

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

Date:	Tues., Sept. 19, 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	Carolyn Brandt	X
Joni Metz	X	Jeannie Koslowski (Guest)	X
Cheryl Puffer	X	Jim Martin (PLC Guest)	X
Deacon Gary Schneider (Staff)			

A. Opening Prayer: Marie lead us to a Hail Mary

B. The June 13, 2023 Minutes of the POC Meeting and tonight’s Agenda were approved.

C. Welcome Guests:

1. Jim Martin started a month ago as the Director of Community Life. He’s sitting in to learn about POC.
2. Introduction of each member
3. We welcomed Jeannie Koslowski to sit in and discern joining our Commission.

D. Pastoral Ministry Coordinator Update:

1. Mary’s Meals- Fundraiser Dinner

- Date: October 12, 2023; Time: 5:30pm (Silent Auction); 6:30pm (Pasta Bar Dinner)
- Venue: St. John the Baptist Church, NB
- Speaker: Ellen & Mike Miller (Talk: ‘Mom, it’s so easy to do something’)
- A non-profit program feeding more than 2.4M children every school day in 18 countries around the world. A \$25.20 donation will feed a child for an entire school year.
- Volunteers are needed.
- One of the vetted & approved SJB Missions. The other one is Building Bridge Liberia.

2. All Saint’s Party

- Date: Wednesday, October 25
- PLC will set-up a table for more than 300 clementines with painted pumpkin faces and Saints stickers, which the children love.
- Date of painting faces on the clementines: a week before the event.
- Volunteers:
 - a. Painting: Marie, Joni, Cheryl & Mary
 - b. Manning the table: Louie, Socchie & Carolyn

3. Permanent Mom’s Room

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- The administration is going ahead with a permanent room to be built for the Nursing Moms.
- It will be located in the same spot as it is now, at the Our Lady of Guadalupe Chapel.
- To replace the current temporary divider wall, the room to be built should blend with the Church.
- We want a window in the door- a safe environment for vulnerable persons and for mothers' privacy.
- No lock on door.

4. Budget Improvement

- POC has \$600-\$800 annual budget. It was recently increased by \$1,000.00 from the Endowment funds.

E. Old Business:

1. Vetted Missions Proposal

- We all need to look at this VMP & put it on the Goals worksheet.
 1. If someone comes and asks St. John's to support their mission, then they have to be vetted.
 2. There's a whole process; requiring them to submit documents regarding their history, budget, etc.
 3. The purpose of having vetted mission is so that the parishioners will know this is the safe place to donate their money.

2. POC On Boarding – update

- Father Paul will have the final say on a potential POC member.
 1. If you know somebody, ask them to be considered then give the name to Mary or Marie
 2. They will give the names to Father Paul. If Father Paul says 'yes', that person can be invited as a guest to see if this Commission fits them.
 3. Then POC members and candidates will discern their fit with the Commission and then let Fr. Paul know.
- There's another seat open. Let us know if you have anybody else to consider.
- A welcome packet for new POC candidates will be distributed at the time they meet with POC for the first time as a member.
- Each POC member is responsible as a liaison for a group or groups (Ministry), like Joni is with the Quilters, etc. they check in with them, what they need help with, what we can do for them. The liaison is also responsible for doing a once a year. Bulletin note for each group- for promotion so they can be seen, announcement of events, etc.
- Marie sent an e-mail to Father Paul with the updated on-boarding process of new Commission members.

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- Based on the recent spring/summer POC discussions, a draft proposal for changes to the onboarding process was submitted to Mark Dittman and Father Paul. We explained that our POC members felt the current process was not welcoming to new members and described the changes that we felt would provide a warmer invitation. We did not receive a response thus the proposal was not accepted and stands without changes.

3. 2023 Bulletin Shorts

MONTH	MINISTRY	COMMENTS
August	Caregivers	Done
September	St. Vincent de Paul	Louie: Kathy will do the write-up
October	Kidz Closet	Gwen: need for smaller donation items; no room for big toys like bikes & white boards
November	Widows & Widowers	Mary

4. Adult Changing Table- completed.

- Totally finished and stop in to look at it sometime.
- Location- family bathroom right beside the Library.
- Let people know about it.
- According to the family who've asked for this area, there's just not many places around that have them.
- Families who have a need for them, they either have to stay home or to keep trips close to home and short. They say there's one at the zoo, one at the MOA, one at the Children's Museum, also a handful that they know where they can go to those places, so now wherever they are they can run here when they need to. She thought there'll be more families that need that, they just need to know that we have it.

5. Quilters Updates:

- Quilters are saying that there are a number of quilts for giving away.
- Blessing of the quilts on the October 8 Mass at 8:30AM
 1. They want the quilts over the front pews, as they did before.
 2. They want the knots to be tied some other time because they're not getting enough volunteers in the Plaza after the Mass.
 3. People are welcome to see them, ask questions.
 4. We're not sure if Father will bless the quilts within or after the Mass.
- On tying the knots, the Villa residents volunteered to be a part of the Quilters. The EMHC from the Legion of Mary must have brought a Bulletin.
 1. Since there's only a small room for the Quilters, way too small a space to have wheelchairs so they decided to take 3 or 4 (just enough for their

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dexterity and strength) over to the Villa for residents to tie. They're ready to bring back the second batch this month.

6. **Sharing & Caring Hands- coordinated by Marty Schutz** is on-going.
 - 200 Hygiene bags a year– the school (215 for 2022) took this as their project in one of their Christmas concerts with parents bringing them in
 - Coats and blankets- Cheryl
 1. The Men's Group are doing this campaign.
 2. To spread the word to involve all other parishes.
 3. will add this to the POC goals if we want to keep doing it
 - We put it on the Bulletin once in a while for-reminders.
 - It's POC's job to promote this to other groups.

F. New Business:

1. **Meetings –**
 - Each one will take turns to lead the Opening & Closing Prayers. The one to lead us on prayer is announced at the conclusion of the meeting.
 - Roberts Rule of Order- mentioned at the PLC packet.
 1. Making a Motion: A member raises or raises a hand to signal the Chairperson.
 2. Another member seconds the motion
 3. The Chairperson restates the motion.
 4. The members debate the motion.
 5. Nobody really disagrees; generally, we always get along.
 6. Majority rule
 - Marie sets the time for each agenda item, or for a group reporting.
 1. Members want to leave on time, so we'll be able to end on time
 2. Marie decides on how many minutes each topic can have.
2. **2023 SJBNB Fall Fest Silent Auction:** A thanksgiving letter from Jeannette Glazer for the gift-cards & scratch up tickets and a very good bottle of wine wreath worth \$335.00 donation.
 - The proceeds will help provide the necessary funds for Church operation while creating a community of faith.
3. **Goals Worksheet –**
 - We are requested to have a look at our Goals worksheet online.
 1. The link is on the Commission invite e-mail sent by Miki Hall to us each month.
 - We must have all our goals set by next meeting and add goals to the current ones:

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- 1) Gwen: Hospitality- chose our week to volunteer.
- 2) Gwen: Running a 2024 Fall Fest booth.
 - a. Let's have a discussion about it:
 - i. What is our purpose: such as visibility, promotion.
 - b. For the Committees we liaison, if they are dependent on donations and they might need money.
 - c. So, we can run an activity: like a fund drive, a ticket-related promotion for the Ministry during the Fall Fest
 - d. All earnings on Fall Fest go to the Church; there might be some exemptions.
- 3) Recruitment for two available POC membership:
 - a. Respect Life
 - b. Review of the POC Ministries- for next meeting
4. **Able-Fix It** has talked about trying to get-out from under worrying about the Parish getting a kind of lawsuit depending on what accidents might happen.
 - They are being cautious of what they should be doing and what they should not.
 - But they're wondering if they should be a separate entity rather than an entity of the Church.
 - It would be like the KoC or St. Vincent de Paul, which are Outreach but not under the Missions, Diocesan programs (vetted through the Archdiocese) and Chapters, belonging to International organizations with their own governing bodies but connected to this Parish but wouldn't be under the parishes' insurance
 - POC was requested to figure out 501C process regarding ABLE Fix-it
 1. Liberia Building Bridges of Naomi Hard had experience on this.
 2. But POC should not be the one responsible on this.
 - So far, Corey has not taken further steps.
5. **Rochester Medical Donations** - Dianne Wagner is the contact person (available on Wednesdays)
 - Volunteers to drop the medical items in Rocheste.r
 - Louie & Socchie (available dates: Sundays from October 8- 29)
 - Cheryl- one weekend
 - In storage are left-over medical items such as adult diapers, walkers, bandages, monitoring items & many more. At present, shelves are FULL!

G. Three items for PLC

1. Mary's Meals Fundraiser Dinner & promote it.
2. All Saints' Party
3. Blessing of the Quilters & the Villa Volunteers

Closing prayer:

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Next Meeting: October 17

Minutes recorded by:
Socchie Fondevilla

Minutes approved by:
Marie Zimmerman- POC Chair