

Saint John the Baptist - Pastoral Leadership Council

Monthly Meeting Agenda / Minutes

Date:	Tuesday, December 12, 2023	Time:	8:00 pm
Chair:	Andrea B. - Present	MAL:	Vicky W. - Present
Vice Chair:	Greg B. - Present	Recorder:	Joseph H. - Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Father Paul	X	ASC – Ron L.	X	FC – Dave T.	X	WC – Rebekah S.	X
Father Joseph		PDC – Mark H.	X	PGAC – Maria L.	X	SAC – Michelle S.	X
Mark Dittman	X	D&M – Melanie	X	POC – Socchie F.	X		
Dave Tucci	X	Marian Briggs	X				
Guest(s) & Purpose:							

Agenda:

The schedule for the evening is as follows:

- 5:30 PM Mass in the Chapel of the Angels
- 6:00 PM Announcements and Dinner
- 6:30 – 7:55 PM Commission Meetings
- 8:00 PM Pastoral Leadership Council Meeting

Call Meeting to Order –

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

Cemetery Committee Report – Mark H.

- See handout attached at end of this document
- Discussed the remaining space in the cemetery and what happens when it is all sold

Parish Development Commission – Mark H.

- Capital Campaign
 - After fundraising is done and all the pledges are in we will want to have regular updates following the projects and their progress moving forward
- School Endowment
 - Working on a new brochure to make public in February. It will help raise awareness.
- Discussed the engagement of people and how we can help engage and encourage them more
- Discussed payment methods, Venmo, QR codes for easier access, etc.

Finance Commission – Dave T.

- We are getting closer to finding a way to use Venmo – more to come soon
- We are hosting hospitality in January
- Parish received donation of property and we will look to sell it
- Capital Campaign
 - We want to keep a floor of \$200,000 to keep in reserve since we don't know how much we will have in excess throughout the process nor do we know what extra expenses will come up
 - We are over 3 million now
- The third quarter was down
- School tuition for next year approved as SAC had prepared
- We are looking for more information on Bitcoin as we have a potential donation coming in

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Parish Groups and Activities Commission – Maria L.

- Commission needs two more members
- Had a smaller group tonight
- Greg B. joined
- Discussed the drafted email we sent to all of our ministry leaders
- Jim M. is planned to come to our January meeting
- We hosted hospitality on December 2/3 and it went very well

Parish Outreach Commission – Socchie F.

- We had a lot of success with the hygiene bags – big thanks to all the groups that helped out with this
- We have been getting a lot of medical supplies donated and we have a permanent volunteer that is going to be routinely taking it down to Rochester for us
- Worked on all our goals together and it went great

School Advisory Commission – Michelle S.

- Andrea B. joined
- Book Fair – we are looking for other potential companies to work with
- Christmas concerts are coming up
- Open house is January 18
- Enrollment for families opens January 19
- Will begin promoting the new tuition covenant to families before enrollment begins
- Wines to Wishes is February 3 – we are looking for donations
- Compensation Committee research has begun – first meeting is in January
- Approved a budget proposal for the Finance Commission – it does include a 3rd child discount

Worship Commission – Rebekah S.

- Went over goals
 - Working to get chairs with arm rests for back of church – may have to wait till the pews are refinished
- Discussed the HVAC and pew meeting
- Will host hospitality on February 10/11
- Update from Lee T.
 - We have money set aside for a sacristy closet and credenza
 - We also need to clean the sacristy
- Discussed the church ceiling – there are three options:
 - Scrape majority and put sound panels up around the walls
 - Scrape everything and then respray with acoustical spray
 - Spray primer coat and then top with acoustical spray
- Discussed the HVAC – there are a couple of options:
 - Have blower to cool down church, but it has to be run manually
 - Have a double chiller to blow on both sides of church at once

Administrative Services Commission – Ron L.

- Our commission met earlier today in mechanical room
 - Discussed how to use chiller – and we are looking at the possibility of buying another
 - Found an abandoned ice device that we may be able to use to help cool the church
- Discussed the Pews
 - Discussed taking them out to refinish or refinishing them in place

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- We met with a man today who said he would prefer to take them out refinish them at this shop – he claimed it wouldn't damage them at in the process
- We need to compare the quotes, look over our budget, and make a decision
- Many of the kneelers are in beat up shape, and some broken. It would be cheaper to replace them with new metal framed kneelers when the pews are being refinished versus trying to repair what we have
- Youth Room
- Broken pipes
- Nursing mother's room – has all been approved and work will commence in January

During the PLC Meeting:

- Father Paul and the PLC discussed how we would go about cleaning the HVAC ducts and the options that we have on the table right now. We plan to clean the ducts in February
- Rebekah asked if either of the quotes for refinishing the pews offers a warranty. Ron said he would look into it.

Discipleship & Mission Commission – Melanie D.

- Journey to the Inn on Saturday, January 6
- Cana Dinner on Saturday, February 17
- Reviewed non-parishioner campaign response(s)
- Discussed position for Intern Youth Minister – hopeful to have someone hired by Christmas
- We will host hospitality this weekend

Meeting Motions

- Ron L. motioned to approve the proposed HVAC cleaning
 - The motion was seconded
 - The motion passed unanimously
- Ron L. motioned to approve the selling of the donated land two hours north of St. John's
 - The motion was seconded
 - The motion passed unanimously

Leadership Team Report – Mark D.

See attached written report.

- Sunday giving is looking good
- Thanks to Mark H. for covering the Cemetery Report and all his and the Cemetery Committee's dedication to the St. John the Baptist Catholic Cemetery

Pastor's Report – Father Paul

- A very blessed Advent to all of you. I'm working to get my Christmas cards out and the days are pretty busy. You'll note on my Christmas card that I did a lot of fishing this fall time – especially spiritual fishing. We have 16 adults going through OCIA right now, three of whom I have had fishing on my boat.
- Collaborative effort here at SJB makes a big difference. I recently learned that other parishes have been referencing us as a model for them which is very encouraging and a great testament to the great work we (all of you) are doing here at SJB! Thank you so much for all that you put in to and for serving the Lord so generously.

Additional Comments/Discussion

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Closing Meeting – Andrea B.

1. Closing Comments
2. Closing Prayer – Father Paul
3. Adjourn
4. The next PLC meeting is scheduled for Tuesday, January 16, 2024

Next Meeting Dates:

January 16, 2024
February 20, 2024
March 19, 2024
April 23, 2024
May 21, 2024
June 11, 2024

Saint John the Baptist Cemetery

Cemetery Committee Report to Parish Leadership Council

Tuesday, December 12, 2023

Mark Hammer, Member

Mark Dittman, Director of Business Operations

1. The Cemetery Committee

Members: Ron Flor, Mark Hammer, Judy Harris, Mary Karls, Keith Maile, Kathy Stonina, Susan Viker

2. Activity for 2022/23

Summary of Financial Activity

Cemetery Income				
Account	Description	21/22 Actual	22/23 Actual	23/24 Budget
4050.01C	Cemetery Donations	6,778	2,995	2,930
4120.01C	Dividend/Interest Revenue	2,514	4,114	6,000
4170.01C	Bench sales	19,588	7,525	10,000
4355.00C	Grave Sales	42,725	40,775	14,000
4355.01C	Columbarium Niche Sales	37,600	13,400	15,000
	Income total	109,205	68,809	47,930
Cemetery Expense				
Account	Description	21/22 Actual	22/23 Actual	23/24 Budget
6100.00C	Professional Fees - Legal	3,051	325	1,000
6110.01C	Caretaker Contract	20,028	21,000	22,050
6180.00C	Supplies	0	145	200
6185.01C	Repurchased Graves	1,500	1,700	2,000
6185.02C	Pastoral	0	400	4,000
6185.03C	Bench expenses	12,538	12,225	8,125
6240.00C	Bank Charge Exp	1,815	1,879	1,500
6250.00C	Maintenance & Repair	790	3,688	1,500
6260.00C	Property/Liability Ins. Exp	2,651	4,263	4,555
6400.00C	Building & Grounds	2,707	13,679	3,000
	Expense total	45,080	59,304	47,930
	Cemetery net	64,125	9,505	0
	Endowment contribution			
	20% of grave sales	8,545	8,155	2,800
	10% of niche sales	3,760	1,340	1,500
	Total to endowment	12,305	9,495	4,300
	Adjusted Cemetery Net	51,820	10	-4,300

June 30, 2023 Balances

Cemetery checking	\$ 21,041
Reserves	\$ 393,882
Endowment	\$ 267,163

Burials

Full body	26
Cremation in-ground	25
Columbarium niche	6
Total	57

Sales

Full body graves	26
Cremation in-ground	16
Columbarium niche	6
Additional right of burial	8
Total	56

3. Projects Completed

- Removed 13 ash trees, fall 2022. \$10,000.
- Landscaping curbing installed on May 8, 2023 around central landscaping area. \$2,394.
- Cemetery Clean Up Day – May 20, 2023. Next spring: May 18, 2024.
- 17 trees planted in cemetery on June 15, 2023. \$5,528.
- Wish List & landscaping donations covered new trees and landscaping curb.

4. Communal Interment of Cremated Remains

October 14, 2023, the Feast of Pope St. Callistus (d. 222), Patron Saint of Cemetery Workers. The cremated remains of eight people were interred in a beautiful prayer ceremony led by Fr. Paul Shovelain.

5. Memorial Benches

Sold one bench this past fiscal year. There are locations for 16 more benches.

6. Cemetery Counts as of 11/30/2023

- Full body burial spaces

Total	3,409
Unsold	50
- Cremation in-ground spaces

Total	360
Unsold	90
- Columbarium niche spaces

Total	174
Unsold	96
- Infant burial spaces

Total	264
Unsold	60

Cemetery Committee Report for December 12, 2023

Mark Hammer, Cemetery Committee Member

1. The Cemetery Committee

- A. The committee can have 6 – 8 members. We currently have 7. Interested parties should contact Mark Dittman.

2. Summary of Financial Activity

- A. Cemetery Committee operating numbers remain in the black and we are operating with strong reserves.
- 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. The parish made its first draw from the Perpetual Care Fund in the spring of 2023, for \$4,000. The amount is determined by a formula from the Catholic Community Foundation, the custodian of the endowment.

3. **Projects Completed**

- A. Removed 13 ash trees in the fall of 2022; planted 17 trees in June 2023.
- B. Installed new landscaping curbing in May 2023.
- C. The second annual Cemetery Clean Up Day was May 20, 2023. 20 parishioners, young and old, showed up to rake, weed, clean stones, and sweep walkways. Tentative date for next year: Saturday, May 18, 2024.

- 4. A **Communal Interment** of cremated remains was held on October 14, 2023. We interred the cremated remains of eight people and joined in prayer with their families and loved ones. Special thanks to Fr. Paul Shovelain, Fr. Joseph Nguyễn, Jean Koslowski, Jeff Bauer, Brown-Wilbert, Inc., Lee Trembl and Joseph Huebl. Due to the donated services of Jeff Bauer and the vault from Brown-Wilbert, the cost to the cemetery was \$2,665, which was the cost for two cremation graves, the grave marker and printed materials. This cost was covered by the 2023 distribution from the cemetery's Cemetery Endowment Fund.

- 5. **Memorial Benches.** Since 2022 the cemetery has offered the sale and placement of memorial benches to interested families. We sold one bench this past fiscal year; there are 12 total benches sold. Our cemetery has 16 more locations for additional benches. Please contact Trina Brinda, Parish Bookkeeper, for information on purchasing a bench.

6. **Cemetery Counts**

- A. Unsold spaces include: 50 full body burial spaces, 90 Cremation in-ground spaces, 96 columbarium niche spaces, and 60 infant burial spaces.

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