

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

Meeting Date: December 16, 2025

Call to Order: 7:01 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); Ray Roll

Previous PPC Meeting Minutes: November Meeting Minutes have been approved and distributed. Motion to approve D. Heuser; 2nd M. White

D. Haller began the meeting by presenting Father Ruwe with a Christmas gift from PPC. Father thanked everyone.

Staff Report: Pastoral Minister, T. Palmer: She began by stating the Remembrance of our Beloved Dead was held on 11-1 at the 4 pm Mass. It was well attended. She also talked about the OCIA Spring group receiving their Sacraments of Initiation on 11-16. Five received Sacraments and one of them came into Full Communion with the Catholic Faith. On 11-23 the OCIA Fall group participated in the Rites of Entrance and Welcome. There were 13 who participated. Six are non-baptized, two full Communion candidates and five Catholics preparing to complete the Sacraments of Initiation. The Advent Study began on 11-24 with 27 people in two groups. //She then talked about the Giving Trees and thanked T. Hoeffler for his work in putting the trees out in the Gathering Space. She finished by asking if there any questions.

Pastor's Report: Father Ruwe shared what a busy time December is with Advent's activities and the leading time up to Christmas with reparations for Christmas that keep Staff busy, as well as, pre-Christmas celebrations. He affirmed the chaotic joy of Wednesday and Thursday and hopes many people will keep their Nativity scenes through Holy Family, Epiphany and Baptism of the Lord, as he will affirm in his Holy Family weekend bulletin message. The New Year's Masses for the Solemnity of Mary, the Mother of God, which conclude the octave of Christmas Day and is a holy day of obligation, will be a 4 Pm vigil on Wednesday, 12-31-25; then 8:30 am and 11:15 am on Thursday, 1-1-26. // He concluded that after the busy Christmas celebrations, the Staff will have the opportunity to catch their breath and he hopes for, though does not expect, a little of the same.

Business Manager Report: J. Siemer talked a bit about the collections being down a bit for the month of October and prior months. He then went into the financial summary of the results. Church: October collections were below budget. Other Income was also unfavorable to budget. October expenses; however, were below budget. The church monthly deficit was unfavorable to budget. Year to Date (YTD) collections were less than budgeted. YTD Other Income was more than budgeted. YTD expenses were favorable to budget. The church's YTD surplus was unfavorable to budget. //School: October revenue which was less than budgeted. October expenses were more than budgeted. The school's October surplus was unfavorable to budget. YTD school income was more than budgeted. YTD expenses were less than budgeted. The YTD school deficit was favorable to budget. //Total Church, School and Cafeteria: For October there was a surplus which was less than budget. YTD, there is a deficit which is favorable to the budget. //Statement of Financial Position: Cash and investments on the balance sheet increased due to the monthly surplus. //Church: The Turkey Dinner was a success with about \$14,000 revenue. //Building and Grounds: Prepared church and school facilities for winter. Repaired boiler in rectory. However, the boiler may need to be replaced and they are accepting bids. Several leaks in plumbing have been repaired in rectory and school. //School: They continue to work on the USDA National School Lunch Program audit of the cafeteria. School registration for the 2026-27 year has begun and seems to

be running well. //He also reported the baseball fields fencing and dugouts are coming along well and will be finished by spring. **Near-Term Activities (Underway/Planned):** Finance: November Reconciliation; Church: Review security and Advent post card mailing. Building and Grounds: Paint exterior of parish office. Gutter replacement on the rectory. Repair roof leak in elementary school. // School: Review security. Possible bathroom partition replacement. Buildings and Grounds: Paint exterior of parish office; gutter replacement on rectory; School: Review security. Possible bathroom partition replacement. M. White asked if there was a need for alarm with collections being low. Father and J. Siemer stated not an immediate need for alarm. The current budget is aggressive and they are working on the 2026-27 budget based on the lower collections across the board and throughout other parishes based on the economy. He also stated the school is stable and at a healthy financial level. He again stated the COVID credit SJB received has been very helpful. // D. Haller asked if the Turkey dinner price might be brought up to \$15 next year instead of the \$14 this year. J. Siemer stated it is being considered. //H. Menninger asked if the church was now debt free. Father stated the church debt has been paid. He plans on sharing this good news with the entire parish. Thanking those who paid above and beyond what they pledged, those who continued to give to the new church. Not only was the debt paid, it was paid ahead of schedule. // **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 infrastructure through effective use of donated funds.

Pastoral Associate Minister: See Staff Report above

Music Director: P. Wickliffe reports as many as 19 people will be in the choir for Christmas Midnight Mass this year. There will be a Bulletin announcement to get more people in for this Mass. The brass quintet and timpani will also play. //All decorations have been ordered between A. J. Rahn and Lohman's. Volunteers have been contacted for set up. //Music and musician schedule is completed through the weekend of 1-18-26. **Near-Term Activities (Underway/Planned):** Wedding planning and liturgies are ongoing; learning new and challenging organ repertoire; Piano and organ tuning is established; he continues to keep up with copyright for YouTube licensing; he continues networking for possible future concert events. **How have I/we 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 a staff of servant leaders can give represents the call of Christ to serve God by serving his people.

Principal: Nichole Herrmann reports the first trimester ended on 11-7. Report cards were sent home. // She held the first trimester awards assembly recognizing the hard work of students. Also, the 2nd Grade sang Thanksgiving songs and the 7th grade performed with ukuleles. // the 2nd grade students received the sacrament of Reconciliation for the first time. //She attended the AOC two-day principal leadership summit conference at Miami University. N. Herrmann also held Parent/Teacher conferences. **Near Term Activities (Underway/Planned):** Enrollment of current students and new siblings for 2026-27 year; 1st and 3rd grade Christmas program; 3rd- 8th grade reconciliation during Advent; Winter MAP testing; Christmas break (12-22 through 1-2-26); Open House and Catholic Schools Week events. **How has she impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ?** We have impacted the STJB vision this month by bringing our community together at the awards assembly to showcase the achievements of our students and talents God has given each of us.

Director of Religious Education: J. Shaefer reports PS is going well. //He collected paperwork and double-checked records for sacraments. // Planned for school Masses and participated with student volunteers. // Attended and helped at Youth/Youth Adult Glow Volleyball night. //Advertised and took teens to the Youth Lifeline Event at St. John's in West Chester. // He continues to train new student volunteers for servers and lectors. // Organized the First Reconciliation and put lambs in the school hallway. // Met with other Youth

Ministry staff from other parishes to compare and support each other. //Attended the next school adoration date and times, filed reports for volunteer help. //Planned for December Youth Ministry events. // Continues working on new database for PSR. //Invites High School Youth to join SJB for the Steubenville Youth Conference. // getting supplies for Youth Ministry Christmas Party and Christmas Card Service Project with PST students and Youth. // Decorate Yough Room for Advent and Christmas. // Organized and began adult study with Teachers after school on Thursdays. **Near Term Activities (Underway/Planned):** Organizing and advertising the Youth ministry small group start up; Working on Lifeline meetings run by NET for High School students that the youth group will be attending with a few 8th graders joining in 2-28-26. / Planning School Advent penance service; Planning Christmas Party for Youth Ministry and Advent Activity Day for PSR students. **How have I/we impacted the STJB Vision this month: Bring People – Body, Mind and Soul – to Christ:** In November we impacted the vision through these areas. Organized Youth Event for Small faith groups and took youth to Lifeline event

Parish Life: Ongoing regular lunches and breakfast through the winter months.

Love in Action: K. Nocks reports the November Bountiful Hearts meal was provided by Ms. Jones 6th grade class and parents. More than 140 were served and the students were involved in greeting the neighbors. //On 12-16 the Feed the Children ministry delivered groceries to 13 families, 50 children, to help with needs during the Christmas break. Without the free breakfast and lunch provided at school daily, these children would face hunger. She thanked all the parishioners who help financially and physically with this needed ministry especially during this winter weather. R. Rybolt asked where the names of these children came from. K. Nocks stated some came from the old group “Not in Our Town”, others come from contacting the local schools and then SVdP also has names of families with children. R. Rybolt also asked about the grocery store that provides the food and how it was chosen. K. Nocks stated the store they use has worked very well with the group in supplying and packaging the items requested.

SVdP: R. Roll reported the coat drive is going well. He also reported how many coats were provided by SVdP and how many people received coats. Most of the SVdP costs are new. K. Nocks relayed a heartwarming story about a homeless man who received a coat and some clothes. She and R. Roll stated this ministry is one of instant gratification. //R. Roll then talked about the \$2,000 donation SVdP received from the American Legion and how it will help get through the winter months. He also stated the last collection from SJB was generous and the pantry is full. He then thanked M. Burger for her continued help with the Giving Tree

Old Business: D. Haller stated there would be no PPC Meet and Greet in January. K. Nocks stated a parishioner had called about the possibility of inviting new parishioners to a special dinner and suggested a mentor of some type call the new parishioners, etc. There was some discussion about future activities involving dinners or breakfasts for new parishioners. // R. Rybolt asked if the giving tree people have siblings and was concerned about purchasing something for them. Father and R. Roell stated just purchase what is on the tag taken from the tree. K. Nocks stated a parish family had asked to receive the tags for an entire family to purchase gifts this year.

New Business: There was no new business

Adjournment: Motion: R. Rybolt; 2nd D. Heuser

Prayer: Father Ruwe

Submitted by: S. Ruthven 12-16-25