

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

**Meeting Date:** May 20, 2025

**Call to Order:** 6:57 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 (excused); Raymond Roll

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

**Staff Report:** Jonathan Schaefer, Director of Religious Education: He began by taking about how well First Communion went. There were 41 children who received. The service went well with lots of people attending. // He then stated Confirmation for 2026 is scheduled for 2-10-26. // He talked about attending a week-long conference on youth management scheduled later this summer. // He stated he is recruiting for PSR for 2026 and believes the numbers will be the same. //He is planning a grill out for the youth and those seniors who are leaving SJB. //He stated VSB will be taking place June 14, 15, 16 and 17. He is working on that with volunteers. //After the VBS the Youth will head for Steubenville. D. Haller asked about the ages of those going. J. Schaefer stated anyone after the eighth grade through a year after high school is able to attend. This time there are 28 going and he is arranging rides. D. Heuser asked if there are activities planned for the youth throughout the summer months. He stated there are lots of activities, just not on a weekly basis. He explained they are expanding the youth by word of mouth having the SJB youth invite others to take an active role in spreading the Gospel message with friends and family. //He also talked about the May Mary Crowning which took place at the school with the Mary Statue. He attended a Y-Disciple coaching meeting and finished school ACRE and PSR ARK testing for the year. //He talked about some near-term activities: organizing the volunteers for the Graduation Mass on May 29, at 7 pm. He is also working on registrations for the PSR for the 2025/26 school year.

**Pastor's Report:** Father began by stating we had a successful Holy Week Liturgy. He was pleased with how he; T. Palmer and Dr. P. Wickliffe had worked so well in their second year together. He also stated the Easter Masses were well attended. // He then talked a bit about how busy the church has been and will be since Easter with First Communion following immediately after Easter, the ordination of Deacon R. Burwinkel, Baptisms, etc. // He stated R. Burwinkel has been rotating assisting as deacon at all the week end Masses and at Friday 7:30 am Mass. As time progresses, Deacon Ron will be handling some of the Baptisms. // Eighth Grade Graduation will be held at 7 pm on Thursday, May 29, at the new church. // Father Bill Dorrman will celebrate his 70<sup>th</sup> year as priest by attending all three Masses (5-31/6-1) and con-celebrating/preaching at the 11:15 am Mass on June 1. Father Dorrman has invited many of his friends, family and brother priests to celebrate with him on that weekend. //Father Ruwe is also celebrating his own 20 years as priest on Wednesday, May 21. M. White asked how he will celebrate this achievement. He answered with a rather busy priestly schedule. PPC congratulated him on this accomplishment and wished him well.

**Business Manager Report:** J. Siemer stated February was not the best month due to weather conditions. However, March was a much better month. He then went into some detail. Church: March collections were over budget. Other Income was also over budget. March expenses were favorable to budget. YTD revenue was above planned budget too. //School: March revenue was favorable to budget. March expenses were also favorable to budget. The monthly surplus was above budget. YTD revenue is favorable to budget. YTD

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expenses are favorable to budget. The YTD deficit was favorable to budget. //Total Church, School and Cafeteria: Favorable revenue resulted in a March surplus which was over budget. YTD surplus is favorable to budget. The cafeteria is losing money because not many are buying lunches; however, J. Siemer stated L. Heabauf is managing the budget very well by keeping costs down. //Statement of Financial Position: Cash on the balance sheet increased due to the monthly surplus. H. Menninger asked if there were plans to make another pre-payment on the church debt. Father stated not at this time. Paying ahead has resulted in less interest payment and has kept SJB from having to get an extension of the loan or try to fold debt into something else. M. White asked what is the debt total. J. Siemer stated roughly \$79,000 and by next year SJB should be able to have a celebration. Father Ruwe stated the parish has been generous in aiding in the reduction of the debt and gives reason for optimism. //J. Siemer then stated some of the activities that are going on and finished. Church kneeler support design is finished, the wood is ordered and the work will begin this summer. //The roof between the rectory and the Jr. High building has been replaced. Fluorescent bulbs replacement is almost finished. The leak in the Music room ceiling and it has been fixed. However, J. Siemer stated another leak in the gym is being looked into. J. Siemer stated that teacher and principal contracts are finalized and financial aid to school families is finished. There were two A/C units replaced in the cafeteria. // Other: Festival Super Raffle ticket mailing is complete and festival preparation activities are moving along well. Soccer and baseball fields are fertilized and have been cut. J. Siemer stated more sales of Super Raffle tickets are needed since sales are slow. It was suggested someone be at the front desk in church to sell tickets after Sunday Masses. Father will talk with A. Land about this. It was also suggested and accepted that PPC purchase a raffle ticket. //Near Term Activities Underway/Planned): Finance: April reconciliation. Church: kneeler repair scheduled, repair flaking on baptismal font, replace exterior light. Buildings & Grounds: Paint exterior of parish offices, replace box gutters on parish office. School: summer cleaning and parking lot repair. Other: convert current parish management software (PDS) with Gabriel eCatholic ChMS. Father asked J. Siemer to talk a bit about this PDS compared to the eCatholic ChMS. J. Siemer stated SJB is the last church in the diocese to convert to this system which should make for an easier transition since the “bugs” have been worked out. L. Egbert asked if it was cheaper. J. Siemer stated it is faster and will allow all parishes to move paperwork of parishioners from one place to another in the Diocese easier. It also allows for smoother record keeping. It is “cloud” based and the old system is not. Now SJB to be in line with all other parishes. // K. Nocks asked if there had been any talk about a chicken dinner at the festival. J. Siemer stated the chicken dinner (half a chicken) will be available in a box from the food booth. //K. Nocks then asked if there was going to be new classes or teachers added to school. J. Siemer stated next year there will be two kindergarten classes and two first grade classes in 2026. This will involve new teachers. He also stated the EdChoice seems to have helped add six to eight new students. //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 reports the Soup Suppers went well during Lenten Season. She thanked all volunteers who helped (especially R. Walter, the Ante Family, S. Dahmann and all the groups who made the soups)) Andrew Musgrave was the Lenten Speaker on 4-2. He talked about the Beacons of Light Pillar “Love in Action”. //OCIA morning reflection was held for the adults on 4-12 in preparation for Holy Week. //The Triduum and Easter Sunday Masses went well thanks to the countless volunteers who help make these services happen smoothly. There were 10 people who received Sacraments at the Easter Vigil. //Four new Extraordinary Ministers of Holy Communion have been trained and a new usher began in April. //Wednesday night study group began the series called Foretold by Sean Innerst on 4-23. //The Ladies Sodality coordinated cookies and cupcakes for the weekend of 4-26/27 in celebration of R. Burwinkel’s ordination as Deacon. //She recruited

volunteers to help with the First Communion Mass on 5-3. //It has been decided the Spanish Mass will no longer be live streamed. This gives them more freedom to choose music not covered by our streaming license. //The onsite Nextstep technician is retiring in June. The position comes in once a week to assist mainly the school, but also the parish office with IT problems. // **Near Term Activities (Underway/Planned):** Research cost of UPS for live streaming equipment. This will eliminate issues with live streams after power outages at the church. //Coordinate Spring OCIA group schedules. There will be two groups of baptized adults (an adult group and a group for those with learning challenges). //Recruitment for the Graduation Mass to be held on 5-29 at 7 pm. //Set up plan for upgrading needed devices to Windows 11 beginning in July 2025. // **How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** T. Palmer stated in April through advertisements she created, a number of people have come forward and are interested in the process of becoming Catholic as well as completing the Sacraments of Initiation. The advertisement may have been done by her, but she believes it was God's hand that led them to inquire about this journey.

**Director of Music Ministry:** P. Wickliffe after Easter, he has been working on brass arrangements for Christmas Midnight Mass, Confirmation and 2026 Easter Mass. //On-going execution of revised SJB choir schedule through Pentecost. // All liturgies planned from Easter 5C to OT25C. //First Communion 2025 completed. // Several songs were flagged for copyright by YouTube and will require some research. // Final Schola mass of the season tentatively scheduled for 5-24-25. //CCM organ program secured; received fellowship and competition award for academic year 2025/26. // Possibility of bringing T. Merts to Paylocity in fall of 2025. // **Near Term Activities (Underway/Planned):** Wedding plans for each month of the year between now and 12-25. // Individual post mortem on Big Three (Christmas, Confirmation and Easter) for future changes. // Begin learning a new and challenging pieces of organ repertoire. // Reach out to choral "ringers" in the SJB network and abroad for Big Three next year. // 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 and assess for workload and attendance. Possible inaugural theme. The Three Mary's 1) (10-5); Early Music celebration of Carlo Acutis with Dr Micaela Schmitz; 2) (Feb. or march 2026); Heri et Hodie 3 (yesterday and today): Lent through the eyes of women who followed Jesus with Krista Cornish Scott. // **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 continues to tour and enroll new students for the 2025/2026 school year. // Many of students performed Frozen Kids. // End of 3<sup>rd</sup> Quarter and held the 3<sup>rd</sup> Quarter award assembly. // Staff participated in a religious in-service morning led by Kara Amezcua a consecrated woman of Regnum Christi. // Celebrated Right to Read week which included: a Madcaps performance, meeting River VanMeter (blind dog who has books written about him), Book Fair, and debuting our new Reading Rainbow Reward cart. Each month a student from each grade level will be picked to choose a book from the Cart. // Many grandparents and special guests attended the two-day Grandparents Day. They enjoyed a prayer service, breakfast, the book fair, table activities and walking around seeing artwork. // Students went to confession this month and have been praying the Stations of the Cross each week during Lent. //Since students raised more than \$20,000 at the walk-a-thon, they enjoyed an afternoon of playing carnival games and eating ice cream. //Held 3<sup>rd</sup> Quarter Awards Assembly and 3<sup>rd</sup> and 4<sup>th</sup> grade students performed. // Celebrated Yellow Week – focus on kindness in our school and community. // **Near Term Activities (Underway/Planned):** Accreditation report; MAP testing; Good will Games; Relay for Life; 8<sup>th</sup> Grade Awards and Graduation; Kindergarten ceremony; Last day of school 5-30; Hiring part-time Jr. high teacher and one additional 1<sup>st</sup> grade teacher. // **How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** She states we have impacted STJB vision by organizing special events and speakers to focus on caring for ourselves and each other as Christ has taught us to do.

**Director of Religious Education:** see Staff Report above

**Parish Life:** J. Losekamp reports the Parish Life held a meeting on 5-13. ROMEOS, JULIETS and the Breakfast Club continue meeting. They made a monetary donation to sponsor the Steubenville trip for Youth Ministry this summer and will be donating pizza for the youth's Game Night on Sunday, 5-18. They have a basket to donate to the parish festival. //They continue to make crafts for the November Turkey Dinner/Craft Show. // They have a Skyline fundraiser planned for September 11. //They will be organizing the Milestone Wedding/Anniversary Celebration for 10-12. Parish Life will not meet in June or July. They resume meeting in August.

**Love in Action:** K. Nocks reports The April Bountiful Hearts meal was hosted by PPC. Fifty-seven meals were delivered to homebound neighbors and 61 meals were served from the kitchen. //They are pleased to say five parishioners have stepped forward to help with the Community Garden since the Bulletin article was written. Planting will take place as soon as ground dries. //Plans are moving forward to begin the Church's Feed the Children ministry. There are 46 children in the Southwest school district who will have groceries delivered every two weeks during the summer. This takes the place of the free or reduced meals they get during school year. She stated without the help of parishioners' families could be going hungry. She also stated the collection for feed the children was successful.

**Saint Vincent DePaul:** R. Roll It has been a busy month for the pantry. Sixty-six families (total of 139 people) were served. One hundred eighty-two bags of groceries were given out. Ray stated the collection for the 5<sup>th</sup> weekend will be June 29.

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

**Old Business:** D. Haller stated the May PPC Meet and Greet went well. There were two questions. One concerned parking at Easter. Were any plans being made for more parking? Father Ruwe answered by stating yes in Phase II of the church development. However, the best way to assure parking is to arrive at Easter Mass early enough to get a good parking place. Also, Mingus Funeral Parking lot is available. The second question concerned a new Parish Directory. It's been five years and, as stated before, the Parish Office is working on this. It will probably begin in the fall of 2026. Also, Father stated if anyone wants to volunteer to help with the directory, to call the office. //D. Haller then asked for volunteers for the June 7<sup>th</sup> and 8<sup>th</sup> PPC Meet and Greet weekend: 4 pm Mass on 6-6: K. Nocks; T. Meyer; 8:30 am Mass: M. White; D. Heuser; D. Haller; L. Montgomery; 11:15 am Mass: L. Egbert; R. Rybolt; //He then talked about names for submission for PPC drawing coming in June. There were no submissions. D. Haller has had it printed in Bulletin. However, D. Heuser stated the form needs to be more available. It was suggested D. Haller make some copies and have them at the reception desk at church for people to fill out. D. Haller reminded those who were leaving this year and want to be included in the drawing need to fill out and submit their form to the parish office. //D. Haller also asked PPC to contribute to the gift for Father Dormann's 70<sup>th</sup> Anniversary of being ordained.

**New Business:** D. Haller stated PPC should donate a basket to the festival. Suggestions came from D. Heuser who will look into getting FCC themed products for the basket. PPC was asked to make a donation as well. R. Rybolt asked what was in the last basket PPC donated. D. Haller stated it was a Bengal themed basket. D. Haller then reminded everyone we need to have the basket before our next meeting in June.

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

**Prayer:** Father Ruwe

**Submitted by:** S. Ruthven 5-20-25