

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

Date:	Tues., June 10, 2025, 6:30pm	Recorder	Socchie Fondevilla	Chair:	Joni Metz
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Member/Attendee	Present	Member/Attendee	Present
Louie Fondevilla	X	Marie Zimmerman	
Socchie Fondevilla	X	Carolyn Brandt	X
Mary Kohlhaas (Staff Liaison)	X	Jeannie Koslowski	X
Joni Metz	X	Nilo Asio	X
Cheryl Puffer	X	Father Derek Gilde (Staff)	

A. Opening Prayer: Louie

B. Tonight’s Agenda of the Meeting with added items was approved.

C. Pastoral Ministry Coordinator Update:

- 1. Curanotis- Extra-ordinary Ministers of the Holy Communion (EMHC) Training and Commissioning**
 - a. We are closing in. We are identifying who the EM’s are, the paperwork needed and access to Curanotis. We are hoping to do a Commissioning in July.
 - b. An EM can choose **training** on either Monday, July 7 at 6:30pm or on Tuesday, July 8 at 1:00pm where they will receive their passwords and then can start logging their visits using the system.
 - c. Commissioning will follow for those who have completed the training.
- 2. Eucharistic Ministers’ go-bag -**
 - a. The choices are makeup bag or lunch bags We are looking for a considerable size & right price (\$5).
 - b. Mary’s looking for someone who can make it for us. One of the quilters has volunteered to make the purificators and the corporals for us. For size, Andy gave her the sample purificator and corporal.
- 3. Faith and Recovery Group –** They are continuing at a good pace with people returning and some new people coming as well.
- 4. Healing Wounded Hearts**
 - a. They are at break this summer. Will start in the Fall.
 - b. They have been planning to host the Healing Mass***(see full information on the Old Business section below) together with the other Ministries.

D. Old Business:

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1. **Website Updates-** Below are information gathered from the POC website, especially the missing links:

1. The ministries are listed in two places on the website.

- a. They are on our Pastoral Outreach homepage: <https://stjohnnb.com/about-us/church-governance/pastoral-outreach-commission/>
- b. under Community Outreach: <https://stjohnnb.com/community-outreach/>

The only ministry on “Community Outreach” that does not belong to Mary is the “Prayer Line”.

ACTION ITEMS: Joseph-

- a. to consolidate contents of both sites for POC Ministries to be stored in a single place to make maintenance easier but still have them viewable in both places.
- b. The descriptions of the ministries have gotten uncoordinated.

2. That photo of the event of POC seems incredibly old.

- a. use a current picture of a recent event on the Pastoral Outreach Commission page.
- b. or wait until fall - and take a picture of the new commission members.

3. Ministries to cross reference with the actual POC list. Do we intend these missing Ministries all to be on the website?

- a. Divorced Ministry – there was a reference to this in the minutes. Is this under Claire?
- b. Faithfully Fit
- c. **Focus-** it was at the ministry fair. Does it belong under “Missions” on the webpage. We are not going to use this as an ongoing mission. Because it depends if a person is a FOCUS missionary at that time. Also, only for international mission
- d. Healing Wounded Hearts (see note below)
- e. Hearing Aid Ministry
- f. Infertility Ministry
- g. Journeying through Grief (see note below)
- h. Prayer Shawl Ministry
- i. Faith & Recovery Group
- j. Rochester Medical Mission

4. **Renamed Ministries:**

- a. Ministry of Accompaniment and Ministry of Consolation and Journeying Through Grief are currently on the website.
- b. Divine Mercy Prayer Ministry and Healing Wounded Hearts are missing.

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- c. to highlight renamed Ministries so it can be reviewed and identify what updates need to be done to make it current.
5. **ACTION ITEMS:** Joseph should keep it in alphabetical order of the Ministries as he renames and adds items.
6. St. Vincent de Paul Society - the link is broken and brings you to a 'Capital Campaign Conclusion - 404 error.' This is the case in a couple of places.
7. You might want to check this link under **Pro-life** to make sure it is correct:

prenatalpartnersforlife.org **Prenatal Partners for Life**

2. Need POC members- ideas-

- a. Claire and Joseph had given Mary the names of four people. Mary is taking into consideration those who are older than young adults, empty nesters, heading to retirement, newly retired and still active.
- b. Mary invites all to keep your ears open and recommend POC to potential volunteers.
- c. Mary will reach out to those whose name we submit to her.

3. Ministry Appreciation – ideas

We have a possible cook for an appreciation dinner in the fall.

4. *Update 2025 POC [Goals Worksheet](#) –updated and all activities are completed and sent to Mary.

5. Summer Pilgrimage

- a. The date is set for Sunday, July 20 from 1:00PM- 8:00PM. There are four Churches that are open to have us come.
- b. Followed by dinner at St. John's upon return.

6. **Healing Mass-

1. Father Paul &-Father Derek are willing to work together for a Healing Mass We are going to do the Healing Mass for anyone who wants to come. We will invite the following Ministries: Divine Mercy Prayer Ministry, Infertility, Divorced Ministry, Faith & Recovery, Wounded Hearts and Journeying through Grief.
2. No date yet

E. New Business

1. Healing Wounded Hearts promotion- June 28-29

- a. The women each wrote their testimonies beautifully. So how do we use this?
- b. We are trying to figure out how to advertise the Ministry of Healing Wounded Hearts. It is kind of sensitive, vulnerable thing. But how do you reach the person in the pew who thinks, '*wow that's me!*'

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- c. Mary is going to take the testimonies the organizers wrote and make an article in the Bulletin to present the Healing Mass and that kind of tied them together.
 - d. The write-up will be put in the June 28-29 issue of the Bulletin. We will promote it from there. We will then have the date for the Healing Mass.
2. **Job Description for POC- onboarding folders-**
- a. Four (4) POC active members have decided not to extend their membership. We had a good discussion on how we can invite new members. Mary also had spoken with previous PLC members to join POC this year. For now, we have eight potential candidates.
 - b. For the incoming POC members in 2025-2026, POC have put together and prepared an **onboarding folder** with the documents: POC By-laws & Constitution with a letter from the Archdiocese, POC mission statement, copy of the PLC Orientation presentation and guide on the process of formal recruitment of new members.
 - c. We also included information on the Roles and Expectations and Job Description of POC members.
 - d. We want these to be specific for us at POC.
 - e. Some of the items are being edited as of this reporting.
3. **Year-end Statistics- relevance**
- a. Is the information in the spread sheet needed to be quarterly? Where is the information important?
 - b. We started it because of the difficulty liaisons experienced in getting numbers from the Ministry Coordinators for our report to Father Paul at year-end. We wanted them to keep track monthly or quarterly, put them on the spreadsheet, so we have something to measure at the end of the year.
 - c. Jean's people would like only to submit year-end. She tried to get information on a regular basis, but it did not work. It is a lot of work.
 - d. Excel data goes to who translates it into a paragraph summary.
 - e. Some Ministries consider the worksheet as beneficial to their tracking of numbers.
 - f. It is a challenge to balance what we are counting like the number of visits, clients, pounds of food, number of bags or items like socks & underwear.
 - g. It will be a decision on the person maintaining the worksheet, what works better and for the person who will take over the summary what works well.
 - h. Food shelves staff maintain their numbers consistently and give them to Cheryl at the end of the month. They have five performance metrics.
 - i. The liaison may help the Ministry gather the numbers regularly.
 - j. Quilters have boxes & boxes of donated material to sort. They are good at recording the quantity of quilts they make.
4. **PLC Question:**
- a. List POC's highlights/ successes accomplished this year. (Year- End Stats)
 - b. *Update 2025 POC [Goals Worksheet](#) . Done

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F. Three+ items for PLC

- 1. Healing Mass
- 2. Onboarding documents
- 3. Curanotis - EM Training & Commissioning.

Closing prayer: Mary

Next Meeting: September
2025-2026 PLC_POC Meeting Dates:

<p>Minutes approved by: Marie Zimmerman - POC Chair</p>	<p>Minutes recorded by: Socchie Fondevilla</p>
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