

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

**Meeting Date:** March 18, 2025

**Call to Order:** 7:02 pm

**Prayer:** D. Haller

**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:** February PPC Meeting Minutes have been approved and distributed. Motion to approve: 1<sup>st</sup> M. White; 2<sup>nd</sup> D. Heuser

**Pastor's Report:** Father stated Lent has begun and Ash Wednesday Masses were very well attended, with the evening Mass having a higher number than the morning or noon Mass for the first time since he's l've been here. //Wednesday, March 19, at 7 pm, we will hold our Lenten Penance Liturgy with eight priests assisting. //Holy Week liturgy preparations are underway with a feeling of comfort since T. Palmer, P. Wickliffe and he have a year together under their belts. This year Father will baptize two at the Easter Vigil as well as one Reception into Full Communion and five completing the Sacraments of Initiation. Liturgical Rites in support of them will continue through Lent. // Since PPC will not meet in April due to Holy Week, a note that parishioner Ron Burwinkel will be ordained a permanent deacon on Saturday, April 26, at the Cathedral Basilica of Saint Peter in Chains. Ron has invited Father Shine and Father Ruwe to vest him during the ordination, i.e., place his deacon stole and dalmatic (deacon's vestment during Mass), which is an honor for both of them. Ron Burwinkel will assist at Mass for the first time the following morning during the 8:30 am Mass with a reception to follow so people can offer their congratulations and appreciation. In his first year, as a permanent deacon, Ron's transition will be focused on his liturgical role. Though Pope Francis has been clear the permanent diaconate is not only a liturgical ministry, because Ron continues to work full time, it is Father's opinion that it is best for Ron to focus on his liturgical acclimation first. Ron will assist with parish baptisms, funeral rites at the funeral home and cemetery and become engaged in marriage preparation and ceremonies with couples marrying outside of Mass. D. Haller asked Father what type schooling Ron had to have to become deacon. Father explained it is a three-year process with various academic and practical preparations, after studying for two years of prior certification. R. Rybolt asked if Ron would be permanently located at St. Johns. Father explained it is always up to the Archbishop where the deacon will have his duties. However, most are associated with their own parish, though they sometimes are moved by the Archbishop if there is a ministry he wishes them to fulfil or if his parish has ample deacons and another is in need. Ron expects to serve with us at St. Johns. //Our First Communion Mass will be celebrated on Saturday, May 3 at 3 pm with the Saturday Vigil Miss moving back to 5:30 pm as in prior years. Finally, Archbishop-designate Robert Casey will be installed as the Archbishop of Cincinnati on Thursday, April 3, taking over the duties from the retired and currently administrating Archbishop Schnurr. Each pastor was allowed to invite two parishioners to attend. Dave and Karen Haller have accepted Father's invitation to represent Saint John the Baptist parish. Father will have to practice using a different name in the Eucharistic Prayer, but he has experience since Pope John Paul II was used in his practice Masses while preparing for ordination, but Pope Benedict XVI was ordained when he became a priest.

**Business Manager Report:** J. Siemer stated January was a good month. There were many large contributions and donations to capital campaign. He then went into details for January. Church: January collections were over budget. Other Income was also over budget. January expenses were more than the budget due to bills

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coming in from work done through Luebbe Foundation. YTD revenue is slightly above planned. YTD expenses are over budget, resulting in a surplus. //School: January revenue is favorable to budget. January expenses are below budget. The monthly deficit was above budget. YTD revenue is favorable to budget. YTD expenses were favorable to budget. YTD deficit was favorable to budget. //Total Church, School and Cafeteria: Favorable revenue resulted in a surplus which was over budget. YTD surplus is also favorable to budget. // Statement of Financial Position: Cash on the balance sheet increased, due to the change in value of the restricted cemetery investment account. //Building & Grounds: Replaced rubber bumpers on pew kneelers; replaced fluorescent bulbs in several classrooms with LED bulbs to improve and standardize lighting, reduce energy usage and reduce replacement frequency. He reported SJB has already seen some improvement in electric bill. //School: the 2025/26 school year registration documents are completed. J. Siemer stated the 2025/26 year looks positive with more students enrolling. //Other: Festival: bands are contracted; other basic items are being handled. //Near Term Activities Underway/Planned): Finance: February reconciliation. Church: install and fix kneelers, Repair flaking on baptismal font, replace exterior light. Buildings & Grounds: Paint exterior of parish offices, repair/replace box gutters on parish office. School: Replace gutters on parish office; paint exterior of parish office. School: Replace roof between the rectory and junior high (work is scheduled to begin in late March); replace two cafeteria A/C units; continue replacing fluorescent bulbs in school with LED bulbs. Other: convert current parish management software (PDS) with Gabriel eCatholic ChMS. K. Nocks asked if there had been any information about EdChoice and would it last longer than the two years that had been stated. J. Siemer stated there has been no indication EdChoice will be ending. Father also stated any government plan is subject to change; however, there has been no information stating the EdChoice will end. // There was a question as to how much SJB still owes on church loan. J. Siemer stated \$225,000. //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 reported the Married Couple Dinner was cancelled due to lack of interest. // Twenty-seven people are signed up for the Lenten Study on Christ's Passion. //She has secured groups to handle the Wednesday night Lenten Soup Suppers: Ladies Sodality, Breaking Open the Word, Knights of Columbus, Parish Council and Parish Life. //She has secured Andrew Musgrave, Director of the Love in Action office of the Archdiocese of Cincinnati, as speaker after the 4-2-25 Lenten Soup Supper. //Technology: She has reviewed Parish laptops and desktops to determine which could be upgraded to Windows 11 and made recommendations to J. Siemer to replace four devices on the parish office side. All parish office laptops that are able to be upgraded to Windows 11 were upgraded in February. //The proposed fiber upgrade for the school buildings has been moved to 2026 due to the number of devices that need to be upgraded to handle Windows 11. //Near Term Activities (Underway/Planned): The 99 Masters Classes began in March. This is the prework for the 99 Parish Encounter which will be held in the Fall of 2025. //She continues preparations for parish Lenten activities. //She recruited volunteers for Ash Wednesday Masses on 5-5-25. //The Rite of Sending/Rite of Election was held 3-9-25 //Penitential Rite will be on 3-16-25. //Parish Penance Service will be on 3-19 with ten priests helping. //Child Scrutiny will be 3-30-25. //School review for Windows 11 upgrade is ongoing. // How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ? She and the group completed the study of the Creed. In this study we came to a new appreciation of what we are saying each week. This not only helped the group, but also helped her bring their minds and souls closer to Christ. Heuser asked what the 99 Parish Encounter is about. Father explained it is a result of Beacons of Light and is gathering core group of people who will then evangelize to expand out into the parish.

**Director of Music Ministry:** P. Wickliffe reports he is busy scheduling and has completed all OCIA Rites and Lenten disciplines to be incorporated into worship as for appropriate liturgies with scripts. //On-going

execution of revisited SJB choir schedule. //Easter brass ensemble (and subs) has been contacted and scheduled for Easter Sunday 4-20. //Triduum liturgies are planned through Easter. //Two funerals executed with cantors and subs lined up. //Music Budget update is on target. // Weekend organ music selected through Easter Sunday. He has been planning four weeks ahead. //Admission to CCM organ program is secured and awaiting financial aid information. // Possibility of bringing T. Mertz to Paylocity in Fall of 2025. //**Near Term Activities (Underway/Planned):** Prepare scripts for all Lenten OCIA liturgies; Brass ensemble arrangements, where appropriate and need for Easter Sunday; Began learning of new challenging pieces of organ repertoire; reach out to choral “ringers” in the SJB network and abroad for Easter Sunday support; Continued planning and adjustment for schola, depending on attendance and networking. Continued weekly updating of parish website, including renewal of OneLicense, with rapidly approaching deadline. Harrison Handcock still outstanding for I-9 paperwork. Anticipated finalizing schola Mass; one substitute has work visa issue needing finished for continued support. // **How has he impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** 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. K. Nocks asked what was meant by the work visa for one substitute and the I-9 paperwork. Father and J. Siemer answered these are mostly for IRS purposes.

**Principal** – Nichole Herrmann: She completed priority enrollment for 2025/26. Preliminary enrollment numbers have an increased from current enrollment. //Held Parent/Teacher conferences. // Students had three weeks of roller-skating during PE classes. //In process of completing EdChoice renewals for 2025-26. // Communicated to families of the decision to operate on trimesters instead of quarters beginning 2025-26 school year. //attended principal deanery meeting. // **Near Term Activities (Underway/Planned):** Right to Read Week/Book Fair planning; Grandparents Day planning; End of 3<sup>rd</sup> quarter is 3-7-25; Staff religious professional development day planning; frozen kids’ performance on 3-12-25; spring pictures; walk-a-thon reward Carnival Day planning; writing school safety plan for state of Ohio. //**How has she impacted the STJB Vision this month: Bring people – body, mind and soul – to Christ?** By touring and communicating with several families interested in enrolling their children at Saint John’s next year.

**Director of Religious Education:** J. Schaefer reports PSR Classes are ongoing on Sunday mornings and evenings. //He organized School Adoration and Benediction with Father Paul. //Practiced for school Masses with students and trained volunteers. //Attended CREA meeting to stay up to date on Catechetical leaders. //He is planning for Lent reconciliation services. //He organized and ran the Youth Ministry Pizza and Game night. //He organized and taught the OCIC for students on Wednesday nights. //He continues updating youth Facebook and Instagram. //He continues to reach out for Steubenville Youth Conference trip with the youth in the parish and has begun reaching out to parishioners who might be able to help sponsor some youth for the trip. //Continues Y-Disciple Small Group materials for High School Youth which is going well. //Sent some High School Youth on a NET Leadership Retreat. //Helped organize and fix problems for school taking the ACRE test in 5<sup>th</sup> and 8<sup>th</sup> grade students. //Talked with Youth about Discipleship and inviting others to take an active role in spreading the Gospel message with friends and family. // Scheduled dates for Vacation Bible School in July. //Went to Y-Disciple coaching meetings. //**Near Term Activities (Underway/Planned):** Organizing and advertising for Youth Small Group meetings; Planning upcoming First Communion in May; Planning PSR classes for rest of the year; Planning upcoming youth group trip to Wintr Jam and Lifeline; Planning OCIC and Lenten activities; Preparing for Vacation Bible School; Planning the ARK test for the PSR students this year and gathering information about it. **How has he impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** Leading the Youth in small discipleship groups and challenge them to invite others to pray together, learn about their faith and help them apply it to everyday life. He is guiding 2<sup>nd</sup> grade students to understand the Eucharist more as they prepare to receive First Communion in May.

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**Parish Life:** J. Losekamp reports the Parish Life is sponsoring March's Bountiful Hearts meal. The ROMEOS, JULIETS and Breakfast Club are ongoing. Parish Life is sponsoring the 4-9 Lenten Soup Supper. In May they are donating pizza to the youth ministry. They have scheduled a Skyline Fundraiser for 9-11-25. Parish Life will begin working on crafts for a table at the November Craft Show and will also donate a basket to the church festival in June.

**Love in Action:** K. Nocks reports their March meeting was attended by the other churches providing the Bountiful Hearts meals throughout the month. They gather yearly to discuss what is doing well and where they can improve. February Bountiful Hearts meal was provided by the Men's CRHP. This was a large and enthusiastic group. //March 20<sup>th</sup> groceries will be delivered to the 44 children included in SJB's Feed the Children ministry. Parishioners will pack the groceries and make deliveries needed during spring break. // Love in Action is in need of parishioners who would like to help in the community garden. There are four families helping. Fresh vegetables are provided to more than 350 people each summer. K. Nocks asks parishioners interested to call 513 907-4595.

**Saint Vincent DePaul:** R. Roll stated the Scouts will have their fill the tent project at all Masses this weekend. This usually helps keep the pantry full all summer. He then stated Cub Scouts are reorganizing and have contacted him to take the group on a tour of the pantry and explain what the pantry is and how it works.

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

**Old Business:** D. Haller stated the March PPC Meet and Greet went well. There was only one question concerning dress code for Eucharistic Ministers and Lectors. Father stated he and T. Palmer are the ones responsible for setting dress code. //Dave stated there is no PPC Meeting in April, so no PPC Meet and Greet. However, he did ask for volunteers for the May 3 and 4 PPC Meet and Greet: 4 pm Mass: R. Roll; T. Meyer; 8:30 am Mass: M. White; D. Heuser; D. Haller; 11:15 am Mass: L. Egbert; R. Rybolt. //He then stated PPC will provide soup for the 4-2 Lenten Soup Supper. He stated soups should be brought in by 5 pm on 4-2. He asked for volunteers (need eight crocks of soup). R. Roll; K. Nocks (2); T. Meyer; R. Rybolt; D. Haller; M. White; H. Menninger. //D. Haller also stated PPC is responsible for the Bountiful Hearts Meal on 4-26. He requested volunteers: D. Haller; L. Egbert; P. Hebauf; R. Rybolt and K. Nocks volunteered to help. Those volunteering for dessert: D. Heuser; D. Haller; R. Rybolt.

**New Business:** D. Haller mentioned it is time to ask parishioners to put their names in the hat for our selection of PPC members. Parishioners may give their names to any PPC member or call J. Hollerman in Parish Office from 4-1 through 5-31. There are three members whose terms are up: K. Nocks, D. Haller and H. Menninger. D. Haller will write an article for the Bulletin and Father Ruwe volunteered to include comments in his Pastor Letter. //K. Nocks mentioned that Father Bill Dorrman will celebrate his 70<sup>th</sup> year as a priest in May. She asked if the parish was going to celebrate this achievement. Father indicated there are plans. //J. Siemer stated the decision had been reached to replace (not repair) the gutters on the parish office. The estimate is \$46,190. He asked for PPC to give an approval for this project. D. Heuser made the for a motion to have PPC approve the replacement of the gutters on the parish office. It was seconded by R. Rybolt. A vote was called for and all agreed. The motion was passed to have new gutters placed on the parish office building. As a reminder, D. Haller stated there is no meeting in April.

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

**Prayer:** Father Ruwe

**Submitted by:** S. Ruthven 3-18-25