

St. John the Baptist Catholic Parish  
Parish Pastoral Council Meeting Minutes

**Meeting Date:** January 19, 2021 (Zoom Meeting)

**Call to Order:** 7:06pm (Prayer: Father Jeff Kemper)

**PPC Members:** Don Kuntz; Sylvia Ruthven; Fred Fox; Nancy Gruber; Doreen Heuser; Rose Humbert; Marianne Lienesch; Doug Lohman; Butch Muddiman; Bob Ostertag; Carrie Roesener; Pam Reiter

**Previous PPC Meeting Minutes:** November 2020 Zoom Meeting Minutes were approved. Motion to approve by D. Heuser and 2<sup>nd</sup> by B. Muddiman. November minutes were already distributed.

**Special Issue:** D. Kuntz stated Father wanted to discuss the special issue of Parish Strategy. Father began by discussing how the Parish staff had gone to a special presentation last year called The Amazing Parish. As this is an ongoing program, the Staff has been working on goals, etc. were recommended from this program Father asked M. Newton to explain the Parish Vision. Naturally, the Parish Vision is to Bring People to Christ. The “how” part is what Parish Staff has been tackling. There was a plan M. Newton prepared for PPC to use. M. Newton went on to discuss the Vision, Mission and Goals. Then he went deeper into Target Groups: Church, School and Community. He went further into the discussion with Goals to facilitate the love of God and neighbor through worship, faith formation and service. He added Strategic Initiatives. Next he discussed the Goal to educate our school students spiritually, socially, physically and emotionally to develop their full potential along with the Strategic initiatives. He discussed the goal to attend to the needs of those we encounter near and far striving for solidarity along with those strategic initiatives. Another goal is to identify, develop and nurture skilled people who are focused on achieving our parish vision and are valued by the parish with their strategic initiatives. He also explained the goal to establish and maintain a financially stable parish with its strategic initiatives. Finally, the goal to develop and maintain facilities and technology that allow us to effectively function as faithful stewards along with its strategic initiatives was discussed. He, Father and Staff. These were prioritized and assigned specific tasks among the Staff. The Staff will work with the goals and strategies (55) to achieve the final Mission. D. Kuntz asked if he should schedule specific Staff members to report their progress as part of PPC Agenda. Father stated he and M. Newton would work with D. Kuntz to suggest what should be brought into PPC. N. Gruber asked for the extra pages to enlighten PPC to the entire strategy. M. Newton will send out PDF's to PPC. C. Roesener wondered if this was going to include other committees, i.e. Finance Committee. M. Newton stated these are not going to include other committees other than asking for ideas. As for parishioners, they may see the major goals and strategies. //There is a change in the active parishioner tuition subsidy policy. We will no longer be keeping track of Mass attendance, but rather those families requesting the subsidy will sign the Tuition Subsidy Covenant in which they pledge to attend Mass every Sunday except for serious reasons. M. Newton sent PPC a copy of the letter. Anyone not signing this Covenant would not receive the tuition subsidy.

**Pastor's Report:** Father Jeff stated he was extremely impressed with the Christmas Masses. He thanked the people who worked tirelessly on set up, such as T. Palmer, M. Johnson, T. Hoeffler, E. Hollis and other volunteers to ensure safe distance, welcoming atmosphere, etc. The tent did not get used; however, the requests for number of seats required it. Some did not show due to cold weather and increase in COVID concerns. He knows many watched on TV. He stated many family members who did attend stopped to ask him for prayers for their friends or family members who did have COVID. // M. Lienesch asked if the individual phone calls to parishioners was still a valid idea. Father stated it is, and he is working on it with Jessica. //He stated the Beacons of Light Project of the Archdiocese to revitalize parishes and address the shortage of clergy to staff parishes, has completed the initial gathering of data. There was some discussion by the PPC about parishes closing. Father said that such decisions will come from the Beacons of Light Project only after careful study of each situation. Currently, no parishes are being closed. The Beacons of Light Project results may be implemented in two to three years. Father is thinking about having a prayer on a monthly basis concerning this issue. He is thinking about including vocations as well as keeping parishes alive and active in the prayer. He stated he would keep PPC informed of developments. //He then switched the topic to Easter. There was some discussion about distribution of ashes on Ash Wednesday. Father has opted to use a moist cotton ball to apply ashes to foreheads. He is planning for a full Holy Week of Liturgies. He stated many of the

Fathers who helped during penance are looking forward to coming again. We will rent the tent again. Father thinks the community being together and receiving the Host is much needed. N. Gruber asked if any more thought had been given to using older students for servers at Sunday Masses. He stated this will begin in March. He also stated M. Lienesch, S. Ruthven and D. Hoffman would train these servers due to COVID. Father then stated that hopefully, beginning in February there would be two Lectors for each Sunday Mass. N. Gruber asked about the Easter Vigil and how many candidates. Father stated this year only one person needs to be baptized. Some others in RCIA began late and may not be ready. We have at least five people who are preparing for Reception into Full Communion with the Catholic Church.

**Business Manager:** M. Newton began by discussing November: November collections were below budget; the first four months are favorable (after budget lowered due to COVID). Other revenue is ahead of budget due to the Super Raffle and November expenses were better than budget due primarily to some timing issues. // School: in November revenue below budget due to shortfalls in Ed Choice and Jon Peterson funds, both due to timing. YTD: Expenses were better due to paying November health care in early December. YTD: expenses favorable due to wages and health insurance payments. // Total church, school, Cafeteria: YTD: revenue and expenses are both favorable, with some being real (vs. timing). // Statement of Financial Position: November cash balance decreased slightly and there were no major changes in cash. // Finance committee approved tuition changes for 2021/2022 school year. The focus was on balancing need to improve school margins while maintaining reasonable tuition rates. Key changes were: K-8: Base increase 3.0%. Reduction in multi-student discount from 5.9%/13.7% to 5.0%/12%; Preschool/PreK: Base increase 3.6%. Creation of \$75 non-parishioner surcharge. // B&G: Repaired in-ground water leak in Geil building. Many small projects complete along with the general maintenance needs. // School: Hiring of new cafeteria manager (Linda Hebauf) and school secretary (Becky Smith). // New Church: Attendance maintaining at 45-50% of 2019 October count. Christmas Mass attendance 1,013. // Other: Finance Parish Strategy. // Other Activities: Finance: December reconciliation, PPP Forgiveness process, Before & After economics, Preparation for upcoming CMA Program. // Buildings & Grounds: responding to daily work orders. // School: Updating registration material, plan for Junior High chair lift. // New Church: completing required fire system inspections, installing new church internet. // Other: Response to AOC financial and HR reviews.

**Music Director:** M. Johnson reported the Communal Reconciliation Liturgy was smaller than previous year due to COVID. One Confessor was unable to make it due to COVID. // Several parishioners were disappointed in the lack of Advent Wreath this year. // Art and Environment had to be altered to accommodate seating in gathering space. They were able to work in a manger scene in front of baptismal font. Due to constraints in gathering space there was less space for poinsettias. They did use windowsill boxes which will be reused for Easter. The Music Ministers were flexible during the schedule and space constraints. He used different instruments and a range of abilities among players made each Mass unique. // Other activities: 1-11 Christmas Art and Environment removal of decorations; 1-21, M. Johnson celebrated eight years with SJB. Congratulations.

**Deacon Don Meyer Report:** Spanish Mass: Has been steady. Several young Hispanics are receiving their First Communion and Confirmation this year. Father Jim Schutte from St. Leo's will do the Rite of Welcoming in Spanish on 1-17. // Bountiful Hearts Meal: The December meal was prepared by the Men's Christ Renews His Parish Team. The January Meal will be hosted by the Women's Christ Renews His Parish Team. // Feeding the Children: distributed food for the needy children during Christmas break and next distribution will be for spring break. The list has increased due to COVID. // Hope's Journey: We have a hearing for zoning approval before Harrison Board of Zoning Appeals on 1-27-21. Father Kemper's support of this project is greatly appreciated. D. Don attached a letter he sent to the Board explaining how this is not a rehab facility. He went into great detail explaining how many people would be there, how long and what type of people will be accepted. He also explained a full time Social Services person will be on staff 24/7. After approval, they will close on the house, proceed to seek a qualified manager and prepare for guests. Donations will be appreciated. // Stephen Ministry: They are moving forward. Three men and one woman are receiving care. Ministers meet monthly. El Salvador: sent \$69,900 to support 150 children in school. There will be no trip to El Salvador this year. // D. Kuntz asked if PPC would be willing to host another Bountiful Hearts Luncheon. All agreed. Some discussion occurred about more volunteers to cook food. D. Kuntz will get a date.

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**Principal:** N. Herrmann reports School held annual Santa's Workshop with new COVID guidelines; 1<sup>st</sup> and 3<sup>rd</sup> grade students performed annual Christmas play which was virtual this year; Purchased \$5,000 worth of COVID cleaning and disinfecting supplies with Corona Relief Funds; Purchased wireless microphones for teachers who have remote learners with Corona Relief Funds; Hired new school secretary (Becky Smith). // As of 1-11-21 we have had eight positive cases of COVID among children and four cases among staff members. //Future Activities: Hire more help for Before & After Care Program; Preparing for 2021 Registration/Enrollment; Plan for Catholic Schools Week; Prepare for COVID vaccinations of staff members; AOC PACATS meeting on 1-13-21; Confirmation on 1-26-21.

**Pastoral Minister:** E. Hollis stated the use of tickets for the Christmas Masses for first time was a success. What they learned will improve for Easter Masses. //RCIA classes continue on Wednesday for Adults and on Saturday for Youth. //Young Adult Ministry continues to meet in person at new church. He continues to post and print articles for Adult Faith Formation for the entire parish in the Bulletin and on Social Media. //Continues to prepare and record This Week in the Word . //Creates Power Point presentations for the Gathering Space to welcome guests and document COVID applicable information. // E. Hollis continues to create and distribute Flocknote parish news update. He has been generating and posting information about SJB on Facebook, twitter and Flocknote. // Homebound Ministry has been temporarily stopped as regular rotation during COVID. He will visit anyone who desires Homebound Communion.

**Director of Religious Education:** T. Palmer states that school and PSR Advent Penance Services for school were cancelled due to COVID. //She worked with C. Bingle to record the Christmas program for school families.// Christmas Masses she assisted with technology set up and tear down of the tent. // She is preparing for Confirmation which will be held on 1-26-21 for School students and 1-28-21 for PSR and Homeschooled student. //She worked on designing and updating networking gear for church. Ordering for new equipment was finished. //Completed Atticus Macke's preparation for his 1<sup>st</sup> Communion which was delayed because of COVID last fall. Completed preparation of RCIA teen who will receive sacraments in January. One teen that will make Profession of Faith and receive the Sacrament of Reconciliation, Confirmation and 1<sup>st</sup> Eucharist. The other teen will receive the Sacraments of 1<sup>st</sup> Reconciliation, Confirmation and 1<sup>st</sup> Eucharist. //Future Activities: Jaxson Simpson Rite of Acceptance at school Mass on 1-5-21; //Confirmation mini retreats 1-20 and 1-25-21; Profession of Faith and Confirmation for teens on 1-28-21; Prepare for Lent activities; Start working on introducing teens to ministries at Mass; Assist with installation of new networking equipment at church. //In addition, T. Palmer prepares Liturgy materials for weekly School Liturgies; Organizes and prepares materials for PSR and FACAS weekly programs; Organizes and prepares materials for Sacraments for children.

**Festival:** Signed some entertainment

**Athletic Department:** New information: If in person learning is suspended then Athletics is suspended as well. The group still needs a replacement for Treasurer. Denise to add to Jaguar Journal/Option C message. //Boys basketball has gone well. A few games have been cancelled. No complaints about coaches. //Girls needs GWAC representative. Denise working with Chuck and then Jaguar Journal /Option C message. They are working on gym time for practices. Tryouts are tough to coordinate with quarantine. Uniforms: most have them from last year. //Tournament at St. Ignatius: waiting for coaches to send details if they are interested. Some complaints about registering on Sports Connect. //Baseball: Eight players signed up. Registration is open through 1-31-21. Reds program this year is called Pitch in for Baseball and Softball. They will reimburse \$200 per team for age 5/6; \$400 per team for age 7/8 and \$600 per team age 9 and up. More details and clarity are coming. Will advise when meetings dates are finalized.

**Old Business:** Some discussion about PPC 2021 elections and how to handle them. For now, some initial items in Bulletin. Father suggests some PPC members make a plea at podium explaining why PPC is important. Voting procedures will be discussed later. R. Humbert and D. Kuntz will contact those who wanted to run last year.

**New Business:** CRHP for men and women for 2021 have been cancelled due to COVID

**Adjourn:** Motion to Adjourn: B.Muddiman; 2<sup>nd</sup> D. Roesener

**Prayer:** Fr. Jeff      **Submitted:** S. Ruthven 1-19-21