

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

Date:	Tues., April 18, 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		Father Paul Shovelain (Guest)	X
Deacon Gary Schneider (Staff)	X		

A. Opening Prayer: Mary Kohlhaas

B. The March 21, 2023 Minutes of the POC Meeting was on-hold for the changes to make; while tonight’s Agenda was approved.

C. Narrative Brand Identity Framework

a. How can we make NBIF live in our Commission?

D. We’re going to stay on topic and each reporting member will have to do the updates within three minutes. As we go along, we’re going to tell our recorder what should be on the list for the three things at the end. We should be wrapped up by 5 minutes before 8:00PM

E. Updates: Pastoral Outreach Ministries

MINISTRY	COORDINATOR/S	UPDATES
ABLE Fix-It Liaison: Carolyn	Corey Ebbers Dbrown8142@gmail.com 763-478-7496 c & Dan Brown Ebbe0006@gmail.com 612-385-6196 c	<ul style="list-style-type: none"> ▪ Carol asked for a list of the members from Corey.
Branch III Liaison: Cheryl	Claudia McKeown ClaudiaMcKeown@MN.mediaone.net 612-485-0846	Cheryl reached out to Claudia regarding Branch III and Catholic Charities
Caregivers Support	Mary Kohlhaas	

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Liaison: Socchie First Thursday's	kohlhaasm@stjohnnyb.org 763-242-4229 c	
Community Service Center Liaison: Deacon Gary	Deacon Gary	
Extraordinary Ministers of the Holy Eucharist (EMHC)		
EM Homebound Liaison: Mary	Mary Kohlhaas kohlhaasm@stjohnnyb.org 763-242-4229 c	
EM Hospitals Liaison: Mary		
EM Nursing Homes Liaison: Mary		
Faithfully Fit Liaisons: Lesia	Mary Hartz maryhartz@comcast.net † 651-491-3886 c & Joanne Lundak joannelundak2@gmail.com 507-421-6852	
Food Shelf Liaison: Joni	Jerry & Betty Lou Elfert jerry@elfert.us 651-341-7108 c	Food
Growing Through Loss Liaison: Gwen	TBA	
SJB Kidz Closet (prev. Maternity Closet) Liaison: Gwen	Jacquie Schmitz gischmitz@comcast.net 651-633-0251 h	Update: Proposal for a Mother's Nursing Room** <ul style="list-style-type: none"> - Fill-up diapers in the bathrooms - Ministry is going strong - Today, four clients at 9:30 (very busy), one Social worker who delivered stuff to a client who had no

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		<p>transportation; at 10:30 another Social Worker from Minneapolis District came to ask about our Kidz Closet.</p> <ul style="list-style-type: none"> - We're in good position to advertise the Kidz Closet at the Compassion Clinic this weekend. We're bringing in some supplies (diapers, infant clothes, etc.) which will be displayed on the Kidz Closet table by our volunteers to give out to guests. We have some funds to buy 5-7 toddlers clothing and boots.
<p>Meals on Wheels Liaison: <i>not needed</i></p>	<p>Marian Briggs Marian.Briggs9@gmail.com om 651-631-9395 h</p>	<p>Cheryl reached out to Marian regarding writing a brief paragraph about Meals on Wheels and she'll have to get that to Cheryl in a week or so.</p>
<p>SJB Missions Liaison: Mary (On Vetted Missions Update Details see below***)</p>		
<p>1. Building Bridges Liberia</p>	<p>Naomi Hard Naomihard58@gmail.com m 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's Meals Liaison: Mary</p>	<p>Mary Kohlhaas kohlhaasm@stjohnnyb.org 763-242-4229 c</p>	<p>In the last event, the Young at Heart enjoyed doing a craft - Beads of Blessing. They also received the information about Mary's Meals</p>
<p>Quilters 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>Father Paul blessed the quilts two months ago.</p>
<p>Respect Life Liaison: Lesia</p>	<p>Jacquie Schmitz gjschmitz@comcast.net 651-633-0251 h</p>	<p>On Good Friday, they had two buses (around 70 people) to Planned Parenthood prayer rally – twice what they expected!</p>
<p>Young at Heart (prev. Senior Sparks)</p>	<p>Julie Delaney julpat@gmail.com</p>	<p>Last week they did the Beads of Blessing. The ones who came really enjoyed it. The instructor had it laid out perfectly; she's</p>

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Liaison: Marie; First Thursday	763-571-9633	obviously done this before. She told the story of Mary's Meals and showed a video. Most of the money collected will go to the Mary's Meals, after taking out \$5.00 per person for materials. Out of the group that was there, we fed 4 children for a year. We're going to look at doing it again in the fall. We will have samples for people to know what we're talking about.
Sharing & Caring Hands Liaison: Cheryl	Marty Schutz schutzlaw@msn.com 765-242-4563	
St. Vincent de Paul Society Liaison: Louie	Joe Jansen	They just concluded the Food Drive. Food amount donation is up. Financial donation is down.
Widows/Widowers Group (W/WG) Liaison: Mary	TBA	Monday was luncheon with the Widows (ended up being women again) but there were eight of them, so that was a good group and a couple new ones. Actually, the Master List for the Widows, all those that had ever shown up is like 50. So, they just don't come out at one time.
Compassion Connects Clinic Liaison: Marie		Details on updates: see below *
Rochester Medical Donations		

E. Pastoral Ministry Coordinator Updates:

1. *Compassion Connects Clinic Updates

- There are three haircutters who registered.
- Mary ran off Anna Schaberg's email to the Leadership, requesting prayers. Last year, many things went wrong the last week or two before the Clinic, so we are asked to bathe the Compassion Clinic in prayers.
- There are 32 Connectors in the Team
- We are all ready. Set-up day is on Friday, which is lots of work but lots of people are coming to help. We got all the volunteers we wanted, except a second chiropractor.

2. Old Business:

▪ ****Proposal for Nursing Mother's Room**

- Next week, Jacquie Schmitz, Emily Zabinski & Mary are going to get some of the maintenance guys to help them to set up the divider to make the nursing mothers room down by the Chapel of Life.

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- The adult changing table, we are looking at putting that into the family bathroom closest to the library. It's the one with the most room. They will put a 5' table against the wall.
- The family is taking care of the cost. What we need to do for both of them is some signage and also putting in a little: 'did you know what we have available for you now?' in the Bulletin.

- *****Vetted Missions Proposals** and what St. John's had to offer the approved vetted missions
 - i. We need someone to be in charge of this on our committee. We need someone to contact Jane Heinks and figure out how we'll learn everything from her; to ask her if she's willing to come to our meeting and talk to us about the process, review the documents with us and we can make notes. This way, going forward we have some confidence when some other mission should come for vetting.
 - ii. What we talked about last time was this process be done by all of us as a group instead of just a big project just one person has. If any of us leave, then some people will be here who know what to do. But-we can also take notes of what the process is and in document form.
 - iii. Jane documented everything while she was developing the process. Aside from putting the process together she actually did the vetting herself, with different groups. She even went out into missions to Haiti and Liberia so she'd had the idea of the missions. Mary has the updated copy of the vetting documents in her computer. Mary will send the documents to us before Jane comes, we can brush up on it and prepare questions for her.
 - iv. Jane should be invited to come to our May meeting.
 - v. Of the three which had been vetted: Liberia, Family Mission in Haiti & Mary's Meals, Family Mission in Haiti is to be dropped since it was inactive for years and the Coordinators had left the Parish
 - vi. Proposals

- The POC recorder received the proposals document submitted to PLC for their review last March.

- **2023 Bulletin Shorts**

MONTH	MINISTRY
April	Meals on Wheels – Marian had submitted the write-up
May	Growing through Loss- Gwen tried to contact Sue. Mary gave her the name of a second contact this afternoon. So, she'll try her otherwise, she will put together based on the pamphlet on the kiosk.
June	Kidz Closet- Gwen will prepare write up
July	Corey is going to work on it for Able Fix-it. Carol told him to decide what he'd like to put in, like what they do, who you serve or if they need volunteers. He'd like to talk to Dan.
August	Caregivers

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- It's usually an informal barbeque get-together in August, just a kind of kick-off. It's optional for the Commission to get together and talk about anything.
- When we meet in September, we'll figure out the rest of the shorts.

- *Welcome: Father Paul*

- Goals Worksheet- for the next meeting
 - 1) Liaison identification- Commission members will interact/advocate with the Ministry under the POC umbrella they have chosen
 - I. who is assign for what; each year we assign whose doing which one;
 - II. on going process
 - 2) Ministry Liaison Training-
 - I. we've talked about doing a training but have not really done actual training.
 - II. What are our expectations as liaisons- something we should work at together.
 - III. It ties with what Gwen is doing
 - IV. If it's going to cross to other Commissions, we should distinguish between a ministry liaison and a staff liaison in the Pastoral Outreach Commission.
 - 3) Ministry Marketing- Written article for each area ministry under Pastoral Care.
 - I. To promote and educate the Parish with one article a month on the Bulletin-
 - II. Consistent in it
 - 4) Vetting Process-
 - I. Andrea received our proposal document on Mission opportunities (once you're vetted, what do you get from it, how is it different from any other vetted missions) for PLC's action. There's been conversation about it
 - II. POC has parameters spelled out in the documents on the vetting process
 - III. Each mission will have an opportunity to request an event for mission not more than twice a year
 - IV. These mission events should not be in conflict with other church's mission request, like World Mission Sunday (WMS). They could do one weekend outside of that
 - V. Do we want to do all three of them altogether or allow them to be three different weekends? We're talking about four weekend mission appeals. Plus that of the Diocese's.
 - VI. Naomi wants her table out right before she goes for her Liberian mission, whenever that's going to be. And Mary's Meals wants to have the table up to sell tickets for the big fund-raising dinner. So that's when we don't know when we could be on the same page, other than the WMS.
 - VII. We will eliminate the Family Missions on the list.
 - VIII. Mary's Meals is where the challenge is now, of getting it out there in the public If Naomi's going in March and needs to appeal, with all other things going on, we'll have to make them complement each other ultimately. Trying to avoid or minimize competition with all the other things going on here in the parish is our biggest aim.

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- 5) Nursing Mom’s Area
 - I. We do have the St. Therese’s Hall. Improvements are now finished. Backdrop of rose garden and lights up and working, another family is gifting us with a window for the same area.
 - II. Parents prefer to stay at the back by the Sacristy, by the display case, next to the Library. That’s where parents want to hang-out
- 6) The changing table may be available next week for delivery. Installation is to be scheduled. The family and friends will be paying for it. We will have an acknowledgement for the gracious donors. We do that as part of Building A Culture of Life
- 7) Respect Life (Jaquie or Emily) puts the baby supplies (diapers, wipes, etc) in the bathroom’s shelves. For the stocks, the Kidz Closet has all the diapers and wipes. The second-floor toilets do not have shelves yet.
Revitalizing our Nursing Home Ministry is what we should be concerned on how to do. Mary can speak about the Pastoral Care. But one thing we’re noticing are those residents not coming back, or maybe the population changes over, or it could be that they got into the habit of not going to Mass. There are too many times when the priest only has 1 or 2 residents join him for Mass.
- 8) Add Compassion Clinic as a goal for this year. Status: Completed
 - I. It is worth it to document; to roll-over to someone. We’re not sure of doing it from year to year. It depends on the Leadership.
 - II. This year would not have happened had Marie and Gwen not stepped up. Then they found a third person from Salem, then Anna came in. They’ve also been working out the organization. Last year, there were two doing everything and now there’s more on the Executive Leadership Team. There were six people on the leadership team.
 - III. They have been documenting the process from the beginning. When they made the decision in January, they did this one very quickly, deciding to do the Clinic in April (instead of June). It has been a success with a lot of prayers. Since we’ve completed it now, we can decide earlier, not wait until next year to plan the next Clinic.

Father Paul: POC will have to prepare a **List of Goals and Accomplishments** for next month’s meeting. We’ll compile all that for the report we’ll share at the June meeting and for the year-end review which include the Sacraments received, the Ministries shared, formed and celebrated, etc.

3. New Items

- **POC on Boarding** – document what to expect when you join a Commission

POC	PLC
<ul style="list-style-type: none"> ▪ Description of what POC is about ▪ Explain liaison expectations. ▪ Term and monthly meeting schedule ▪ Team member responsibilities and obligations 	<ul style="list-style-type: none"> ▪ Description of PLC and reporting process ▪ Description and role of each Parish commission

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<ul style="list-style-type: none"> ▪ Clear description of recruiting process 	
<ul style="list-style-type: none"> - There should be a packet of informational materials that is given to each new member prior to the first meeting. - The packet should be reviewed by team members annually (outside of meeting time) edited and updated as needed to ensure the content is current and accurate. 	

1. Gwen had put together this draft intended for discussions on:
 - a. Some of her thoughts based on her experience in joining POC
 - b. Her questions about the whole working of the Parish Council
2. This will be helpful when we have somebody new who comes in, we have something to hand out to that person before deciding to join.
3. On the Orientation night, back in October, there was a diagram for leadership which is helpful to understand what you are being asked to do.
 - a. Meeting Schedule- last formal meeting is June, then meetings resume in September.
 - b. Spell out to the new members that we expect them to be active participants.
 - c. It's not all on the leadership, we want you to volunteer when the opportunities come up. We should take turns volunteering on different things.
 - d. That kind of dialogue is helpful, or else you tend to come in blind.
 - e. If you have not been a committee member in the Church, you might not know what to expect.
 - f. We have a high number of Parishioners, but they might not have any contacts.
 - g. The recruiting process, to be honest, is kind of off putting.
 - i. The PLC orientation slide has the kind of language of how it was supposed to be.
 - ii. if we can share this with someone we invite.
 - iii. If we can show them how it works
 - h. A little bit more of clear information and understanding, so you feel good about being here
 - i. What was the motivation in inviting someone to join? Is it the direction that we gave?
 - i. We needed to fill more vacant positions for liaison.
 - ii. To do so , we're supposed to be recruiting for those spots.
 - j. the expectations:
 - i. Should be living the Church's teaching
 - ii. a registered parishioner
 - iii. a practicing Catholic
 - iv. It's all about collaboration
 - v. Those things were outlined on the orientation slides.
 - k. There are multiple steps in the recruitment process:
 - i. The person is invited
 - ii. the current Commission evaluates
 - iii. the Pastoral affirms
 - l. These perfectly good suggestions on POC on boarding can be shared with the other Commissions,

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- i. all of the Commissions have the Orientation as the guide and think that is good enough for the people.
- ii. But that guide is not as straight forward.
- m. How do we get quality, accurate information in our Commission members
 - i. How do we make sure that this continues to be the forefront of our Commissions?
 - ii. We make a binder for our Commissions to bring to every meeting
- n. What are the expectations of the person in the role.
 - i. You could come to a Commission and your expectation is not what it is at all.
- o. On the early part of the year, or in August, Father Paul gives recognitions to the newcomers.
 - i. Welcoming and confirming membership of those who've come and joined after the initial period,
- p. We have the strongest Commission participations this year, having more than 40-50 people at each monthly dinner.
- q. Gwen is okay to continue drafting some pieces, but she needs feedback.
 - i. Are there any other things you want to include?
 - ii. think back when you first came on, what are your expectations, what were the surprises?
 - iii. How can we eliminate surprises and set expectations?
- r. Something that is important too is that it should not all fall on the leader of the group.
- s. An explanation of what is POC so that people really know what the prospective person is getting into.
- t. We talk through each one of these items in our next meeting.
- u. Gwen to email Mark Dittman for the Orientation powerpoint.
 - i. Incorporate the words to the slides
 - ii. that way we have it electronically for easy changes and sharing.
- v. Regarding Commission information, Father Paul suggested:
 - i. go to the Parish *website_About Us_Governance*.
 - ii. This has all about each of the Commission, eq... the POC Mission Statement, the contacts for each member, the description of the roles, the Minutes, etc.
 - iii. There's nothing on it about becoming a member of the Commission.

4. Other Items:

- Hospitality after Mass
 - Melissa definitely needs more help.
 - It's the first time we've been asked.
 - Part of Commission marketing event.
 - An outreach to the Parish
 - Action Item: Do one hospitality service in summer.

5. Three Items for tonight's PLC

1. On Boarding for New (Commission) Member – a work in progress; with all Commissions in mind

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2. Compassion Connects Clinic- some of the St. John's are not just volunteers but had come forward as leaders on this forthcoming event. We ask for more prayers as the team's experiencing attack from the enemies.
3. Proposals for the Changing Table and the Infant Care (Nursing Mom's) Room

Closing prayer: Father Paul

Next Meeting: May 16

Next Meeting Dates: June 13

Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Mary Kohlhaas, Pastoral Ministry Office