

St. John the Baptist Catholic Parish
SJB Parish Pastoral Council Committee Meeting Minutes
BRING PEOPLE - BODY, MIND AND SOUL - TO CHRIST

Meeting Date: February 18, 2025

Call to Order: 7:02 pm

Prayer: D. Haller

PPC Members: Dave Haller; Doreen Heuser (excused absence); Sylvia Ruthven; Louis Egbert; Kathy Nocks; Teresa Meyer; Hank Menninger; Mary White; Roxann Rybolt (excused absence); Logan Montgomery; Pete Hebauf (excused absence); Raymond Roll

Previous PPC Meeting Minutes: January PPC Meeting Minutes have been approved and distributed. Motion to approve: 1st K. Nocks; 2nd L. Egbert

Staff Report: Dr. P. Wickliffe – Director of Music Ministries – Dr. Wickliffe began by explaining that several scholas for January and March have been rescheduled to third Saturday, due to CCM conflicts. Other substitutes have been hired for other conflicts. He has also had to adjust choir rehearsals and anthem adjustments have been made. The 2-14-25 wedding went very well. He has been in contact with a brass quintet for Easter services. He and T. Palmer are scheduling disciplines and timing for the Lenten OCIA. Two funeral dates have been received early and are planned. He has been pleased with how the Music budget is going well; however, printing will have to be adjusted. He has received plans for weddings in 2025. The weekend organ repertory is being planned four weeks in advance. He is working with AOC and J. Shaefer on SEC process with independent contracting. //Looking ahead he will establish contact with St. Pius for use of handbells. (M. White gave him another contact for borrowing handbells. He continues to update parish website which includes renewal of OneLicense. He is also working on paperwork of new hires for schola members. He will be working with J. Shaefer on some Safe Parish issues. He then asked if there were any questions. H. Menninger asked if there were any plans to hold a guitar Mass. He thinks this would draw more young people. Dr. Wickliffe indicated he would look into this. However, it does require more music aids, etc. L. Egbert asked what type requirements are there to be in the Choir. Dr. Wickliffe stated the parish music web site has more information. There is no audition and each person must be a team player and attend rehearsals on a regular basis. He is happy to have anyone join choir even for a short period, such as Christmas and Easter. D. Haller thanked Dr. P. Wickliffe for his time.

Pastor's Report: Father was on vacation; however, he submitted his comments before he left. Pope Francis announced that he has accepted the resignation of Archbishop Schnurr from pastoral governance of the Archdiocese of Cincinnati and has appointed Most Reverend Robert G. Casey, Auxiliary Bishop and Vicar General of the Archdiocese of Chicago, to be the 11th archbishop of our archdiocese. More information is available at <https://catholicaoc.org/archbishop>. //The Holy Father has appointed Archbishop Schnurr as Apostolic Administrator effective today, as well. In this role he will govern the archdiocese with the same powers and faculties as a diocesan bishop until Archbishop-designate, Casey, formally takes possession of the See of Cincinnati. //Archbishop-designate, Casey will be installed as Archbishop of Cincinnati at the Cathedral Basilica of St. Peter in Chains at a date to be announced. Additional information about the installation liturgy will be forthcoming. // As the Lord remains faithful to this promise, let us offer heartfelt prayers of thanksgiving for the 15-plus years Archbishop Schnurr has generously served our local Church and for the blessings of divine grace to be poured out upon Archbishop-designate, Casey as he prepares for this new stage of his walk with the Lord in service of His people. /Lent begins with Ash Wednesday, 3-5. Parish Masses will be celebrated at 7 am, 12 Noon and 7 pm, as well as a school Mass at 9 am. //Soup Suppers will again occur on all following Wednesday

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evenings of Lent through 4-7. Stations will follow the supper on 3-7, 3-26 and 4-9. Our parish Penance Liturgy will follow on 3-19. A talk by Andrew Musgrave of the Archdiocese's Catholic Love in Action office will follow on 4-2. The school's Penance Liturgy will be held on 3-25.

Business Manager Report: J. Siemer began by stating that even without the large donations SJB received in December 2023, SJB still had a very positive December 2024. He then went on to talk about December 2024 in detail. Church: December collections were under budget. Other Income was over budget. December expenses were more than budgeted. YTD revenue is above planned. YTD expenses are about even with the budget, resulting in a YTD surplus which is above budget. // School: December revenue was favorable to budget. December expenses were below budget. The total surplus for the month was above budget. YTD revenue is favorable to budget. YTD expenses are favorable also. YTD expenses are favorable and YTD deficit is favorable to budget. // Total Church, School and Cafeteria: Favorable revenue and expenses resulted in a December surplus, which is favorable to budget. YTD surplus was favorable to budget. // Statement of Financial Position: Cash on the balance sheet increased, mainly due to the surplus combined with a decrease in the value of the restricted cemetery account. // He also talked about items such as: Church: repaired interior lighting control system. There is a final design to fix the kneelers. // Building & Grounds: Quotes have been received on roof replacement between rectory and Jr. High and quotes have been received on gutter repair at the parish office. // School: Set tuition rates for 2025/2026 school year. LED bulbs have been installed in hallway for testing. // **Near Term Activities Underway/Planned):** Finance: January reconciliation. Church: install and fix kneelers, Repair flaking on baptismal font. Buildings & Grounds: Paint exterior of parish offices, repair/replace box gutters on parish office. School: Replace roof between the rectory and jr. high. Repair roof leaks above Music Room. Replace two cafeteria A/C units. Install LED bulbs in classrooms for testing. // Other: Convert current parish management software (PDS) to Gabriel eCatholic ChMS. // **How has he impacted the STJB Vision this month? (Bring People – Body, Mind and Soul – to Christ)?** Continuous focus on maintaining a financially stable parish through adequate collections, expense control, balance sheet management and budgetary accuracy. Enhancing our infrastructure through the effective use of donated funds.

Pastoral Minister: T. Palmer has reported Creed Watch Party began 1-8-25. There are 18 people involved both in person and remotely. // She thanked all the lay ministers who helped with the Confirmation Mass on 1-14-25 and especially S. Ruthven and R. Barth. // She assisted at six funeral Masses throughout January. // Met with J. Milazzo to begin planning for the Men's Christ Renews His Parish Retreat. // Planned the Lenten event schedule with Father Ruwe and J. Schaefer. // Attended an Archdiocese Zoom meeting related to the changes with OCIA process. // Started advertising for the Parish Lenten Study "No Greater Love" by Edward Sri. // Began including the faith articles in the Bulletin published by the Association of Catechumenal Ministry. // Technology: Reviewed Nexstep Security Proposal with J. Siemer. **Near Term Activities (Underway/Planned):** The 99 Masters Class begin in March. These are the prework for the 99 Parish Encounter which will be held in the Fall of 2025. // February 21 Winter Married Couple Dinner with Courtney and Kelly Brown preparations have begun. // Reviewing which devices will need upgraded to Windows 11 before October 2025 when Windows 10 support ends. // Review fiber needs between the Jr. High and Elementary buildings in preparation for Erate. // **How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** She walked with someone who went through the Tribunal process to have their marriage declared invalid. She supported them throughout the process reminding them to trust in God's plan and rejoiced with them when they received an affirmative decision.

Director of Music Ministry: See above report

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Principal – Nichole Herrmann: She reports she had preschool/kindergarten parent information night with a good turnout. // Held Open House – good turnout for new families for preschool and kindergarten with several students for other grade levels. She continues to tour families who are interested in enrolling. // Opened enrollment for 25-26 year. Priority enrollment ends 2-28-25. // New printed classroom signage was hung. // Completed Winter MAP testing. // Catholic Schools Week was great celebration of SJB and our community. Students and staff had a fun week participating in many planned events. // Held the 2nd Quarter Awards Assembly and recognized the hard work of all students. Seventh and eighth graders performed with ukuleles and bucket drums. **Near Term Activities (Underway/Planned):** Completion of priority registration; EdChoice renewals for 25/26; Spring Parent/Teacher conferences; Right to Read week; Grandparents Day. **How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** She has impacted STJB vision at the 2nd Quarter Awards Assembly showcasing the success of our students.

Director of Religious Education: J. Schaefer reports PRS continues. //He organized and went through Confirmation practice with students. //Practiced for school Masses with students and trained volunteers. // Organized and helped the Confirmation Mass go smoothly. //Began plans for Lent reconciliation services. // Set up and attended the school adoration time with volunteers. // Organized and taught the OCIC for January with the students on Wednesday evenings. // Updated Youth Facebook page and Instagram. // Reserved more spots for Steubenville Youth Conference/started brainstorming ideas for traveling there. // Started Y-Disciple Small Group materials for High School Youth twice a month meeting. // Finished Leading the Advent study with the teachers at SJB. // Reached out to invite teens to attend a NET High School Leadership retreat in February. // Planned the February Pizza and game night for Grades 6 – 12. // Talked with 8th grade students about their Confirmation and gave a gift from parish. //Went to Y-Disciple coaching meetings with Dorian. // **Near Term Activities (Underway/Planned):** Organizing and advertising for Youth Group Small Group meetings. // Planning and preparing for the school Mass schedule and help volunteers. // Planning the upcoming First Communion Mass in May. // Planning PSR classes for rest of year. // Planning upcoming Youth Group meetings. // Planning OCIC and Lent activities. // Preparing for VBS. // Planning and gathering information for the ARK test for the PSR students this year. // **How has he impacted the STJB Vision this Month: Bring People – Body, Mind and Soul – to Christ?** Leading the Confirmation Candidates to accept the gifts of the Holy Spirit at Confirmation and use it in their daily lives. //Began guiding the high school students to invite God into their lives each day and become disciples of Jesus through the small discipleship groups.

Parish Life: J. Losekamp reports the Romeos and JULIETS luncheons/breakfast gatherings are ongoing and they will host the March Bountiful Hearts meal and the April 9th Lenten soup/supper.

Love in Action: K. Nocks reports the Bountiful Hearts meal was provided by St. John’s Athletic Association in February. They served 122. The numbers of neighbors coming to the meal and visiting the SVdP pantry is increasing and is needed by many. The Bountiful Hearts collection was successful \$1,899 was donated at the special collection. They wanted to thank all parishioners for their generosity this ministry would not be successful without the parishioners. The next Feed the Children grocery delivery will take place in March to help families during Spring break. This ministry will have a special collection the weekend of April 26/27.

Saint Vincent DePaul: R. Roll reported the only new item is there will be a Food Drive sponsored by the Boy Scouts “Stuff the Tent” the weekend of March 22/23.

Building and Grounds: See J. Siemer’s Business Manager Report

Old Business: D. Haller stated the PPC Meet and Greet went well. He then asked for volunteers for the March PPC Meet and Greet (3-1/2). 3-1 at 4 pm: R. Roll; K. Nocks; 3-2 at 8:30 am D. Haller; M. White; D. Heuser; 11:15 am: L. Egbert; R. Rybolt. // D. Haller then discussed two events PPC will be involved with in April. One is the

Bountiful Hearts Meal set for 4-26. He and K. Nocks stated we should plan for about 150 people. We will discuss this further at the March PPC Meeting. The second is PPC will be involved with is the Lenten Soup/Dinner on 4-2. PPC will need to provide eight crockpots of soup for that evening and help break down the tables and chairs afterward. After the Soup/Supper Andrew Musgrove will be the featured speaker talking about Love in Action throughout the Archdiocese.

New Business: H. Menninger had some concerns about the funeral process at SJB. He and his family had a bad experience out of state with a Catholic Church. He asked what are some of the “dos and don’ts”. S. Ruthven explained there is some information on the SJB Parish Website and that he can get in contact with T. Palmer or J. Gemperline for more detail. S. Ruthven stated SJB works closely with the families and the funeral parlors on dates and times. H. Menninger also brought an advertisement in to show J. Siemer concerning placing ads in some type of Catholic paper. H. Menninger felt this is a scam and also thought they might be using SJB’s list of advertisers. J. Siemer will look into it.

Adjourn: Motion: 1st L. Egbert; 2nd L. Montgomery

Prayer: D. Haller

Submitted by: S. Ruthven 2-18-25