items for tonight's PLC

1. Compassion Connect Clinic- Date and more information available soon.
2. Vetting- give them the documents. Let them come to us for questions.
3. A need for social media connection, consistent review of social media for Food Shelf and SJB Kidz Closet to reach those outside St. John

**Saint John the Baptist –
Pastoral Outreach Commission
Monthly Meeting Agenda / Minutes**

-*-PLC's suggestions: *(focused on the Kidz Closet: need for more donations)*

- a) SJB school on Friday donation drives: Parents can dole out \$1 for Kidz Closet items instead of foods for the Food Shelf
- b) Thrift Purchases of Kids' stuffs:
 - Target offers a discount if the item is for donations.
 - Goodwill and other Thrift Stores

Closing prayer: Mary

Next Meeting: February 21

Next Meeting Dates: March 21, April 18, May 16, June 13

Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Mary Kohlhaas, Pastoral Ministry Office