

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

Date: Tues., May 16, 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		Andrea Bongard (PLC Vice Chair Guest)	X
Deacon Gary Schneider (Staff)	X	Jane Heinks (Guest)	X

- A. Opening Prayer: Mary
- B. The April 18, 2023 Minutes of the POC Meeting and tonight’s Agenda were approved.
- C. Questions for discussions: *What can we do to further our goals as commission as we think about next year’s theme, ‘Gather to Witness’?*

D. Updates: Pastoral Outreach Ministries

MINISTRY	COORDINATOR/S	UPDATES
ABLE Fix-It Liaison: Carolyn	Corey Ebbers <u>Dbrown8142@gmail.com</u> 763-478-7496 c & Dan Brown <u>Ebbe0006@gmail.com</u> 612-385-6196	Carol shared this information from the Coordinator, Corey: <ul style="list-style-type: none"> ▪ List of 31 Members (Sources: Flocknote [Mary is the Admin] and Text messaging) <ul style="list-style-type: none"> - Many of those on the list may be from the former ABLE programs who assisted in many things outside Fix-it items. ▪ Bulletin Insert for: <ul style="list-style-type: none"> - they take what Mary directs their way as folks reach out to the Church for help. - 3-6 projects are completed per year. ▪ Needs: <ul style="list-style-type: none"> - No funds for jobs needing materials. St. Vincent de Paul has helped with the current larger project material costs- Sometimes are given free will donations - Only provide labor services to parishioners <hr/> <ul style="list-style-type: none"> ▪ How it happens now: people call and ask, ‘do you have anybody who can help me with---?’ Those things get passed along to them the team leaders, they go and check it out if it’s something they can handle, then it goes from there. A widow needs to clean up gutters; sometimes it’s to clean

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		the kitchen for one who can't get down anymore to scrub the floor, sometimes yardwork.
Branch III Liaison: Cheryl	Claudia McKeown ClaudiaMcKeown@MN.mediaone.net 612-485-0846	
Caregivers Support Liaison: Socchie First Thursday's	Mary Kohlhaas kohlhaasm@stjohnnyb.org 763-242-4229 c	<ul style="list-style-type: none"> ▪ It has 8-10 regular members ▪ At this month's meeting, as usual, 3-4 came ▪ These members take care of spouses or children with physical needs. They are becoming saints, they are beautiful women who are giving their best. So, keep praying for them ▪ They love to because they love to be able to have a place to take a break and somebody else who understands
Community Service Center Liaison: Deacon Gary	Bill Spitzmueller	<ul style="list-style-type: none"> ▪ Very well-run group.- Supported by area churches, including SJB. ▪ See Details ****
Extraordinary Ministers of the Holy Eucharist (EMHC)		
EM Homebound Liaison: Mary	Mary Kohlhaas kohlhaasm@stjohnnyb.org 763-242-4229 c	<ul style="list-style-type: none"> ▪ We had a dozen residents (four in wheelchairs) & staff participating in the Eucharistic Service in Amira Choice this Wednesday. Mary, one of the residents printed two songs for Entrance & Thanksgiving. We also celebrated the crowning of Our Lady Queen of the Apostles.
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	

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<p>Food Shelf Liaison: Joni</p>	<p>Jerry & Betty Lou Elfert jerry@elfert.us 651-341-7108 c</p>	
<p>Growing Through Loss Liaison: Gwen</p>	<p>Marge Alexander</p>	<p>Proposal: Ministry of Consolation (MOC)</p> <ul style="list-style-type: none"> ▪ A new possible ministry at SJB ▪ Read it and write down comments and recommendations. ▪ For further discussions on the next meet meeting
<p>SJB Kidz Closet (prev. Maternity Closet) Liaison: Gwen</p>	<p>Jacque Schmitz gischmitz@comcast.net 651-633-0251 h</p>	<p>Update: Proposal for a Nursing Mother’s Room. See Details *</p>
<p>Meals on Wheels Liaison: <i>not needed</i></p>	<p>Marian Briggs Marian.Briggs9@gmail.com 651-631-9395 h</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 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>Quilters Liaison: Joni</p>	<p>Helen Houle 763-786-1512 h 763-350-6556 c & Anne Selmer</p>	

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	<p>johnann@q.com 651-484-5598 h</p>	
<p>Respect Life Liaison: Lesia</p>	<p>Jacque Schmitz gischmitz@comcast.net 651-633-0251 h</p>	
<p>Young at Heart (<i>prev. Senior Sparks</i>) Liaison: Marie; First Thursday</p>	<p>Julie Delaney julpat@gmail.com 763-571-9633</p>	<ul style="list-style-type: none"> ▪ Stephanie Percic is coming to the Seniors ▪ Date: Wednesday May 24 ▪ Time: 1:00-3:00 PM ▪ Venue: Room 206/208 ▪ What: Our Lady of Medjugorje Pilgrimage ▪ RSVP: by Monday, May 22
<p>Sharing & Caring Hands Liaison: Cheryl</p>	<p>Marty Schutz schutzlaw@msn.com 765-242-4563</p>	
<p>St. Vincent de Paul Society Liaison: Louie</p>	<p>Joe Jansen</p>	
<p>Widows/Widowers Group (W/WG) Liaison: Mary</p>	<p>TBA</p>	<p>Mary had Widow's lunch with 15 people. There's always one that is new, and some may not come.</p>
<p>Compassion Connects Clinic Liaison: Marie</p>		<p>Date: April 22; Time: 7:00AM Details on updates: see below ***</p>
<p>Rochester Medical Donations</p>		

E. Pastoral Ministry Coordinator Updates:

1. ***Nursing Mom's Room**
 - Temporarily located in Our Lady of Guadalupe Chapel
 - We'll see how many will use it.
 - We're going to get user's feedback.
2. **Adult Changing Table**

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- The Family bathroom next to the library is being prepared for the 5-foot changing table for parishioners needing assistance.
- The family requesting it and another donor are paying for the cost of the changing table. The family will provide supplies & cleaners for the table as well.

3. **Compassion New Brighton Updates

- The guests were already filling- out the forms as early as 7:00AM and seeing guests by 8:30AM
- The whole process is streamlined, and it ran more smoothly than the previous years.
- Lots of people used multiple services.
- **Volunteers: 202; Guests: 223**
- **Number of Guests per Service:**

SERVICES	NO.	SERVICES	NO.
Medical Care	62	Foot care	47
Dental Care	92	Haircut	82
Vision checked	82	Massage	57
Chiropractic care	35	Vitals taken	223
Physical Therapy	15	Kids in Kid Zone	47

- The prayer team connected 70 people/families with prayer and words of encouragement.

4. Spreadsheet Phone calls

- Mary will have this by summer.

5. Others:

- St. Therese (fireplace) Room has two new stained glass windows

6. Old Business:

- *****Vetted Missions: Jane Heinks came to answer questions about the Vetting Process**

1. Goal:

- a. We want to understand the process Jane went through the vetting on missions.

2. History of the Vetting Process:

- a. In 2018, about five years ago, Father Michael Skluzacek asked Jane to ‘handle’ all the different missions’ people calling and asking, ‘could I come and do a fundraising at the Church?’

Partners 4 Hope Tanzania, a mission Fr. Skluzacek was familiar with.

- b. He commissioned Jane to look into this because she had gone to Tanzania & Liberia (2014)
- c. Jane tapped Mark Haidet who spent his entire career in fundraising for the Minnesota Historical Society, who then put together this process.
- d. When someone come to St. John asking if they can solicit funds from our parishioners, we ask them to fill-up this form and submit with it the documents of information listed here.

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- e. Jane, Mark and René formed a sub-committee of POC which reviewed those submissions within a three-month period after the application is turned in.
- f. Approval is only for fundraising. It does not give you other privileges.
- g. At this point, if somebody goes through this vetting process, we can attest that these people have met these criteria.
 - We're saying we've done a minimum amount of vetting of these people are saying who they say they are, and this is what they propose to do.
- h. After the fundraising activity, they are expected to report back what they did with the funds:
 - To provide a report upon completion of funded activities
 - To submit a close of your fiscal year, describing the total funds raised from SJB,
 - to submit a description of how these funds were used and their impact on the community benefiting from SJB support.

3. Goals of Vetting:

- a. Partnership with outside organizations in the work of evangelization
- b. The process should not be an obstacle that would lessen their zeal for mission but should encourage the mission spirit.
- c. It gives our parishioner a small level of assurance that they're not-giving their money to just any person but to a legit organization.
- d. The point of this is that we can have an accountability to people who've asked us 'how the money that we're giving are being used?'
- e. We have to do the due diligence to say 'we've checked this out.'

4. Documents:

- a. The letter to the Fundraising Applicant
- b. The Policy Statement: secure copies from Mark Dittman, Director of Business Operation

5. The Process Involved:

- a. POC vetting team will evaluate requests for financial support for such groups from SJB and community.
- b. The review includes the process to see if the applicant is a legitimate 501 C3 organization. and their financial statement, goals and all other documents
- c. This is the bar that we have set for the very real purpose of making sure the mission is legitimate.

6. Who qualifies?

- a. Applicant should be connected with the organization being applied for
- b. The applicant should be a Parishioner.

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- c. Organization may either be international or a domestic mission.
7. The fundraising projects of the following are **exempt from the vetting process**:
- a. Boy Scouts
 - b. Youths or High school students going on mission trips.
 - c. NET
 - d. FOCUS
 - e. Steubenville Franciscan
 - f. Knights of Columbus
 - g. St. Paul’s Outreach
 - h. A college student who’s under the umbrella of a reliable, known external entity.

8. **What St. John has to offer the missions to be vetted?** What are the missions getting once they’re vetted?

<ul style="list-style-type: none"> ▪ The POC recorder handed over to Marie these proposals in a document reviewed by PLC in April <ul style="list-style-type: none"> • The opportunity to have a fundraising event 2x a year. - You can have a table in the plaza twice a year - A request has to be raised with the Leadership Team for their approval on date. • Each vetted mission will need a review after 3 years; they must be re-vetted and approved because things can change. • They can participate on Mission Sunday, but other date cannot conflict with the other Advertising in the Plaza.
<ul style="list-style-type: none"> ▪ PLC’s Response: <ul style="list-style-type: none"> • PLC discussed in line with these additions of the above statement intended to be supplemental to the POC Mission Fundraising Policy update. • Once Ministry is approved, please connect with Mark Dittman if you need the current Policy Statement • Revisit two events and World Mission Sunday and offer instead World Mission Sunday plus one additional week-end Mass lead time for Bulletin and Harvest table visibility (meaning, we should count World Mission Sunday as one of those three events)

ACTION ITEMS:

1. We need a copy of the updated policy from Mark.
2. We will go through this one more time. There’s no need to submit this proposal again to PLC.

- **2023 Bulletin Shorts**

MONTH	MINISTRY
May	Meals on Wheels

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June	Kidz Closet- Gwen will prepare a write up
July	Food shelf
August	Caregivers

- Growing through Loss- Marge wrote up an article & Gwen turned it in; supposed to be posted for May. Gwen will clarify.

7. New Items

- **Achievements Worksheet-** for submission to tonight’s PLC meeting
 - Achievements: categorized according to the **2022-2023 Year-End Review**
 - **Reliance in Prayer**
 - EMHC Services
 - Caregivers Support
 - Growing through Loss- Retreat
 - Quilters
 - Respect Life
 - March for Life
 - Prayer Rally at Planned Parenthood Clinics
 - Widows/Widowers group
 - Young at Heart Pilgrimages
 - **Willingness to Grow**
 - Vetting Process Training & Process Review
 - New POC Member On-Board guidelines
 - **Generous Spirit**
 - Able Fix-it
 - Branch III
 - Food Shelf
 - Kidz Closet
 - Nursing Mom’s Area
 - Adult changing table
 - Mary’s Meals
 - Meals on Wheels
 - Compassion Connect Clinic (July 2022 & April 2023)
 - Rochester Medical Supplies
 - Sharing & Caring Hands: 300+ Hygiene Bags & 400+ Blankets
 - St. Vincent de Paul
 - SJB Missions: Building Bridges Liberia (two trips)
 - Serving at Hospitality

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- Each of the liaison will get statistics for their Ministry's completed projects and programs from their Coordinator and send them to Marie.
- **POC New Member on Boarding** – document on what to expect when you join a Commission.
 - We reviewed the slides below that Gwen prepared based on the POC source documents given by Mark Dittman.

- Current Membership: Chair, eight (8) Ministry Liaisons, 2 staff liaisons and a recorder (brings feedback & key discussion points to the PLC meeting)
- Monthly Meetings: October to June
- Recruiting Process:
 - Prospective Members' Qualifications: fully initiated, participating registered parishioners, 21 or older.
 - Chair (Marie) & Staff Liaison (Mary & Deacon Gary):
 - Receive or recommend prospective member/s.
 - invite candidate to the meeting (to discern joining) as a guest.
 - receive feedback from candidate/s
 - recommend to the Pastor.
 - Pastor: approves candidate's appointment

Comments:

1. The way the outline on how we are to recruit is very off-putting.
2. If we have identified the person, it would be nice to have a packet of materials that has basic information on the process.
3. A person needs to know and see what he's signing up for, even if Father Paul approves, before making a decision.
4. Final approval of membership by Father Paul
5. Father Paul knows people, their gifts, so if he knew one, he has the liberty by his position to be able to make those recommendations before we go through our part.
6. If we're initiating the contact, and we're initiating someone to come and look at POC, then it needs to roll to him before we invite the person we are thinking of.
7. We need to go to Father Paul or send him a message, to tell him about inviting this person to POC, if he OK's it, then it will be almost like a final acceptance.
8. This process can work, but we need to give our potential members an education.
9. Does this apply to moving to another Commission after our three-year term has ended?
10. Take this home and write your comments on how to make it better. For discussion on next meeting
 - a. What am I supposed to be doing in the Commission?
 - b. First and foremost, we should have a heart for that particular Commission.
11. All of these are gifts and workings of the Holy Spirit. So, let's pray for the Holy Spirit's guidance to help us find what message He has for POC.

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- ****** CSC Donations**

- It's a consortium of several denominations in which St. John's is one of the key contributors, of helping people having difficulty, particularly, get back on their feet.
- The CSC Story and the work they do, *ie.*, providing financial problem solutions, impending eviction assistance, advise how to navigate agencies to secure resources, etc.
- CSC is very similar to what St. Vincent de Paul does. But CSC stays with the clients longer. So, if SVdP meets the emergency, CFC will say 'now, how can we help you avoid having this same emergency in the future?'. They work with them to get a better job or to figure out their budget or whatever it is that will help meet the need.
- Why do we support this organization, instead of allowing them to fundraise? Because we're a part of the group of churches heading it. It is similar to the Compassion Clinic.
- Bill's the accountability person for reporting back to us, how they're doing, or if CSC is still well-run, or if it's still worth our support.
- The \$3,500 SJB's financial contribution to CSC has been approved by voting by POC members.

- **Nursing home ministry- *for next meeting***

8. Other Items:

- Two slots on Commission are open for next year.
- Marie asked who's not returning next year to the Commission:
 - Lesia

9. Three Items for tonight's PLC

1. CSC
2. Vetting
3. On Boarding for New POC Members
4. What we accomplished. Status: Liaison are gathering statistics (with fun facts)

Closing prayer: Deacon Gary

Next Meeting: June 13

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Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Marie Zimmerman- POC Chair