

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

**Meeting Date:** January 21, 2025

**Call to Order:** 6:59 pm

**Prayer:** Father Paul Ruwe

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

**Previous PPC Meeting Minutes:** December Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> R. Rybolt; 2<sup>nd</sup> D. Heuser

**Staff Report:** N. Herrmann – School Principal: She began talking about how busy the January schedule is with Catholic Schools week coming up and SJB's Open House scheduled for weekend of 1-25/26. They are getting new classroom door signage. //Confirmation on 1-14 went very well. They are preparing for the 2<sup>nd</sup> Quarter Awards Assembly. D. Heuser asked what type of awards, academic? N. Herrmann explained while the awards include academic, some are about awarding students who excel in their Christian studies, other awards are given to students due to their willingness to be helpful and kind. Also, parents can suggest awards go to students who excel in special sports or other outside activities. //She also stated students had gone to Confession. // The Santa Shop in December was a success. // The teachers participated in an Advent study with J. Schaefer. //She stated the 1<sup>st</sup> and 3<sup>rd</sup> grade students did a great job performing the true Christmas story. // The 2<sup>nd</sup> quarter ended on 12-20. // The Service club students helped with the SVdP coat drive. // The school raised money for the Childhood Missionary Association through the Sr. Rose Raffle. // She mentioned all the lockers in classrooms have been painted and look great. She finished by asking if anyone had any questions.

**Pastor's Report:** Father began by thanking PPC for the thoughtful Christmas wishes and gifts which he will use with family and friends. He stated Christmas Masses were well attended and the liturgies were beautiful with music and thanked all who helped make the season beautiful and well executed. In particular he thanked Dr. P Wickliffe for the music and T. Palmer for her organization skills. He also thanked all those behind the scenes such as servers, lectors, Eucharistic ministers, ushers, greeters, etc. He is grateful for everyone who made the Christmas Masses so fittingly joyful. // He then stated that January has been almost nonstop with Anointings and funerals. //There was some discussion concerning the excessive snow and clearing of both the school campus and the church campus. He stated even with the outside help, it was difficult because of how much snow we received. P. Hebauf asked if SJB were considering hiring more outside help to clear school campus. Father stated this was an unusual snow situation, but outside help at school may be considered. He thanked T. Hoeffler for his relentless help at both campuses. // He then stated he has finalized his plans to take a vacation in February and have Masses covered in his absence. Unfortunately, he will not be able to attend February's PPC Meeting. Father Tom DiFolco will celebrate weekend Masses on 2-22/23 and Father Bill and Father Ed will attend to our weekday schedule and confession. Father will be away from 2-17 to 2-24. //As an aside, M. White asked Father if he knew which Mass has the most attendance. Father stated until the past year, it had been the 11:15 am; however, it has been the 8:30 a Mass with the highest attendance recently.

**Business Manager Report:** J. Siemer began with stating information about the November financials. He then gave details. Church: November collections were over budget. Other Income is over budget. November expenses are less than budgeted. YTD revenue is above planned budget. YTD expenses are favorable which results in a YTD surplus which is above budget. // School: November revenue was lower than budget due to

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less lunches being purchased. November expenses are over budget because of repairs to toilets and sinks. The total surplus for the month was below budget. YTD revenue is favorable; expenses are favorable and YTD deficit is favorable. //Total Church, School and Cafeteria: Revenue and expenses were favorable resulting in a surplus. YTD deficit is favorable to budget. //Statement of Financial Position: Cash on the balance sheet decreased due to a transfer of monies to El Salvador missions and scholarships. //Church: Seven additional handicap parking signs are installed. //Building and Grounds: Completed installation of air condition units in old church. Rectory plumbing and painting is completed. Received quotes for repair of church office gutters. There was some discussion about repair of the older type gutters or just getting completely new ones. P. Hebauf suggested another person for J. Siemer to contact about a quote. //As stated above, the school lockers have been painted. The leak in the roof over the music room has also been repaired. //Near Term Activities Underway/Planned): Finance: December reconciliation// Church: Getting prototype pew kneeler support made and tested; B&G Painting exterior of parish office; School: Repair roof between rectory and junior high. Replace two cafeteria A/C units; Tuition for 2025; testing LED bulbs for classrooms. //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 completed the Ministry schedule for January thru March 2025 for Parish Masses. // Completed Altar Server training for 11 new servers. Ten servers are from the school's 5<sup>th</sup> grade class. One is a high school student who was a former PSR student. // The Solemnity of the Immaculate Conception Masses went well. The attendance at the evening Mass was lower than normal. //M. Davis performance on 12-6 was a success. //On 12-8 we had the Rites of Welcome and Acceptance at the 11:15 am Mass. There were two catechumens working toward Baptism, one candidate working toward full communion and seven Catholics working to complete the Sacraments of Initiation at the Easter Vigil this year. //December 11, seven priests were on hand for parishioners at the annual Advent Penance Service. //Christmas Masses went well. Each family received a copy of the book, "The True Meaning of Christmas" by Michael Patrick Barber. We were able to get 840 people in the Nave for the 3 pm Mass. //Technology: Replaced one of the Adult Education laptops with P. Wickliffe's old one. // Replaced the laptop used for funeral preparation with an existing one. **Near Term Activities (Underway/Planned):** The Creed Watch Party began 1-8; The 99 Masters Class begins in February; February existing Altar Server Pizza and refresher night; February 14 Parent Date Night preparations; Reviewing which devices will need to upgrade to Windows 11 before October 2025; Windows 11 support ends then; review fiber needs between 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?** Through the new server training, she was able to remind the students why we go to Mass. Hopefully, this filled their hearts with a desire to continue to grow closer to the Lord through the Sacraments.

**Director of Music Ministry:** Dr. P. Wickliffe stated the organ was in top shape for Christmas. He was pleased with Schantz who did the work. //Several guest vocalists, paid and volunteer, are going to be available to help with other liturgies, including Confirmation and Easter. //Christmas arrangements for brass ensemble, choir and organ came together nicely. There was a quick turnaround for Confirmation. //The A&E Christmas decorations at church were arranged and taken down by a reliable and dedicated team. // Many funerals have been planned and held for January. //Baptism of the Lord requires the use of Mass of Redemption (Janco). // Successful substitute key boarding for Christmas Masses; He will audition for an organ program at CCM in February. **Near Term Activities (Underway/Planned):** Establish contact with St. Pius in Eastwood to borrow handbell set for handbell choir. //Finalized musician and cantor schedule up to New Year's Day 2025. // Liturgy planning up to Easter 4C (has been posted on parish website). // Establish communication with possible new choir/schola members. // Get new hire paperwork in for core schola members (two still outstanding, tenor/base. //How has he impacted the STJB Vision this month: Bring people – Body, Mind and Soul – to

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**Christ:** Through communication and going the extra mile for a community that deserves the best we can give represents the call of Christ to serve God by serving his people.

**Principal:** See staff report

**Director of Religious Education:** J. Schaefer reported PSR continues. //Advent Activity Day with refreshments held in December. // PSR students made cards and pictures for Nursing Homes at Christmas. // Practice for school Masses with students and trained volunteers. // Planned a Winterfest KI trip with Youth Group. // Helped organize reconciliation service for the school students during Advent. // Youth Group held a Christmas Party making cards for nursing homes. // Set up Adoration time for school with parent volunteers to make certain someone is in the church at all times of adoration. // Updating youth Facebook page, and Instagram. // Made deposit for the Steubenville Youth Conference spots are reserved. // Started preparing Y-Disciple Small Group materials for High School Youth. // Lead and Advent Study with the teachers at school once a week. // **Near Term Activities (Underway/Planned):** Organizing and advertising for Youth Group Small Group meetings // Planning PSR classes for the rest of 2025. // Planning upcoming youth group meetings. // Planning OCIC and Lent activities. // **How has he impacted the STJB Vision this Month: Bring People – Body, Mind and Soul – to Christ?:** Leading the students to learn more about God through study and prayer. We also shared that love of God through Christmas Card service projects for the Nursing Homes.

**Parish Life:** J. Losekamp reports the Romeos and JULIETS luncheons/breakfast gatherings are ongoing.

**Love in Action:** K. Nocks reports They did not have a meeting in January due to snow storm. December Bountiful Hearts meal served 130 neighbors. Sixty-one of those meals were delivered to homebound. They report they have seen numbers go from 54 meals five years ago to 130 meals currently. The yearly special collection is on 2-8/9 this year and is the only funding for this ministry. //The Feed the Children ministry delivered enough groceries for ten breakfast and lunches to the children in the program on 12-17.

**Saint Vincent DePaul:** R. Roll reported the December 5<sup>th</sup> Sunday collection came to \$7,382 (one of the best). SVdP expects plenty of people will need extra help when the bills come, due to the current cold weather. //There is a meeting at the SVdP district office. SVdP has received a grant from the Free Store and the meeting will be to explore ways they can help at the outlying pantries use the grant money. //SVdP has reserved the SVdP trailer for donations this year on the weekends of 4-25/27 and 10-25/26. As in the past, the trailer will be parked in the SJB school yard.

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

**Old Business:** D. Haller stated the PPC Meet and Greet will resume in February. He called for volunteers: 4 pm Mass: K. Nocks; H. Menninger; T. Meyer; 8:30 am Mass: D. Heuser; D. Haller; L. Montgomery; M. White; 11:15 am Mass: R. Rybolt; L. Egbert. The Bountiful Hearts Meal in April was discussed and D. Haller asked for a volunteer to handle the arrangements.

**New Business:** D. Heuser collected money for purchasing items to go into a basket for the Reach Out Pregnancy on line auction. PPC discussed, briefly, the need to begin to look for volunteers to put their name into the hat for the new drawing of PPC members in May.

**Adjourn:** Motion: 1<sup>st</sup> M. White; 2<sup>nd</sup> D. Heuser

**Prayer:** Father/**Submitted by:** S. Ruthven 1-21-25