

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

Date:	Tues., Nov. 14, 2023 6:30pm	Recorder	Socchie Fondevilla	Chair:	Marie Zimmerman
--------------	-----------------------------	-----------------	--------------------	---------------	-----------------

Member/Attendee	Present	Member/Attendee	Present
Louie Fondevilla	X	Gwen Schuller-Bebus	X
Socchie Fondevilla	X	Marie Zimmerman	X
Mary Kohlhaas (Staff Liaison)	X	Carolyn Brandt	X
Joni Metz		Jeannie Koslowski	X
Cheryl Puffer	X	Greg Beyer (PLC Co-Chair, Guest)	X

A. Opening Prayer: Greg

B. The Oct. 17, 2023 Minutes of the POC Meeting and tonight’s Agenda were approved.

Action Items: The recorder must send out the Minutes of the meeting five days after the meeting. It must be reviewed and approved by members two days after they’ve received it. One should send Marie an email if you have no time for review. Those available shall approve the minutes through email. The approved version must be turned in to Joseph ten days after the meeting.

C. What does Restore to Gather Campaign mean to you? What is one thing that you can do to help evangelize the campaign?

1. We should keep it vital. Keep it healthy for the future. Sustain
2. Let’s not allow it to deteriorate or we’ll lose it somehow.
3. It’s beautiful to see people embracing it, because some of us are used to the old fashion ways that when Father talks about money, then there’ll be a negative response. Now we have people say, we’re part of it, this is our responsibility, and we want to make this happen, is beautiful.
4. They have volunteers to talk to people, positively.
5. Just have them look at the ceiling! Or the school bathrooms! To convince them it is necessary.

D. Pastoral Ministry Coordinator Update:

1. **All Saint’s Party**
 - a. Date: Wednesday, October 25
 - b. Painting Clementines & Set-up: Mary, Joni, Joni’s daughter & Cheryl; Manning the table: Carolyn, Louie and Socchie
 - c. It went well; our decorations were so beautiful. Mary had the Saints fabric as a backdrop and table cover. The clementines were on two big Halloween pumpkin & black cat’s head bowls.

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

- d. Louie came as St. Lorenzo Ruiz, first Saint of the Philippines. [He is the patron saint of the Philippines]. Socchie was St. Kateri Tekakwitha, first Native American (Mohawk) Saint. [St. Kateri is the patron saint of ecology and the environment. It is also proposed that she be named patron saint of the Americas]. Carolyn came as Saint Caroline is the patron saint of purity.
 - i. Our Saint Vincent de Paul had a separate table of goodies, handled by Kathy and Bill Spitzmueller.
 - ii. One of those on our Respect Life table, next to us was an impressive San Juan Diego costume complete with the Tilma (embossed with our Lady of Guadalupe's image), poncho and sombrero.
 - e. The kids and their parents loved the painted clementines. There were two of the gallon ziplock bags-full (around 70) leftover of the 325 clementines since most of the kids stayed in the St. Joseph's Hall for the games and activities.
2. **All Souls' Day Mass-**
- a. Mary pulled together the list of those who lost someone for this year. She worked with Lee & Margaret on sending the invitations to those on the list a month earlier. Lee & Margaret make sure that there's a candle with person's name on it and which the family can take home. These candles were kept burning at each of the Masses.
 - b. There are still some candles at the back of the Church, for the families to pick up after the Mass until the end of November. Jean talked to Teri about this proposal (for Lee) to call or make those families aware of these candles for their loved ones if they're not picked up by end of November.
3. **Anointing Mass:** Friday, November 10th
- a. Melissa, Hospitality coordinator, prepared lunch for 115 people from here and from other Parishes. There was a good turn-out since we had good advertising and had it out early enough.
 - b. **Action Item:** We usually do two a year; we have another one coming up in March.
4. ***Young at Heart Advent Party**
- a. Date: Saturday, December 9; Time: 11:00am-2:00pm; Venue: St. Joseph's Hall; potluck
 - b. **Action Item:** Volunteers are needed.
5. **World Mission Sunday:**
- a. We have such a wonderful turn-out. People paid attention to it because Father Paul talked about it from the pulpit. People came to the tables asking questions about the SJB Missions and very often giving equal donations to both of our Missions.
 - b. They were very generous. We made about \$4000 for each of SJB Missions: Mary's Meals and Bridging Liberia, 11 barrels ready to be sent have been paid for. Naomi was exceptionally happy with the donors' generosity.
6. ****Mary's Meals Potluck for potential board members –**
- a. During the WMS campaign, we have four or five of our people in the Parish who were interested in being a part of the Mary's Meals Team. At this potluck, they are going to meet the rest of the team; find out what we really do; so, we hope they'll decide to jump on-board.

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

- b. It's kind of a low-key time for the holidays, we don't do any fund-raisers currently.
 - i. Date: December 1st get together.
- c. It seems like our roots went deeper and more people want to get involved in different areas that we don't have connections to, so that is good news.

E. Old Business:

1. **Vetted Missions Proposal** – put on hold for December POC meeting discussion.
 - **Action Item:** Put on the Goals

2. **2023 – 2024 Bulletin Shorts**

MONTH	MINISTRY	COMMENTS
November	Widows & Widowers	Mary
December	Branch III	Cheryl
January	Faithfully Fit	Jean

3. **Sharing & Caring Hands- on-going Hygiene Bags and Blankets donation campaign**

- This November, POC Ministry liaison are encouraged to call on their Ministry to donate and collect hygiene bags. Some of the Widows brought bags to lunch yesterday. There were lots collected tonight. Jean (small group), Carolyn, Gwen (Kidz Closet) & Marie brought a whole bunch to be put in a sack with Marty's name on it, in the hallway by the front desk.
 - Greg lives in a Senior community that does this as a service project. Mary gave him and all members out the orange cards with the list of items in the gallon bag: large toothpaste, shampoo, or body wash; deodorant, toothbrush, washcloth, and a bar of soap (optional)
 - Marty says there's still a need so just keep bringing them.
 - **Action Item:** put announcements in the Bulletin occasionally to remind people of the need not only of hygiene bags but also blankets.
 - Last month, this call for the different Ministries in the Parish to do this as a service project of their group was brought up to the PLC meeting.
 - It is a mission activity to be done throughout the year. We're not going to do it a month at a time. It is easier this way, we don't have any limit of amount to meet, we just take what we can get.
 - They need 100 bags a month. We promised them we would do 200 bags a year because we don't want to be responsible for a whole year. Last year, our school had a music concert and collected more than 200, so the rest of the year, what we collect is extra!

4. **Goals Worksheet:** in progress

- We have two worksheets which are both empty.
 - nothing was put in for last year (2022-2023). We've done a ton of stuff, and we are sure we've entered in those goals last year, but they were not there.
 - Marie had started putting in items today.
 - Our 2021-2022 Goals have data.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- **Action Item:** for members to have a look at our Goals worksheet online.
 - [PLC Goals Workbook 2023-2024](#) . This link is on the Commission invite e-mail sent by Miki Hall to us each month.
- **Action Item:** have all our goals set by next meeting, or send Marie those goals in your mind or add them yourself to the current ones

F. New Business:

1. **Ministry Liaisons**– Mary asked Mark Dittman to clarify items on his PLC Orientation slides like the recruitment and approval process of new members & what the role of the Staff Liaison is on this issue.
 - Marie shared to the members the printed copies of this information (for file with your other documents):

The roles of the Staff Liaison and the Commission Chair	
Staff Liaison	Commission Chair
1. Key link between our Parish leaders (the Commission) and the Pastor and other lead staff. 2. Receives recommendations from the Commission	- Ensures planning, order, and process in service of Commission and Parish Mission
Governing Documents- a key resource for the Commission but specially for the Staff Liaison and the Chair.	
Importance for the Staff Liaison & the Chair to being aligned- together they:	
1. Set Agenda 2. Guide goal-setting process- together they own the Goals Workbook 3. Inform one another of the Commission’s input, Staff’s and Pastor’s Input 4. Common understanding of these things	

- Mary handed over to all the printed copies of the updated list of the **2023-2024 POC Ministries** with the Coordinators & Liaisons’ contacts.
- Marie’s Update: Deacon Gary Sneider took a position in St. Mary’s as Parish Administrator. Due to conflicts in meeting schedules, he’s stepping down as Staff Liaison. She will take over as the Liaison for the Community Support Center.
- Mary emphasized to members to help in recruiting one more POC member.
- Mary to Greg: each Liaison of the Ministry checks in with them to see how POC can help them, how we can advertise them by putting them on the Bulletin.
- Each member introduced Greg to the POC Ministries they are Liaison of

MINISTRY	COORDINATOR/S	UPDATES
ABLE Fix-It Liaison: Carolyn	Corey Ebbers & Dan Brown	Carolyn: A group of volunteers that supports elderly families needing house repairs & fixes, like doors, cabinets, plumbing needs, porch, moving furniture and outdoor jobs like snow shoveling or lawn mow.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

Branch III Liaison: Cheryl	Claudia McKeown	Functions under Catholic Charities
Caregivers Support Liaison: Socchie 1 st Thursday's	Mary Kohlhaas	This month's meeting was moved to today from 1 st Tuesday since Mary volunteered as an Election Judge
Community Support Center Liaison: Marie	Bill Spitzmueller	We donate to CSC, a community organization that will help in emergencies (rent payments, fix of home machines,) people referred by a group like St. Vincent de Paul. CSC also walk with them to figure out their finances, help get them a better job, give them some job training to help them have a better life in a more long-term. We give them yearly donations, usually in the fall.
Extraordinary Ministers of the Holy Eucharist (EMHC)		
EM Homebound Liaison: Mary	Mary Kohlhaas	
EM Hospitals Liaison: Mary		
EM Nursing Homes Liaison: Mary		
Faithfully Fit Liaisons: Jean	Mary Hartz & Joanne Lundak	
Food Shelf Liaison: Joni	Jerry & Betty Lou Elfert	
Growing Through Loss Liaison: Gwen	Marge Alexander	
SJB Kidz Closet Liaison: Gwen	Jacquie Schmitz	<p>Greg: Does Kidz Closet take gently used toys?</p> <ul style="list-style-type: none"> ○ It depends on the size since we don't have a lot of space for big items. We accept toys, books, plug & play that pulls up in nice carrying things. ○ Bring them to the Kidz bins. <p>Gwen: they had 10 families today, which is incredibly rewarding. There's one family they had helped a lot.</p>

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

Meals on Wheels Liaison: <i>not needed</i>	Marian Briggs	
SJB Missions Liaison: Mary		
1. Building Bridges Liberia	Naomi Hard	
2. Mary's Meals	Mary Kohlhaas	See update details**
Quilters Liaison: Joni	Helen Houle	
Respect Life Liaison: Jean	Jacquie Schmitz	
Young at Heart Liaison: Marie; 1 st Thursday	Julie Delaney	See update details*
Sharing & Caring Hands Liaison: Cheryl	Marty Schutz	
St. Vincent de Paul Society - Liaison: Louie	Joe Jansen	
Widows/Widowers Group Liaison: Mary 2 nd Monday	TBA	Meeting was yesterday Nov. 13
Compassion Connects Clinic Liaison: Marie		We're not definite to be doing this on a yearly basis.
Rochester Medical Donations	Mary Kohlhaas	

5. Ministry statistics-

- a. **Action Item:** The liaison is to request their ministry coordinator/contact to tract numbers (**running total** of families or clients served, number of items, like quilts, pair of socks, bags of foods, number of those attending Faithfully Fit, etc.)
- b. For: The Year-end Report to Father Paul
- c. Statistics Date Range: from September 2023
- d. Turn the numbers in by April.

6. Hospitality –

- **Action Item:** Volunteers needed

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

Mass Time	January 13	January 14
5:30 PM	Cheryl, Jean & Marie	
8:30 AM		
10:30 AM		Louie & Socchie

- The 8:30 AM volunteer will pick up the donuts from the Bakery. Last time it was Carolyn.
- It worked well with last time when the previous team cleaned up for the next one.

7. Fall Fest Booth

- Gwen brought this idea (nothing definite but a possibility) in our September meeting for community involvement. After our discussions, she sent an email to the Fall Fest Leaders, John and Taylor Burns, Nate & Kelly Boll. Kelly (Chair, Finance) replied to these basic questions:

QUESTIONS	ANSWERS
1. Do you want additional booths at the Fall Fest next year?	<ul style="list-style-type: none"> - Always open to new booths - Earliest discussions on map/space planning happen on spring
1a. We were thinking of coffee/tea/hot chocolate booth-maybe chocolate chip cookies	<ul style="list-style-type: none"> - Beer tent usually has coffee on Sunday; will have talk about someone else providing that on other days. - Hot Choco was not provided by the Choir this year; not aware of any plans to make that a regular thing.
2. What are the parameters we would need to consider? Can we make the beverages ourselves or must they be made by a business sponsor/professional business?	<ul style="list-style-type: none"> - Beverages can be made yourself. - Pricing would also be set by your group. - You'd have to accept the tickets as payment, which are then turned into the Parish and reimbursed to you via check (for the expenses on supplies)
3. Do we have to be open each day of the Fall Fest (Fri-Sun) or can we choose when we want to be open?	<ul style="list-style-type: none"> - No. Let them know when you would open, in order to plan for space and set our signs appropriately.
4. Does the Church provide the tent/shelter for us to work under?	<ul style="list-style-type: none"> - If outside, we have a mix of rented and those provided by staff/volunteers. If you have your own tent, that is perfectly acceptable. - The guarantee a tent (vs. open air) until a map is made for the year, knowing which vendors are planning to participate.
5. What else should we know as we continue to discuss this as a possibility for 2024?	<ul style="list-style-type: none"> - The church could likely help provide the water carafes. - Your group will have to provide other supplies as needed. - Someone has to be named the primary contact. <ul style="list-style-type: none"> - They look to that person for updates/communication during their planning in 2024.
6. If you do want additional hosts for the 2024 Fall Fest, would you be willing to come to our	<ul style="list-style-type: none"> - Either John or Taylor could hopefully sneak away to your meeting

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

meeting next month and answer questions in more details?	
--	--

- Mary asked Mark Dittman about the Fall Festival if they want any more booths. Mary has reservations for us doing it because she thinks it's a big job. We have few people for doing a big job.
 - Cheryl agrees that it is a big job for a small group. It will be fun though.
 - She will be more in favor if we go together with another group like if we want to help the Choir in their Country Store/Farmers Market.
- Mark (Dittman) is questioning it too. What's our purpose? How does it build community or how does it raise funds for the Parish? We talked about, maybe getting our Ministries out there for people to see what we're all about. Mark said that he does not know that this is really the venue for that. So how on fire are we to want to do this?
- What is the point of doing the booth? Do we have a specific goal, or do we need part of the money for a certain reason or is it just to spread the word about the Ministries?
- Gwen said it is just a suggestion if it's something we wanted to do. As for the money, we've answered that question that it all goes back to the Church, except for Respect Life which takes 50% for their Ministry.
- What others think about it:
 - Jean thinks it's a good idea to put something out. However, it's better if we can work with other Ministries. Way back in the day there was something similar with all the Ministries involved, (like a Ministry Fair) but she's not sure if they still do it. Do Ministries have a need for more people to help?
 - Ministries with needs for more volunteers:
 - a. Carolyn is wondering if Able Fix-it needs more helpers. Last year when she asked for a list of members, she received only two names. And because what they're saying is that their young members are with young families, they can't get more requests than they can handle, maybe they can use more volunteers with some skills. Corey, the coordinator usually sends the job request in Flocknote, then whoever can help (among those on their short list) on that day signs up for the job.
 - b. Mary can use more people in the Eucharistic Ministries.
 - c. We're hopefully starting a couple of new Ministries which are going to need volunteers.
 - i. The Ministry of Consolation, which is a Grief Ministry, in which we need some facilitators for small groups for that.
 - ii. Accompaniment Ministry- be more long-term relationship walking along side people.
 - d. Mary would like to have a team that would work on the social stuff for the Seniors. She's currently-doing it because she's the only one to do it.
 - Other Ministries don't need more people: Meals on Wheels, the Catholic Charity, Sharing and Caring Hands, Saint Vincent de Paul.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- Our presence in the Fall Fest might also be a good way to pass out information about our Ministries to the young ones and how they can get involved in activities like helping families-in need in the Kidz Closet, sorting out socks & underwear for the Saint Vincent de Paul, even bagging foods for the Food Shelves clients. We're not getting any younger, this is a good time to encourage the next generation of volunteers.
- Mary has another proposal: a **Ministry Fair** separate from the Fall Festival; maybe after the Fall Fest, even if it's after the New Year
 - For the Ministries (not just POC, but other Commissions as well like Faith Formation, Devoted and other small groups) to get their profile a little higher.
 - Get more volunteers.
 - Let people know that these incredible Ministries exist, to take advantage of it.
- Use the Fall Fest for us to be involved wherever you will be involved and invite people to be part of the different Ministries we know about.
 - We can know people by asking them what their interests are.
 - We can share what Ministry we're involved in
 - We can invite them to check us out in the Ministry Fair
- Is this a far-cry from the evangelism that they are already doing? They had their presence in the Fall Fest. In the same way, this is how we can get involved in the Parish- by knowing people.
- When we go to the State Fair, we have all the fun, we get all the food and we do have those education buildings, places where you pick up all the freebees that you want from different groups that are there. So, there's a place for it.
 - There's also Bingo, but you must do something like a Q&A then you get a prize. It's like the most fun thing and then you learn stuff, really a fun event for kids & adults.
- At the Fall Fest we have so many young families now and so are in the Masses. Most of us, when we are at that age, are busy raising our families, so, we're not aware (as most of them now) that there are services offered by the Parish through the Ministries and what opportunities are available for them. We can spread the word out, maybe use the spin-a-wheel (information on our Ministries) that we talked about or if there are other ways, we can explore to do it. This year's WMS is a good example of a successful promotional campaign.
- We should think about ideas and bring them for our next meeting. We have enough time for next year's Fall Fest planning.
- **Journey to Bethlehem, the Movie** a musical movie coming to the theaters (with good reviews). It's not a Catholic one. Look at the trailer of the movie.
- **St. Nicholas (The Origin of Father Christmas) at [Open Window Theatre](#)** (Dec. 1-31)

G. Three items for PLC

1. Sharing & Caring Hands Hygiene bags and blankets
2. Hospitality
3. 2023-2024 Goals

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

Closing prayer: Jean

Next Meeting: December 12 **Mass**

[PLC Goals Workbook 2023-2024](#)

2024 Commission Meeting dates: January 16, February 20*M*, March 19, April 23, May 21, June 11

Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Marie Zimmerman- POC Chair