

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

<b>Date:</b>	Tuesday, March 19, 2024	<b>Time:</b>	8:00 pm
<b>Chair:</b>	Andrea B. - Present	<b>MAL:</b>	Vicky W. - Present
<b>Vice Chair:</b>	Greg B. - Present	<b>Recorder:</b>	Joseph H. - Present

Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present	Member/Attendee	Present
Father Paul	X	ASC – John Z.	X	FC – Marian B.	X	WC – Michael G.	X
Father Joseph	X	PDC – Mary M.	X	PGAC – Maria L.	X	SAC – Michelle S.	X
Mark Dittman	X	D&M – Melanie	X	POC – Socchie F.	X		
Dave Tucci		Marian Briggs	X				
<b>Guest(s) &amp; Purpose:</b>							

### Agenda:

#### The schedule for the evening is as follows:

5:30 PM	Mass – Chapel of the Angels
6:00 PM	Dinner & Announcements
6:30 – 7:55 PM	Commissions – see discussion question below
8:00 – 8:45 PM	Pastoral Leadership Council

Commission Question: How do you keep your Holy Week holy?

#### Call Meeting to Order –

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

#### Parish Groups and Activities Commission – Maria L.

- Commission needs two more members
- Vicky W. joined us for the meeting
- Discussed new goal as assigned by Father Paul
  - Assist in the Communications, Marketing, and Technology side of things at St. John's
  - Utilize the Narrative Brand Identity Framework
  - Make sure our communications are clear and consistent
  - Discussed how this could apply to our church spaces – we analyzed at our meeting room
    - How to freshen it and make it more welcoming
    - Saint imagery
    - Greenery
    - Clean up/out old furniture
    - Beverage cart
  - Discussed how this could apply to the website and we plan to make that a big goal for next year

#### Parish Outreach Commission – Socchie F.

- Discussed changes to Parish Outreach Commission's website page
  - Adding/removing ministries
  - Adding descriptions to each ministry
  - Joni M. will meet with Joseph H., St. John's Communications Coordinator to work on this
- Longtime volunteer Peter W. is stepping back and we discussed how we can thank him for his years of dedicated service
- Volunteer Training for the Consolation Ministry will be on April 5-6

# Saint John the Baptist - Pastoral Leadership Council

## Monthly Meeting Agenda / Minutes

### School Advisory Commission – Michelle S.

- Andrea B. joined for the meeting
- A new member started today
- Sunday, July 28: School Families event at Long Lake Park after Mass
- Excited about bathroom updates!
- Getting rid of woodchips and leveling playground floor
- Dreams of future sunshade over playground, getting gates on gym parking lot for recess, and putting a smaller playground in the courtyard for 3-4 year olds.
- Posted 3 positions for next year: Full-time intervention, 3<sup>rd</sup> Grade teacher, and Middle School English/Religion teacher. Also, looking to add a student management role with K-5 focus
- 98% retention rate for next year
- Compensation committee will have their second meeting tomorrow

### Worship Commission – Michael G.

- Discussed kneelers
  - Color for metal brackets
    - Leaning towards a black/brown color
    - Other option would be to look at the stained color of the pews after finishing and try to match it
- Discussed the logistics of having Mass in St. Joseph Hall during the work project time in the summer
  - Also discussed using Father Paul's office as the Confessional
    - Another option would be the Library as well
  - Tabernacle
    - There are a few options to consider
  - Altar
    - There are a few options to consider
      - The one from the Rectory Chapel, one that Fr. Paul has, or to simply use a table
  - Postures
    - Discussed standing during the kneeling parts since we won't have kneelers in the Hall.
  - Holy Communion
    - Discussed and recommended continuing to use both forms
      - Fr. Paul at PLC said he only wants to use bread form for Holy Communion due to the carpets in St. Joseph Hall
  - Microphone System
    - Discussed our options

### Administrative Services Commission – John Z.

- Church Project Update
  - Everything is in good shape so far and heading in the right direction
  - Baptistry window still needs repair
  - Egnor Construction
    - Working on Church and updated HVAC system
    - Went over two options for the project last month
    - Discussed new HVAC
      1. New chiller, new controller for School, new roof top piece,
      2. Will be investigating these items in the next couple of months
  - Youth Room
    - Electrical work

# **Saint John the Baptist - Pastoral Leadership Council**

## **Monthly Meeting Agenda / Minutes**

- Sound panels
- Cary's company would be willing to help
- New doors for School (Fr. Paul at PLC)
- St. John's will be directly managing these parts of the project
  - School carpet
  - Playground
  - East parking lot
  - Ductwork
  - Future HVAC work
  - We will be finding and appointing a lead person for this

### **Discipleship & Mission Commission – Melanie D.**

- Chantell D. joined for the meeting and gave feedback on how things have been going
- Triduum
  - Middle School Good Friday Retreat
- Egg Hunt on March 30 at 10:00 am
- Please pray for our 14 candidates coming into the church at the Easter Vigil
- Looking for extra help for the Easter Vigil Reception setup/clean up
- Youth 365
  - April 6/7
  - We will have a big Divine Mercy Sunday breakfast
- Rise Retreat
  - April 12/13
- Marriage Minute
  - Hoping to start in May
  - Planned to be in between 8:30 am and 10:30 am Sunday Masses
  - Childcare would be available

### **Finance Commission – Marian B.**

- The Year to Date Financials (through February 29, 2024) look good. Sunday giving is slightly ahead of budget, and the parish surplus is also above budget and last year.
- We are still working on activating a parish Venmo account and expect that to happen within a month.
- We reviewed our investment accounts through Catholic Community Foundation and were pleased with the performance of the funds. Also, we reviewed a cash flow template to allow us to plan for future cash needs.
- The budget for next year is nearing finalization. We may adjust Sunday Giving for the final version in April.
- The Commission discussed with Father Paul his interest in getting a certificate of parish administration through Catholic University of America. The Commission supports the parish investing in this educational opportunity for Father Paul.

### **Parish Development Commission – Mary M.**

- Capital Campaign
  - Communications have been exemplary
  - Discussed plans of how to reach out to more people to hopefully reach our goal by May
    - If we do, then in the summer we will have a plan for pledge redemption
  - We will have the Core Commitment again in the fall of 2024
- Discussed easy invitation opportunities to help people feel connected and to have a reason to want to give

# **Saint John the Baptist - Pastoral Leadership Council**

## **Monthly Meeting Agenda / Minutes**

- Endowments
  - Working with Catholic Community Foundation
- We will have 3 open seats on our Commission in the fall
  - 3 Capital Campaign Leaders are discerning

### **Leadership Team Report – Mark D.**

See Leadership Team Report.

- Working with parish staff to create a standardized St. John's email signature for consistency.

### **Pastor's Report – Father Paul**

- Today is the Solemnity of Saint Joseph. He was called by God to guide and protect his family from various dangers. Reflecting on Saint Joseph and all of you here tonight just makes me feel so grateful to you all for your help, guidance, and protection for our parish!
- I recently was talking with a lady and through the course of our conversation she told me she was looking for Christ. It was so beautiful a statement of faith that it made me tear up knowing that we provide that here at SJB.
- Restoring to Life – there has been a lot of this lately.
  - Confessions
  - Anointings
  - Holy Conversations
  - Small Groups
  - Thanks to Father Joseph, SJB Staff, and all of you here tonight
- I'm really looking forward to Archbishop Hebda coming here next weekend to celebrate the 10:30 am Palm Sunday Mass with us.
- I'm very grateful for all the generosity, dedication, and gifts from all those who have contributed to our Capital Campaign.

### **Additional Comments/Discussion**

### **Closing Meeting – Andrea B.**

1. Closing Comments
2. Closing Prayer – Father Joseph
3. Adjourn
4. The next PLC meeting is scheduled for Tuesday, April 23, 2024

### **Next Meeting Dates:**

April 23, 2024

May 21, 2024

June 11, 2024