

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

**Meeting Date:** February 17, 2026

**Call to Order:** 7 pm

**Prayer:** Father Paul Ruwe

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

**Previous PPC Meeting Minutes:** January PPC Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> H. Menninger; 2<sup>nd</sup> L. Montgomery

**Staff Report:** Nichole Herrmann, Principal – She began by talking about the delays for Catholic School week caused by the snow. She stated the Preschool/Kdg parent information evening was held on 1-15. Although it was smaller she stated it was beneficial for the families attending. //The planned Open House scheduled for 1-25 was rescheduled to 2-5. This event is for current and new families. // Several teachers participated in after school sessions led by J. Schaefer which focused on the video series, “The Search”, from formed.org. //She stated although SJB had multiple snow days/delays in January, the school is well above the minimum number of hours required each year by the Archdiocese, so there is no need to make up missed school days. //She also attended the principal deanery meeting and Superintendent’s PACTS meeting. //She stated new student applications were accepted through 2-13. //The 2<sup>nd</sup> Trimester ended 2-12 and the Awards assembly is planned for 2-27. The Kdg, 3<sup>rd</sup> and 4<sup>th</sup> grade students will perform. //8<sup>th</sup> grade students received the Sacrament of Confirmation on 2-10. M. White asked if the enrollment was doing well. She stated all is going well.

**Pastor’s Report:** Father Paul affirmed N. Hermann’s comments in regard to Confirmation on 2-10. He was very impressed with Archbishop Casey’s homily and interaction with students, as well as, parishioners. He next stated Lent begins on 2-18 with Ash Wednesday. // OCIA will have Liturgical Rites at Sunday Masses during the season. At the 11:15 am Mass on the First Sunday of Lent is the Rite of Sending before joining with several other OCIA groups at the Cathedral to celebrate the Rite of Election. The Second Sunday of Lent will include the Penitential Rite for OCIA candidates for Full Communion with the Catholic Church at 11:15 am. The OCIA elect will participate in the three Scrutinys at the 8:30 am Masses on the Third, Fourth and Fifth Sundays of Lent. Currently, he, T. Palmer and P. Wickliffe are updating the various Rites for OCIA in accord with the ritual updates issued last year for this year’s celebrations. // Father then shifted the conversation to the planned Lenten Soup/Supers at 6 pm on Wednesday evenings. Stations of the Cross will follow on 2-25, 3-4 and 3-18. The Lenten Penance Liturgy will be on 3-11. On 3-25 there will be a Concert featuring Krista Cornish Scott. // Father then reminded PPC there will be no meeting in March. //He also reminded all about the planned SYNOD which Archbishop Casey publicly announced not long after he shared it at last month’s meeting. The St. James Deanery will be meeting n 2-26 to begin the initial steps in developing the Synod process, as it is meant to flow from years four and five of the on-going Beacons of Light initiative for families of parishes. He will share more information with PPC in April.

**Business Manager Report:** J. Siemer began by stating SJB has had two very good months collection wise. He then shared the summary for December 2025. Church: December collections were more than budgeted. Other Income was also favorable to the budget. December expenses were favorable to the budget. The monthly surplus was favorable to the budget. Year-to-Date (YTD) collections are favorable to budget. YTD Other Income was more than budgeted. YTD expenses were favorable to the budget. The church’s YTD surplus

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is favorable to the budget. // School: December revenue was more than budgeted. December expenses were unfavorable to the budget. The school's December deficit is favorable to the budget. YTD school income is less than budgeted. YTD expenses are favorable to budget. The YTD school deficit is also favorable to the budget. //Total Church, School and Cafeteria: For December, there is a surplus which is more than budgeted. YTD there is a surplus which is favorable to the budget. //Statement of Financial Position: Cash and investment on the balance sheet increased due to the monthly surplus and school registration fees. J. Siemer also stated the attendance is up for Masses. //Other: Church: Buildings & Grounds: Coordination of snow removal which has been more than last year. Also, repaired leaking toilets in elementary and junior high schools. //School: Working on the USFA National School Lunch Program audit of the cafeteria. J. Siemer states this is very time consuming and intense. This audit occurs every three years. Other: Preparing fields for spring baseball. The season begins 3-21. **Near-Term Activities (Underway/Planned)** Finance: January reconciliation. //Church: Review security. Clean carpets. // Buildings & Grounds: Paint the exterior of the parish office. Gutter replacement on the rectory. Repair the roof leak in the elementary school. Put roofing on dugouts in the baseball field. Replace gutters on Rectory. // School: Review security. Bathroom partitions replacement. // Other: Begin preparations for 2026 Festival. J. Siemer and T. Hoffer have looked into the material that covers the organ pipes and believe the wrinkles are caused from weather conditions. They believe these wrinkles work their way out when weather changes. If not, there is a company that does repair. H. Menninger asked if the cancellation of Sunday Mass due to snow hurt collections. J. Siemer stated it did, but not significantly. J. Siemer also stated there will be a financial audit of SJB by the Archdiocese in August. M. White asked how often this happens. J. Siemer stated every three years. Father stated this audit is very helpful.

**Pastoral Associate Minister:** T. Palmer reported the Young Adults Trip to SEEK in Columbus was excellent. Five young adults from the parish attended. One attended with his university. All plan to attend in 2027. //Young Adults started the Living Faith Series on 1-21. It is a six-part series on Discipleship which includes group activities outside of the normal meetings. //Lent: She also reported SJB is using the Witness Journal by Father Patrick Mary Briscoe, OP for the Parish Lenten journey. It is being held Monday's at 10:30 am and 6:30 pm. //The Soup Suppers have been established, Ministry schedules have been created for Lent, Holy Week and the Easter Vigil. //CMA – Setup and audio of the Archbishop for weekend Masses was on 1-17/18. The video was published on SJB website and social media. //Technology: In preparation for the end of Microsoft Publisher in October 2026, she worked with P. Wickliffe to find a solution for the worship aides. SJB will begin using Canva for the worship aids. Canva is a free software. **Near Term Activities (Underway/Planned):** The 99 Handbook book club began on 2-9 at 7 pm. //Lenten activities: Soup Suppers; Lenten study; OCIA Rites. // New Server Training is scheduled for 2-21. // Confirmation Mass volunteer recruiting was finished. // Technology: Complete conversion of parish office staff from Adobe Creative Cloud to Canva and PDFGear. Both Canva and PDFGear are free to non-profit organizations. This also starts the conversion from Publisher to Canva its end of life in October 2026. **How has she impacted the STJB vision this month: Bring People – Body, Mind and Soul – to Christ?** She impacted the STJB Vision through Body, mind and soul: The Young Adult group attended Adoration on 1-14 and Thursday evening Mass on 1-22 as they learn more about discipleship which brings the group closer to Christ.

**Music Director:** Dr. P. Wickliffe reports Confirmation was successful. //Musician schedule is up through 3-31. //Liturgy planned to Corpus Christi 2026. //All Lenten scripts for OCIA statutes have been completed and will be shared and edited as needed by T. Palmer and Father Ruwe. P. Wickliffe is still finalizing Easter Vigil script. // New cantors are doing well, and substitutes have been scheduled for masses. Details have been finalized with Krista Cornish Scott for Lenten concert on 3-25. **Near Term Activities (Underway/Planned):** Working on wedding schedules. //Continue planning and adjustment for schola, depending on attendance and networking. **How Has he impacted the STJB vision this month: Bring People – Body, Mind and Soul – to Christ?** Through good communication and going the extra mile represent the call of Christ to serve.

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**Director of Religious Education:** Jonathan Schafer reported PSR classes continue. // Practiced for school Masses with students and trained volunteers. //Planned Pizza and game night for Youth Ministry grades 6-12. // Helped

organized and volunteer for Bountiful Hearts meal with high school youth. // Set up Adoration time for school with parent volunteers. // Made deposit for the Steubenville Youth Conference spots reserved. //started a list for more interested youth. // Continued to run Y-Disciple Small Group with High School Youth. // Led an Advent Study with the teachers once a week through January 2026. // Planned for Confirmation Liturgy and Practice in February. // Brainstormed new ideas for youth ministry volunteers. **Near Term Activities (Underway/Planned):** Organizing and advertising for Youth Group Small Group meetings. // Planning for Summer Youth Conference. // Planning new ideas for Pizza and Game nights. // Planning upcoming bowling night. // Planning First Communion Details. **How has he impacted the STJB Vision this month: (Bring People – Body, Mind and Soul – to Christ)?** Body, Mind and Soul – Leading the students to serve the poor of the community at the Bountiful Hearts Meal and leading a time of prayer for those we help.

**Parish Life:** J. Losekamp reports Parish Life has ongoing ROMEOs, JULIETS and Breakfast Club meetings. They are sponsoring the 3-4 Lenten Soup Supper and the 3-26 Bountiful Hearts meal. They also donate drinks and snacks to the Youth Ministry.

**Building and Grounds:** See J. Siemer's report.

**Festival:** J. Siemer stated festival will be held 6-26, 6-27, and 6-28. He also stated there will be a chicken dinner on Sunday, 6-28 from 11:30 am to 4 pm. Details to be announced at a later date.

**Love in Action:** K. Nocks reports the annual Bountiful Hearts collection was successful with more than \$3,000 collected. She also said the Men's CRHP (Christ Renews His parish) sponsored the January Bountiful Hearts Meal. It was a success with 15 volunteers and many sitting with neighbors who ate.

**SVdP:** No report this month

**Old Business:** D. Heuser chaired PPC Meeting in D. Haller's absence. There were no parish questions at the February PPC Meet and Greet. The March PPC Meet and Greet is scheduled for 3-7 and 8. D. Heuser asked for volunteers: 3-7, 4 pm Mass: H. Menninger; T. Meyer; K. Nocks. 3-8, 8:30 am Mass: M. White; D. Heuser; D. Haller; L. Montgomery. 3-8, 11:15 am Mass: L. Egbert; R. Rybolt. //She also asked if any information was available about the new members event luncheon/dinner. The committee has not finalized any plans. //She then stated PPC will be hosting the Lenten Soup/Supper on Wednesday, 3-25 and asked for volunteers (eight crockpots of soup: D. Haller; R. Rybolt; M. White; S. Ruthven; T. Meyer; K. Nocks; L. Montgomery; P. Hebauf volunteered. The soups need to be brought into the kitchen by 5 pm. Those who could stay need to help.

**New Business:** D. Heuser stated it is PPC's will host the Bountiful Hearts Dinner on 4-25. Ten dollars will be collected in April for the meal. Six volunteers are needed: D. Heuser; L. Egbert; K. Nocks volunteered. This will be discussed at the April PPC Meeting. //D. Heuser then stated it is time to ask for new members to serve on PPC. M. White; L. Egbert and T. Meyer terms are expiring. They can opt to put their names in again. We should ask potential candidates to submit their names. Father plans to write about serving on PPC in his Bulletin article. D. Haller plans on several articles in the Bulletin through April.

**Adjournment:** M. White; 2<sup>nd</sup> L. Egbert

**Prayer:** Father Ruwe / **Submitted by:** S. Ruthven – 2-17-26