

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

Date:	Tues., Jan. 16, 2024 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	Carolyn Brandt	X
Joni Metz	X	Jeannie Koslowski	X
Cheryl Puffer	X	Vicki Wicks (PLC Guest)	X

- A.** Opening Prayer: Jeannie
- B.** Tonight’s Agenda was approved after some changes and the addition of items for New Business.
- C.** Have you participated in a small group before and what did you enjoy most about?
1. She was trained as a small group leader and had applied those skills of listening to and sharing with those regularly attending the monthly Ministries’ meetings. They somehow teach her too.
 2. One of us who joined the Easter small group couple of times, learned a lot and got new ideas. She’s thinking about doing it again.
 3. She was in Vicki’s Lenten group and enjoyed just listening to people share their thoughts about the readings. She had received an email, so she’s definitely doing it again. She encouraged one other to participate in Lent.
 4. She is continuously meeting with a group of ladies. Just as Vicki had mentioned in her talk at dinner about the Cross, with Jesus and with the people in the community. To meet and pray with those who kind of get lost and journey with them.
 5. Five couples attended the Advent Rejoice small group here in SJB on Friday afternoons. It’s so inspiring hearing about the healings they’ve received during the pandemic, praying together to be close to God through His words and the Holy Spirit. This same group will be invited for Lent which starts on Feb. 16.
 6. She started a small group which turned into a couple’s group. Together with her husband and the other three couples, they’ve decided to meet year-round every Saturday at 9:30am in St. John’s. She and her husband are relatively new (five years) to the Parish, so this is a good way to meet people and to grow in their faith. It is a good place for people. She’s enjoying it. If you’re not in a small group, look at it, see what appeals to you. Claire is doing the first weekend in February.
 7. It’s amazing to have mentioned that this small group is a way to meet new people.

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

D. Pastoral Ministry Coordinator Update:

1. Warm welcome to Vicki, tonight's PLC Guest, PDC ex-chair for three years.
 - a. POC acknowledged the importance of Vicki's sharing during the PLC dinner, of her experience as facilitator of a small group of women.
 - b. She was introduced to what POC does and to the more than 20 mostly Outreach Ministries of POC and what each of those is about.
 - c. Some of the Ministries like the Meals on Wheels, St. Vincent de Paul, Able Fix-It, the Food Shelf, Community Service Center, Growing through Loss, Compassion Clinic, Respect Life, are managed and run effectively by each own group.
 - d. POC see itself as an Advocate for these Ministries, make sure that the Parish knows that they are available and what they do. We let them know what resources are available to support them. We promote these Ministries in the Bulletin (in rotation monthly) for the awareness of the Parishioners on what we have to offer.
2. **Quilters – the prayer shawl ministry**
 - a. They meet every 2nd and 4th Tuesday of the month, so they're meeting again next week on a field trip over to the Villa, whose residents do the tying of the knots for them.
 - b. It makes sense to do it over there than here because if they are in wheelchairs, they will not be able to get around in that little room that the Quilters are in
 - c. The Villa residents have expressed their desire to see more of the process of making the quilts.
 - d. For a couple of months, their social worker has been bringing the tied ones back and taking 4-5 quilts these volunteers will work on.
3. **Young at Hearts: Holy Land Christmas Diorama Trip- Saturday, Feb. 10**
 - a. Venue: St. Patrick's Catholic Church in Edina
 - b. There's also a [WINE: Women In the New Evangelization](#) Catholic Conference on that day in St. Pat's.
4. **EMHC Movement- an easier way to handle this Ministry**
 - a. **Action Item:** Mary will look into her spreadsheet of who are the EMHC volunteers instead of where these volunteers are going to or the people that they visit.
 - b. She wants to know how many of them are still volunteers, still in the process and who they are going to see.
 - c. All this information will be kept confidential.
5. **Ministry of Consolation**
 - a. The Ministry of Consolation is a new Grief Ministry that is coming up which had been put on-hold when the small group leaders training started because when we're looking for facilitators.
 - b. It will be good for us if we wait until they are trained. We'll invite those who would be interested to facilitate this group.

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

- c. Growing through Loss, the five-week ecumenical program happening each spring and fall, together with Churches in New Brighton, will still be here. People had been calling to ask if there is a grief ministry just for St. John’s Parish. It will be the Ministry of Consolation, like the GTL.
- d. **Action Item:** There’s going to be a meeting with that at the beginning of February.
- 6. **New: Ministry of Accompaniment** – not quite here yet
 - a. There’s some talk about another new ministry to attend to the needs of those who are in trauma or who are in their last days of life.
 - b. A type of befriender. To walk side by side with them and to pray with them.
- 7. **Compassion Clinic Update**
 - a. The Medical & Dental free clinic that we do is just put on hold.
 - b. The one week of the year that the Highview School can let us come in, that weekend, is when Father Paul will have the all-parish retreat.
 - c. The question is, can we move the clinic somewhere else? Can one of the Churches host it? So, they’re putting in some other ideas while it’s on hold.
- 8. **Reminder: to the Ministry Liaisons-**
 - a. **Action Item:** To track their Ministry numbers for the year-end reporting. Each ministry will have various parameters to measure, like:
 - i. Sharing & Caring Hands- the count of donations
 - ii. Able Fix-it- how many seniors had been helped and the kind of work they have done.
 - iii. Young at Hearts- how many are in attendance on an average.
 - b. **Action Item:** To report on what the Ministries have done this year.
 - c. Range- September 2023 to the end of April 2024

E. Old Business:

1. 2023 – 2024 Bulletin Shorts

MONTH	MINISTRY	COMMENTS
December	Sharing & Caring Hands	Cheryl- the thank you was published in the beginning of December
January	Faithfully Fit	Jeannie- done
February	Catholic Charity	Cheryl- was sent to Joseph in Nov. Still waiting for his response; Mary will f/u
March	Growing Through Loss	Gwen

2. Hospitality-

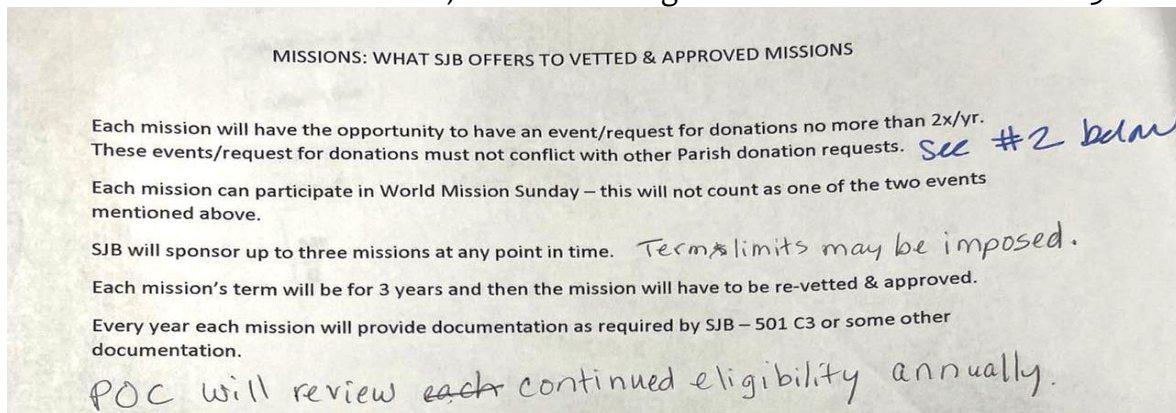
- a. POC hosted last January 13 & 14.
- b. Challenges: Cheryl texted Mary and Joni that they don’t know where more coffee cups are. They were out of ice and coffee cups. Making coffee was quite a challenge with regards to overflow. Also do only half batches of decaf.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- c. Matt got the donuts. He also asked for maintenance to bring the cups & ice from the basement storage. Melissa will add this information to the directions she hands out to each group.

3. Vetting Process for SJB Missions

- a. POC reviewed documents below, made the changes and sent them to PLC in 2023.



- b. Marie read the PLC's Response (dated April 2023) to the above document: 'Missions : What SJB offer to Vetted and Approved Missions' below

Thank you for your recommendation. PLC discussed and aligned with these additions:

1. Above statements are intended to be supplemental to the POC Mission Fundraising Policy Update (under 'one ministry approved' header
 - Please connect with Mark Dittman if you need the current Word Policy Statement about fundraising.
2. Revisit two events + World Mission Sunday and offer instead.
 - World Mission Sunday
 - +1 additional weekend Mass
 - Lead time for Bulletin and Harvest table visibility

- c. **Action Item:** Mary will ask Mark Dittman about the **POC Mission Fundraising Policy** document. and distribute copies to the members in the next meeting.
- d. For the benefit of Jeannie and Vicky:
 - i. POC vets new mission after it has submitted required documents such as 509C, etc. such as explanation on where the money raised is going to be donated to.
 - ii. Jane Heinks came and talked us through it, so going forward, people will know what to do.
 - iii. This is a work in progress.
 - iv. The Mission approved will be able to set up a fundraising table once a year within the 3-year term.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- v. Each year the approved Mission shall submit updated documents to the Vetting Team of POC as required by St. John’s to make sure they’re using the money wisely.
- e. **Action Item:** Ask Father Paul about other fundraising campaigns such as the Peace Coffee and the group selling the Jerusalem Olivewood souvenirs and students going on Missions like FOCUS, the NET, etc.

4. Fall Fest Booth

- Gwen: The suggestion came after the successful Fall Fest. Is there a way we can participate in this? She got through to the actual Fall Organizers, one of the women of the two couples was excited about it We were initially informed that Leadership thinks this is not a fit for POC. Mark Dittman is saying that Fall Fest is not much about ‘education’ event.
- Proposed Activities:
 - We talked about selling hot coffee and chocolate and iced tea. At cold weather, the hot chocolate is a great mix at the wine area. We can offer affordable food and drinks (as the food trucks items have become expensive).
 - There was a suggestion to involve all the POC Ministries. It gives them the chance to invite people to encourage volunteers. We can have a display of the quilts. Some Ministries will be showing how to make stuff like what we do at the Kidz Closet ministry. Revive the Cake walk. Fall Fest is looking for someone to man the inflatables.
- Other matters: One thing brought up before was that have not enough number of staff. A solution is to do it only for one day. Shall we discuss this again in April?
- **Action Item:** Gwen will reach out again to the Fall Fest leaders.

5. Goals Worksheet: Review & Update

- a. **Action Item:** Socchie has agreed on updating the Goals Worksheet upon instructions. There will be times when we’ll work on it together on screen (as we did in the December meeting) when needed.

2023 goal below:

Goal	Goal Description	Expected Start Date	Expected Completion Date
Create on-boarding document	POC on-boarding document created & submitted to the PLC	Dec-22	Sep-23

- POC submitted the documents for PLC, and they sent it back to us.
- There were a lot of questions and so this was brought up to the POC meeting for further discussions.
- Vicki reminded POC that the on-boarding was brought up in their August meeting and Chair training. They discussed the process and how others could use some of those as well in their own Ministries.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- POC added some items to the original documents and Father Paul did not approve those revisions.
- **Action Item:** Socchie to update the 2023 on-boarding goal as ‘not approved’.

F. New Business:

1. Minutes

- i. No personal sharing and discussions to be put on the minutes. We’d like to make everyone comfortable sharing. A lot of the discussions do not have to be in the minutes, only those that we come to conclusions.
- ii. **Action Item:** Recorder should send the minutes for review by members 3 days after the POC meeting. Approval of the minutes will be through email. Approved minutes will have to be sent to Joseph by the 5th day.

2. Community Service Center

- i. Marie took over Deacon Gary as liaison for CSC.
- ii. We need to approve the donations of \$3500 annual donation to CSC for this year. Michelle has brought this to Mary’s attention.
- iii. CSC is a Ministry that we work with, not our mission. It is an organization that works closely with St. Vincent de Paul for supplementing client’s emergency situations and needs like paying bills, rents, gas.
 - SVdP recommends clients for CSC to meet, gets to know them, and prepares them to be trained for jobs, budgeting, etc. So, CSC does more than ‘walking’ with the people, helps them set a budget, how to figure out how to get a car paid for, etc.
 - SVdP does one larger kind of help like that once a year. They keep meticulous files of who people are and their interactions.
- iv. CSC was started by a number of churches based in New Brighton and we were on the ground floor of that when it got started. Each year we are responsible to approve a donation to CSC.
- v. **SJB Representation to CSC:** Bill Spitzmiller has been our representative for the last five years or more and he’s stepping down.
 - So, he’s looking for a replacement, (preferably from SVdP). It is important that we be represented since we were there at the beginning of it and we’re there to support it.
 - So, SJB will be informed.
- vi. **Action Item:** Marie will look into the previous minutes to see when our last donation was approved by PLC.
- vii. CSC annual donation has been approved.

3. Ministry to Trauma Survivors

- i. Women who have experienced trauma now want to start a ministry to help others. They want to be available to pray and listen.
- ii. Father Paul has approved it. Mary is open to input.
- iii. Because it’s sensitive information, how do we go about advertising it so that people know it’s available?
 - Posters in the bathroom similar to human trafficking with a generic number to call.

Saint John the Baptist – Pastoral Outreach Commission Monthly Meeting Minutes

- Use of QR Code for long-term cases
 - For urgent calls, like in calling AA, people don't provide information like names.
 - Commonality with the Ministry of Consolation: listening, support, prayer, and confidentiality.
- iv. Are these women willing to come and talk about this, what their vision is?
- v. **Action Item:** Form a subcommittee to meet with these three ladies who are parishioners. Marie is interested in joining and talking with them to figure it out. Jean might know some of them. Mary will be there to listen. Some will be prayer warriors.

4. By-laws- review of the 2019 copy

- i. It has been three years since it was looked into and signed for approval.
- ii. **Action Items:** Mary will have to look for a blank one we could work on
- POC should just submit the list of changes. Then talk to Father Paul about those changes.
 - For submission to PLC for approval and signature of Father Paul.
 - Socchie will add this item to POC Goals.

5. Wines to Wishes-

- i. POC voted for a basket for Wines to Wishes
- ii. **Action Item:** Gwen will put together for POC a cowboy theme basket for the auction of Wines to Wishes Dinner; due on February 3
- iii. POC members will divide among themselves the cost.

G. Three items for PLC

1. Compassion Clinic
2. Vetting Process
3. Wines to Wishes

Closing prayer: Louie

Next Meeting: February 20 *Mass*

2024 Commission Meeting dates: March 19, April 23, May 21, June 11

Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Marie Zimmerman- POC Chair