

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

**Meeting Date:** June 17, 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:** May PPC Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> R. Rybolt; 2<sup>nd</sup> M. White

**Staff Report:** T. Palmer, Pastoral Minister: She began by stating things are winding down from Easter, while she has been working on festival and social media. She has posted to SJB web site and also all social media on a daily basis about the festival and needing volunteers. //She then talked a bit about the Windows 11 needs for the office and school. There will be six devices replaced in preparation for Windows 11. R. Rybolt asked if those devices were all they need to upgrade everyone to Windows 11. T. Palmer said yes. //t. Palmer then talked about OCIA. The summer OCIA program has nine people attending. D. Haller asked if the summer OCIA was same as regular OCIA. T. Palmer stated they are the same and those who have not been baptized will have to wait until the Easter Vigil 2026 to be brought into the Catholic church. However, all nine of these people have been baptized and will be brought into the church at some point in November. She reports the young Adults are taking a summer break. They will have one summer off site activity every month. They will resume regular activities in mid-August.

**Pastor's Report:** Father began affirming that Beacons of Light continues. He stated Archbishop Casey has affirmed the current process and sees it as on-going and a consistent means of evaluation and renewal. Father also talked about how many initiatives become temporary; however, Beacons of Light is meant to be permanent. He stated over five years from initiation (we are three years in) each family of parishes has their own goals and needs. M. White asked if SJB was an easier parish to deal with and if Beacons of Light would ever go away. Father says it will not go away. However, some changes or adjustments could occur, but only with approval of the Archbishop. //He then talked a bit about his planned vacation in July (7-7 through 7-15). Fathers Dorrman and Shine will help with the week day Masses while Father DiFolco will celebrate Saturday Mass and Father Nolker the two Sunday morning Masses. //Next, Father shared there will be an offsite Convocation of priests happening August, 4, 5, 6, and 7 with Archbishop Casey. All current priests are required to attend and retired priests are invited, but not required. The offsite meeting happens every five years while in other years two occur locally. L. Egbert asked if the retired priests are supposed to attend these. Father stated while they are invited, they are not required to attend. These Convocations give priests a chance to interact with each other and the Archbishop, pray, renew and refresh themselves.

**Business Manager Report:** J. Siemer stated while April was a good month, it was not up to budget. April of 2024 was excellent and the budget was set for April 2025 to be same or better. He then went into some detail. April Church collections were under budget. Other Income was under budget. April expenses were unfavorable to budget also. YTD revenue is above planned budget. YTD expenses were over budget. J. Siemer did state the Easter collection was better. He talked about how some budget items were scheduled for May, but were handled in April which attributed to some of the budget fall out. //School: J. Siemer stated some of the school monthly deficit was above budget. YTD revenue was favorable to budget. YTD expenses were favorable to

## SJB PPC Meeting Minutes – 6-17-25

budget. The YTD deficit was also favorable to budget. //Total Church, School and Cafeteria: J. Siemer reported there was a slight deficit which was unfavorable to budget. YTD surplus is still favorable to the budget. However, some billings are being paid early. //Statement of Financial Position: Cash and investments on the balance sheet decreased due to a change in value of cemetery investments. //Buildings and grounds: still replacing fluorescent bulbs in classrooms with LED bulbs. Work has been finished on gutter replacement of the parish office. He is also busy with end of year processing for school financials. Other: working on festival preparation activities and dirt removal from baseball field at new church. //Near Term Activities Underway/Planned): Finance: Working on May reconciliation. Finalizing Budget and close out year-end financials. //Church: Produce and install new kneeler replacements. Continue to work on repair of flaking baptismal font. //Building and Grounds: paint exterior of parish office and repair and seal school parking lot. //School: deep cleaning for summer. //Other: Rectory gutter replacement. R. Roll asked if the repair and seal of school parking lot would interfere with the Bountiful Hearts Meal in July. J. Siemer and Father stated it is not planned for that weekend. H. Menninger asked if the Parish Office porch will be replaced. J. Siemer and Father, both stated it is planned along with other items for parish office within the next two years due to cost. //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:** See above Staff report

**Director of Music Ministry:** P. Wickliffe reports SJB choir season is completed by Pentecost. He also reports there is a possibility of a contemporary group Sunday at the 11:15 am Mass once a month from September 2025 to May 2026. //SJB schola season completed. Intention to continue schola one Saturday a month from September 2025 to May 2026. He wants to expand core by three to four members. // Ascension celebration with Father Bill Dormmann was splendid and choir celebrated at luncheon. // Music budget on target. Two events for concert series in 2025-26 season. Dr. Micaela Schmitz (10-5 at 5 pm) and Heri et Hodie with Krista Cornish Schott (Lent Soup Supper 2026). Theme for this year is Saints and Doctors of the Church. Flyers and website will be handles over summer. //He thanked P. Schults for her harp music during liturgical celebrations. She is at the vigil, has handled prayer services, select funerals and at the Harrison Trail Masses. She also helps with filing. He thanked her for her help. //Near Term Activities (Underway/Planned): Wedding plans for each month of the year between now and 12-25. // Learning a new and challenging pieces of organ repertoire. // Reach out to choral “ringers”. // Continue planning and adjust for schola. // Continued weekly updating of parish website. //OneLicense renewed. //Networking and discussion about themed SJB Concert Ministry – two events/yr. // How has he impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ? As stated, before good communication and going the extra mile for a community that deserve the best, we, as staff, can give, represents the call of Christ to serve God by serving his people.

**Principal – Nichole Herrmann:** She hired Jessica Utz for additional 1<sup>st</sup> grade teaching position. // Completed spring MAP testing for all students. // Held 4<sup>th</sup> quarter awards assembly. 5<sup>th</sup> and 6<sup>th</sup> grade performed with their recorders. // Celebrated 8<sup>th</sup> grade graduates as the awards dinner and graduation Mass. The 15 graduates are attending six different high schools and were awarded more than \$130,000 in scholarships. //Held Kindergarten screening for incoming students. The 26/27 Kindergarten class is the largest in six years. //Raised more than \$1,300 for the American Cancer Society at annual Relay for Life event. //Karen Schwab, Jr. High teacher, is retiring after 25 years of teaching at SJB. //Near Term Activities (Underway/Planned): Completion of all end of year state and AOC reports. //Continue search for a part-time jr. high teacher. // Hire afternoon Latchkey staff.

// Create Master schedule for 26/27 school year. //Plan professional development for beginning of school year.  
**//How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** This month the vision has been accomplished by celebrating the accomplishments of the students at the fourth quarter awards assembly and the 8<sup>th</sup> grade award dinner.

**Director of Religious Education:** J. Schaefer reports he has been working on registration and advertisement for 2026 PSR. He has organized and put together School Adoration, Practiced for school Masses with students. Helped with graduation Mass. Recruited volunteers for PSR and VBS. He also Organized and ran the Youth Ministry Sunday Meetings and Small groups. He continues collecting paperwork for the Steubenville Youth Conference trip and reaching out to parishioners who might help sponsor a youth on the trip. He continues Y-Disciple Small Group for High School Youth and it is going well. He has ordered and is preparing for the Vacation Bible School (VBS). He has planned next year's PSR/Sacrament calendars. He helped hold May crowning before School Mass. He also took care of organizing and handling the end of year Pizza and Game night. He is going through the ACRE and ARK scores for religious education. **Near Term Activities (Underway/Planned):** Organizing Steubenville Youth Conference trip; Planning the Summer Youth Ministry activities; Planning PSR classes/Sacraments meetings for 2026 school year; Planning trip to Youth Ministers conference; Planning registrations for VBS and PSR. **How has he impacted the STJB Vision this month: Bring People == Body, Mind and Soul – to Christ?** By leading the Youth to share their faith with each other and invite others to grow closer to God in prayer and service. Challenge them to stay active in the parish community and learn about their faith to help be able to apply to everyday life.

**Parish Life:** ROMEOS, JULIETS and the Breakfast Club continue meeting. Parish Life will not meet in June or July. They resume meeting in August.

**Love in Action:** K. Nocks reports The May Bountiful Hearts meal was provided by SJB's Ladies Bible Study. One hundred twenty-three enjoyed the meal and actually many came and sat down with others. //The Community Garden is up and running. She thanked the five new parishioners who are helping this summer. They did have to replant some beans. //The first grocery delivery for the Feed the Children ministry was delivered June 17. They are providing food for 47 children this summer. She thanked the extra volunteers (22 helped deliver the food).

**Saint Vincent DePaul:** R. Roll stated the SVdP Pantry was used for the staging of the Feed the Children and thanked K. Nocks for her organizing everything. When they handle the Bountiful Hearts Meal in July, they want to hold a picnic type luncheon. They are reaching out to people who have been by the pantry and hoping more people will attend.

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

**Old Business:** D. Haller stated the June PPC Meet and Greet went well. There were two questions. One question was about when Phase II for SJB would begin. Father and J. Siemer stated although we are close, Phase II is still 12 to 18 months from beginning the planning phase for fundraising. Father and J. Siemer stated Phase II will include the building of a Parish Activity Center, Parish offices and Parish Rectory, as well as additional parking. H. Menninger asked if the Parish Activity Center would include a gym. Father stated it is a possibility. However, planning for funding is still on a later schedule. There was another question about the fewer lunch sales in the cafeteria. It was mentioned that some of the grade levels have always had more students bring their lunches and the trend in those classes is increasing. // D. Haller then reminded everyone there is no PPC in July, therefore, no Meet and Greet PPC. However, he did ask for volunteers for the August Meet and Greet which will take place on Saturday, August 2 and Sunday August 3. Volunteers: Saturday 4 pm Mass: D. Haller; H. Menninger. Sunday 8:30 am Mass: M. White; D. Haller; 11:15 am Mass: R. Rybolt; L. Egbert. //D. Haller

announced he had purchased another raffle ticket with PPC winnings from the early bird drawing. // He thanked D. Heuser and R. Rybolt for putting together the PPC basket for the festival. Father stated it is one of the nicer baskets. //He talked about PPC still needing two people to fill the openings for the next PPC. There will not be a random drawing since the deadline has passed. No one has volunteered so he asked if PPC would make an effort to recruit people who are active SJB members. Anyone wishing to serve on PPC should contact Father Ruwe to be considered for the PPC. R. Rybolt asked if there were an age limit (youth) on who could be considered. D. Haller checked by laws and it states “adult” which is considered 18 years or older. If PPC does not get volunteers, the next step is to have Father appoint people to these two positions.

**New Business:** None

**Adjourn:** Motion: 1<sup>st</sup> K. Nocks; 2<sup>nd</sup> L. Egbert

**Prayer:** Father Ruwe

**Submitted by:** S. Ruthven 6-17-25